

AGENDA WITH COMMENTARY

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

**MONDAY
JULY 8, 2019
7:00 P.M.**

AGENDA:

- 1. Call to Order**
- 2. Roll Call**
- 3. Establish a Quorum**
- 4. Pledge of Allegiance**
- 5. Moment of Silence**
- 6. Comments to the Board by:**
 - A. Citizens registered to speak to the Board**
 - B. Board Members**
- 7. Superintendent's Reports**
- 8. Consent Agenda:.....Pages 7-156**

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

 - A. Minutes of regular meeting held on June 10, 2019**
 - B. Minutes of special meeting held on June 17, 2019**
 - C. Treasurer's Report**
 - D. Activity Fund Fundraisers as per attached lists**
 - E. Activity Fund End of Year Transfers as per attached list**
 - F. End of Year PaySchools Sales Report for 2018-2019 and Fundraiser After Sale Accountability Report for 2018-2019 as per attached list**

- G. **Encumbrances for 2018-2019 General Fund #'s 1428-1443, Building Fund #'s 548-570, Child Nutrition Fund #'s 20-21, and 2019-2020 General Fund #'s 1-185, Building Fund #'s 1-45, Child Nutrition Fund #'s 1-9, Building Bond 2019 Fund #1 and listed change orders and Activity Fund Reports**
- H. **Fuel bid as recommended by bid committee**
- I. **Out-of-State Trip Requests:
James Strahorn and Cross Country Athletes-Rim Rock High School Cross Country Race-Lawrence, KS-September 27-28, 2019

Lori Lucas-AP English Conference-Olathe, KS-July 15-18, 2019**

9. **Business Agenda:**

- A. **Recommendation, consideration and action upon \$.10 increase for all paid student breakfast and lunch meals.....Page 157**

Commentary:

We are required to increase our student full paid lunch meal prices annually until our price is equal to the difference between free meal reimbursement and paid meal reimbursement.

Michelle Chapple will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

- B. **Recommendation, consideration and action to approve Ms. Carmen Walters as the authorized official for GPS to sign any federal claims for reimbursement from the State Department of Education.....Page 158**

Commentary:

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. **Carmen Walters will**

answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

- C. **Recommendation, consideration and action to approve Ms. Angie Smedley as the authorized official for GPS to sign any special education reimbursement claims from the State Department of Education for projects 621, 623, 625, 641 and 642.....Page 159**

Commentary:

Federal special education flow through 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. **Angie Smedley will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

D. Recommendation, consideration and action upon application for conducting cooperative activities programs with St. Mary’s Catholic School of Guthrie for 2019-2020.....Page 160

Commentary:

The applications with the Oklahoma Secondary School Activities Association for Jr. High sports including football, boys and girls cross country, wrestling, boys and girls track and boys and girls golf, would form a coop which would allow the students at St. Mary’s to compete in the above listed sports with Guthrie Jr. High students. This is the sixth year for this coop. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

E. Recommendation, consideration and action upon Activity Fund Handbook for 2019-2020.....Pages 161-197

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

F. Recommendation, consideration and action upon Guthrie Upper Elementary Student Handbook for 2019-2020.....Pages 198-226

Commentary:

This is the first year to have an individual handbook for Guthrie Upper Elementary School that is not tied to the elementary handbook for GPS. Deletions from the previous elementary handbook are noted with a strike through and changes or additions are noted in red. **Carmen Walters will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

G. Recommendation, consideration and action upon Jr. High School Student Handbook for 2019-2020.....Pages 227-262

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

H. Recommendation, consideration and action upon Faver Alternative School Student Handbook for 2019-2020.....Pages 263-296

Commentary:

This is the first year for Faver Alternative School to have a separate handbook from GHS. Deletions to last year’s handbook are noted with a strike through and changes or additions are noted in red. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

I. Recommendation, consideration and action upon Guthrie High School Student Handbook for 2019-2020.....Pages 297-331

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

J. Recommendation, consideration and action upon Guthrie High School Course Description Handbook for 2019-2020.....Pages 332-375

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

K. Recommendation, consideration and action upon Memorandum of Understanding between Meridian Technology Center and Guthrie Public Schools for supplemental funding for Guthrie Middle School Gateway to Technology Programs for 8th grade students for 2019-2020.....Pages 376-377

Commentary:

This is a renewal agreement with Meridian Technology Center for The GMS Gateway to Technology program for 8th grade students at Guthrie Jr. High. It 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. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

L. Recommendation, consideration and action upon loan agreement with Child Nutrition Fund for 2019-2020.....Pages 378

Commentary:

This loan from the General Fund is necessary to begin a new fiscal year. Monies are not typically carried from one fiscal year to the next which are sufficient to begin that school year. The loan is paid back to the General Fund when balances are sufficient to support repayment and

continuation of the program for the remainder of the 2019-2020 school year. **Michelle Chapple will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- M. Recommendation, consideration and action upon agreement with Imperial Vending for snack vending for 2019-2020.....Pages 379-380**

Commentary:

Imperial Vending would be maintaining the vending machines throughout the District.

This agreement is, also, for one year and may be renewed each year for a five year period. This is the second year of the agreement. In addition to commission on sales, we receive an additional \$1,500.00 annually. **Michelle Chapple will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- N. Recommendation, consideration and action upon change order #1 to Innovative Mechanical LLC on HS HVAC Replacement.....Pages 381-382**

Commentary:

This change order refers to asbestos removal as listed in the attached document. The estimated net cost for this change order is \$17,890.00. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- O. Recommendation, consideration and action to approve the formation of a Shooting Sports Team at GHS for 2019-2020 through the GHS AG ED Program.....Pages 383-392**

Commentary:

A request to form a Shooting Sports Team was submitted by GHS Agricultural Education Teacher, Clay Drake. If approved, this team would be supervised by Mr. Drake at no expense to the school district. Other districts who compete in Oklahoma may be found in the documentation of this agenda item. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- P. Discussion and possible action to modify school starting and ending times for the 2019-2020 school year**

Commentary:

This was discussed in special session by the Board on June 17th, 2019. **Dr. Simpson will answer any questions.**

- 10. Proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out**

on the Personnel Reports, employment of temporary contract teachers as listed for 2019-2020, and teacher negotiations for 2019-2020 disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2 and 7

- A. Vote to go into executive session
- B. Acknowledge Board’s return to open session
- C. Statement of minutes of executive session

- 11. Vote on action as set out on the Personnel Reports.....Page 393
- 12. Action upon recommendation to rehire temporary contract teachers as listed for the first semester of 2019-2020.....Page 394
- 13. Recommendation, consideration and action to accept any resignations offered since the posting of the agenda
- 14. Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting
- 15. Adjourn

Dr. Mike Simpson
Superintendent

jf

Posted by: _____

Date: _____ Time: _____

Place: _____

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
REGULAR MEETING
JUNE 10, 2019**

MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION REGULAR MEETING HELD AT 7:00 P.M. IN THE OFFICE OF THE BOARD, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON JUNE 10, 2019

Board Members Present: Gina Davis, Janna Pierson, Ron Plagg, Travis Sallee, Tina Smedley and Sharon Watts

Member Absent: Jennifer Bennett-Johnson

District Level School Officials Present: Dr. Mike Simpson, Superintendent
Doug Ogle, Assistant Superintendent
Carmen Walters, Executive Director of
Federal Programs/Elementary Ed
Michelle Chapple, Chief Financial Officer
Angie Smedley, Director of Special
Education
Cody Thompson, Director of Operations
Dee Benson, Director of Technology

1. The meeting was called to order by President Smedley.
2. Members Gina Davis, Janna Pierson, Ron Plagg, Travis Sallee, Tina Smedley and Sharon Watts were present for roll call.

Member Jennifer Bennett-Johnson was not present for roll call.
3. A quorum was established.
4. President Smedley asked everyone present to stand and join her in the Pledge of Allegiance.
5. President Smedley asked everyone present to join her in a Moment of Silence.
- 6A. President Smedley asked the Superintendent if there were any citizens registered to speak to the Board.

Superintendent Simpson stated there were no citizens registered to speak to the Board.
- 6B. President Smedley called for any comments to the Board by Board members.

There were no comments to the Board by Board members.
7. President Smedley called for the Superintendent's Reports.

Superintendent Simpson reported on the following:

We had a great evening on May 17th as the GHS Class of 2019 graduated. Thankfully the weather cooperated and was wonderful.

The last week of school for 2018-19 was a first for him. We had to cancel school on two days of the final week due to possible tornadoes on one day and flooding on the other day. Luckily, we did not have to make up those two days.

Cody Thompson, GHS Director of Operations, received the Region 3 Central Office Administrator of the Year Award. This is a well-deserved recognition.

Our summer projects are progressing well and are currently on schedule. Right now, we are working on resurfacing the track, we've removed the old seats on the south side of the GHS gymnasium and are deep cleaning that floor. The salvaged seats will be available online for purchase in an auction forum. The old seats were 52 years old. We saved as many as we could.

We will have a Special Board Meeting on Monday, June 17th at 6:00 p.m.

- 8. President Smedley called for action on the Consent Agenda.**

A motion was made by Plagg and seconded by Watts to approve the Consent Agenda.

The motion carried with 6 ayes and 0 nays.

- 9A. President Smedley called for recommendation, consideration and action upon Edgenuity Virtual Classroom Consortium Contract with Meridian Technology Center for 2019-2020.**

A motion was made by Watts and seconded by Davis to approve Edgenuity Virtual Classroom Consortium Contract with Meridian Technology Center for 2019-2020.

Discussion followed.

The motion carried with 6 ayes and 0 nays.

- 9B. President Smedley called for recommendation, consideration and action upon renewal of financial advisor services agreement with Municipal Finance Services, Inc. for 2019-2020.**

A motion was made by Davis and seconded by Pierson to approve the renewal of financial advisor services agreement with Municipal Finance Services, Inc. for 2019-2020.

Discussion followed.

The motion carried with 6 ayes and 0 nays.

- 9C. President Smedley called for recommendation, consideration and action upon renewal agreement with Ms. Teresa Ewing to provide Physical Therapy Services for 2019-2020.**

A motion was made by Pierson and seconded by Watts to approve the renewal agreement with Ms. Teresa Ewing to provide Physical Therapy Services for 2019-2020.

The motion carried with 6 ayes and 0 nays.

- 9D. President Smedley called for recommendation, consideration and action upon agreement with Marylyn Steffensen for Psychoeducational Services for 2019-2020.**

A motion was made by Watts and seconded by Davis to approve the agreement with Marylyn Steffensen for Psychoeducational Services for 2019-2020.

The motion carried with 6 ayes and 0 nays.

- 9E. President Smedley called for recommendation, consideration and action upon agreement with Sherri Fairchild for Psychoeducational Services for 2019-2020.**

A motion was made by Plagg and seconded by Pierson to approve the agreement with Sherri Fairchild for Psychoeducational Services for 2019-2020.

The motion carried with 6 ayes and 0 nays.

- 9F. President Smedley called for recommendation, consideration and action upon contract with Sodexo, Inc. for 2019-2020 for Child Nutrition Services.**

A motion was made by Watts and seconded by Sallee to approve the contract with Sodexo, Inc. for 2019-2020 for Child Nutrition Services.

The motion carried with 6 ayes and 0 nays.

- 9G. President Smedley called for recommendation, consideration and action upon Temporary Appropriations for 2019-2020 for the General Fund, Building Fund, Child Nutrition Fund, Gifts and Endowments Fund and Insurance/Casualty Fund.**

A motion was made by Pierson and seconded by Watts to approve Temporary Appropriations for 2019-2020 for the General Fund, Building Fund, Child Nutrition Fund, Gifts and Endowments Fund and Insurance/Casualty Fund.

The motion carried with 6 ayes and 0 nays.

- 9H. President Smedley called for recommendation, consideration and action upon agreement with NORTHchurch, Inc. for facility use for 2019-2020.**

A motion was made by Watts and seconded by Pierson to approve the agreement with NORTHchurch, Inc. for facility use for 2019-2020.

The motion carried with 6 ayes and 0 nays.

- 9I. President Smedley called for recommendation, consideration and action upon renewal with OSIG for property, general liability, fleet vehicle and error and omissions coverage for 2019-2020.**

A motion was made by Watts and seconded by Davis to approve the renewal with OSIG for property, general liability, fleet vehicle and error and omissions coverage for 2019-2020.

Discussion followed.

The motion carried with 6 ayes and 0 nays.

- 9J. President Smedley called for recommendation, consideration and action upon renewal with OSAG for workers' compensation insurance coverage for 2019-2020.**

A motion was made by Pierson and seconded by Watts to approve renewal with OSAG for workers' compensation insurance coverage for 2019-2020.

The motion carried with 6 ayes and 0 nays.

- 9K. President Sallee called for recommendation, consideration and action upon renewal agreement with Aurora Learning Community Association (ALCA) for 2019-2020.**

A motion was made by Watts and seconded by Davis to approve the renewal agreement with Aurora Learning Community Association (ALCA) for 2019-2020.

The motion carried with 6 ayes and 0 nays.

- 9L. President Smedley called for recommendation, consideration and action upon Elementary Student Handbook for 2019-2020.**

Discussion followed.

A motion was made by Watts and seconded by Sallee to approve the Elementary Student Handbook for 2019-2020.

The motion carried with 3 ayes and 3 abstentions-Members Davis, Pierson and Plagg abstaining.

Discussion followed.

A motion was made by Davis and seconded by Plagg to approve the Elementary Student Handbook with the amendment under BB: to add "for the welfare of the child" at the end of the last sentence of the paragraph.

The motion carried with 6 ayes and 0 nays.

- 9M. President Smedley called for recommendation, consideration and action upon agreement with Follett School Solutions, Inc. for library inventory software for 2019-2020.**

A motion was made by Plagg and seconded by Pierson to approve the agreement with Follett School Solutions, Inc. for library inventory software for 2019-2020.

Discussion followed.

The motion carried with 6 ayes and 0 nays.

9N. President Smedley called for recommendation, consideration and action on the following appointments for 2019-2020:

- **Michelle Chapple-Purchasing Agent**
- **Michele Hamby-Encumbrance Clerk**
- **Jana Wanzer-Treasurer**
- **Anita Paul-Assistant Treasurer**
- **Jana Frey-Clerk of the Board and Minutes Clerk**
- **Kary Jarred-Deputy Clerk of the Board and Deputy Minutes Clerk**

A motion was made by Pierson and seconded by Sallee to approve the following appointments for 2019-2020:

- **Michelle Chapple-Purchasing Agent**
- **Michele Hamby-Encumbrance Clerk**
- **Jana Wanzer-Treasurer**
- **Anita Paul-Assistant Treasurer**
- **Jana Frey-Clerk of the Board and Minutes Clerk**
- **Kary Jarred-Deputy Clerk of the Board and Deputy Minutes Clerk**

The motion carried with 6 ayes and 0 nays.

9O. President Smedley called for recommendation, consideration and action to approve a 4 year lease agreement with ImageWorks for District copiers.

A motion was made by Davis and seconded by Watts to approve a 4 year lease agreement with ImageWorks for District copiers.

The motion carried with 6 ayes and 0 nays.

9P. President Smedley called for recommendation, consideration and action to ratify the lease purchase financing agreement for Oklahoma LED project.

A motion was made by Watts and seconded by Plagg to ratify the lease purchase financing agreement for Oklahoma LED project.

The motion carried with 6 ayes and 0 nays.

10. President Smedley called for proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, extra-duty assignments for 2019-2020 as listed, teacher negotiations for 2019-2020 and periodic annual evaluation and terms of employment of Dr. Michael Simpson, Superintendent of Schools, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2 and 7.

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

The motion carried with 6 ayes and 0 nays. Executive session began at 7:36 p.m.

10B. President Smedley acknowledged the Board's return to open session at 9:48 p.m.

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

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

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

The motion carried with 6 ayes and 0 nays.

12. President Smedley called for action upon recommendation of extra-duty assignments for 2019-2020.

A motion was made by Watts and seconded by Pierson to approve extra-duty assignments as listed for 2019-2020.

The motion carried with 6 ayes and 0 nays.

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

Superintendent Simpson stated that no resignations were offered since the posting of the agenda.

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

Superintendent Simpson stated there was no new business.

15. A motion was made by Plagg and seconded by Watts to adjourn the meeting.

The motion carried with 6 ayes and 0 nays.

The meeting adjourned at 9:49 p.m.

Jana Frey, Minutes Clerk

Tina Smedley, Board President

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
SPECIAL MEETING
JUNE 17, 2019**

MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION SPECIAL MEETING HELD AT 6:00 P.M. IN THE OFFICE OF THE BOARD, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON JUNE 17, 2019

Board Members Present: Jennifer Bennett-Johnson, Gina Davis, Janna Pierson, Ron Plagg, Travis Sallee, Tina Smedley and Sharon Watts

District Level School Officials Present: Dr. Mike Simpson, Superintendent
Doug Ogle, Assistant Superintendent
Carmen Walters, Executive Director of
Federal Programs/Elementary Ed
Michelle Chapple, Chief Financial Officer
Angie Smedley, Director of Special
Education
Cody Thompson, Director of Operations

1. The meeting was called to order by President Smedley.
2. Members Jennifer Bennett-Johnson, Gina Davis, Janna Pierson, Ron Plagg, Travis Sallee, Tina Smedley and Sharon Watts were present for roll call.
3. A quorum was established.
4. President Smedley asked everyone present to stand and join her in the Pledge of Allegiance.
5. President Smedley asked everyone present to join her in a Moment of Silence.
6. President Smedley called for discussion on transportation staffing, bus routing and its impact on GPS students for the 2019-2020 school year.

Mr. Ogle presented staggered time information including a transportation expense report, a transportation discipline report and a document with information over the last 3 years from our transportation consultant. Mr. Cody Thompson, Director of Operations, was there to answer questions as well.

Discussion followed.

7. President Smedley called for discussion regarding start and end times for Guthrie Public Schools for the 2019-2020 school year.

Discussion followed.

8. A motion was made by Davis and seconded by Watts to adjourn the meeting.

The motion carried with 7 ayes and 0 nays.

The meeting adjourned at 7:44 p.m.

Jana Frey, Minutes Clerk

Tina Smedley, Board President

WARRANTS PAID

GENERAL FUND:

2017-2018 \$
2018-2019 \$ 4,017,270.99

GIFTS & ENDOWMENTS FUND:

2017-2018
2018-2019 \$ 7,734.40

BUILDING FUND:

2017-2018 \$
2018-2019 \$46,442.89

INS. LOSS RECOVERY FUND:

2017-2018
2018-2019

CHILD NUTRITION FUND:

2017-2018 \$
2018-2019 \$282,721.31

BOND FUND:

2017-2018 \$ 24,350.96
2018-2019 \$ 276,105.06

CD/INVESTMENTS:

Farmers and Merchants Bank – Bond CD \$ 1,000,000.00

TOTAL MONIES IN F&M BANK \$9,583,409.99

PLEGGED – FDIC \$ 250,000.00

PLEGGED – F&M BANK \$11,661,000.00

**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST
As of 6/30/2019**

1.	801, Central Faculty	Staff Jean Pass sales
2.	802, Central Activity	Big Kahuna Catalog Sales
3.	802, Central Activity	Scholastic Book Fair
4.	802, Central Activity	Magazine Subscription postcards
5.	803, Central PTO	Holiday Craft Show
6.	803, Central PTO	Bluejay Bash
7.	803, Central PTO	Class T-shirts and/or Water Bottles
8.	803, Central PTO	Central Spirit Store
9.	803, Central PTO	Central Snack Shack
10.	803, Central PTO	Student Christmas Store
11.	803, Central PTO	Central Night @ local restaurants
12.	804, Cotteral PTO	Christmas Store
13.	804, Cotteral PTO	Snack Shack
14.	805, Cotteral Activity	Penny Wars
15.	805, Cotteral Activity	Scholastic Book Fair
16.	805, Cotteral Activity	Southwest Fundraising Brochure sales
17.	808, Fogarty PTO	School T-shirt sales
18.	808, Fogarty PTO	Food Trucks & Quilt Auction
19.	808, Fogarty PTO	Penny Wars
20.	808, Fogarty PTO	Spell-A-Thon
21.	808, Fogarty PTO	Snack Shack
22.	812, GUES Activity	GUES T-shirt sales
23.	812, GUES Activity	Yearbook sales
24.	812, GUES Activity	Southwest Fundraising Brochure sales
25.	815, GUES PTO	Smart Snack Sno-Cone sales
26.	815, GUES PTO	“Run the Race” Jag-A-Thon

27.	815, GUES PTO	Christmas Store
28.	818, Builders Club	Club Dues w/T-shirt
29.	821, JH FCCLA	FCCLA T-shirt sales
30.	821, JH FCCLA	World's Finest Chocolate Candy Bar sales
31.	821, JH FCCLA	Club's Choice Fundraising Brochure sales
32.	826, Learn 2 Love	Donation Solicitation
33.	840, Charter Oak	Big Kahuna Fall Fundraiser Brochure sales
34.	840, Charter Oak	Scholastic Fall Book Fair
35.	840, Charter Oak	Big Kahuna Candy Bar sales fundraiser
36.	840, Charter Oak	Scholastic Book Fair
37.	841, Charter Oak PTO	Boo Grams & Valentines Grams
38.	841, Charter Oak PTO	Spell a Thon
39.	841, Charter Oak PTO	Walk a thon
40.	841, Charter Oak PTO	Christmas Store
41.	841, Charter Oak PTO	Sock Hop(wristbands, silent auction, hot dog root beer float sales)
42.	852, HS Athletics	Fall/Winter/Spring Calendars
43.	859, Band	Durham Ellis Pecan Nut sale
44.	859, Band	World's Finest Chocolate Candy Bar sale
45.	869, English Club	Club Dues
46.	872, Class of 2020	Class Dues
47.	876, FFA Booster Club	Pork Chop Dinner & Silent Auction
48.	876, FFA Booster Club	John Deere Gator Raffle
49.	876, FFA Booster Club	Livestock Show Concessions Stand
50.	876, FFA Booster Club	Membership Fees
51.	877, FFA	Flower & Arrangement sales
52.	877, FFA	Meat sales
53.	877, FFA	Metal & Wood Product sales
54.	878, HS FCCLA	Painted driveway mascots
55.	878, HS FCCLA	RADA Kitchenware sales

56.	878, HS FCCLA	Pretzel Rod Fundraiser
57.	878, HS FCCLA	MPact Fundraiser Gummy Bear sales
58.	878, HS FCCLA	FCCLA Member T-shirt sales
59.	878, HS FCCLA	Bake Sale for donations
60.	878, HS FCCLA	Member Dues
61.	878, HS FCCLA	Valentine Day Gift sales
62.	880, XC Bluecrew	Mum Sales
63.	880, XC Bluecrew	Pop & Candy sales
64.	880, XC Bluecrew	Cross Country Meet
65.	897, Soccer	Fancloth Fundraiser
66.	897, Soccer	Car Wash
67.	902, Vocal	Cabaret Concert
68.	902, Vocal	Spring Musical Admission, Ads & Donations
69.	902, Vocal	JH Spring Musical Admission, Ads, Donation
70.	904, Yearbook	Yearbook Index Sponsors
71.	904, Yearbook	Yearbook Dues
72.	904, Yearbook	Yearbook Sales
73.	904, Yearbook	Yearbook Ads
74.	913, GHS Drama	Century Resources Brochure sales
75.	913, GHS Drama	Follies admission
76.	913, GHS Drama	Dessert & Play admissions
77.	922, Courtesy Comm. Adm.	Staff Donations
78.	927, Hall of Fame	Golf Tournament
79.	935, Vending Admin	Snacks & Cola vending machine sales
80.	809, Fogarty	Big Kahuna Chocolate Sales
81.	809, Fogarty	Fall Scholastic Book Fair
82.	809, Fogarty	Spring Follett School Solutions Book Fair
83.	860, Class of 2021	Class Dues
84.	860, Class of 2021	Prom Ticket for Jr/Sr Dates

- | | | |
|-----|---------------------|----------------------|
| 85. | 878, HS FCCLA | Teacher Lunches |
| 86. | 878, HS FCCLA | Strut your Mutt Walk |
| 87. | 858, Link Crew | Organization Dues |
| 88. | 898, Science Club | Club Dues |
| 89. | 934, Transportation | Vending sales |



1.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5.31.2019 Site: Central Unobligated Account Balance: \$296 319²⁰

Account Name: Central Faculty Account Number: 801

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Jean pass for staff - all Central staff will be able to wear jeans and a school shirt 1 day per week upon purchase of the \$40 pass. A shirt will be purchased for them.

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 will be used to purchase items for the staff throughout the year.

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: Staff t-shirt

Estimated INCOME: \$1,200.00 Fundraiser start date: 8.15.2019
 Less Estimated EXPENSES: \$500.00
 Estimated PROFIT: \$700.00 Fundraiser end date: 10.4.2019

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? will only purchase shirt for those who paid Are

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

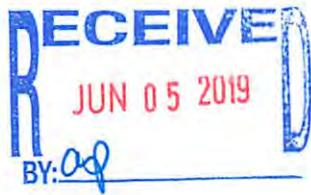
Sponsor Signature: [Signature] Date: 6/4/19

Principal's Signature: _____ Date: _____

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

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

[Signature]
21



2.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5.31.2019 Site: Central Unobligated Account Balance: \$15,228

Account Name: Central Activity Account Number: 802

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Big Kahuna Catalog 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 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 will be used for classroom, teacher and student instructional materials and incentives. Playground supplies & equipment. To cover field trips for non-paying students.

Name/Address of Vendor: Big Kahuna, Brian Martin/163 Solano Circle, Aledo, TX 76008

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

Estimated INCOME: \$6,000.00 Fundraiser start date: 9.11.2019
Less Estimated EXPENSES: \$3,000.00

Estimated PROFIT: \$3,000.00 Fundraiser end date: 11.15.2019

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? pre-sale only Are _____

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

Sponsor Signature: [Signature] Date: 6/4/19

Principal's Signature: _____ Date: _____

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

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

[Signature]



3.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5.31.2019 Site: Central Unobligated Account Balance: \$15,228

Account Name: Central Activity Account Number: 802

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

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

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 will be used to purchase books and supplies for the library.

Name/Address of Vendor: Scholastic Book Fair, PO Box 3745, Jefferson City, MO 65102

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

Estimated INCOME: \$3,000.00 Fundraiser start date: 10.7.2019
Less Estimated EXPENSES: \$1,800.00

Estimated PROFIT: \$1,200.00 Fundraiser end date: 10.11.2019

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? will be returned to scholastic Are _____

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

Sponsor Signature: [Signature] Date: 6/4/19

Principal's Signature: _____ Date: _____

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

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

[Signature]



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4.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5.31.2019 Site: Central Unobligated Account Balance: \$15,228

Account Name: Central Activity Account Number: 802

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Students send postcards to family & friends. The school receives funds for each postcard that is sent. The postcards allow the opportunity for magazines to be purchased if wanted.

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: Reading for Education

Purpose for which funds will be used: Funds will be used for classroom, teacher and student instructional materials and incentives.

Name/Address of Vendor: Reading for Education, 180 Freedom Ave. Mufreesboro, TN 37129

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

Estimated INCOME: \$400.00 Fundraiser start date: 1.10.2019
 Less Estimated EXPENSES: 0
 Estimated PROFIT: \$400.00 Fundraiser end date: 3.31.2019

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? n/a Are

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

Sponsor Signature: [Signature] Date: 6/4/19

Principal's Signature: _____ Date: _____

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

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

[Signature]



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5

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6.3.2019 Site: Central Unobligated Account Balance: \$8,279

Account Name: Central PTO Account Number: 803

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Holiday Craft Show - Will have vendors with booths pay "booth fees" and will have a concession. Saturday 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) candy bars, popcorn, drinks, etc... This fundraiser will be held on a Saturday

Manufacturer: _____

Purpose for which funds will be used: Funds will be used for classroom, teacher and student instructional materials and incentives. Playground supplies and equipment. To cover field trips for non-paying students.

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: concession stand items - candy bars, popcorn, drinks, etc. decorations

Estimated INCOME: \$800.00 Fundraiser start date: 7.5.2019
 Less Estimated EXPENSES: \$300.00
 Estimated PROFIT: \$500.00 Fundraiser end date: 12.13.2019

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? food items will continue to be sold at a discounted rate to staff until gone Are _____

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

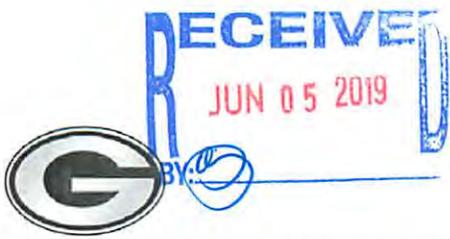
Sponsor Signature: Daniel Watson Date: 6/4/19

Principal's Signature: _____ Date: _____

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

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

Handwritten signature: M. Schapple



6.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6.3.2019 Site: Central Unobligated Account Balance: \$8,279

Account Name: Central PTO Account Number: 803

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Bluejay Bash - will tie in with open house inflatables, raffle, food trucks

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: will be used for classroom, teacher and student instructional materials and incentives. Playground supplies and equipment. To cover field trips for non-paying students.

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser: inflatables rental, decorations

Estimated INCOME: 2000.00 Fundraiser start date: 7.15.2019
Less Estimated EXPENSES: 1500.00
Estimated PROFIT: 500.00 Fundraiser end date: 9.20.2019

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: 6/4/19

Principal's Signature: Date:

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

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

[Signature]



GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6.3.2019 Site: Central Unobligated Account Balance: \$8,279

Account Name: Central PTO Account Number: 803

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) class t-shirs and/or water bottles

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: Funds will be used for classroom, teacher and student instructional materials and incentives. Playground supplies and equipment. To cover field trips for non-paying students.

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser: t-shirts and water bottles

Estimated INCOME: \$1,800.00 Fundraiser start date: 8.1.2019
Less Estimated EXPENSES: \$1,300.00
Estimated PROFIT: \$500.00 Fundraiser end date: 11.1.2019

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: 6/4/19

Principal's Signature: Date:

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

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

[Signature]



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8.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6.3.2019 Site: Central Unobligated Account Balance: \$8,279

Account Name: Central PTO Account Number: 803

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Central Spirit Store - misc items will be sold throughout year such as pencils, bracelets, stickers, 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: Funds will be used for classroom, teacher and student instructional materials and incentives. Playground supplies and equipment. To cover field trips for non-paying students.

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: misc items for resale

Estimated INCOME: \$5,000.00 Fundraiser start date: 9.1.2019
 Less Estimated EXPENSES: \$2,500.00
 Estimated PROFIT: \$2,500.00 Fundraiser end date: 5.22.2020

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 saved for following year Are _____

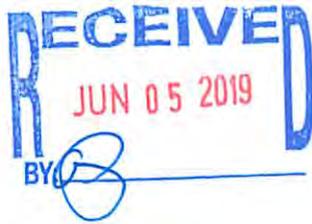
school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: Date: 6/4/19

Principal's Signature: _____ Date: _____

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

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



9.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6.3.2019 Site: Central Unobligated Account Balance: \$8,279

Account Name: Central PTO Account Number: 803

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Central Snack Shack - food items purchased from child nutrition and juice will be sold throughout school year

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) juice and snack items - see attached

Manufacturer: _____

Purpose for which funds will be used: will be used for classroom, teacher and student instructional materials and incentives. Playground supplies and equipment. To cover field trips for non-paying students.

Name/Address of Vendor: snacks - GPS child nutrition, drinks - Powell Investments, Guthrie Confectionary

Items to be purchased in order to conduct the fundraiser: snack items and juice

Estimated INCOME: \$5,000.00 Fundraiser start date: 9.1.2019
 Less Estimated EXPENSES: \$2,500.00
 Estimated PROFIT: \$2,500.00 Fundraiser end date: 5.22.2020

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 only buy what is needed through year Are

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

Sponsor Signature: [Signature] Date: 6/4/19

Principal's Signature: _____ Date: _____

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

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

[Signature]



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BY: [Signature]

10.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6.3.2019 Site: Central Unobligated Account Balance: \$8,279

Account Name: Central PTO Account Number: 803

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Student Christmas Store - items will be purchased for students to then shop and purchase for family 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: Funds will be used for classroom, teacher and student instructional materials and incentives. Playground supplies and equipment. To cover field trips for non-paying students.

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: misc. gift items for resale

Estimated INCOME: \$2,000.00 Fundraiser start date: 9.2.2019
 Less Estimated EXPENSES: \$1,000.00
 Estimated PROFIT: \$1,000.00 Fundraiser end date: 12.13.2019

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? students unable to pay will be given a chance to shop for an item, the rest stored Are _____

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

Sponsor Signature: [Signature] Date: 6/14/19

Principal's Signature: _____ Date: _____

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

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

[Signature]



11.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5.31.2019 Site: Central Unobligated Account Balance: \$8,279

Account Name: Central PTO Account Number: 803

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Local restaurants host a Central night at their restaurant on one evening and a percentage of proceeds are donated back to Central.

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 will be used for classroom, teacher and student instructional materials and incentives. Playground supplies & equipment. To cover field trips for non-paying students.

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

Estimated INCOME: \$1,200.00 Fundraiser start date: 10.1.2019
Less Estimated EXPENSES: 0
Estimated PROFIT: \$1,200.00 Fundraiser end date: 4.30.2020

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: 6/4/19

Principal's Signature: Date:

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

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

[Handwritten signature]



12.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-31-19 Site: Cotteral Unobligated Account Balance: \$9692.89
Account Name: Cotteral PTO Account Number: 804

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) PTO Christmas Store--various items will be purchased by students to give as gifts.

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: PTO luncheons, instructional materials for teacher classrooms, teacher appreciation

Name/Address of Vendor: _____

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

Items will be purchased from Dollar Tree, Oriental Trading and Wal-Mart and sold for a profit at the store.

Estimated INCOME: 2500.00 Fundraiser start date: 12-9-2019
 Less Estimated EXPENSES: 1500.00
 Estimated PROFIT: 1000.00 Fundraiser end date: 12-13-2019

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 to staff at cost Are _____

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

Sponsor Signature: _____ Date: 5/31/19

Principal's Signature: _____ Date: 5/31/19

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

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



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JUN 08 2019
BY: [Signature]

13.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-31-19 Site: Cotteral Unobligated Account Balance: \$9692.89 10,474.31

Account Name: Cotteral PTO Account Number: 804

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Popcorn/Capri Sun/Snack Shack to be sold on Fridays

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, fruit snacks, chips, rice krispy treats, capri suns
(all healthy snack approved)

Manufacturer: see attached

Purpose for which funds will be used: teacher and student incentives, Teacher Appreciation Week, PTO luncheons

Name/Address of Vendor: Child Nutrition--802 E Vilas /Guthrie Confectionary--P.O. Box 337

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

Estimated INCOME: <u>8000.00</u>	Fundraiser start date: <u>8-20-2019</u>
Less Estimated EXPENSES: <u>5000.00</u>	
Estimated PROFIT: <u>3000.00</u>	Fundraiser end date: <u>May 22, 2020</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? last day of school incentives Are _____

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

Sponsor Signature: [Signature] Date: 5/31/19

Principal's Signature: [Signature] Date: 5/31/19

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

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

[Signature]



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BY: [Signature]

14.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-31-19 Site: Cotteral Unobligated Account Balance: \$12820.89 13,346.87

Account Name: Cotteral Activity Account Number: 805

Select One: Soliciting in School Only Soliciting in school & community Community Only
Describe the fundraiser to be conducted (items sold/activity planned, etc.) Penny Wars, coin donations by class as a competition

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: supplement additional items and needs of classroom teachers

Name/Address of Vendor: _____

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

Estimated INCOME: 3000.00 Fundraiser start date: 3/2/2020
 Less Estimated EXPENSES: 100.00
 Estimated PROFIT: 2900.00 Fundraiser end date: 3/13/2020

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? not applicable Are _____

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

Sponsor Signature: _____ Date: 5/31/19

Principal's Signature: _____ Date: 5/31/19

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

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

[Signature]
34



15.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/10/2019 Site: Cotteral Unobligated Account Balance: 13,346.87

Account Name: Cotteral Library Account Number: 805

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Scholastic books and supplies will be sold at the Scholastic Book Fair.

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) None

Manufacturer: Scholastic

Purpose for which funds will be used: Activity Fund revenue for books and technology

Name/Address of Vendor: Scholastic 1080 Greenwood Blvd. Lake Mary, FL 32746

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

Estimated INCOME: 4000 Fundraiser start date: 10-16-19
Less Estimated EXPENSES: 2500
Estimated PROFIT: 1500 Fundraiser end date: 10-25-19

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

Sponsor Signature: [Signature] Date: 5-10-19
Principal's Signature: [Signature] Date: 5/10/19
Athletic Director's Signature (if applicable): Date:

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

[Signature] 35



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16.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

13,346.87
13,921.35

Request Date: 3-26-2019 Site: Cottoral Unobligated Account Balance:

Account Name: Cottoral Activity Account Number: 805

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Catalog Sales-wrapping paper, household items, candles, snack foods and other misc. items

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: additional technology and instructional materials for classrooms

Name/Address of Vendor: Southwest Fundraising, PO Box 850239, Yukon, OK 73085

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

Estimated INCOME: 10,000 Fundraiser start date: 10/25/19
Less Estimated EXPENSES: 5,000

Estimated PROFIT: 5,000 Fundraiser end date: 11/5/19

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? No items purchased if items not sold Are

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

Sponsor Signature: [Signature] Date: 3/26/19

Principal's Signature: [Signature] Date: 3/26/19

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

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

[Signature]
36



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17.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/4/2019 Site: Fogarty Unobligated Account Balance: 1754.37

Account Name: Fogarty PTO Account Number: 808

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) School T-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: supplies for teachers, classrooms, everyday needs of the site

Name/Address of Vendor: n/a

Items to be purchased in order to conduct the fundraiser: n/a

Estimated INCOME: 600.00 Fundraiser start date: August 16, 2019
 Less Estimated EXPENSES: ~~1800.00~~ 300.00 up
 Estimated PROFIT: 300.00 Fundraiser end date: February 7, 2020

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: Lacey Hudson Date: 6-4-19

Principal's Signature: Marsha Todd Date: 6-4-19

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

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

Unschapple



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18.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/4/2019 Site: Fogarty Unobligated Account Balance: 1754³⁷

Account Name: Fogarty PTO Account Number: 808

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Food Trucks & Quilt Auction

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) Food trucks will sell food items.

Manufacturer: _____

Purpose for which funds will be used: supplies for teachers, classrooms, everyday needs of the site

Name/Address of Vendor: n/a

Items to be purchased in order to conduct the fundraiser: n/a

Estimated INCOME: 300.00 Fundraiser start date: August 16, 2019
Less Estimated EXPENSES: 0.00

Estimated PROFIT: 300.00 Fundraiser end date: August 16, 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? n/a if yes a facility use permit must be completed.

Sponsor Signature: Lacy Hudson Date: 6-4-19

Principal's Signature: Mawsha Dodd Date: 6-4-19

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

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

YmkChapple



19.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

1,754.37

Request Date: 6/4/2019 Site: Fogarty Unobligated Account Balance:

Account Name: Fogarty PTO Account Number: 808

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Penny Wars - Each class will compete to bring money for Penny War.

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...

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...

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...

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

Manufacturer: n/a

Purpose for which funds will be used: Supplies for teachers, classrooms, everyday needs of the site

Name/Address of Vendor: n/a

Items to be purchased in order to conduct the fundraiser: n/a

Estimated INCOME: 3000.00 Fundraiser start date: October 21, 2019
Less Estimated EXPENSES: 0.00

Estimated PROFIT: 3000.00 Fundraiser end date: November 8, 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? n/a if yes a facility use permit must be completed.

Sponsor Signature: Lacey Hudson Date: 6-4-19

Principal's Signature: Marsha Joda Date: 6-4-19

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

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

Handwritten signature: mkChapple



20.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/4/2019 Site: Fogarty Unobligated Account Balance: 1,754³⁷

Account Name: Fogarty PTO Account Number: 808

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

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) n/a

Manufacturer: n/a

Purpose for which funds will be used: supplies for teachers, classrooms, everyday needs of the site

Name/Address of Vendor: n/a

Items to be purchased in order to conduct the fundraiser: n/a

Estimated INCOME: 5000.00 Fundraiser start date: February 10, 2019
Less Estimated EXPENSES: 0.00

Estimated PROFIT: 5000.00 Fundraiser end date: March 13, 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? n/a if yes a facility use permit must be completed.

Sponsor Signature: Lacey Huchon Date: 6-4-19

Principal's Signature: Marsha Dodd Date: 6-4-19

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

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

mschapple



21.

1,754.37

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/4/2019 Site: Fogarty Unobligated Account Balance:

Account Name: Fogarty PTO Account Number: 808

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Snack Shack - snack items sold to students & Hat Day

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 [X] 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) snack items, chips, cookies, capri-sun

Manufacturer: Marsh Powell Vending / Child Nutrition

Purpose for which funds will be used: supplies for teachers, classrooms, everyday needs of the site

Name/Address of Vendor: n/a

Items to be purchased in order to conduct the fundraiser: n/a

Estimated INCOME: 5000.00 Fundraiser start date: September 6, 2019
Less Estimated EXPENSES: 2500.00
Estimated PROFIT: 5000.00 Fundraiser end date: May 15, 2020

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: Lacey Hudson Date: 6-4-19

Principal's Signature: Marsha Todd Date: 6-4-19

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

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

Handwritten signature: m. Kapple



22.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/31/2019 Site: GUES Unobligated Account Balance: 16,629.97

Account Name: Activity Account Number: 812

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) GUES T-Shirts sales for Staff & students

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 will be used to purchase computer/software upgrades, classroom materials, continue ed for teachers, student incentives, rewards, building & grounds needs, donations, refunds, misc.

Name/Address of Vendor: Pending

Items to be purchased in order to conduct the fundraiser: Variety of t-shirts and sweatshirts

Estimated INCOME: \$4,000.00 Fundraiser start date: August 17, 2019
Less Estimated EXPENSES: \$3000.00
Estimated PROFIT: \$1000.00 Fundraiser end date: May 22, 2020

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? Give-a-ways @ various events Are

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

Sponsor Signature: Date:

Principal's Signature: Date: 5/31/19

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

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

Handwritten signature and number 42



23.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/30/2019 Site: GUES Unobligated Account Balance: 16,169.97

Account Name: Activity Account Number: 812

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

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

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: Funds will be used to purchase student incentives, rewards, computers/software upgrades, classroom materials, continue ed. for teachers, building & grounds needs, donations, refunds, misc.

Name/Address of Vendor: Josten's, 2400 NW 135th St., Oklahoma City, OK 73120

Items to be purchased in order to conduct the fundraiser:

Estimated INCOME: \$3000.00 Fundraiser start date: August 20, 2019
Less Estimated EXPENSES: \$1500.00
Estimated PROFIT: \$1500.00 Fundraiser end date: May 22, 2020

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? Left over books will be sold next year or returned to Vendor Are

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

Sponsor Signature: Date:
Principal's Signature: Susan Dawson Date: 5/31/19
Athletic Director's Signature (if applicable): Date:

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

Handwritten signature and the number 43.



24.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/30/2019 Site: GUES Unobligated Account Balance: 16,269.97
 Account Name: Activity Account Number: 812

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Southwest Fundraising - brochure.
It will contain home decor & accents, jewelry, gift wrap, kitchen items, snacks, 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: Southwest Fundraising

Purpose for which funds will be used: Funds will be used to purchase computer/software upgrades, classroom materials, continue ed for teachers, student incentives, rewards, building & grounds needs, donations, refunds, misc.

Name/Address of Vendor: Southwest Fundraising, PO Box 850239, Yukon, OK 73085

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

Estimated INCOME: \$10,000.00 Fundraiser start date: September 05, 2010
 Less Estimated EXPENSES: \$4,500.00
 Estimated PROFIT: \$5,500.00 Fundraiser end date: September 20, 2010

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? Only items paid for will be ordered Are
 school district facilities required? _____ if yes a facility use permit must be completed.

Sponsor Signature: _____ Date: _____
 Principal's Signature: [Signature] Date: 5/31/19
 Athletic Director's Signature (if applicable): _____ Date: _____

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

[Signature] 44



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 BY: [Signature]

25.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/30/2019 Site: GUES Unobligated Account Balance: 14,196.80

Account Name: PTO Account Number: 815

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Smart Snack Sno-Cones will be sold to students & staff and we will receive 20% of their 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 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) Smart Snack - Sno-Cones with various flavorings

Manufacturer: Kona Ice

Purpose for which funds will be used: Funds will be used to purchase student incentives, rewards, supplies, classroom materials, computers/software upgrades, continue ed for teachers, building & ground needs, teacher appreciation, StudyIsland, DiscoveryEd, AR programs, etc.

Name/Address of Vendor: Kona Ice (Joseph Lindsey), 12609 SW 24th St, Yukon, OK 73088

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

Estimated INCOME: \$1000.00 Fundraiser start date: September 05, 2019 (1st Semester)
 Less Estimated EXPENSES: \$800.00
 Estimated PROFIT: \$200.00 Fundraiser end date: April 03, 2020 (2nd Semester)

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? Only items bought will be served. Are _____

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

Sponsor Signature: [Signature] Date: 5/31/19

Principal's Signature: [Signature] Date: 5/31/19

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

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

[Signature]

26.



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BY: [Signature]

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 05/31/2019 Site: GUES Unobligated Account Balance: 14,196.80

Account Name: PTO Account Number: 815

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) "Run the Race" Jog-A-Thon. Solicit sponsors/donations for laps walked round the gymnasium.

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: water bottle filler, walking trail, playground equipment/repair

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

Estimated INCOME: \$5,000.00 Fundraiser start date: October 01, 2019
 Less Estimated EXPENSES: \$ 100.00
 Estimated PROFIT: \$4900.00 Fundraiser end date: November 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? Are

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

Sponsor Signature: [Signature] Date: 5/31/19

Principal's Signature: [Signature] Date: 5/31/19

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

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

[Signature] 46



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MAY 30 2019
BY: [Signature]

27.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

14,196.⁸⁰

Request Date: 05/30/2019 Site: GUES Unobligated Account Balance:

Account Name: PTO Account Number: 815

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Christmas Store - Gives students a chance to purchase items for their loved ones during the holidays. Items to be sold, socks, hats, flash lights, scarves, gloves, cups, jewelry,

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: Dollar Tree, Walmart

Purpose for which funds will be used: Funds will be used to purchase student incentives, rewards, supplies, classroom materials, computers/software upgrades, continue ed for teachers, building & ground needs, donations, teacher appreciation, StudyIsland, DiscoveryEd, AR programs

Name/Address of Vendor: Guthrie & Edmond Dollar Tree, Guthrie Walmart

Items to be purchased in order to conduct the fundraiser: wrapping paper, bags, ribbon, socks, flash lights, gloves, hats, scarves, cups, jewelry, etc.

Estimated INCOME: \$6,000.00 Fundraiser start date: December 09, 2019
 Less Estimated EXPENSES: \$2000.00
 Estimated PROFIT: \$4,000.00 Fundraiser end date: December 13, 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? Items will be added to the following year's store Are

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

Sponsor Signature: [Signature] Date: 5/31/19

Principal's Signature: [Signature] Date: 5/31/19

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

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

[Signature]



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28.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/29/2019 Site: GJHS Unobligated Account Balance: 327.10

Account Name: Builders Club Account Number: 818

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Organization dues w/T-shirt

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 for supplies/needs for Builders Club

Name/Address of Vendor: n/a

Items to be purchased in order to conduct the fundraiser: n/a (tshirts were ordered previously)

Estimated INCOME: \$200.00 Fundraiser start date: 8/1/2019
Less Estimated EXPENSES: _____

Estimated PROFIT: 200.00 Fundraiser end date: 5/22/2019

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? We will keep the shirts for future years Are _____

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

Sponsor Signature: [Signature] Date: 5/29/19

Principal's Signature: [Signature] Date: 5/29/19

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

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

[Signature]
48



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 BY: ap

29.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 04-24-2019 Site: GJHS Unobligated Account Balance: 11 17,838.2

Account Name: FCCLA Activity Fund Account Number: ~~822~~ 821 48

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sell FCCLA t-shirts to members to be worn during FCCLA events. Profit will be used towards paying for FCCLA conferences and FCCLA Frontier City Fun Night.

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: JAK'D Tees

Purpose for which funds will be used: Profit will be used towards paying for FCCLA conferences and FCCLA Frontier City Fun Night.

Name/Address of Vendor: JAK'D Tees

Items to be purchased in order to conduct the fundraiser: T-shirts will be available for pre-order. Only pre-ordered shirts will be purchased.

Estimated INCOME: \$400 Fundraiser start date: 08-28-18 1940
 Less Estimated EXPENSES: \$300
 Estimated PROFIT: \$100 Fundraiser end date: 09-11-19

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? Only pre-ordered/pre-paid shirts will be purchased Are

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

Sponsor Signature: [Signature] Date: 4-24-19

Principal's Signature: [Signature] Date: 4-24-19

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

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

[Signature]



30.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 04-24-2019 Site: GJHS Unobligated Account Balance: 17,838.82

Account Name: FCCLA Activity Fund Account Number: 82140

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) FCCLA members will sell candy to the community as a way to raise funds to be used for FCCLA conferences, FCCLA Frontier City fun night, and any other necessary FCCLA expenses.

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

Manufacturer: World's Finest Chocolates

Purpose for which funds will be used: Profit will be used towards paying for FCCLA conferences and FCCLA Frontier City Fun Night, as well as any other necessary FCCLA expenses.

Name/Address of Vendor: World's Finest Chocolates

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

Estimated INCOME: \$1,100 Fundraiser start date: 10-17-19
 Less Estimated EXPENSES: \$800
 Estimated PROFIT: \$300 Fundraiser end date: 10-31-19

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? To be sold at a later date Are

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

Sponsor Signature: [Signature] Date: 4-24-19

Principal's Signature: [Signature] Date: 4-24-19

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

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

[Signature]



31.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 04-24-2019 Site: GJHS Unobligated Account Balance: 17,838.82

Account Name: FCCLA Activity Fund Account Number: 87282148

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) FCCLA members will sell items to the community as a way to raise funds to be used for FCCLA conferences, FCCLA Frontier City fun night, and any other necessary FCCLA expenses.

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 ; Frozen Pizza ; Breads ; Soups ; Pretzels ; Sausage ; Egg Rolls ; Desserts ; Frozen Breakfast Items

Manufacturer: Multiple: Cinnabon, Jimmy Dean, Johnsonville, Auntie Anne's, etc.

Purpose for which funds will be used: Profit will be used towards paying for FCCLA conferences and FCCLA Frontier City Fun Night, as well as any other necessary FCCLA expenses.

Name/Address of Vendor: Club's Choice Fundraising

Items to be purchased in order to conduct the fundraiser: Items will be available for pre-order. Only pre-ordered items will be purchased.

Estimated INCOME: <u>\$1,500</u>	Fundraiser start date: <u>11-08-19</u>
Less Estimated EXPENSES: <u>\$900</u>	
Estimated PROFIT: <u>\$600</u>	Fundraiser end date: <u>11-22-19</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? Only pre-ordered/pre-paid items will be purchased Are

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

Sponsor Signature: [Signature] Date: 4-24-19

Principal's Signature: [Signature] Date: 4-24-19

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

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

[Signature]



32.

25,357.⁷⁵
~~23,681.³⁵~~

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/4/19 Site: Junior High 610 Unobligated Account Balance: _____

Account Name: Learn 2 Love Account Number: 826

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

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

Manufacturer: N/A

Purpose for which funds will be used: Funds will be used to purchase items to meet student needs including but not limited to classroom supplies, clothes, food, shelter, utilities, etc

Name/Address of Vendor: N/A

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

Estimated INCOME: 5000.00 Fundraiser start date: 8/1/2019
 Less Estimated EXPENSES: 0.00
 Estimated PROFIT: 5000.00 Fundraiser end date: 6/30/2020

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: _____ Date: 6-3-19

Principal's Signature: _____ Date: 6-8-19

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

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



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MAY 29 2019
BY: OS

33.

10,797.²⁶
~~9,966.45~~

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-28-19 Site: 135- Charter Oak Unobligated Account Balance: _____
Account Name: Activity Account Number: 840

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

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

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) gift items and sweet salty snacks, chocolate

Manufacturer: Big Kahuna

Purpose for which funds will be used: office and classroom supplies, field trips, students incentives

Name/Address of Vendor: Big Kahuna Fundraising 163 Solano Circle Aledo, Texas

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

Estimated INCOME: 10000.00 Fundraiser start date: Sept. 9, 2019
Less Estimated EXPENSES: 5000.00
Estimated PROFIT: 5000.00 Fundraiser end date: Oct. 1, 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? orders placed before delivery Are _____

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

Sponsor Signature: _____ Date: _____

Principal's Signature: [Signature] Date: 5/28/19

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

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

[Signature]



RECEIVED
MAY 29 2019
BY: [Signature]

34.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

10,797.26
9,966.43

Request Date: 5-28-19 Site: 135- Charter Oak Unobligated Account Balance:

Account Name: Activity Account Number: 840

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

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

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: Scholastic Book Fairs

Purpose for which funds will be used: library books and supplies for the library

Name/Address of Vendor: Scholastic S.W. 44th St. OKC. Ok. 73179

Items to be purchased in order to conduct the fundraiser:

Estimated INCOME: 4000.00 Fundraiser start date: Oct. 2, 2019
 Less Estimated EXPENSES: 3000.00
 Estimated PROFIT: 1000.00 Fundraiser end date: Oct. 29, 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: Date:

Principal's Signature: [Signature] Date: 5/28/19

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

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

[Signature]



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MAY 29 2019
BY: [Signature]

35.

10,797.26
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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-28-19 Site: 135- Charter Oak Unobligated Account Balance: _____

Account Name: Activity Account Number: 840

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

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

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 bars

Manufacturer: Big Kahuna

Purpose for which funds will be used: computer/software upgrades, classroom materials, field trips, student incentives, building and grounds needs, continue ed. for teachers

Name/Address of Vendor: Big Kahuna Fundraising 163 Solano Circle Aledo, Texas

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

Estimated INCOME: 10000.00 Fundraiser start date: Feb. 1, 2020
 Less Estimated EXPENSES: 5000.00
 Estimated PROFIT: 5000.00 Fundraiser end date: Feb. 28, 2020

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: _____ Date: _____

Principal's Signature: [Signature] Date: 5/28/19

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: 5-28-19 Site: 135- Charter Oak Unobligated Account Balance: _____

Account Name: Activity Account Number: 840

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Scholastic Book Fair: it does have an online purchasing option

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: Scholastic Book Fairs

Purpose for which funds will be used: library books and supplies for the library

Name/Address of Vendor: Scholastic S.W. 44th St. OKC. Ok. 73179

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

Estimated INCOME: 4000.00 Fundraiser start date: Jan. 6, 2020
 Less Estimated EXPENSES: 3000.00
 Estimated PROFIT: 1000.00 Fundraiser end date: Feb. 14, 2020

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: _____ Date: _____
 Principal's Signature: [Signature] Date: 5/28/19
 Athletic Director's Signature (if applicable): _____ Date: _____

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

[Signature]



37.

#509152

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-28-19 Site: 135- Charter Oak Unobligated Account Balance: 5,148.78

Account Name: PTO Account Number: 841

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Boo grams and Valentines 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 [X] 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) fruit roll ups fruit gushers

Manufacturer: Dollar Tree, Walmart, Oriental Trading, Geddes, Amazon, Sam's

Purpose for which funds will be used: student incentives, computers/software upgrades, classroom materials, continue ed. for teachers, refunds, building and ground needs

Name/Address of Vendor: all addresses correct in mas

Items to be purchased in order to conduct the fundraiser: fruit roll ups, fruit by the foot, fruit gushers, pencils, stuffed animals

Estimated INCOME: 1200.00 Fundraiser start date: 10-5-19
Less Estimated EXPENSES: 600.00
Estimated PROFIT: 600.00 Fundraiser end date: 2-20-19

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? all items will be sold Are

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

Sponsor Signature: Date:

Principal's Signature: [Signature] Date: 5/28/19

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

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

[Handwritten signature]



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 BY: af

38.

509152

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6-3-19 Site: Charter Oak Unobligated Account Balance: 8854.36

Account Name: PTO Account Number: 841

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Spell a Thon students will take up donations for how many words/letters they get right on a spelling test

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 purchase students incentives, classroom supplies, building and grounds needs

Name/Address of Vendor: Wal-Mart, Sam's, Amazon, and Oriental Trading

Items to be purchased in order to conduct the fundraiser: prize's for the spell a thon outdoor accessories, games, headphones

Estimated INCOME: 2500.00 Fundraiser start date: April 1, 2020
 Less Estimated EXPENSES: 500.00
 Estimated PROFIT: 1500.00 Fundraiser end date: April 30, 2020

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: _____ Date: _____

Principal's Signature: Joy Ball Date: 6-3-19

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

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

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BY: [Signature]

39.

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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-28-19 Site: 135- Charter Oak Unobligated Account Balance: _____

Account Name: PTO Account Number: 841

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

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

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: computer/software upgrades, classroom materials, field trips, student incentives, building and grounds needs, continue ed. for teachers

Name/Address of Vendor: Walmart, Sam's, Amazon, Oriental Trading

Items to be purchased in order to conduct the fundraiser: prizes for walk a thon, bikes, games, outdoor accessories

Estimated INCOME: 2500.00 Fundraiser start date: November 1, 2019
 Less Estimated EXPENSES: 500.00
 Estimated PROFIT: \$ 2000.00 Fundraiser end date: Nov.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? _____ Are

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

Sponsor Signature: _____ Date: _____

Principal's Signature: [Signature] Date: 5/28/19

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: 5-28-19 Site: 135- Charter Oak Unobligated Account Balance: _____

Account Name: PTO Account Number: 841

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Christmas Store- gives students a chance to come and purchase items for their family during Christmas. Items sold are socks, hats, flash lights, toys, cups, 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: Dollar Tree, Walmart, Oriental Trading, Geddes, Amazon

Purpose for which funds will be used: student incentives, computers/software upgrades, classroom materials, continue ed. for teachers, refunds, building and ground needs

Name/Address of Vendor: all addresses correct in mas

Items to be purchased in order to conduct the fundraiser: wrapping paper, bags, ribbon, socks, hats, flash lights, toys, cups

Estimated INCOME: 4000.00 Fundraiser start date: 12-1-19
 Less Estimated EXPENSES: 2500.00
 Estimated PROFIT: 1500.00 Fundraiser end date: 12-20-19

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? Items will be saved for the following year to be sold Are _____

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

Sponsor Signature: _____ Date: _____

Principal's Signature: J. J. Bell Date: 5/28/19

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

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

Y. M. Chapple



41.

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5,148.78

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-28-19 Site: 135- Charter Oak Unobligated Account Balance: _____

Account Name: PTO Account Number: 841

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sock Hop-wristbands sold to enter for dance, rootbeer floats, hot dogs, silent auction

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: Dollar Tree, Walmart, Oriental Trading, Geddes, Amazon, Sam's

Purpose for which funds will be used: student incentives, computers/software upgrades, classroom materials, continue ed. for teachers, refunds, building and ground needs,

Name/Address of Vendor: all addresses correct in mas

Items to be purchased in order to conduct the fundraiser: decorating items, paper products

Estimated INCOME: 2000.00
 Less Estimated EXPENSES: 500.00
 Estimated PROFIT: 1500.00

Fundraiser start date: March 2, 2020
 Fundraiser end date: March 31, 2020

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? _____ if yes a facility use permit must be completed.

Sponsor Signature: _____ Date: _____

Principal's Signature: [Signature] Date: 6/12/19

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

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

[Signature]



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42.

BY GPS ~~ACTIVITY FUND FUNDRAISER REQUEST FORM~~

Request Date: 6/6/19 Site: GHS Unobligated Account Balance: 20,000 ^{\$18,312.49}

Account Name: HS Athletics Account Number: 852

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

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

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: Excite fundraising

Purpose for which funds will be used: Athletic department expenses: travel, meals, equipment etc.

Name/Address of Vendor: Excite fundraising 1003 SE 14th St. Bentonville AR 72712

Items to be purchased in order to conduct the fundraiser: No purchase, they sell advertising and we receive percentage of sales.

Estimated INCOME: \$1000 Fundraiser start date: July 15 2019
Less Estimated EXPENSES: 0

Estimated PROFIT: \$1000 Fundraiser end date: March 15 2020

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 given away by end of year Are _____

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

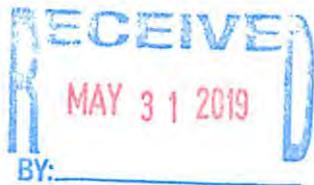
Sponsor Signature: _____ Date: _____

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): [Signature] Date: 6/10/19

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

[Signature]



43.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-29-19 Site: Band-GUES, JH. HS Unobligated Account Balance: 8 264.59

Account Name: Band Account Number: 859

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

Description of 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) Nuts Only

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 St, Comanche, TX 76442

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

Estimated INCOME: 10000 Fundraiser start date: Sept. 17th, 2019
 Less Estimated EXPENSES: 5000
 Estimated PROFIT: 5000 Fundraiser end date: Oct. 1st, 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? They will be sold at Winter band concert Are

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

Sponsor Signature: [Signature] Date: 5-29-19

Principal's Signature: [Signature] Date: 5/28/19

Athletic Director's Signature (if applicable): [Signature] Date: 5-19-19

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

[Handwritten Signature]



44.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-29-19 Site: Band-GUES, JH, HS Unobligated Account Balance: 8264.59

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.) World's Finest Chocolate Candy Bar 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) Candy Bars with chocolate and nuts

Manufacturer: World's Finest Chocolate

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

Name/Address of Vendor: World's Finest Chocolate 4801 S. Lawndale Chicago, IL 60632

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

Estimated INCOME: 12000 Fundraiser start date: March 25th, 2020
 Less Estimated EXPENSES: 6000
 Estimated PROFIT: 6000 Fundraiser end date: April 8th, 2020

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 sell them Are

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

Sponsor Signature: [Signature] Date: 5-29-19

Principal's Signature: [Signature] Date: 5/28/19

Athletic Director's Signature (if applicable): [Signature] Date: 6-19-19

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

[Signature]



45.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/24/2019 Site: GHS Unobligated Account Balance: \$1040.30

901.⁴⁴

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.) English Club dues \$20/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) N/A

Manufacturer: N/A

Purpose for which funds will be used: Club t-shirts and semester field trips

Name/Address of Vendor: N/A Salters

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

Estimated INCOME: <u>\$200</u>	Fundraiser start date: <u>8/20/2019</u>
Less Estimated EXPENSES: <u>\$0</u>	
Estimated PROFIT: <u>\$200</u>	Fundraiser end date: <u>5/22/2020</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: Chris Wakeman Date: 5/24/2019

Principal's Signature: Chris Wakeman Date: 5-28-19

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

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



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MAY 31 2019
BY: [Signature]

46.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/29/2019 Site: GHS Unobligated Account Balance: ~~5000~~ 4,068²³

Account Name: Class of 2020 Account Number: 872

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
including but not limited to programs, banquets, decorations, awards. Also t-shirts, Homecoming supplies subs and busses and items unforeseen for Senior Class activities

Name/Address of Vendor: _____

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

Estimated INCOME: 5000 Fundraiser start date: 8/1/2019
Less Estimated EXPENSES: 0
Estimated PROFIT: 5000 Fundraiser end date: 5/25/2020

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 Perry Date: 5-28-19

Principal's Signature: Chris [Signature] Date: 5-30-19

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

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

[Signature]



RECEIVED
 JUN 04 2019
 BY: [Signature]

47.

22,224.⁷²

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6-3-19 Site: HS Unobligated Account Balance: \$27,107.22

Account Name: FFA Booster 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 and silent auction. Tickets to be pre-sold as well as during the night of the event. Items to be auctioned off 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) _____

Manufacturer: _____

Purpose for which funds will be used: To raise money to support Guthrie FFA with trips, events, awards, scholarships, 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: 20000 Fundraiser start date: Aug 1, 2019
 Less Estimated EXPENSES: 7500
 Estimated PROFIT: 12500 Fundraiser end date: Nov 1, 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: [Signature] Date: 6-3-19

Principal's Signature: [Signature] Date: 6-3-19

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

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

[Signature]



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JUN 04 2019
BY: [Signature]

48.

22,224.72

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6-3-19 Site: HS Unobligated Account Balance: \$27,107.22

Account Name: FFA Booster 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 a John Deere Gator and sell tickets as well as 1 ticket to be auctioned 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) _____

Manufacturer: _____

Purpose for which funds will be used: To raise money to support Guthrie FFA with trips, events, awards, scholarships, 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: 20000 Fundraiser start date: Aug 1, 2019
 Less Estimated EXPENSES: 7500
 Estimated PROFIT: 12500 Fundraiser end date: Nov 1, 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: [Signature] Date: 6-3-19

Principal's Signature: [Signature] Date: 6-3-19

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

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

[Signature]



49.

22,224.72

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6-3-19 Site: HS Unobligated Account Balance: \$27,107.22

Account Name: FFA Booster Account Number: 876

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Concession stand during local and county livestock show selling food and drinks to exhibitors and show attendees @ fairgrounds

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 (checked) 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, awards, scholarships, 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: 4500 Fundraiser start date: Jan 30, 2020
Less Estimated EXPENSES: 1500
Estimated PROFIT: 3000 Fundraiser end date: March 1, 2020

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: Date: 6-3-19

Principal's Signature: Date: 6-3-19

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

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

Handwritten signature and number 69



50.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

22,224.22

Request Date: 6-3-19 Site: HS Unobligated Account Balance: \$27,107.22

Account Name: FFA Booster Account Number: 876

Select One: Soliciting in School Only (radio button) Soliciting in school & community (radio button checked) Community Only (radio button)

Describe the fundraiser to be conducted (items sold/activity planned, etc.) 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 (radio button) No (radio button checked) 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, awards, scholarships, and other areas

Name/Address of Vendor: Parents, Supporters

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

Estimated INCOME: 1000 Fundraiser start date: Aug 1, 2019
Less Estimated EXPENSES: 0
Estimated PROFIT: 1000 Fundraiser end date: May 31, 2020

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: Date: 6-3-19

Principal's Signature: Date: 6-3-19

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

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

Handwritten signature: m. K. Apple



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JUN 04 2019
BY: [Signature]

51.

8,828.58

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6-3-19 Site: HS Unobligated Account Balance: ~~\$3,808.61~~

Account Name: FFA 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 FFA 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? Y 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, awards, scholarships, and other areas

Name/Address of Vendor: Ball Horticulture, Hobby Lobby, American Plant, Guthrie Greenhouses, H&M Mum Supplies, Designs by Tammy

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

Estimated INCOME: 7500 Fundraiser start date: Aug 1, 2019
 Less Estimated EXPENSES: 4000
 Estimated PROFIT: 3500 Fundraiser end date: May 31, 2020

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: [Signature] Date: 6-3-19

Principal's Signature: [Signature] Date: 6-3-19

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

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

[Signature] 71



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JUN 04 2019
BY: [Signature]

52.

8,828.58

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6-3-19 Site: HS Unobligated Account Balance: \$3,808.01

Account Name: FFA 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 like sausage, bacon, hot links, ham, turkey, chicken, cookies

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, awards, scholarships, and other areas

Name/Address of Vendor: Blue & Gold Sausage, Dj's fundraising, T&D Meats, Country Fundraising

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

Estimated INCOME: 105,000 Fundraiser start date: Aug 1, 2019
 Less Estimated EXPENSES: 85,000
 Estimated PROFIT: 20,000 Fundraiser end date: May 31, 2020

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: [Signature] Date: 6-3-19

Principal's Signature: [Signature] Date: 6-3-19

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

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

[Signature]



RECEIVED
JUN 04 2019

53.

8,828.58

BY: [Signature] GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6-3-19 Site: HS Unobligated Account Balance: \$3,800.61

Account Name: FFA 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.) Manufacturing and selling metal and wood products made by 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, awards, scholarships, and other areas

Name/Address of Vendor: Railroad Yard, Ace, Lowes, Stillwater Steel

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

Estimated INCOME: 5000 Fundraiser start date: Aug 1, 2019
 Less Estimated EXPENSES: 2500
 Estimated PROFIT: 2500 Fundraiser end date: May 31, 2020

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: [Signature] Date: 6-3-19

Principal's Signature: [Signature] Date: 6-3-19

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

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

[Signature]



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JUN 04 2019
BY: [Signature]

55.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/31/19 Site: High School Unobligated Account Balance: 2234.34 ^{2805¹²}

Account Name: HS 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.) RADA kitchenware

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: Fund fccla events such as conferences and competitive events

Name/Address of Vendor: Rada Mfg. Co. PO Box 838 Waverly, IA 50677

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

Estimated INCOME: 1500 Fundraiser start date: 11-11-19
 Less Estimated EXPENSES: 900
 Estimated PROFIT: 600 Fundraiser end date: 12-6-19

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: 5/31/19

Principal's Signature: [Signature] Date: 5-31-19

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

Board of Education Approval Date:

AF-Fundraiser Request-12/2017

[Signature] 74



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JUN 04 2019
BY: [Signature]

56

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-31-19 Site: Ghs Unobligated Account Balance: 2234.34 2805¹²

Account Name: HS 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.) Pretzel Rod Fundraiser; Students will receive a whole box 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) pretzel Rods

Manufacturer: Signature Chocolates

Purpose for which funds will be used: Fund fccla events such as conferences, community service, meeting events, and competitive events

Name/Address of Vendor: MPact Fundraiser

Items to be purchased in order to conduct the fundraiser: Pretzel Rods

Estimated INCOME: <u>1500</u>	Fundraiser start date: <u>1-21-20</u>
Less Estimated EXPENSES: <u>750</u>	
Estimated PROFIT: <u>750</u>	Fundraiser end date: <u>2-3-20</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? Saved to sell later Are

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

Sponsor Signature: [Signature] Date: 5/31/19

Principal's Signature: [Signature] Date: 5-31-19

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

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

[Signature]
75



57

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-31-19 Site: Ghs Unobligated Account Balance: 2234.34 2805¹²

Account Name: HS 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.) Gummy Bears; students will each receive a box and 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

Manufacturer: Signature Chocolates

Purpose for which funds will be used: Fund fccla events such as conferences, community service, meeting events, and competitive events

Name/Address of Vendor: MPact Fundraiser

Items to be purchased in order to conduct the fundraiser: Gummy Bears

Estimated INCOME: 1000 Fundraiser start date: 10-25-19
 Less Estimated EXPENSES: 500
 Estimated PROFIT: 500 Fundraiser end date: 11-1-19

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? Saved to sell later Are

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

Sponsor Signature: [Signature] Date: 5/31/19

Principal's Signature: [Signature] Date: 5-31-19

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

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

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76



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58

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-31-19 Site: Ghs Unobligated Account Balance: 2234.34 2,805¹²

Account Name: HS 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 Member T-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: Purchase T-Shirts, any money profited will be used towards member activities during meetings

Name/Address of Vendor: Vendor not chosen yet

Items to be purchased in order to conduct the fundraiser: T-Shirts

Estimated INCOME: 300 Fundraiser start date: 10-1-19
 Less Estimated EXPENSES: 275
 Estimated PROFIT: 25 Fundraiser end date: 5-1-20

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: Jessie Proctor Date: 5/31/19

Principal's Signature: Chris Proctor Date: 5-31-19

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

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

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BY: _____

59

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 9-14-18 Site: High School Unobligated Account Balance: 2234.34 2805¹²

Account Name: HS 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.) Bake Sale for donation

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) Brownies, cookies, chocolate covered fruits, cup

Manufacturer: made at school

Purpose for which funds will be used: Fund fccla events such as conferences, community service, meeting events, and competitive events

Name/Address of Vendor: Sam's Club

Items to be purchased in order to conduct the fundraiser: ingredients to make the dessert items

Estimated INCOME: <u>500</u>	Fundraiser start date: <u>12-11-19</u>
Less Estimated EXPENSES: <u>50</u>	
Estimated PROFIT: <u>450</u>	Fundraiser end date: <u>12-20-19</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? Saved for a future event Are _____

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

Sponsor Signature: [Signature] Date: 5/31/19

Principal's Signature: [Signature] Date: 5-31-19

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

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

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60

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-31-19 Site: Ghs Unobligated Account Balance: 2234.34 2,805.12

Account Name: HS 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 Member 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: Pay active member dues to nationals and state, fund meeting activities, Community service events, competitive events, and conferences

Name/Address of Vendor: _____

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

Estimated INCOME: 620 Fundraiser start date: 8-1-19
Less Estimated EXPENSES: 0

Estimated PROFIT: 620 Fundraiser end date: 5-1-20

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: Jessica Mader Date: 5/31/19

Principal's Signature: Chris Edwards Date: 5-31-19

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

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

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61

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-31-19 Site: Ghs Unobligated Account Balance: 2234.34 2805¹²

Account Name: HS 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.) Valentines Day Sale; Flowers, balloons, small valentines day gifts w/ candy + drinks

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) Candies/ drinks as part of the valentine gift set

Manufacturer: n/a

Purpose for which funds will be used: Fund fccla events such as conferences, community service, meeting events, and competitive events

Name/Address of Vendor: Sams, Walmart, Amazon, Oriental Trading Company

Items to be purchased in order to conduct the fundraiser: Balloons, helium tank, ribbon, stuffed animal, candy, Canned drinks, flowers

Estimated INCOME: 1500 Fundraiser start date: 2-3-20
 Less Estimated EXPENSES: 750
 Estimated PROFIT: 750 Fundraiser end date: 2-14-20

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? Saved to sell later Are

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

Sponsor Signature: Jessie Baker Date: 5/31/19

Principal's Signature: Chris [unclear] Date: 5-31-19

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

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

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BY: [Signature]
\$1,000 3,839.32
08

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 4/03/2019 Site: GHS Unobligated Account Balance: \$1,000

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.) Mum 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 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: Cross Country Supplies

Name/Address of Vendor: N/A Guthrie Greenhouse 1100 N Broad street

Items to be purchased in order to conduct the fundraiser: Mums Guthrie, OK

Estimated INCOME: \$1,500 Fundraiser start date: 09/02/2019
Less Estimated EXPENSES: \$750

Estimated PROFIT: \$750 Fundraiser end date: 09/16/2019

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: 4/3/2019

Principal's Signature: [Signature] Date: 4-22-19

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

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

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BY: [Signature]

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BY: VB

63

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 4/11/2019 Site: GHS Unobligated Account Balance: \$1,000 3,839³²
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.) Cross Country students will sell pop and candy to raise money for travel expenses.

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: Snickers, Twix, Reeses, M&M's, Skittles etc. Pop: Dr. Pepper, Coke, Sprite, Root Beer, Cream Soda

Manufacturer: Coke products, Nestle Products - Sams Club

Purpose for which funds will be used: Cross Country Expenses

Name/Address of Vendor: Sams Club

Items to be purchased in order to conduct the fundraiser: Pop and Candy items

Estimated INCOME: <u>\$800</u>	Fundraiser start date: <u>9/2/2019</u>
Less Estimated EXPENSES: <u>\$350</u>	
Estimated PROFIT: <u>\$450</u>	Fundraiser end date: <u>9/16/2019</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? N/A, all items will be sold Are

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

Sponsor Signature: [Signature] Date: _____

Principal's Signature: [Signature] Date: 4-19-19

Athletic Director's Signature (if applicable): [Signature] Date: 4/11/19

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

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BY: [Signature]

64

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 4/3/2019 Site: GHS Unobligated Account Balance: \$1,000 3,839.32
Account Name: XC Blewcrew 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.) Cross Country Meet Fundraiser

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: Cross Country Supplies

Name/Address of Vendor: Guthrie Athletics Enduro Timing

Items to be purchased in order to conduct the fundraiser: Timing System, Medals

Costs \$1,000 to use timing system

Estimated INCOME: \$6,000 Fundraiser start date: 9/7/2019
 Less Estimated EXPENSES: \$1,000
 Estimated PROFIT: \$5,000 Fundraiser end date: 9/7/2019

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: 4/3/2019

Principal's Signature: [Signature] Date: 4-22-19

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

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

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BY: [Signature]

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65

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/23/19 Site: HS Unobligated Account Balance: 1103.84

Account Name: Soccer Account Number: 897

Select One: Soliciting in School Only (radio button) Soliciting in school & community (radio button checked) Community Only (radio button)

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Fanclath fundraiser: selling clothes, hats, cups, chairs, 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 (radio button) No (radio button checked) 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: money for soccer equipment, uniforms, balls or any other needed supplies

Name/Address of Vendor: Fanclath

Items to be purchased in order to conduct the fundraiser: 4201 Cambridge Rd Ft Worth TX 76155

Estimated INCOME: 2500 Fundraiser start date: 9/16/2019
Less Estimated EXPENSES: 1000
Estimated PROFIT: 1500 Fundraiser end date: 10/18/2019

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? given to players Are

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

Sponsor Signature: [Signature] Date: 5/24/19

Principal's Signature: [Signature] Date:

Athletic Director's Signature (if applicable): [Signature] Date: 6/5/19

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

[Signature]



66

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/24/2019 Site: HS Unobligated Account Balance: 1103.84

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.) car wash fundraiser: washing cars for 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: donations from parents and players

Purpose for which funds will be used: soccer equipment, uniforms, supplies

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: donations from parents

Estimated INCOME: <u>200</u>	Fundraiser start date: <u>7/6/2019</u>
Less Estimated EXPENSES: <u>0.00</u>	
Estimated PROFIT: <u>200</u>	Fundraiser end date: <u>7/6/2019</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? save for another carwash fundraiser Are school district facilities required? No if yes a facility use permit must be completed.

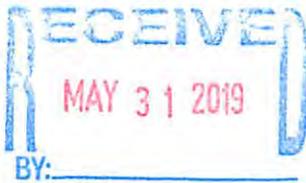
Sponsor Signature: [Signature] Date: 5/24/19

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): [Signature] Date: 6/5/19

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

[Signature]



67

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/29/2019 Site: GHS Unobligated Account Balance: 3500 4302⁷⁸

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 choir and musicals i.e. props, costumes sets, music and uniforms, T-Shirts, Sound Equipment

Subs and Busses, Awards, unforeseen items needed for the vocal music program

Name/Address of Vendor: TBA

Items to be purchased in order to conduct the fundraiser: Music and accompaniments

Estimated INCOME: 2000 Fundraiser start date: 1/1/2020
 Less Estimated EXPENSES: 500
 Estimated PROFIT: 1500 Fundraiser end date: 3/1/2020

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 Purvis Date: 5-29-19

Principal's Signature: Chris [Signature] Date: 5-30-19

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

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

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BY: _____

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

430278

Request Date: 5/29/2019 Site: GHS Unobligated Account Balance: 3500

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 choir and musicals i.e. props, costumes sets, music and uniforms, T-Shirts, Sound Equipment

Subs and Busses, Awards, 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: 4000 Fundraiser start date: 3/1/2020

Less Estimated EXPENSES: 3000

Estimated PROFIT: 1000 Fundraiser end date: 5/1/2020

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 Perry Date: 5-29-19

Principal's Signature: Chris D. [Signature] Date: 5-30-19

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

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

[Signature]



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69

BY: GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-29-2019 Site: GHS Unobligated Account Balance: 3500 4302⁷⁸

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, Ads 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 in 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: 4/25/2020
Less Estimated EXPENSES: 2000

Estimated PROFIT: 1500 Fundraiser end date: 5/25/2020

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 necessary items returned Are _____

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

Sponsor Signature: Bill Perry Date: 5-29-19

Principal's Signature: Chris L. Brando Date: 5-30-19 / 6/20/19

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

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

M. Schapple



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JUN 04 2019
BY: [Signature]

70

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: May 30, 2019 Site: High School Unobligated Account Balance: 10,330.51

Account Name: Yearbook Account Number: 904

Select One: Soliciting in School Only Soliciting in school & community Community Only
Yearbook Index Sponsors
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: _____

Purpose for which funds will be used: Yearbook funds will be used to pay for yearbook printing costs and other expenses to include, but are not limited to, training, equipment, supplies, etc.

Name/Address of Vendor: _____

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

Estimated INCOME: <u>700.00</u>	Fundraiser start date: <u>August 1, 2019</u>
Less Estimated EXPENSES: <u>700.00</u>	
Estimated PROFIT: <u>0</u>	Fundraiser end date: <u>May 30, 2020</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: [Signature] Date: 5/31/19

Principal's Signature: [Signature] Date: 5-31-19

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

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

[Signature]



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JUN 04 2019
BY: [Signature]

71

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: May 30, 2019 Site: High School Unobligated Account Balance: 10,330.51

Account Name: Yearbook Account Number: 904

Select One: Soliciting in School Only Soliciting in school & community Community Only
Yearbook 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: _____ Yearbook funds will be used to pay for yearbook printing costs

Purpose for which funds will be used: and other expenses to include, but are not limited to, training, equipment, supplies, etc.

Name/Address of Vendor: _____

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

Estimated INCOME: <u>500.00</u>	Fundraiser start date: <u>August 1, 2019</u>
Less Estimated EXPENSES: <u>500.00</u>	
Estimated PROFIT: <u>0</u>	Fundraiser end date: <u>May 30, 2020</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: [Signature] Date: 5/31/19

Principal's Signature: [Signature] Date: 5-31-19

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

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

[Signature]
90



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BY: [Signature]

72

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: May 30, 2019 Site: High School Unobligated Account Balance: 10,330⁵¹

Account Name: Yearbook Account Number: 904

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

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: _____

Purpose for which funds will be used: Yearbook funds will be used to pay for yearbook printing costs and other expenses to include, but are not limited to, training, equipment, supplies, etc.

Name/Address of Vendor: Jostens 21336 Network Place Chicago, IL 60673-1213

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

Estimated INCOME: <u>30,000</u>	Fundraiser start date: <u>August 1, 2019</u>
Less Estimated EXPENSES: <u>24,000</u>	
Estimated PROFIT: <u>6,000</u>	Fundraiser end date: <u>June 30, 2020</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? Yearbooks will be inventoried and sold Are _____

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

Sponsor Signature: [Signature] Date: 5/31/19

Principal's Signature: [Signature] Date: 5-31-19

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

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

[Signature]
91



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73

Request Date: 5/30/19 By: GPS Activity Fund Fundraiser Request Form Site: High School Unobligated Account Balance: 10,330.57

Account Name: Yearbook Account Number: 904

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

Yearbook Ads

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: _____ Yearbook funds will be used to pay for yearbook printing costs

Purpose for which funds will be used: _____ and other expenses to include, but not limited to training, equipment, supplies, etc.

Name/Address of Vendor: _____ Offset cost of books, equipment, supplies, training

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

Estimated INCOME:	<u>10,000</u>	Fundraiser start date:	<u>August 1, 2019</u>
Less Estimated EXPENSES:	<u>0</u>		
Estimated PROFIT:	<u>10,000</u>	Fundraiser end date:	<u>May 30, 2020</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.

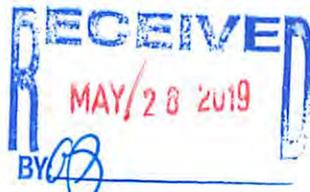
Sponsor Signature: [Signature] Date: 5/31/19

Principal's Signature: [Signature] Date: 5-31-19

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

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

[Signature]
92



74

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-23-19 Site: GHS Unobligated Account Balance: 1650.29 1817.50

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

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, etc.

Name/Address of Vendor: Century Resources 3730 Lockbourne Rd. Columbia, 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: 1-30-2020
Less Estimated EXPENSES: 1000.00
Estimated PROFIT: 1000.00 Fundraiser end date: 2-25-2020

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 Boyman Date: 5/23/19

Principal's Signature: Chris [Signature] Date: 5-24-19

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

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

[Handwritten signature]



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BY: GB

75

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-23-19 Site: GHS Unobligated Account Balance: 4650.29

1,817.52

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.) Follies performance: 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, etc.

Name/Address of Vendor: Walmart if needed for props

Items to be purchased in order to conduct the fundraiser: props, costumes

Estimated INCOME: 250.00 Fundraiser start date: May 2020
 Less Estimated EXPENSES: 50.00
 Estimated PROFIT: 200.00 Fundraiser end date: May 2020

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: Shelley Berryman Date: 5/23/19

Principal's Signature: Chris [Signature] Date: 5-24-19

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

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

[Signature]



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MAY 30 2019
BY: *ab*

76

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-23-19 Site: GHS Unobligated Account Balance: 1650.29 1817.52

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 in the evening.

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 and parents will supply desserts to be served the evening of 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, etc.

Name/Address of Vendor: Walmart, party galaxy

Items to be purchased in order to conduct the fundraiser: costumes, props, paper goods, food, drink, supplies, misc. subs, contest materials, workshops, markers, pens, etc., fuel, lodging, fees, books, plays, paint, etc.

Estimated INCOME: 250 Fundraiser start date: May 2020
 Less Estimated EXPENSES: 150.
 Estimated PROFIT: 100. Fundraiser end date: May 2020

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: Shelley Beynon Date: 5/24/19

Principal's Signature: Chris [Signature] Date: 5-28-19

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

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

[Handwritten signature]



77

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/11/2019 Site: Admin. Unobligated Account Balance: 144.53

Account Name: Courtesy Committee Admin Account Number: 922

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Request donations from staff to fund flowers, cards or gifts in event of hospitalization or bereavement of admin staff

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 flowers, cards or gift for staff of admin.

Name/Address of Vendor: Various

Items to be purchased in order to conduct the fundraiser: flowers, cards, etc.

Estimated INCOME: 160.00 Fundraiser start date: 8/1/2019
Less Estimated EXPENSES: 0.00
Estimated PROFIT: 160.00 Fundraiser end date: 6/30/2020

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: 6-11-19

Principal's Signature: Date:

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

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

[Signature]



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 BY:

78

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/6/19 Site: GHS Unobligated Account Balance: \$8

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, furnishings for banquet and renting museum.

Name/Address of Vendor: _____

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

Estimated INCOME: 3000 Fundraiser start date: Aug. 10
 Less Estimated EXPENSES: 300
 Estimated PROFIT: 2700 Fundraiser end date: Aug 10

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 next year Are _____

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

Sponsor Signature: Date: _____

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): Date: 6/6/19

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



79

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

58444

Request Date: 6/11/19 Site: Admin Unobligated Account Balance:

Account Name: Vending Machines 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.) Sale of snacks & canned beverages

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: Various

Purpose for which funds will be used: To replenish vending items

Name/Address of Vendor: Various

Items to be purchased in order to conduct the fundraiser: Chips, candy bars, crackers & soda pop

Estimated INCOME: 200.00 Fundraiser start date: 7/9/2019
Less Estimated EXPENSES: 100.00

Estimated PROFIT: 100.00 Fundraiser end date: 6/30/20

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 will be sold Are

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

Sponsor Signature: [Signature] Date: 6-11-19

Principal's Signature: Date:

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

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

[Signature]



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JUN 10 2019
BY: [Signature]

80

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/6/2019 Site: Fogarty Unobligated Account Balance: 15,086.53

Account Name: Fogarty Activity Account Number: 809

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

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

Manufacturer: Big Kahuna

Purpose for which funds will be used: Renewal of online curriculum programs Moby Max, Mystery Science, Reading A-Z

Name/Address of Vendor: Big Kahuna Fundraising, 163 Solano Circle, Aledo, TX 76008

Items to be purchased in order to conduct the fundraiser: Chocolate Selling Kits

Estimated INCOME: 8640.00 Fundraiser start date: September, 10, 2019
 Less Estimated EXPENSES: 4320.00
 Estimated PROFIT: 4320.00 Fundraiser end date: October 1, 2019 September 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? There will not be any items ordered that are not presold Are

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

Sponsor Signature: Marsha K. Todd Date: _____

Principal's Signature: Marsha K. Todd Date: 6-6-19

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

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

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81

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: April 17, 2019 Site: Fogarty Unobligated Account Balance: 15,000.53

Account Name: Fogarty Activity Account Number: 809

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Bookfair-selling books and related materials - Fall

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: library books and supplies

Name/Address of Vendor: Scholastic Bookfairs; Council Rd, OKC

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

Estimated INCOME: 5000.00 Fundraiser start date: October 16, 2019
Less Estimated EXPENSES: 4600.00

Estimated PROFIT: 2500.00 books then cash of 400.00 Fundraiser end date: October 25, 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? returned to vendor Are _____

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

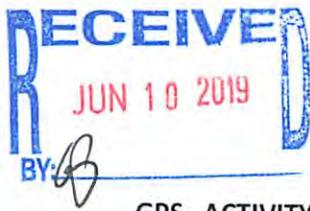
Sponsor Signature: [Signature] Date: 4-17-19

Principal's Signature: [Signature] Date: 6-10-19

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

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

[Signature]



82

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: April 17, 2019 Site: Fogarty Unobligated Account Balance: 15,086⁵³

Account Name: Fogarty Activity Account Number: 809

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Bookfair-selling books and related materials - Spring

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: library books and supplies

Name/Address of Vendor: Follett School Solutions3 Westbrook Corporate CenterWestchester, IL 60154Toll Free 877-857-7259

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

Estimated INCOME: 5000.00 Fundraiser start date: Apr 27, 2020
Less Estimated EXPENSES: _____

Estimated PROFIT: 50% of sales from fair 2500⁰⁰ Fundraiser end date: May 1, 2020

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? returned to vendor Are _____

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

Sponsor Signature: Elizabeth Mann Date: 4-17-19

Principal's Signature: Marska Dodd Date: 6-10-19

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

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

molchapple



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83

BY: GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/3/19 Site: GHS Unobligated Account Balance: ~~4126.84~~ 1470.71

Account Name: Class of 2021 Account Number: 800

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 \$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 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 2019
 Less Estimated EXPENSES: _____
 Estimated PROFIT: 10000.00 Fundraiser end date: May 2020

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 Bledus Date: 6-3-19

Principal's Signature: Chris Strando Date: 6-3-19

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

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

Michelle Bledus
102



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BY: *af*

84

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/3/2019 Site: GHS Unobligated Account Balance: ~~4126.84~~ \$1470.71

Account Name: Class of 2021 Account Number: 800

Select One: 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 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: 4000.0 Fundraiser start date: August 2019
Less Estimated EXPENSES: _____

Estimated PROFIT: 4000.00 Fundraiser end date: May 2020

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 Bledus Date: 6-3-19

Principal's Signature: Chris Strando Date: 6-3-19

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

Board of Education Approval Date: _____

AF Fundraiser Request 12/2017

Michelle Bledus
103



85

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-31-19 Site: High School Unobligated Account Balance: 2234.34

Account Name: HS FCCLA Account Number: 878

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Teacher Luncheon; Baked potatoes, chili, soup, or something of the sort that can be pre-sold and delivered at the teachers lunch or after school.

Staff only

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 [x] 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) Baked Potato and fixings, etc.

Manufacturer: n/a

Purpose for which funds will be used: Fund fccla events such as conferences, community service, meeting events, and competitive events

Name/Address of Vendor: Sam's Club; I-35 frontage, Edmond, Oklahoma and Walmart

Items to be purchased in order to conduct the fundraiser: Food, drink, and supplies to make the luncheon

Estimated INCOME: 1000 Fundraiser start date: 10-1-19
Less Estimated EXPENSES: 500

Estimated PROFIT: 500 Fundraiser end date: 5-17-20

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? Given away Are

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

Sponsor Signature: [Signature] Date: 5/31/19

Principal's Signature: [Signature] Date: 5-31-19

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

Board of Education Approval Date:

AF Fundraiser Request 12/2017

[Signature]



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 BY: [Signature]

86

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/31/19 Site: High School Unobligated Account Balance: 2234.34

Account Name: HS 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.) Strut your Mutt Walk; a get together of people to be social, show off their dog. We will sell registration, dog biscuits, drinks, food, and dog bandanas. after school hours only

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) walking tacos or other easy concession type food

Manufacturer: made at school

Purpose for which funds will be used: Fund FCCLA events such competitive events and conferences

Name/Address of Vendor: Sam's Club

Items to be purchased in order to conduct the fundraiser: kiddie pools, drinks, ingredients for walking tacos

Estimated INCOME: 1000 Fundraiser start date: 3-1-19
 Less Estimated EXPENSES: 100
 Estimated PROFIT: 900 Fundraiser end date: 5-30-19

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? Saved for a future event Are

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

Sponsor Signature: [Signature] Date: 5/31/19

Principal's Signature: [Signature] Date: 5-31-19

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

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

[Signature]



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BY: [Signature]

87.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/19/2019 Site: High School Unobligated Account Balance: 393.54 141.99

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.) Organizational 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: n/a

Purpose for which funds will be used: t-shirts, activities, etc.

Name/Address of Vendor: n/a

Items to be purchased in order to conduct the fundraiser: n/a

Estimated INCOME: 450 Fundraiser start date: 7/1/2019
Less Estimated EXPENSES: n/a

Estimated PROFIT: 450 Fundraiser end date: 6/30/2020

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: 6/19/19

Principal's Signature: [Signature] Date: 6-20-19

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

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

[Signature]



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BY: ap

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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/18/19 Site: GHS Unobligated Account Balance: ~~6766.38~~ 7358⁶⁶

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.) \$20 new lab fees and \$20 science club 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: Lab supplies, field trips, gas/substitutes 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 2019
Less Estimated EXPENSES: _____

Estimated PROFIT: 6500.0 Fundraiser end date: May 2020

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 Beckus Date: 6-18-19

Principal's Signature: Chris L. Grande Date: 6-18-19

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

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



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BY: [Signature]

89.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7-9-19 Site: Transportation Unobligated Account Balance: 3250.40 2567.10

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.) Cookies, ice cream, popcorn, nuts, small pizza's, breakfast sandwiches
Vending 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 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) Sodas, Water Juice, Cookies, ice cream, popcorn, nuts, small pizza's, various candies, chips, 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, Sams

Items to be purchased in order to conduct the fundraiser: Sodas, Water Juice, Cookies, ice cream, popcorn, nuts, small pizza's, various candies, chips, breakfast sandwiches

Estimated INCOME: 5000.00 Fundraiser start date: July 9, 2019
 Less Estimated EXPENSES: 3000.00
 Estimated PROFIT: 2000.00 Fundraiser end date: June 30, 2020

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 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: 6-19-19

X Principal's Signature: [Signature] Date: 6-20-2019

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

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

[Signature]

GUTHRIE PUBLIC SCHOOLS

Transfer all activity accounts activity balances as of 6/30/2019 to the new school year 2019-2020.

(See 6/30/2019 Revenue/Expenditure Summary for final year-end balances.)

ACCOUNT	ACCOUNT NAME	ACCOUNT BALANCE AS OF 6/30/19
801	CENTRAL FACULTY	\$ 322.75
802	CENTRAL ACTIVITY	\$ 15,164.87
803	CENTRAL PTO	\$ 8,283.47
804	COTTERAL PTO	\$ 10,474.37
805	COTTERAL ACTIVITY	\$ 13,346.87
806	COTTERAL FACULTY	\$ 157.02
808	FOGARTY PTO	\$ 29,254.37
809	FOGARTY ACTIVITY	\$ 15,220.45
810	FOGARTY FACULTY	\$ 568.39
811	ELEM SNACK GRANT	\$ 1,505.89
812	GUES ACTIVITY	\$ 16,169.97
813	GUES FACULTY	\$ 2,255.95
814	GUES HONOR CHOIR	\$ 462.93
815	GUES PTO	\$ 14,196.80
816	GHS SPECIAL KIDS	\$ 279.13
817	ART JUNIOR HIGH	\$ 28.60
818	JH BUILDERS CLUB	\$ 327.10
819	ATHLETIC JUNIOR HIGH	\$ 7,459.45
820	GOLF JUNIOR HIGH	\$ 2,483.49
821	FHA JUNIOR HIGH	\$ 2,283.82
822	HONOR SOCIETY JR HIGH	\$ 2,767.54
823	JR HIGH ACCOUNT	\$ 9,420.89
824	JR HIGH FACULTY	\$ 1,990.15
825	LIBRARY JR HIGH	\$ 1,921.07
826	LEARN 2 LOVE	\$ 25,357.75
827	CHEERLEADERS JR HIGH	\$ 2,903.32
830	STUCO JH	\$ 5,323.70
831	T.S.A. JR HIGH	\$ 1,481.46
832	YEARBOOK JR HIGH	\$ 3,199.20
834	ACADEMIC TEAM JR HIGH	\$ 170.74
840	CHARTER OAK ACTIVITY	\$ 10,797.26
841	CHARTER OAK PTO	\$ 5,091.52
842	CHARTER OAK FACULTY	\$ 440.43
850	ACADEMIC TEAM HS	\$ 47.50
851	ART CLUB HS	\$ 8,455.31
852	ATHLETICS HS	\$ 22,218.84
853	HS CHEER	\$ 1,126.55
854	FOOTBALL CAMP	\$ 12,780.58
855	TENNIS HS	\$ 18,495.35
856	GHS LIBRARY	\$ 228.57
858	GHS LINK CREW	\$ 393.59
859	BAND(OPERATING) HS	\$ 8,257.49
860	CLASS OF 2021 HS	\$ 1,470.71
863	CLASS OF 2019 HS	\$ 1,896.07
864	GHS ALUMNI ACCOUNT	\$ 6,571.89
865	CLASS OF 2022 HS	\$ 1,136.24

GUTHRIE PUBLIC SCHOOLS

Transfer all activity accounts activity balances as of 6/30/2019 to the new school year 2019-2020.

(See 6/30/2019 Revenue/Expenditure Summary for final year-end balances.)

869	ENGLISH CLUB HS	\$	901.44
870	HS FACULTY/COURTESY ACCOUNT	\$	1,244.05
871	HS STUDENT PANTRY	\$	14,756.73
872	CLASS OF 2020 HS	\$	4,068.23
876	FFA/4H BOOSTER CLUB HS	\$	22,224.72
877	FFA HS	\$	8,828.58
878	FCCLA(FHA) HS	\$	2,805.12
879	FOREIGN LANGUAGE SPANISH HS	\$	4,634.31
880	XC BLUECREW	\$	3,839.32
881	LADY JAYS BASKETBALL	\$	3,464.66
882	GUTHRIE RUNNING CLUB HS	\$	1,079.92
883	HERITAGE CLUB HS	\$	1,682.43
884	HIGH SCHOOL ACCOUNT	\$	16,172.43
885	STUDENT SUPPORT HS	\$	2,941.67
886	HONOR SOCIETY HS	\$	2,892.93
889	KEY CLUB HS	\$	491.28
890	SPEECH HS	\$	503.25
892	MATH OF FINANCE	\$	93.98
893	MU ALPHA THETA HS	\$	1,759.40
895	JROTC HS	\$	5,625.69
897	SOCCER CLUB HS	\$	1,103.84
898	SCIENCE CLUB HS	\$	7,378.66
899	STUDENT COUNCIL HS	\$	4,490.46
900	CAMPUS BEAUTIFICATION HS	\$	5,225.38
902	VOCAL HS	\$	4,302.78
904	YEARBOOK HS	\$	10,480.51
907	HS MEMORIAL FUND	\$	73.92
908	VOCAL TRIP ACCOUNT HS	\$	58.14
911	FFA BUILDING FUND	\$	2,885.84
913	DRAMA HS	\$	1,966.79
922	COURTESY COMMITTEE ADMIN	\$	169.53
927	HALL OF FAME BANQUET	\$	8.97
929	SPECIAL OLYMPICS	\$	28,854.59
933	FAVER C&C	\$	317.88
934	TRANSPORTATION C&C	\$	2,772.05
935	VENDING MACHINE ADMIN	\$	734.44
937	FAVER ACTIVITY	\$	72.27
938	NATIVE AMERICAN PARENT COMM	\$	205.72
940	ADMINISTRATION MISC	\$	11,699.96
	TOTAL TRANSFERRED	\$	477,001.28

Product Name	Quantity Sold	Total Sales
2019 Summer Driver's Education	6	\$650.00
ART CLUB	1	\$25.00
BAND	2	\$70.00
BAND DUES	17	\$1,070.00
BAND-Marching Shoes	2	\$70.00
CLASS OF 2020-Junior Class	15	\$750.00
Class of 2021 -Sophomore Class	5	\$175.00
Donation	6	\$160.00
General Fund Reimbursement	3	\$133.50
JROTC	1	\$429.54
National Honor Society	1	\$15.00
Payment on Account	2638	\$91,664.93
Payment on Account	4	(\$145.00)
SCIENCE	13	\$260.00
YEARBOOK	23	\$1,570.00
Sub Total:		\$96,897.97
Convenience Fee Total:		\$5,042.50
Total:		\$101,940.47

Convenience fee collected \$ 5,783.³²
 Payschool charged \$ 5042.⁵⁰

 + \$ 740.⁸²

2018-2019 Activity Fund
After Sale Accountability Report

	A	B	C	D	E	F
1	ACCOUNT	FUNDRAISER	START DATE	END DATE	EST. PROFIT	ACTUAL PROFIT
2	801, Central Faculty	Staff Jean Pass	8/28/2018	10/5/2018	\$ 700.00	\$ 788.00
3	802, Central Activity	Big Kahuna Catalog sales	9/13/2018	11/15/2018	\$ 5,000.00	\$ 2,907.21
4	802, Central Activity	Class/School T-shirt sales	9/17/2018	10/15/2018	\$ 500.00	\$ (717.00)
5	802, Central Activity	Scholastic Book Fair	10/1/2018	10/5/2018	\$ 1,200.00	\$ 511.17
6	802, Central Activity	Magazine post card mail outs	1/7/2019	3/31/2019	\$ 350.00	\$ 382.00
7	802, Central Activity	Deanan popcorn sales	2/4/2019	3/15/2019	\$ 5,300.00	\$ 2,041.00
8	802, Central Activity	Scholastic Book Fair	4/29/2019	5/3/2019	\$ 1,200.00	\$ 545.32
9	802, Central Activity	Missy's Donut-Central day 10% donation	1/7/2019	2/8/2019	\$ 250.00	\$ 535.00
10	803, Central PTO	Scentsy & Pampered Chef	3/25/2019	5/10/2019	\$ 1,000.00	\$ 202.54
11	803, Central PTO	Spring Craft Show & Concessions	2/12/2019	5/24/2019	\$ 500.00	\$ 341.22
12	803, Central PTO	Roma's night-10% donated to Cental	10/15/2018	11/2/2018	\$ 250.00	\$ 250.00
13	803, Central PTO	Popcorn/Juice	9/4/2018	5/24/2019	\$ 3,000.00	\$ 2,509.22
14	803, Central PTO	Bluejay Bash	9/4/2018	10/5/2018	\$ 1,500.00	\$ 550.00
15	803, Central PTO	Pencil sales	9/4/2018	5/24/2019	\$ 400.00	\$ (84.05)
16	803, Central PTO	Christmas store	11/26/2018	12/21/2018	\$ 1,000.00	\$ 820.80
17	803, Central PTO	Craft Show	11/13/2018	12/21/2018	\$ 500.00	\$ 634.49
18	803, Central PTO	Boom A Rang-Central night 10% donation	2/4/2019	3/8/2019	\$ 250.00	\$ 104.49
19	803, Central PTO	Quilt Raffle	1/7/2019	3/15/2019	\$ 250.00	\$ 149.00
20	803, Central PTO	Monetary donation solicitation	4/1/2019	5/13/2019	\$ 200.00	Did not do f/r
21	804, Cotteral PTO	Valentine Grams	2/1/2019	2/13/2019	\$ 350.00	\$ 225.01
22	804, Cotteral PTO	Snack Shack-popcorn & capri sun	9/14/2018	5/24/2019	\$ 5,000.00	\$ 3,530.10
23	804, Cotteral PTO	Christmas store	12/3/2018	12/7/2018	\$ 1,000.00	\$ 999.90
24	804, Cotteral PTO	Block Party	4/26/2019	4/26/2019	\$ 400.00	\$ 142.18
25	805, Cotteral Activity	Scholastic Book Fair	3/7/2019	3/15/2019	\$ 1,000.00	\$ 701.00
26	805, Cotteral Activity	Southwest Fundraising catalog sales	9/18/2018	10/2/2018	\$ 5,000.00	\$ 3,007.10
27	805, Cotteral Activity	School t-shirt sales	8/30/2018	5/1/2019	\$ 100.00	\$ 43.00
28	805, Cotteral Activity	Scholastic Book Fair	10/15/2018	10/26/2018	\$ 1,500.00	\$ 848.24
29	808, Fogarty PTO	Snack Shack-popcorn & capri sun	9/14/2018	5/24/2019	\$ 4,000.00	\$ 1,889.69
30	808, Fogarty PTO	Student Store	9/14/2018	5/24/2019	\$ 2,500.00	\$ 737.80
31	808, Fogarty PTO	Sponsorship solicitation for playground improve	2/8/2019	3/29/2019	\$ 9,850.00	\$ 9,260.00
32	808, Fogarty PTO	Spell A Thon	2/25/2019	3/15/2019	\$ 3,500.00	\$ 7,808.40
33	808, Fogarty PTO	Eilleen's Cookie Dough	3/1/2019	4/30/2019	\$ 6,000.00	Did not do f/r

2018-2019 Activity Fund
After Sale Accountability Report

	A	B	C	D	E	F
34	808, Fogarty PTO	Spring Fling-Pizza, snow cones, penny war	2/15/2019	2/15/2019	\$ 1,900.00	4/11/1908
35	808, Fogarty PTO	Penny War	2/14/2019	2/20/2019		\$ 3,024.71
36	809, Fogarty Activity	Big Kahuna Catalog sales	9/11/2018	9/25/2018	\$ 8,500.00	\$ 7,831.51
37	809, Fogarty Activity	Class shirt sales	9/1/2018	10/30/2018	\$ 1,500.00	\$ 1,752.80
38	809, Fogarty Activity	Scholastic Fall Book Fair	10/12/2018	10/26/2018	\$ 500.00	\$ 100.20
39	809, Fogarty Activity	Scholastic Spring Book Fair	4/17/2019	4/30/2019	\$ 500.00	\$ 357.19
40	812, GUES Activity	Yearbook sales	9/7/2018	5/24/2019	\$ 700.00	\$ 1,028.19
41	812, GUES Activity	Southwest Fundraising catalog sales	9/12/2018	9/30/2018	\$ 5,500.00	\$ 4,254.77
42	812, GUES Activity	GUES t-shirt sales	9/14/2018	11/30/2018	\$ 500.00	\$ 229.75
43	812, GUES Activity	Scholastic Book Fair	10/12/2018	10/29/2018	\$ 2,200.00	3051.57 in books
44	812, GUES Activity	Scholastic Book Fair	1/24/2019	2/2/2019	\$ 3,000.00	2110.79 in books
45	812, GUES Activity	Southwest Fundraising catalog sales	2/4/2019	2/19/2019	\$ 5,500.00	\$ 1,349.31
46	813, GUES Faculty	Snack/Vending Teacher Lounge	9/4/2018	5/31/2019	\$ 50.00	\$ 391.40
47	813, GUES Faculty	Jean Pass	8/1/2018	11/1/2018	\$ 2,000.00	\$ 640.00
48	815, GUES PTO	Snack Shack-popcorn & capri sun	9/21/2018	5/24/2019	\$ 3,500.00	\$ 4,511.30
49	815, GUES PTO	Boo Gram's	10/23/2018	10/30/2018	\$ 1,000.00	Did not do f/r
50	815, GUES PTO	Christmas store	12/11/2018	12/13/2018	\$ 4,100.00	\$ 2,792.36
51	815, GUES PTO	Winter Family Night	11/30/2018	11/30/2018	\$ 3,500.00	\$ 2,131.00
52	818, JH Builders Club	T-shirt Sales/Dues	12/6/2018	5/23/2019	\$ 200.00	\$ 10.00
53	818, JH Builders Club	Dues w/T-shirt	9/4/2018	5/30/2019	\$ 60.00	Duplicate
54	821, JH FCCLA	World' Finest Chocolate	2/19/2019	3/5/2019	\$ 300.00	\$ 377.00
55	821, JH FCCLA	T-shirt sales	3/1/2019	3/15/2019	\$ 90.00	Did not do f/r
56	822, NJHS	Dues w/T-shirt	8/1/2018	5/24/2019	\$ 1,100.00	\$ 1,095.00
57	826, Learn 2 Love	Donation solicitation	8/1/2018	6/30/2019	\$ 5,000.00	\$ 5,355.00
58	826, Learn 2 Love	Annual 5K Run 4 Lexi	2/12/2019	4/13/2019	\$ 8,100.00	\$ 5,410.99
59	830, JH Stuco	Wintergrams	12/10/2018	12/20/2018	\$ 750.00	\$ 63.15
60	830, JH Stuco	Winter Dance w/concessions	12/10/2018	12/14/2018	\$ 500.00	\$ 1,028.65
61	830, JH Stuco	GJHS T-shirts	8/14/2018	9/14/2018	\$ 400.00	Did not do f/r
62	830, JH Stuco	8th grade T-shirt sales	3/1/2019	4/1/2019	\$ 500.00	\$ 18.00
63	830, JH Stuco	School shirt sales	3/1/2019	4/1/2019	\$ 500.00	\$ -
64	830, JH Stuco	St Paddy's Grams	3/10/2019	3/14/2019	\$ 120.00	\$ 83.08
65	830, JH Stuco	Pennies for Patients Coin Drive	3/25/2019	4/5/2019	\$ 1,000.00	\$ 479.92
66	830, JH Stuco	School Dance Tickets & Concessions	4/26/2019	4/26/2019	\$ 700.00	\$ 1,142.20

2018-2019 Activity Fund
After Sale Accountability Report

	A	B	C	D	E	F
67	832, JH Yearbook	School Pics/Yearbook	8/1/2018	5/24/2019	\$ 1,000.00	\$ 284.87
68	840, Charter Oak Activity	Scholastic Spring Book Fair	1/25/2019	2/7/2019	\$ 3,000.00	\$ 32.05
69	840, Charter Oak Activity	Donor's Choose	11/14/2018	5/20/2019	\$ 3,000.00	Did not do f/r
70	840, Charter Oak Activity	Yearbook sales	9/4/2018	5/24/2019	\$ 700.00	\$ (1,268.23)
71	840 Charter Oak Activity	School t-shirt sales	9/4/2018	11/30/2018	\$ 500.00	\$ 925.00
72	840, Charter Oak Activity	Scholastic Book Fair	10/2/2018	10/29/2018	\$ 2,200.00	\$ 45.75
73	840, Charter Oak Activity	Custom Tumblers	8/1/2018	5/1/2019	\$ 1,000.00	\$ 1,951.09
74	840, Charter Oak Activity	Southwest Fundraising catalog sales	9/28/2018	11/15/2018	\$ 5,000.00	\$ 3,081.60
75	840, Charter Oak Activity	Billy Sims Night percentage of night profits	9/15/2018	11/1/2018	\$ 1,000.00	\$ 240.67
76	840, Charter Oak Activity	T-shirt sales	3/5/2019	5/20/2019	\$ 500.00	Did not do f/r
77	840, Charter Oak Activity	Cherrydale Chocolate candy bar sales	3/11/2019	5/15/2019	\$ 1,750.00	\$ 4,975.62
78	840, Charter Oak Activity	Guthrie Blue Jay cups	3/11/2019	5/15/2019	\$ 1,000.00	Did not do f/r
79	840, Charter Oak Activity	Solicitation of funds for memorial plaque	3/15/2019	3/15/2019	\$ 500.00	\$ -
80	841, Charter Oak PTO	Family Fun Night-games, silent auction, food	2/25/2019	4/1/2019	\$ 1,500.00	Did not do f/r
81	841, Charter Oak PTO	Valentines Grams	1/29/2019	2/13/2019	\$ 350.00	\$ 359.95
82	841, Charter Oak PTO	Snack Shack-popcorn & capri sun	9/21/2018	5/24/2019	\$ 3,500.00	\$ 4,942.06
83	841, Charter Oak PTO	Boo Gram's	10/23/2018	10/30/2018	\$ 1,000.00	\$ 242.41
84	841, Charter Oak PTO	Christmas store	12/11/2018	12/13/2018	\$ 1,500.00	\$ 908.33
85	841, Charter Oak PTO	Walk a Thon	3/25/2019	3/17/2019	\$ 1,500.00	Did not do f/r
86	842, Charter Oak Faculty	Snacks/Vending Teachers Lounge	9/4/2018	5/31/2019	\$ 50.00	Did not do f/r
87	842, Charter Oak Faculty	Jean Pass	8/1/2018	11/1/2018	\$ 2,000.00	\$ 980.00
88	850, Academic Team	Dues w/T-shirt	8/1/2018	5/25/2019	\$ 200.00	\$ 100.00
89	851, Art	Dues	8/15/2018	5/31/2019	\$ 3,125.00	\$ 1,268.00
90	852, HS Athletics	Chairback sales	5/25/2018	5/25/2019	\$ 60,000.00	Did not do f/r
91	852, HS Athletics	Advertising/Donation requests @ SB fields	5/25/2018	12/25/2018	\$ 15,000.00	Did not do f/r
92	852, HS Athletics	Fall/Spring Calendar with advertising	8/14/2018	2/1/2019	\$ 1,500.00	\$ 434.00
93	853, HS Cheer	\$2 Candy cane grams	12/1/2018	12/21/2018	\$ 250.00	Did not do f/r
94	853, HS Cheer	\$2 Crush grams	2/1/2019	2/21/2019	\$ 250.00	Did not do f/r
95	853, HS Cheer	Little Cheer Clinic-tshirt/bow sales	9/1/2018	12/1/2018	\$ 1,400.00	\$ 2,371.00
96	853, HS Cheer	World's Finest Chocolate Candy Bars \$1	8/1/2018	12/1/2018	\$ 1,000.00	\$ 156.64
97	854, Football Camp	Football Camp	5/7/2019	5/9/2019	\$ 3,000.00	\$ 3,425.00
98	855, Tennis	Polar Bear Tennis Classic	1/27/2019	1/27/2019	\$ 400.00	
99	855, Tennis	McDonald's Pancake Dinner ticket sales	2/1/2019	2/27/2019	\$ 1,500.00	\$ 2,406.00

2018-2019 Activity Fund
After Sale Accountability Report

	A	B	C	D	E	F
100	855, Tennis	Clothing sales	9/4/2018	9/18/2018	\$ 1,500.00	\$ 278.00
101	855, Tennis	Bluejay Tennis Camp	10/8/2018	10/12/2018	\$ 1,500.00	\$ 940.65
102	855, Tennis	Snap! Raise Fundraising	3/1/2019	3/30/2019	\$ 2,000.00	
103	855, Tennis	Lexi Hastings Memorial Tennis Tourn.	10/28/2018	10/28/2018	\$ 1,500.00	\$ 1,085.00
104	856, GHS Library	Sale of past yearbooks on CD	10/9/2018	5/26/2019	\$ 100.00	\$ 20.00
105	858, Link Crew	Dues	8/1/2018	6/30/2019	\$ 700.00	\$ 160.00
106	859, Band	Durham Ellis Pecan Nut sale	9/18/2018	10/2/2018	\$ 7,000.00	\$ 4,098.33
107	859, Band	Dues Band & Colorguard	8/1/2018	5/24/2019	\$ 6,500.00	\$ 5,919.00
108	859, Band	Great American Cookie Dough & Brochure	8/16/2018	8/23/2018	\$ 1,200.00	\$ 26.00
109	859, Band	JH Band Dues	9/11/2018	5/24/2019	\$ 3,000.00	\$ 1,560.00
110	860, Class of 2021	Class Dues	8/1/2018	4/28/2019	\$ 2,500.00	\$ 980.00
111	860, Class of 2021	Class Dues	8/1/2018	4/28/2019	\$ 2,500.00	
112	863, Class of 2019	Class Dues	8/1/2018	5/24/2019	\$ 7,000.00	\$ 7,210.00
113	865, Class of 2022	Class dues	8/1/2018	5/31/2019	\$ 4,000.00	\$ 1,136.24
114	869, English Club	Club Dues w/Tshirt	9/4/2018	5/1/2019	\$ 260.00	\$ 160.00
115	869, English Club	Donors Choose	10/9/2018	11/27/2018	\$ 600.00	Did not do f/r
116	870, GHS Courtesy Fund	Jean Pass	8/15/2018	5/30/2019	\$ 800.00	\$ 837.50
117	871, Student Pantry	Solitation of fund/items	7/1/2018	6/1/2019	\$ 10,000.00	\$ 10,197.69
118	872, Class of 2020	Class dues	8/1/2018	5/30/2019	\$ 10,000.00	\$ 5,230.00
119	872, Class of 2020	Sale of Prom tickets	8/1/2018	5/30/2019	\$ 4,000.00	\$ 2,850.00
120	875,Robotics/STEM	Solicitation of materials	8/13/2018	5/15/2019	\$ 3,500.00	
121	876, FFA Boosters	Livestock show concessions stand	1/30/2019	3/1/2019	\$ 3,000.00	\$ 918.78
122	876, FFA Boosters	Pork Chop Dinner	8/1/2018	10/31/2018	\$ 12,500.00	\$ 8,909.33
123	876, FFA Boosters	John Deere Gator raffle ticket sales	8/1/2018	10/31/2018	\$ 12,500.00	\$ 9,775.00
124	876, FFA Boosters	Membership dues	8/1/2018	5/31/2019	\$ 1,000.00	\$ 330.00
125	877, FFA	Meat sales	8/1/2018	5/31/2019	\$ 20,000.00	\$ 17,531.75
126	877, FFA	Flowers/arrangement sales	8/1/2018	5/31/2019	\$ 4,000.00	\$ 4,149.21
127	877, FFA	Metal/Wood product sales	8/1/2018	5/31/2019	\$ 3,500.00	\$ 300.00
128	877, FFA	Homecoming Mum sales	8/1/2018	10/31/2018	\$ 2,000.00	\$ 122.39
129	878, FCCLA	RADA kitchenware sales	11/21/2018	12/7/2018	\$ 600.00	\$ 506.15
130	878, FCCLA	Paint Bluejay mascot on driveways	11/21/2018	5/19/2019	\$ 400.00	Did not do f/r
131	878, FCCLA	Teacher Luncheon	11/21/2018	5/17/2019	\$ 500.00	\$ 73.17
132	878, FCCLA	Christmas Grams "Santa Grams"	12/17/2018	12/21/2018	\$ 450.00	\$ 103.50

2018-2019 Activity Fund
After Sale Accountability Report

	A	B	C	D	E	F
133	878, FCCLA	Dog Biscuit sales	12/10/2018	12/21/2018	\$ 450.00	Did not do f/r
134	878, FCCLA	Chocolate pretzel rod sales	1/28/2019	2/8/2019	\$ 1,200.00	\$ 555.80
135	878, FCCLA	Club Dues	8/15/2018	2/28/2019	\$ 1,200.00	\$ 1,180.00
136	878, FCCLA	Water bottles & Crystal Light sales	10/25/2018	5/25/2019	\$ 400.00	\$ 82.00
137	878, FCCLA	Valentiens Day Flowers	2/4/2019	2/14/2019	\$ 400.00	\$ 110.04
138	878, FCCLA	Gummy Bear pack sales	10/15/2018	10/26/2018	\$ 1,200.00	\$ 202.10
139	879, Foreign Language	Spanish Club dues	9/11/2018	5/31/2019	\$ 990.00	\$ 423.00
140	880, XC Bluecrew	2018-19 CC School year calendar sales	8/1/2018	10/1/2018	\$ 950.00	Did not do f/r
141	880, XC Bluecrew	Pop, Water & Candy sales	2/12/2019	2/26/2019	\$ 508.24	\$ 130.73
142	880, XC Bluecrew	Sonic Discount Card sales	2/12/2019	3/15/2019	\$ 500.00	Did not do f/r
143	880, XC Bluecrew	JH?HS Cross Country Meet	8/18/2018	1/8/1900	\$ 1,000.00	\$ 3,064.00
144	880, XC Bluecrew	Adrenaline Cheesecake sales	5/14/2019	5/21/2019	\$ 3,000.00	\$ 2,860.00
145	880, XC Bluecrew	Geranium sales	3/12/2019	3/25/2019	\$ 2,000.00	\$ 840.00
146	881, Lady Jays Basketball	T-shirt sales	9/11/2018	4/12/2019	\$ 1,800.00	\$ 378.81
147	881, Lady Jays Basketball	Fan Yard Sign sales	9/11/2018	4/12/2019	\$ 1,600.00	Did not do f/r
148	881, Lady Jays Basketball	Freethrow-a-thon	9/11/2018	4/12/2019	\$ 5,700.00	\$ 3,159.00
149	881, Lady Jays Basketball	Dine-Out options Nightly % donation	9/11/2018	4/12/2019	\$ 950.00	Did not do f/r
150	881, Lady Jays Basketball	Butter Braid Bread sales	10/15/2018	11/2/2018	\$ 900.00	Did not do f/r
151	881, Lady Jays Basketball	Sell advertisingBanners to local businesses	10/9/2018	4/12/2018	100.00/100.00	\$ 1,850.00
152	881, Lady Jays Basketball	Gift wrapping for donations	9/11/2018	1/10/2019	\$ 1,000.00	Did not do f/r
153	882, Running Club	Plant sale	7/10/2018	5/17/2019	\$ 1,800.00	Did not do f/r
154	882, Running Club	Apparel sale	7/10/2018	5/17/2019	\$ 1,800.00	Did not do f/r
155	882, Running Club	Dues	7/10/2018	5/17/2019	\$ 2,500.00	Did not do f/r
156	882, Tunning Club	Bottled water sales	7/10/2018	5/24/2019	\$ 1,800.00	\$ 718.04
157	882, Running Club	Worlds Finest Chocolate Candy Bar sales	10/8/2018	10/19/2018	\$ 1,800.00	Did not do f/r
158	882, Running Club	Adrenaline-Cookie Dough sales	1/15/2019	2/5/2019	\$ 1,500.00	\$ 2,756.60
159	882, Running Club	World's Best Chocolate Candy & Beverages	2/18/2019	3/1/2019	\$ 1,000.00	\$ 450.32
160	882, Running Club	Adraneline-Popcorn sales	3/25/2019	4/5/2019	\$ 1,000.00	Did not do f/r
161	882, Running Club	Christmas wreath sales	7/10/2018	1/17/2019	\$ 1,800.00	Did not do f/r
162	882, Running Club	Adrenaline Cheesecake sales	5/14/2019	5/21/2019	\$ 3,000.00	
163	883, Heritage Club	Ice Cream, popcicles, float & freeze pops	9/10/2018	9/21/2018	\$ 300.00	\$ 243.53
164	883, Heritage Club	Dues w/T-shirt	8/30/2018	9/21/2018	\$ 300.00	\$ 132.00
165	884, HS Activity	Josten's School Store Program	8/1/2018	6/30/2018	\$ 250.00	\$ -

2018-2019 Activity Fund
After Sale Accountability Report

	A	B	C	D	E	F
166	885, Student Support	Bottled water sales	9/3/2018	5/24/2019	\$ 2,250.00	\$ 1,897.92
167	886, HS NHS	Membership Dues	1/7/2019	6/30/2019	\$ 2,500.00	\$ 2,765.00
168	889, Key Club	Dues	8/15/2018	5/31/2019	\$ 500.00	\$ 200.00
169	892, Math of Finance	Student store	8/1/2018	4/28/2019	\$ 100.00	\$ 50.40
170	893, Mu Alpha Theta	Membership fees	9/4/2018	5/24/2019	\$ 225.00	\$ 525.00
171	893, Mu Alpha Theta	Bottled water sales	9/4/2018	5/24/2019	\$ 380.00	\$ 405.93
172	895, JROTC	Military Ball ticket sales & donations	1/16/2019	2/16/2019	\$ 500.00	
173	895, JROTC	Lazy E chair back seat attendee	3/1/2019	3/4/2019	\$ 2,500.00	\$ 2,424.00
174	897, Soccer	Carwash	8/24/2018	8/24/2018	\$ 500.00	Did not do f/r
175	897, Soccer	T-shirt sales	12/11/2018	5/1/2019	\$ 300.00	\$ 1,046.00
176	897, Soccer	Taco Dinner during home BB games	1/4/2019	2/9/2019	\$ 700.00	\$ 499.00
177	897, Soccer	Apparel, cups, chairs, hats, etc. sales	9/3/2018	11/2/2018	\$ 1,500.00	\$ 1,102.00
178	898, Science Club	Lab Fees	8/1/2018	5/31/2019	\$ 3,000.00	\$ 720.00
179	898, Science Club	\$15 Dues	8/1/2018	5/31/2019	\$ 400.00	\$ 5,387.50
180	898, Science Club	\$20 Dues	8/1/2018	5/31/2019	\$ 400.00	
181	899, HS Stuco	Pink Game(Softball) pass the bucket	9/18/2018	9/25/2018	\$ 200.00	\$ 46.00
182	899, HS Stuco	Apparel sales	7/10/2018	5/17/2019	\$ 500.00	Did not do f/r
183	899, HS Stuco	Dues	7/10/2018	5/17/2019	\$ 1,500.00	\$ 300.50
184	899, HS Stuco	Homecoming parade entry, shirts, mums	7/10/2018	10/1/2018	\$ 200.00	\$ 1,324.50
185	899, HS Stuco	Faculty shirts/ T-shirt bundles	7/10/2018	5/17/2019	\$ 1,000.00	\$ 2,454.50
186	899, HS Stuco	Pink Week	7/10/2018	10/12/2018	\$ 3,000.00	\$ 6,638.00
187	899, HS Stuco	Santa Letters	7/10/2018	1/17/2019	\$ 450.00	\$ 263.04
188	899, HS Stuco	United Week	4/1/2019	4/26/2019	\$ 8,000.00	\$ (182.27)
189	899, HS Stuco	Winter Formal Dance	11/1/2018	1/31/2019	\$ 1,150.00	\$ 1,620.46
190	899, HS Stuco	Popcorn/Bevage sales	9/7/2018	12/14/2018	\$ 450.00	\$ 179.27
191	899, HS Stuco	Popcorn/Bevage sales	1/11/2019	5/17/2019	\$ 450.00	Did not do f/r
192	899, HS Stuco	Hosting District Convention	7/10/2018	12/21/2018	\$ 2,000.00	
193	899, HS Stuco	Winter Homecoming shirts, candy, soda,	12/24/2018	2/2/2019	\$ 300.00	\$ (2,140.95)
194	899, HS Stuco	Winter Formal Concessions	12/11/2018	12/15/2018	\$ 400.00	\$ 96.36
195	900, Campus Beautification	Student parking pass sales	8/15/2018	5/30/2019	\$ 4,500.00	\$ 6,021.55
196	900, Campus Beautification	Faculty parking pass sales	8/15/2018	5/30/2019	\$ 250.00	\$ 200.00
197	902, Vocal	JH Choir lab fee	8/1/2018	5/24/2019	\$ 1,500.00	\$ 645.00
198	902, Vocal	JH Spring Musical ticket, ad sales & donations	4/28/2019	5/24/2019	\$ 1,700.00	\$ 2,583.00

2018-2019 Activity Fund
After Sale Accountability Report

	A	B	C	D	E	F
199	902, Vocal	Cabaret Concert	1/15/2019	2/28/2019	\$ 1,500.00	\$ 1,030.00
200	902, Vocal	HS Spring Musical ticket/ad sales & donations	3/1/2019	4/28/2019	\$ 1,500.00	\$ 2,171.00
201	902, Vocal	HS Choir lab fees	8/1/2019	5/24/2019	\$ 2,000.00	\$ 887.00
202	902, Vocal	HS Fall Musical ticket/ad sales & donations	11/1/2018	11/6/2018	\$ 500.00	\$ 790.75
203	904, Yearbook	Dues	9/11/2018	6/30/2019	\$ 500.00	Did not do f/r
204	904, Yearbook	Yearbook Index sponsors	9/11/2018	6/30/2019	\$ 700.00	Did not do f/r
205	904, Yearbook	Yearbook ad sales	9/11/2018	6/30/2019	\$ 10,000.00	\$ 5,505.00
206	904, Yearbook	Yearbook Sales	9/11/2018	6/30/2019	\$ 6,000.00	\$ (2,636.05)
207	913, GHS Drama	Improv & skits	5/1/2018	5/31/2018	\$ 200.00	\$ 284.50
208	913, GHS Drama	Dessert & Play	5/1/2018	5/31/2018	\$ 150.00	\$ (204.97)
209	913, GHS Drama	Centrury Resources Brochure sale	1/31/2019	2/14/2019	\$ 1,000.00	\$ 949.12
210	913, GHS Drama	Billy Sims Night percentage of night profits	12/5/2018	12/5/2018	\$ 250.00	\$ 267.00
211	913, GHS Drama	Dues w/T-shirt	8/20/2018	5/20/2019	\$ 500.00	\$ 411.40
212	913, GHS Drama	Candy & Snack sales	1/7/2019	1/18/2019	\$ 800.00	\$ 406.76
213	922, Courtesy Comm. Admi	Donation solicitation	8/1/2018	12/31/2018	\$ 320.00	\$ 140.00
214	927, Hall of Fame	Golf Tournament	8/4/2018	8/4/2018	\$ 2,750.00	\$ 2,040.00
215	929, Special Olympics	Spring Fling, Silent Auction, Raffle, Dinner	1/28/2019	3/30/2019	\$ 14,000.00	\$ 14,743.72
216	934, Transportation	Vending	7/1/2018	6/30/2019	\$ 2,000.00	\$ 3,090.29
217	935, Vending Machine Adr	Vending	7/9/2018	6/30/2019	\$ 350.00	\$ 109.16
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Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2019	10611	CITY OF GUTHRIE	WATER, SEWER, AND GARBAGE FOR 2019-2020	150,000.00
2	07/01/2019	12886	OKLAHOMA GAS & ELECTRIC COMPANY	ELECTRIC SERVICE FOR 2019-2020	350,000.00
3	07/01/2019	12892	ONE GAS, INC.	NATURAL GAS FOR 2019-2020	55,000.00
4	07/01/2019	17419	CLEARWATER ENTERPRISES, LLC	NATURAL GAS FOR 2019-2020	50,000.00
5	07/01/2019	10711	COX COMMUNICATIONS SYSTEM	SERVICE FOR 2019-2020	10,000.00
6	07/01/2019	10407	A T & T MOBILITY II LLC	CELL PHONES FOR 2019-2020	26,000.00
7	07/01/2019	12744	MUNICIPAL ACCOUNTING SYSTEMS, INC.	DATA PROCESSING/SUPPLIES FOR 2019-2020	48,274.25
8	07/01/2019	42812	PUTNAM & COMPANY, PLLC	AUDITING SERVICES FOR 2019-2020	8,000.00
9	07/01/2019	14135	UNITED STATES POSTAL SERVICE	POSTAGE FOR 2019-2020	8,200.00
10	07/01/2019	13181	PITNEY BOWES CREDIT CORP.	POSTAGE METER FEES/SUPPLIES FOR 2019-2020	1,980.68
11	07/01/2019	15132	POSTMASTER	BULK MAIL FOR 2019-2020	1,120.00
12	07/01/2019	13431	ROSENSTEIN FIST & RINGOLD	ATTORNEY FEES FOR 2019-2020	65,000.00
13	07/01/2019	11200	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES FOR 2019-2020	900.00
14	07/01/2019	13958	THE DAILY OKLAHOMAN	SUBSCRIPTION/ADS/SERVICE FOR 2019-2020	950.00
15	07/01/2019	42573	LOGAN COUNTY COURIER	SUBSCRIPTION/LEGAL NOTICES FOR 2019-2020	550.00
16	07/01/2019	14316	AHP OF OKLAHOMA	SUBSCRIPTION/LEGALS/ADS FOR 2019-2020	770.00
17	07/01/2019	42267	AMERICAN FIDELITY	FICA FOR 2019-2020	3,000.00
18	07/01/2019	15661	OKLAHOMA EMPLOYMENT SECURITY COMM	UNEMPLOYMENT FOR 2019-2020	4,000.00
19	07/01/2019	42029	AM FIDELITY ASSURANCE CO., INC.	ADMINISTRATION FEE FOR 2019-2020	100.00
20	07/01/2019	10018	IMAGE WORKS OF OKLAHOMA, INC	COPIER LEASE/MAINTENANCE FOR 2019-2020	65,000.00
21	07/01/2019	12933	OKLAHOMA ASBO	MEMBERSHIP/REGISTRATIONS FOR 2019-2020	2,175.00
22	07/01/2019	10117	ASBO INTERNATIONAL	MEMBERSHIP FOR M. CHAPPLE FOR 2019-2020	230.00
23	07/01/2019	13021	OSSBA	MEMBERSHIP/ONLINE POLICY/REGISTRATIONS FOR 2019-2020	6,850.00
24	07/01/2019	15124	COOPERATIVE COUNCIL FOR OKLAHOMA	DISTRICT LEVEL PROGRAM ASSIST/REGISTRATION	6,500.00
25	07/01/2019	10931	GUTHRIE CHAMBER OF COMMERCE	MEMBERSHIP FOR 2019-2020	300.00
26	07/01/2019	16091	UNITED STATES SUBURBAN ASSOCIATION	MEMBERSHIP FOR 2019-2020	1,100.00
27	07/01/2019	42370	VERNON FLORENCE CONSULTIN CO. INC.	SUBSCRIPTION FOR 2019-2020	120.00
28	07/01/2019	13496	G. E. MONEY BANK	MEMBERSHIP/SUPPLIES FOR 2019-2020	250.00
29	07/01/2019	14207	WALMART COMMUNITY	SUPPLIES FOR ADMIN OFFICE/2019-2020	200.00
30	07/01/2019	17940	PROSPERITY BANK	BLANKET FOR TRAVEL/REGISTRATION/SUPPLIES 2019-2020	1,500.00

Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020

PO No	Date	Vendor No	Vendor	Description	Amount
31	07/01/2019	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES FOR 2019-2020	1,000.00
32	07/01/2019	13229	QUILL CORPORATION	BLANKET FOR SUPPLIES FOR 2019-2020	2,000.00
33	07/01/2019	12686	LOREN L JONES	BLANKET FOR SUPPLIES FOR 2019-2020	1,000.00
34	07/01/2019	44091	RURAL WATER, SEWER, & WASTE MGMT	WATER SERVICE/CHARTER OAK 2019-2020	8,000.00
35	07/01/2019	43993	CENTRAL RURAL ELECTRIC COOP	ELECTRIC SERVICE/CHARTER OAK 2019-2020	40,000.00
36	07/01/2019	83465	MICHAEL L SIMPSON	EXPENSE REIMBURSEMENT FOR 2019-2020	5,000.00
37	07/01/2019	83596	DOUGLAS ALLEN OGLE	EXPENSE REIMBURSEMENT FOR 2019-2020	3,000.00
38	07/01/2019	83489	CARMEN L WALTERS	EXPENSE REIMBURSEMENT FOR 2019-2020	800.00
39	07/01/2019	84047	MICHELLE LASHAWN CHAPPLE	EXPENSE REIMBURSEMENT FOR 2019-2020	1,000.00
40	07/01/2019	82483	ANITA K PAUL	EXPENSE REIMBURSEMENT FOR 2019-2020	800.00
41	07/01/2019	83452	JANA LYNN WANZER	EXPENSE REIMBURSEMENT FOR 2019-2020	800.00
42	07/01/2019	83357	MICHELE DENISE HAMBY	EXPENSE REIMBURSEMENT FOR 2019-2020	200.00
43	07/01/2019	83501	JANA MARIE FREY	EXPENSE REIMBURSEMENT FOR 2019-2020	150.00
44	07/01/2019	83019	KARY LYN JARRED	EXPENSE REIMBURSEMENT FOR 2019-2020	150.00
45	07/01/2019	82153	SANDRA JO SAVORY	EXPENSE REIMBURSEMENT FOR 2019-2020	100.00
46	07/01/2019	83680	MEGHAN KATHLEEN NORTON	EXPENSE REIMBURSEMENT FOR 2019-2020	500.00
47	07/01/2019	14665	OKLAHOMA STATE UNIVERSITY	REGISTRATIONS FOR 2019-2020	2,000.00
48	07/01/2019	15950	DEWART-GUMERSON INSURANCE AGENCY	POSITION BOND RENEWAL FOR 2019-2020	371.00
49	07/01/2019	12505	CHEAP BROTHERS INSURANCE	BOND RENEWALS FOR 2019-2020	4,850.00
50	07/01/2019	42047	WALKER COMPANIES	NEW & RENEWAL NOTARY FEES	300.00
51	07/01/2019	12335	LOGAN COUNTY TREASURER	RE-VAL FOR 2019-2020	90,000.00
52	07/01/2019	12327	LOGAN CO. ELECTION BOARD	ELECTION EXPENSES FOR 2019-2020	5,000.00
53	07/01/2019	17960	THE OKLAHOMA OBSERVER	SUBSCRIPTION FOR 2019-2020	50.00
54	07/01/2019	17520	LOGAN COUNTY ECONOMIC BOARD	MEMBERSHIP FOR 2019-2020	500.00
55	07/01/2019	16374	OKLAHOMA SCHOOL ASSURANCE GROUP	WORKERS COMP INSURANCE 2019-2020	90,035.45
56	07/01/2019	17261	OKLAHOMA SCHOOLS INSURANCE GROUP	LIABILITY/PROPERTY/VEHICLE INSURANCE FOR 2019-2020	253,735.00
57	07/01/2019	80130	JON CHAPPELL	MILEAGE REIMBURSEMENT FOR 2019-2020	4,000.00
58	07/01/2019	80335	MARSHA L HOLDERMAN	MILEAGE REIMBURSEMENT FOR 2019-2020	800.00

Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020

PO No	Date	Vendor No	Vendor	Description	Amount
59	07/01/2019	43810	CENTRAL TRUST BANK	DISTRICT LIGHTING RETROFIT	104,989.44
60	07/01/2019	10272	BODY BILLBOARDS	BLANKET FOR SUPPLIES/ADMIN.	150.00
61	07/01/2019	43898	FORECAST 5 ANALYTICS, INC.	SOFTWARE LICENSE 2019-2020	4,650.00
62	07/01/2019	11200	EUREKA WATER CO., INC.	LEASE/SUPPLIES FOR 2019-2020	461.00
63	07/01/2019	16459	X-CEL BADGE & ENGRAVING CO., INC.	NAMEPLATES/SUPPLIES/ADMIN	100.00
64	07/01/2019	10611	CITY OF GUTHRIE	SRO OFFICERS FOR 2019-2020	73,896.00
65	07/01/2019	17895	WILLOW CREEK HEALTH CARE, LLC	LEASE FOR 2019-2020	1.00
66	07/01/2019	44174	GOLDEN AGE NURSING HOME, LLC	LEASE FOR 2019-2020	1.00
67	07/01/2019	11200	EUREKA WATER CO., INC.	WATER/MACHINE LEASE/CENTRAL	600.00
68	07/01/2019	81228	APRIL LYNN DEVEREAUX	MILEAGE REIMBURSEMENT FOR 2019-2020	500.00
69	07/01/2019	43981	OkAPP	CPO TRAINING/MEMBERSHIP/CHAPPLE	220.00
70	07/01/2019	17299	LOGAN COUNTY SHERIFF'S OFFICE	SRO OFFICER 2019-2020/CHARTER OAK	30,000.00
71	07/01/2019	15994	AMAZON CAPITAL SERVICES	BLANKET FOR OFFICE SUPPLIES/ADMIN	500.00
72	07/01/2019	10142	BANCFIRST	BOND PAYING AGENT FEES	700.00
73	07/01/2019	43632	TONY GLOVER dba AJG INC.	BLANKET FOR PART/SUPPLIES- TECHNOLOGY	500.00
74	07/01/2019	15994	AMAZON CAPITAL SERVICES	BLANKET FOR PARTS/SUPPLIES- TECHNOLOGY	1,500.00
75	07/01/2019	40791	APPLE, INC.	BLANKET FOR PARTS/SUPPLIES- TECHNOLOGY	3,000.00
76	07/01/2019	42600	BEASLEY TECHNOLOGY, INC.	SERVER SUPPORT-TECHNOLOGY	2,000.00
77	07/01/2019	81425	JAMES D BENSON	EXPENSE REIMB. FOR 2019/2020- TECHNOLOGY	2,500.00
78	07/01/2019	17249	S. T. BOLDING III	BLANKET FOR ELECTRICAL REPAIRS -TECHNOLOGY	2,000.00
79	07/01/2019	44110	CDW LLC	BLANKET FOR PARTS/SUPPLIES- TECHNOLOGY	10,000.00
80	07/01/2019	43408	SCOTT NORRIS COMPANY, INC.	BLANKET FOR IPAD & PHONE REPAIRS-TECHNOLOGY	2,000.00
81	07/01/2019	43320	CHICKASAW	ON SITE SUPPORT OF NETWORK- TECHNOLOGY	1,000.00
82	07/01/2019	17716	CISTERA NETWORKS, INC.,	SUPPORT MAINTENANCE RENEWAL-TECHNOLOGY	11,039.23
83	07/01/2019	15926	DELL MARKETING L.P.	BLANKET FOR PARTS, SUPPLIES AND EQUIP- TECHNOLOGY	20,000.00
84	07/01/2019	43580	DIGI SECURITY SYSTEMS LLC	BLANKET FOR PARTS AND REPAIRS -TECHNOLOGY	5,000.00
85	07/01/2019	11169	ENDEX OF OKLAHOMA, INC.	BLANKET FOR PARTS/REPAIRS- TECHNOLOGY	1,200.00
86	07/01/2019	11200	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES- TECHNOLOGY	750.00
87	07/01/2019	14377	FOLLETT SCHOOL SOLUTIONS, INC	SOFTWARE SUPPORT- TECHNOLOGY	8,340.00
88	07/01/2019	17723	FRONTLINE TECHNOLOGIES GROUP, LLC	ABSENCE & SUBSTITUTE MANAGEMENT-TECHNOLOGY	11,627.80

Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020

PO No	Date	Vendor No	Vendor	Description	Amount
89	07/01/2019	17723	FRONTLINE TECHNOLOGIES GROUP, LLC	VERITIME ATTENDANCE AND TIME MANAGEMENT-TECHNOLOGY	9,150.79
90	07/01/2019	16105	GUITAR CENTER STORES, INC.	BLANKET FOR AUDIO/VISUAL SUPPLIES-TECHNOLOGY	2,000.00
91	07/01/2019	43226	ID SPECIALISTS	BLANKET FOR BADGE SUPPLIES-TECHNOLOGY	5,000.00
92	07/01/2019	16938	INTERNATIONAL SOCIETY FOR	DUES AND FEES FOR 2019/2020-TECHNOLOGY	125.00
93	07/01/2019	43361	KIMONO	SOFTWARE-TECHNOLOGY	891.50
94	07/01/2019	42601	LIGHTSPEED TECHNOLOGIES, INC.	BLANKET FOR PARTS/SUPPLIES-TECHNOLOGY	100.00
95	07/01/2019	43845	THE MAC MAN, LLC	BLANKET FOR REPAIRS-TECHNOLOGY	2,000.00
96	07/01/2019	12744	MUNICIPAL ACCOUNTING SYSTEMS, INC.	BLANKET FOR SERVICES-TECHNOLOGY	1,000.00
97	07/01/2019	43345	MIZUNI, INC	ZIS SERVER SOFTWARE AND SUPPORT-TECHNOLOGY	5,700.00
98	07/01/2019	83714	TREVOR LEE MOWDY	EXPENSE REIMB. FOR 2019/2020-TECHNOLOGY	2,000.00
99	07/01/2019	42330	NEWEGG BUSINESS, INC	BLANKET FOR PARTS-TECHNOLOGY	7,500.00
100	07/01/2019	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES-TECHNOLOGY	1,000.00
101	07/01/2019	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES-TECHNOLOGY	1,000.00
102	07/01/2019	15532	ONENET	INTERNET SERVICES-TECHNOLOGY	5,000.00
103	07/01/2019	15324	OKLAHOMA TECHNOLOGY ASSOCIATION	DUES AND FEES FOR 2019/2020-TECHNOLOGY	300.00
104	07/01/2019	44196	PDQ.COM CORPORATION	SOFTWARE-TECHNOLOGY	1,800.00
105	07/01/2019	43489	PIRAINO CONSULTING, INC.	SMART NOTEBOOK LICENSE-TECHNOLOGY	1,400.00
106	07/01/2019	43489	PIRAINO CONSULTING, INC.	BLANKET FOR PARTS AND SUPPLIES-TECHNOLOGY	1,000.00
107	07/01/2019	13496	G. E. MONEY BANK	BLANKET FOR SUPPLIES-TECHNOLOGY	1,500.00
108	07/01/2019	17549	SCHOOLDUDE.COM, INC.	FEES AND SUPPORT 2019/2020-TECHNOLOGY	5,068.86
109	07/01/2019	17549	SCHOOLDUDE.COM, INC.	MDM MANAGEMENT-TECHNOLOGY	4,355.00
110	07/01/2019	43784	WEST INTERACTIVE SERVICES CORP.	LICENSE RENEWAL/SOFTWARE-TECHNOLOGY	4,584.56
111	07/01/2019	43787	FOUNDATION FOR ED SERVICES, INC.	ANNUAL WEB SITE HOSTING FOR 2019/2020-TECHNOLOGY	5,000.00
112	07/01/2019	43165	SOLARWINDS	SOFTWARE MAINTENANCE-TECHNOLOGY	555.00
113	07/01/2019	82236	GREGORY DUANE SULLAWAY	EXPENSE REIMB. FOR 2019/2020-TECHNOLOGY	1,500.00
114	07/01/2019	13832	SYNERGY DATACOM SUPPLY, INC.	BLANKET FOR PARTS-TECHNOLOGY	10,000.00

Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020

PO No	Date	Vendor No	Vendor	Description	Amount
115	07/01/2019	16371	TWOTREES TECHNOLOGIES, LLC	BLANKET FOR FIREWALL/SUPPLIES -TECHNOLOGY	20,940.00
116	07/01/2019	16371	TWOTREES TECHNOLOGIES, LLC	BLANKET FOR NETWORK SUPPORT -TECHNOLOGY	2,000.00
117	07/01/2019	16395	UNITED PARCEL SERVICE INC.	SHIPPING FOR 2019/2020- TECHNOLOGY	1,000.00
118	07/01/2019	40695	MARIA WILSON	EXPENSE REIMB. FOR 2019/2020- TECHNOLOGY	200.00
119	07/01/2019	40530	ANGIE KAYE SMEDLEY	MILEAGE REIMBURSEMENT	500.00
120	07/01/2019	43789	NANCY ELIZABETH MCLEAN	MILEAGE REIMBURSEMENT	500.00
121	07/01/2019	82157	LISA C WOODS	MILEAGE REIMBURSEMENT	500.00
122	07/01/2019	43809	E3 DIAGNOSTICS, INC	CALIBRATE AUDIOMETERS	455.00
123	07/01/2019	80069	TAMMY L BLEWETT	MILEAGE REIMBURSEMENT	500.00
124	07/01/2019	83916	JESSICA LYNN WEST	MILEAGE REIMBURSEMENT	750.00
125	07/01/2019	83867	CARLY MARCILLE MURRAY	MILEAGE REIMBURSEMENT	500.00
126	07/01/2019	83798	SONYA ALECIA ARNOLD	MILEAGE REIMBURSEMENT	500.00
127	07/01/2019	14316	AHP OF OKLAHOMA	FERPA PUBLICATION FOR 2019- 2020	500.00
128	07/01/2019	15956	ADVANCED PLACEMENT PROGRAM	BLANKET FOR PARA PRO ASSESSMENT	300.00
129	07/01/2019	17878	OKLAHOMA HEARING SOLUTIONS, LLC	AUDIOLOGICAL SERVICES FOR 2019-2020	1,000.00
130	07/01/2019	12332	LOGAN COUNTY HEALTH DEPT	BLANKET FOR STAFF VACCINATIONS	250.00
131	07/01/2019	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES	1,000.00
132	07/01/2019	42541	TERESA EWING	CONTRACT FOR PHYSICAL THERAPY FOR 2019-2020	65,000.00
133	07/01/2019	44361	BETSY CHEN	BEHAVIORAL COACH CONTRACT FOR SPECIAL NEEDS ESY	8,000.00
134	07/01/2019	11642	HOUGHTON MIFFLIN HARCOURT PUB. CO.	PSYCH TESTING SUPPLIES	2,266.42
135	07/01/2019	16475	PEARSON EDUCATION, INC.	PSYCH TESTING SUPPLIES	2,579.00
136	07/01/2019	17836	MULTI-HEALTH SYSTEMS, INC.	PSYCH TESTING SUPPLIES	215.00
137	07/01/2019	84183	CATHRYN HOLLIMAN MCLENDON	MILEAGE REIMBURSEMENT	500.00
138	07/01/2019	84221	LAURIE DIANE BROWN	MILEAGE REIMBURSEMENT	500.00
139	07/01/2019	42795	APRIL NEICHOLE KECK	VISUAL IMPAIRMENT CONTRACT FOR 2019-2020	3,500.00
140	07/01/2019	80657	MARYLYN S STEFFENSEN	PSYCH TESTING CONTRACT FOR 2019-2020	10,000.00
141	07/01/2019	43789	NANCY ELIZABETH MCLEAN	OT CONTRACT FOR ESY JULY 2019- 2020	2,000.00
142	07/01/2019	14207	WALMART COMMUNITY	SUPPLIES FOR ESY JULY 2019	300.00
143	07/01/2019	44172	MOBILE SHRED, INC	SHREDDING SERVICES OF EXPIRED CONFIDENTIAL FILES	500.00
144	07/01/2019	16371	TWOTREES TECHNOLOGIES, LLC	VISION SOFTWARE-TECHNOLOGY	1,440.00
145	07/01/2019	10272	BODY BILLBOARDS	PLAQUES FOR EMPLOYEE OF THE MONTH	500.00
146	07/01/2019	44151	PEOPLEFACTS, LLC	BACKGROUND CHECKS	1,200.00

Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020

PO No	Date	Vendor No	Vendor	Description	Amount
147	07/01/2019	42721	FORTITUDE DOGS, INC.	CONTRABAND DETECTION SERVICES	3,000.00
148	07/01/2019	17810	LEARNING SCIENCES INTERNATIONAL	MARZANO PROTOCOL	4,500.00
149	07/01/2019	40923	OKLAHOMA STATE UNIV	JOB FAIR REGISTRATION	150.00
150	07/01/2019	14122	STATE OF OKLAHOMA	JOB FAIR REGISTRATION	125.00
151	07/01/2019	12635	MERIDIAN TECHNOLOGY CENTER	VIRTUAL CLASSROOM	33,000.00
152	07/01/2019	17727	PROJECT LEAD THE WAY, INC.	PARTICIPATION FEE	750.00
153	07/01/2019	44182	QUALITYCARE LABS, LLC	STUDENT EXTRACURRICULAR DRUG TESTING	6,050.00
154	07/01/2019	43886	3D E-CONSULTING GROUP, LLC	BUS ROUTING SOFTWARE/TRANSPORTATION	6,900.00
155	07/01/2019	43550	SUMMIT HOLDINGS INC.	FUEL WELL VAPOR MONITORING/TRANSPORTATION	600.00
156	07/01/2019	17901	SYN-TECH SYSTEMS, INC.	PUMP WARRANTY RENEWAL/TRANSPORTATION	550.00
157	07/01/2019	17797	TALK RADIO, LLC	ANNUAL TOWER AND SERVICE/TRANSPORTATION	9,750.00
158	07/01/2019	14107	UNIFIRST HOLDING INC.	UNIFORMS AND CLEANING/TRANSPORTATION	3,000.00
159	07/01/2019	14207	WALMART COMMUNITY	MISC OFFICE SUPPLIES/TRANSPORTATION	1,000.00
160	07/01/2019	17549	SCHOOLDUDE.COM, INC.	TRIPDIRECT ANNUAL RENEWAL/TRANSPORTATION	2,425.23
161	07/01/2019	44280	MARTIN AUTOMOTIVE	REPAIRS TO VEH 63/TRANSPORTATION	500.00
162	07/01/2019	44280	MARTIN AUTOMOTIVE	REPAIRS TO VEH 35/TRANSPORTATION	500.00
163	07/01/2019	17806	CPM INSURANCE SERVICES LLC	INSURANCE OF MECHANICS PERSONAL TOOLS/TRANSP	450.00
164	07/01/2019	17730	DR. DAWN'S CHIROPRACTIC CARE CENTER	NON-DOT PHYSICALS/TRANSPORTATION	1,600.00
165	07/01/2019	16410	MCBRIDE CLINIC ORTHOPEDIC HOSPITAL,	DRUG TESTING FOR BUS DRIVERS/TRANSPORTATION	2,500.00
166	07/01/2019	12940	OKLAHOMA CORPORATION COMMISSION	FUEL TANK RECERT & INSPECTION/TRANSP	50.00
167	07/01/2019	12899	O'REILLY AUTOMOTIVE STORES, INC.	DISTRICT FLEET PARTS AND SUPPLIES/TRANSPORTATION	1,000.00
168	07/01/2019	13173	OKLAHOMA TURNPIKE AUTHORITY	TURNPIKE FEES/TRANSPORTATION	1,000.00
169	07/01/2019	17940	PROSPERITY BANK	OUT OF TOWN FUEL & REPAIRS/TRANSPORTATION	500.00
170	07/01/2019	17358	STATEWIDE COMPLIANCE SERVICES, INC	TANK TESTING (YEARLY) /TRANSPORTATION	300.00
171	07/01/2019	44385	SEVERIN INTERMEDIATE HOLDINGS, LLC	RECRUITMENT SERVICES	4,316.75
172	07/01/2019	44170	THOMAS BRENTON MALOY	BUS REPAIRS PER QUOTE/TRANSPORTATION	2,664.00
173	07/01/2019	17899	AURORA LEARNING COMMUNITY ASSOC.	DATA MANAGEMENT SYSTEM	4,709.60
174	07/01/2019	44291	CERTIFIED LANGUAGES INT'L, LLC	TITLE I - PHONE TRANSLATION SERVICES FOR DISTRICT	3,688.45

Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020

PO No	Date	Vendor No	Vendor	Description	Amount
175	07/01/2019	15994	AMAZON CAPITAL SERVICES	REDIFORM RECEIPT BOOKS/ (RED8L808)	509.00
176	07/01/2019	17810	LEARNING SCIENCES INTERNATIONAL	MARZANO TRAINING/E. CARPENTER	399.00
177	07/01/2019	13229	QUILL CORPORATION	BLANKET FOR SUPPLIES/SPED	500.00
178	07/01/2019	12173	LAMPTON WELDING SUPPLY COMPANY, INC	GAS BOTTLE LEASE/AG/DRAKE/HS	2,500.00
179	07/01/2019	12963	OKLAHOMA DEPT. OF CAREER & TECH ED.	SUMMER CONFERENCE REGISTRATION/AG/HS	1,215.00
180	07/01/2019	15994	AMAZON CAPITAL SERVICES	ULTRASOUND MACHINE/AG LOTTERY GRANT/DRAKE/HS	7,019.00
181	07/01/2019	10011	SOUTHPOINTE VETERNARY CLINIC	MEDICINE & SUPPLIES FOR AG PROGRAM/DRAKE/HS	250.00
182	07/01/2019	15994	AMAZON CAPITAL SERVICES	SWIVL ROBOT/AG LOTTERY GRANT/DRAKE/HS	599.00
183	07/01/2019	12910	OFFICE DEPOT, INC.	SUPPLIES FOR AG PROGRAM/DRAKE/HS	500.00
184	07/01/2019	44386	SHOW SHARP, LLC	SHOW EQUIPMENT/AG/DRAKE/HS	1,400.00
185	07/01/2019	12387	LOWE'S COMPANIES, INC.	SUPPLIES FOR AG PROGRAM/DRAKE/HS	650.00
Non-Payroll Total:					\$2,003,983.01
Payroll Total:					\$0.00
Report Total:					\$2,003,983.01

Purchase Order Register

Options: Year: 2019-2020, Fund: Building, Date Range: 7/1/2019 - 6/30/2020

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2019	44292	CHARLES D. KYLE	INSTALL SIDEWALK AT SOFTBALL	2,000.00
2	07/01/2019	44382	ACTION FIRE PROTECTION LLC	DISTRICT FIRE SYSTEM INSPECTIONS AND REPAIRS	2,900.00
3	07/01/2019	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00
4	07/01/2019	10234	MAKER'S GLASS, INC.	DISTRICT GLASS REPAIRS	800.00
5	07/01/2019	17764	SOONER PEST MANAGEMENT	DISTRICT PEST CONTROL	2,500.00
6	07/01/2019	15842	TERMINIX INTERNATIONAL COMPANY LP	TERMITE PLAN RENEWALS	949.00
7	07/01/2019	13013	ORKIN, INC.	TERMITE PLAN RENEWALS	4,760.61
8	07/01/2019	10129	NORTHUP AUTO PARTS & MACHINE	DISTRICT PARTS AND SUPPLIES	500.00
9	07/01/2019	41813	OKLAHOMA DEPARTMENT OF LABOR	STATE INSPECTIONS	750.00
10	07/01/2019	14207	WALMART COMMUNITY	DISTRICT PARTS AND SUPPLIES	500.00
11	07/01/2019	16626	JOHN HUDSON	DISTRICT LAWN CARE PER BID	18,300.00
12	07/01/2019	43970	SWIFT LAWNS, LLC	LAWN CARE PER BID	11,520.00
13	07/01/2019	44230	Nature's Truth LLC	DISTRICT FALL SPRAYING PER BID	2,855.00
14	07/01/2019	43639	KONE, INC	DISTRICT ELEVATOR AND LIFT SERVICES	4,800.00
15	07/01/2019	44065	FIRETROL PROTECTION SYSTEMS, INC.	FOGARTY FIRE ALARM UPGRADE PHASE 3	4,992.89
16	07/01/2019	44065	FIRETROL PROTECTION SYSTEMS, INC.	FIRE ALARM MONITORING	720.00
17	07/01/2019	17152	TIME SPENT LLC	DISTRICT CARPET CLEANING PER BID	16,953.80
18	07/01/2019	14674	HOMETOWN RENTAL & FEED, INC.	PROPANE FOR FORKLIFT	300.00
19	07/01/2019	44204	PREVENTIVE / PREDICTIVE MAINT SVCS	DISTRICT BOILER TREATMENTS	820.00
20	07/01/2019	17387	BRADFORD INDUSTRIAL SUPPLY CORP	HVAC PARTS AND SUPPLIES	1,000.00
21	07/01/2019	17249	S. T. BOLDING III	ELECTRICAL REPAIRS AND SERVICE	1,000.00
22	07/01/2019	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS	1,000.00
23	07/01/2019	40596	JAMES C. MCGEE	DIRT AND GRAVEL	1,200.00
24	07/01/2019	10611	CITY OF GUTHRIE	MECHANICAL PERMIT	54.50
25	07/01/2019	44092	INNOVATIVE MECHANICAL LLC	CHILLER REPAIRS	1,000.00
26	07/01/2019	44383	STRYKER INTEGRATED SOLUTIONS, LLC	DISTRICT FIRE EXTINGUISHER INSPECTIONS AND SERVICE	1,200.00
27	07/01/2019	44197	ALL HOURS LOCKSMITH, INC.	REKEY DISTRICT LOCKS	1,000.00
28	07/01/2019	11619	HOME DEPOT CREDIT SERVICES	CEILING TILES	691.00
29	07/01/2019	17491	ENGINEERED EQUIPMENT, INC.	DISTRICT HVAC FILTERS	144.76
30	07/01/2019	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT DOOR HANDLE SETS, LOCKS, SCREWS, KEYS	1,500.00
31	07/01/2019	44197	ALL HOURS LOCKSMITH, INC.	DOOR HARDWARE FOR HS ANNEX	391.00
32	07/01/2019	44092	INNOVATIVE MECHANICAL LLC	CENTRAL CHILLER REPAIR	2,000.00
33	07/01/2019	41294	JAMES MCGEE	HAUL AND SPREAD RECYCLED ASPHALT	2,660.00
34	07/01/2019	15969	SOUTHWEST PAPER, INC - OKC	FLOOR FINISH KIT AND PADS FOR FOGARTY	699.13
35	07/01/2019	16370	QUICK SERVICE STEEL	IRON SUPPLIES FOR HS WALK IN FREEZER	1,000.00
36	07/01/2019	44197	ALL HOURS LOCKSMITH, INC.	PADLOCKS FOR MAINT & ATHLETICS	1,015.00
37	07/01/2019	17450	ALL COMMERCIAL OPENINGS, INC.	DOOR, HINGES, EXIT DEVICES FOR JH GYM	1,115.00

Purchase Order Register

Options: Year: 2019-2020, Fund: Building, Date Range: 7/1/2019 - 6/30/2020

PO No	Date	Vendor No	Vendor	Description	Amount
38	07/01/2019	43883	UNITED REFRIGERATION, INC.	DISTRICT HVAC PARTS AND SUPPLIES	1,000.00
39	07/01/2019	11453	W. W. GRAINGER	PIPE CUTTER	200.00
40	07/01/2019	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING	1,000.00
41	07/01/2019	10110	HENKE & WANG PLUMBING	ADD OUTSIDE WATER FAUCET AT JR HIGH	500.00
42	07/01/2019	10110	HENKE & WANG PLUMBING	REPIPE HOT WATER LINES TO WATER HEATER AT HS	3,900.00
43	07/01/2019	17387	BRADFORD INDUSTRIAL SUPPLY CORP	DISTRICT HVAC PARTS AND SUPPLIES	1,000.00
44	07/01/2019	44013	CENTRAL OKLAHOMA WINNELSON	WATER COOLER FOR COTTERAL	468.77
45	07/01/2019	44226	SUNSTATE EQUIPMENT CO, LLC	FORKLIFT RENTAL FOR JR HIGH	1,100.00
Non-Payroll Total:					\$105,760.46
Payroll Total:					\$0.00
Report Total:					\$105,760.46

Purchase Order Register

Options: Year: 2019-2020, Fund: CHILD NUTRITION FUND, Date Range: 7/1/2019 - 6/30/2020

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2019	12744	MUNICIPAL ACCOUNTING SYSTEMS, INC.	LUNCHROOM SOFTWARE FOR 2019-20	6,834.00
2	07/01/2019	42264	FARMERS AND MERCHANTS BANK	START UP MONEY FOR CAFETERIAS	1,000.00
3	07/01/2019	43694	MIDSTATE SERVICES, INC	BLANKET FOR REPAIRS 2019-20	10,000.00
4	07/01/2019	15842	TERMINIX INTERNATIONAL COMPANY LP	BLANKET FOR PEST CONTROL 2019-20	5,000.00
5	07/01/2019	43801	6-L MECHANICAL	BLANKET FOR REPAIRS 2019-20	2,000.00
6	07/01/2019	43982	SODEXO, INC.	FOOD SERVICE CONTRACT 2019-2020	700,000.00
7	07/01/2019	42258	OKLAHOMA STATE DEPT. OF HEALTH	LICENSE FOR HEALTH PERMITS 2019-2020	875.00
8	07/01/2019	10130	AUTO-CHLOR SERVICES, LLC	BLANKET FOR REPAIRS 2019-20	2,000.00
9	07/01/2019	16199	DEPARTMENT OF HUMAN SERVICES	USDA COMMODITY FEES	3,300.00
Non-Payroll Total:					\$731,009.00
Payroll Total:					\$0.00
Report Total:					\$731,009.00

Purchase Order Register

Options: Year: 2019-2020, Fund: BUILDING BOND 2019, Date Range: 7/1/2019 - 6/30/2020

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2019	44380	SCHOOL SAFE ID, LLC	ID SCANNERS/TECHNOLOGY	29,791.60
				Non-Payroll Total:	\$29,791.60
				Payroll Total:	\$0.00
				Report Total:	\$29,791.60

Purchase Order Register

Options: Year: 2018-2019, Fund: GEN FUND-FOR OP, Date Range: 7/1/2018 - 6/30/2019, PO Range: 1428 - 1443

PO No	Date	Vendor No	Vendor	Description	Amount
1428	06/04/2019	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	WHEEL GASKETS PER QUOTE/TRANSPORTATION	27.70
1429	06/05/2019	10707	COUNTRY FORD MERCURY, INC.	SPLINE FOR TRUCK #63/TRANSPORTATION	54.90
1430	06/06/2019	13286	RED ROCK DISTRIBUTING CO.	FUEL PER BID/TRANSPORTATION	12,593.90
1431	06/10/2019	44195	DHE COMPUTER SYSTEMS, LLC	CARL PERKINS CHROME BOOKS/JUNIOR HIGH	3,093.20
1432	06/12/2019	12682	MIDWEST BUS SALES, INC.	SPECIAL NEEDS BUS PER STATEWIDE CONTRACT ID 5032	190,964.00
1433	06/12/2019	13438	ROSS TRANSPORTATION, INC.	LIFT REPAIR ON BUS #51/TRANSPORTATION	500.00
1434	06/12/2019	12682	MIDWEST BUS SALES, INC.	AIR GAUGES PER QUOTE/TRANSPORTATION	59.22
1435	06/17/2019	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	BUS BRAKE DRUMS PER QUOTE/TRANSPORTATION	476.04
1436	06/18/2019	11849	JERRY D. JONES	BUS TOWING/TRANSPORTATION	425.00
1437	06/18/2019	44381	CENGAGE LEARNING, INC.	TEXTBOOKS FOR DISTRICT	26,691.53
1438	06/18/2019	13991	THOMPSON SCHOOL BOOK DEPOSITORY	TEXTBOOKS FOR DISTRICT	47,386.15
1439	06/18/2019	12993	ARCHWAY TEXTBOOK DEPOSITORY	TEXTBOOKS FOR DISTRICT	42,833.70
1440	06/25/2019	12899	O'REILLY AUTOMOTIVE STORES, INC.	WINDOW REGULATOR MOTOR FOR DR ED VEH #90/TRANSP	102.89
1441	06/27/2019	44184	MAXIS TECHNOLOGIES INC.	SWITCHES & PHONES/TECHNOLOGY	39,700.00
1442	06/27/2019	11933	JOHN VANCE MOTORS, INC.	FORD EXPEDITIONS FOR DISTRICT/STATE CONTRACT SW035	82,574.00
1443	06/27/2019	11933	JOHN VANCE MOTORS, INC.	TRUCK FOR DISTRICT PER STATE CONTRACT SW035	24,944.00
Non-Payroll Total:					\$472,426.23
Payroll Total:					\$0.00
Report Total:					\$472,426.23

Purchase Order Register

Options: Year: 2018-2019, Fund: Building, Date Range: 7/1/2018 - 6/30/2019, PO Range: 548 - 570

PO No	Date	Vendor No	Vendor	Description	Amount
548	06/04/2019	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT SUMMER PAINT AND PAINT SUPPLIES	698.71
549	06/04/2019	43749	TREAT'S SOLUTIONS, LLC	20" BUFFER	797.28
550	06/04/2019	12568	MAINTENANCE SUPPLY CO, INC.	CLASSROOM FLOOR FINISH	763.50
551	06/04/2019	15969	SOUTHWEST PAPER, INC - OKC	FLOOR FINISH, MOP HEADS, WAX APPLICATOR PADS	1,246.58
552	06/11/2019	42205	THE PUBLIC GROUP, LLC	ONLINE AUCTION FEES	500.00
553	06/11/2019	17491	ENGINEERED EQUIPMENT, INC.	MCQUAY PARTS FOR GUES COMPRESSOR	468.00
554	06/11/2019	11619	HOME DEPOT CREDIT SERVICES	20 CARTONS CEILING TILE	552.80
555	06/11/2019	43927	TECHNICAL ANALYSIS, INC	INSPECTION AT HIGH SCHOOL	500.00
556	06/12/2019	17249	S. T. BOLDING III	ELECTRICAL SERVICE AT STADIUM	500.00
557	06/12/2019	17249	S. T. BOLDING III	MOVE ELECTRICAL IN NEW JR HIGH LIBRARY	325.00
558	06/12/2019	43749	TREAT'S SOLUTIONS, LLC	EDGER,BRUSH,SOLVENT,DEGREASER	3,700.96
559	06/12/2019	43883	UNITED REFRIGERATION, INC.	COMPRESSOR FOR JR HIGH	30,562.96
560	06/13/2019	15969	SOUTHWEST PAPER, INC - OKC	HALLWAY & CLASSROOM FLOOR FINISH	1,860.90
561	06/13/2019	44157	POPE CONTRACTING, INC.	REMOVE WALL BETWEEN CLASSROOMS AT JR HIGH	1,800.00
562	06/13/2019	17387	BRADFORD INDUSTRIAL SUPPLY CORP	REFRIGERANT METER	235.00
563	06/18/2019	43883	UNITED REFRIGERATION, INC.	COMPRESSOR & PARTS FOR GUES	1,113.23
564	06/20/2019	44245	STATE OF OKLAHOMA	WASTEWATER OPERATOR RENEWAL FOR C THOMPSON	46.00
565	06/20/2019	11619	HOME DEPOT CREDIT SERVICES	8' JACK POST FOR HS FREEZER	133.94
566	06/24/2019	17249	S. T. BOLDING III	EMERGENCY ELECTRICAL REPAIRS	250.00
567	06/24/2019	17387	BRADFORD INDUSTRIAL SUPPLY CORP	DELAY OIL SAFETY CONTROL FOR GUES	222.00
568	06/24/2019	17491	ENGINEERED EQUIPMENT, INC.	CONTROL BOARD AND RIBBON CABLE FOR CENTRAL CHILLER	4,290.95
569	06/24/2019	42501	EARTHSMART CONTROLS, LLC	CHILLER CONTROLS REPAIRS AND SERVICE	335.00
570	06/25/2019	43883	UNITED REFRIGERATION, INC.	MCQUAY LUBE OIL APPL FOR GUES CHILLER	202.73
Non-Payroll Total:					\$51,105.54
Payroll Total:					\$0.00
Report Total:					\$51,105.54

Purchase Order Register

Options: Year: 2018-2019, Fund: CHILD NUTRITION FUND, Date Range: 7/1/2018 - 6/30/2019, PO Range: 20 - 21

PO No	Date	Vendor No	Vendor	Description	Amount
20	06/10/2019	43748	PARENT/STUDENT REFUND	MEAL ACCOUNT REFUND/JACOB TRESCHL	28.30
21	06/26/2019	43748	PARENT/STUDENT REFUND	MEAL ACCOUNT REFUND/N. BENNETT	44.00
Non-Payroll Total:					\$72.30
Payroll Total:					\$0.00
Report Total:					\$72.30

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2018-2019, ReferenceDate: PO Approval Date, Date Range: 6/1/2019 - 6/30/2019, PO Range: 1 - 1427, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2018	10611	CITY OF GUTHRIE	WATER, SEWER, AND GARBAGE FOR 2018-19	-3,000.00
2	07/01/2018	12886	OKLAHOMA GAS & ELECTRIC COMPANY	ELECTRIC SERVICE FOR 2018-19	-10,000.00
3	07/01/2018	12892	ONE GAS, INC.	NATURAL GAS FOR 2018-19	-3,600.00
4	07/01/2018	17419	CLEARWATER ENTERPRISES, LLC	NATURAL GAS FOR 2018-19	-600.00
5	07/01/2018	10711	COX COMMUNICATIONS SYSTEM	SERVICE FOR 2018-19	-500.00
6	07/01/2018	10407	A T & T MOBILITY II LLC	CELL PHONES FOR 2018-19	-400.00
7	07/01/2018	12744	MUNICIPAL ACCOUNTING SYSTEMS, INC.	DATA PROCESSING/SUPPLIES FOR 2018-19	-1,285.50
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	-184.09
13	07/01/2018	11200	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES FOR 2018-19	-169.55
14	07/01/2018	13958	THE DAILY OKLAHOMAN	SUBSCRIPTION/ADS/SERVICE FOR 2018-19	-50.00
15	07/01/2018	42573	LOGAN COUNTY COURIER	SUBSCRIPTION/LEGAL NOTICES FOR 2018-19	-150.86
16	07/01/2018	14316	AHP OF OKLAHOMA	SUBSCRIPTION/LEGALS/ADS FOR 2018-19	-350.48
17	07/01/2018	42267	AMERICAN FIDELITY	FICA FOR 2018-19	-1,249.73
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	-40.00
20	07/01/2018	10018	IMAGE WORKS OF OKLAHOMA, INC	COPIER LEASE/MAINTENANCE FOR 2018-19	-6,848.62
23	07/01/2018	13021	OSSBA	MEMBERSHIP/ONLINE POLICY/REGISTRATION FOR 2018-19	-100.00
24	07/01/2018	15124	COOPERATIVE COUNCIL FOR OKLAHOMA	DISTRICT LEVEL PROGRAM ASSIST/REGISTRATION 2018-19	-300.00
25	07/01/2018	10931	GUTHRIE CHAMBER OF COMMERCE	MEMBERSHIP FOR 2018-19	-300.00
28	07/01/2018	13496	G. E. MONEY BANK	MEMBERSHIP/SUPPLIES FOR 2018-19	-155.00
29	07/01/2018	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES FOR 2018-19	-41.13
30	07/01/2018	17940	PROSPERITY BANK	BLANKET FOR TRAVEL/REGISTRATION/SUPPLIES 2018-19	-770.22
32	07/01/2018	13229	QUILL CORPORATION	BLANKET FOR SUPPLIES FOR 2018-19	-570.44
33	07/01/2018	12686	LOREN L JONES	BLANKET FOR SUPPLIES FOR 2018-19	-331.85
35	07/01/2018	43993	CENTRAL RURAL ELECTRIC COOP	ELECTRIC SERVICE 2018-19/CHARTER OAK	-3,565.66
36	07/01/2018	83465	MICHAEL L SIMPSON	EXPENSE REIMBURSEMENT FOR 2018-19	-304.47

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2018-2019, ReferenceDate: PO Approval Date, Date Range: 6/1/2019 - 6/30/2019, PO Range: 1 - 1427, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
37	07/01/2018	83596	DOUGLAS ALLEN OGLE	EXPENSE REIMBURSEMENT FOR 2018-19	-352.69
38	07/01/2018	83489	CARMEN L WALTERS	EXPENSE REIMBURSEMENT FOR 2018-19	-330.26
39	07/01/2018	84047	MICHELLE LASHAWN CHAPPLE	EXPENSE REIMBURSEMENT FOR 2018-19	-309.98
40	07/01/2018	82483	ANITA K PAUL	EXPENSE REIMBURSEMENT FOR 2018-19	-330.22
41	07/01/2018	83452	JANA LYNN WANZER	EXPENSE REIMBURSEMENT FOR 2018-19	-61.84
42	07/01/2018	83357	MICHELE DENISE HAMBY	EXPENSE REIMBURSEMENT FOR 2018-19	-200.00
43	07/01/2018	83501	JANA MARIE FREY	EXPENSE REIMBURSEMENT FOR 2018-19	-56.80
44	07/01/2018	83019	KARY LYN JARRED	EXPENSE REIMBURSEMENT FOR 2018-19	-1.91
45	07/01/2018	82153	SANDRA JO SAVORY	EXPENSE REIMBURSEMENT FOR 2018-19	-77.11
46	07/01/2018	14665	OKLAHOMA STATE UNIVERSITY	REGISTRATIONS FOR 2018-19	-1,655.00
49	07/01/2018	42047	WALKER COMPANIES	NEW/RENEWAL NOTARY FEES	-54.50
59	07/01/2018	80130	JON CHAPPELL	MILEAGE REIMBURSEMENT FOR 2018-19	-682.18
62	07/01/2018	10272	BODY BILLBOARDS	BLANKET FOR SUPPLIES/ADMIN	-98.62
66	07/01/2018	11200	EUREKA WATER CO., INC.	LEASE/SUPPLIES FOR 2018-19	-108.65
68	07/01/2018	11200	EUREKA WATER CO., INC.	WATER/MACHINE LEASE/CENTRAL	-44.20
70	07/01/2018	17299	LOGAN COUNTY SHERIFF'S OFFICE	SRO OFFICER 2018-19/CHARTER OAK	-18.30
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
74	07/01/2018	43981	OkAPP	CPO TRAINING/MEMBERSHIP/CHAPPLE	-148.00
77	07/01/2018	10407	A T & T MOBILITY II LLC	WAN NETWORK SERVICE 2018-19	-4,000.00
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	-71.01
81	07/01/2018	40791	APPLE, INC.	BLANKET FOR PARTS AND SUPPLIES/TECHNOLOGY	-2,652.00
82	07/01/2018	81425	JAMES D BENSON	EXPENSE REIMB. FOR 2018-2019/TECHNOLOGY	-547.71
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	557.05
89	07/01/2018	15926	DELL MARKETING L.P.	BLANKET FOR PARTS, SUPPLIES AND EQUIP/TECHNOLOGY	737.26

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2018-2019, ReferenceDate: PO Approval Date, Date Range: 6/1/2019 - 6/30/2019, PO Range: 1 - 1427, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
90	07/01/2018	43580	DIGI SECURITY SYSTEMS LLC	BLANKET FOR PARTS AND REPAIRS/TECHNOLOGY	-1,183.47
93	07/01/2018	11200	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES/TECHNOLOGY	-391.85
97	07/01/2018	16105	GUITAR CENTER STORES, INC.	BLANKET FOR AUDIO/VISUAL SUPPLIES/TECHNOLOGY	-1,400.02
100	07/01/2018	43226	ID SPECIALISTS	BLANKET FOR BADGE SUPPLIES/TECHNOLOGY	-858.82
104	07/01/2018	43845	THE MAC MAN, LLC	BLANKET FOR REPAIRS/TECHNOLOGY	-994.00
106	07/01/2018	83714	TREVOR LEE MOWDY	EXPENSE REIMB. FOR 2018-2019/TECHNOLOGY	-1,483.39
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	-1,175.14
109	07/01/2018	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES/TECHNOLOGY	-809.92
110	07/01/2018	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES/TECHNOLOGY	114.69
111	07/01/2018	15532	ONENET	INTERNET SERVICES/TECHNOLOGY	-4,598.00
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	-1,435.04
121	07/01/2018	16371	TWOTREES TECHNOLOGIES, LLC	BLANKET FOR SUPPLIES/FIREWALL/TECHNOLOGY	-3,600.00
123	07/01/2018	16395	UNITED PARCEL SERVICE INC.	SHIPPING FOR 2018-2019/TECHNOLOGY	-514.43
124	07/01/2018	82236	GREGORY DUANE SULLAWAY	EXPENSE REIMB. FOR 2018-2019/TECHNOLOGY	-413.43
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	-187.00
130	07/01/2018	44151	PEOPLEFACTS, LLC	BACKGROUND CHECKS 2018-19	-924.60
134	07/01/2018	40923	OKLAHOMA STATE UNIV	REGISTRATION/ STEM TRAINING/PETERMAN/DARCY	-3,200.00
146	07/01/2018	14107	UNIFIRST HOLDING INC.	UNIFORM CLEANING/TRANSPORTATION	-243.46
148	07/01/2018	13173	OKLAHOMA TURNPIKE AUTHORITY	TOLL FEES/2018-19/TRANSPORTATION	30.00
149	07/01/2018	17908	MCBRIDE CLINIC ORTHOPEDIC HOSPITAL	BLANKET FOR DRUG/ALCOHOL TESTING 2018-19/TRANSP	-539.00
150	07/01/2018	17730	DR. DAWN'S CHIROPRACTIC CARE CENTER	CDL HOLDER PHYSICALS/TRANSPORTATION	-260.00
154	07/01/2018	43550	SUMMIT HOLDINGS INC.	TANK MONITORING FEES/TRANSPORTATION	-13.36

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2018-2019, ReferenceDate: PO Approval Date, Date Range: 6/1/2019 - 6/30/2019, PO Range: 1 - 1427, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
164	07/02/2018	42541	TERESA EWING	CONTRACT FOR PHYSICAL THERAPY SERVICES FOR 2018-19	-5,979.70
184	07/09/2018	80069	TAMMY L BLEWETT	MILEAGE REIMBURSEMENT/SPED	-226.80
195	07/09/2018	14207	WALMART COMMUNITY	BLANKET FOR 2018-19/SPED	-534.62
197	07/09/2018	44182	QUALITYCARE LABS, LLC	STUDENT DRUG TESTING/EXTRACURRICULAR PROGRAMS	-800.00
213	07/11/2018	83680	MEGHAN KATHLEEN NORTON	MILEAGE REIMBURSEMENT 2018-19	-43.45
302	08/06/2018	42650	MARY R HESS	SEWING SUPPLIES/FACS/J. MAKER/HS	-31.25
308	08/06/2018	83768	ALLISON DYANE YOUNG	MILEAGE REIMBURSEMENT 2018-19	-108.14
323	08/08/2018	17940	PROSPERITY BANK	OUT OF TOWN FUEL/EMERGENCY REPAIRS/TRANSPORTATION	-239.98
347	08/13/2018	84137	LINDSAY MAE MAYS	MILEAGE REIMBURSEMENT/MAYS/HS	-38.44
350	08/13/2018	12967	OKLAHOMA HOME CENTERS, INC.	MISC PARTS AND SUPPLIES/TRANSPORTATION	-141.05
393	08/22/2018	43918	TODAY'S THERAPY SOLUTIONS	OCCUPATIONAL THERAPY SERVICES/SPEC ED	-28,438.75
402	08/22/2018	11631	HAC, INC.	BLANKET FOR CLASS SUPPLIES/FACS/MAKER/HS	-2.29
494	09/10/2018	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	FRONT DRUMS/TRANSPORTATION	-378.44
508	09/10/2018	81708	JUANA R BENSON	MILEAGE REIMB/ALT ED TRAINING/BENSON/FAVER	-173.07
541	09/11/2018	43551	SHC SERVICES, INC	CONTRACT FOR EDUCATIONAL INTERPRETER/SPED	-6,963.27
542	09/11/2018	15994	AMAZON CAPITAL SERVICES	BLANKET FOR OFFICE SUPPLIES/ADMIN	-297.30
553	09/13/2018	44211	TROY CODY WITHEY	SECURITY FOR ELEMENTARY SITES	-11,160.00
557	09/17/2018	44213	RYAN SIMPSON	SECURITY FOR ELEMENTARY SITES	-4,850.00
577	09/18/2018	80555	CHERYL A PRATT	MILEAGE/PARKING REIMBURSEMENT/GT/GUES	-5.46
593	09/20/2018	83485	DUSTIN GENE THROCKMORTON	MEAL PER DIEM/LEADERSHIP TRAINING 2018-19	-30.00
598	09/20/2018	82249	GLORIA E SALAS	MILEAGE REIMBURSEMENT/2018-19	-300.00
608	09/21/2018	44224	JOSE ROMAN BOTELLO	SECURITY FOR ELEMENTARY SITES	-11,857.50
625	09/26/2018	40823	JASON WILLIAM HAMILTON	SECURITY FOR ELEMENTARY SITES	-14,350.00
659	10/03/2018	44229	MICHAEL E. SCHMIT	SECURITY FOR ELEMENTARY SITES	-11,760.00
674	10/08/2018	16371	TWOTREES TECHNOLOGIES, LLC	NETWORK SUPPORT/TECHNOLOGY	-1,412.50
680	10/10/2018	44232	CLARK EDELEN	SECURITY FOR ELEMENTARY SITES	-15,000.00
682	10/11/2018	10234	MAKER'S GLASS, INC.	VEHICLE GLASS/TRANSPORTATION	-500.00
692	10/16/2018	44238	JKNM LLC	HOTEL STAY/LEAD CONFERENCE/THROCKMORTON	-19.85
715	10/23/2018	10129	NORTHUP AUTO PARTS & MACHINE	PARTS AND SUPPLIES/TRANSPORTATION	-132.63

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2018-2019, ReferenceDate: PO Approval Date, Date Range: 6/1/2019 - 6/30/2019, PO Range: 1 - 1427, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
748	10/31/2018	83904	JESSICA NICOLE MAKER	MILEAGE REIMBURSEMENT/J. MAKER/FACS/HS	-37.40
750	10/31/2018	83904	JESSICA NICOLE MAKER	REIMBURSEMENT FOR SEWING PATTERNS/MAKER/FACS/HS	-24.00
794	11/12/2018	44110	CDW LLC	BLANKET FOR SUPPLIES/TECHNOLOGY	-2,915.22
913	12/13/2018	44186	DOUBLE T ENTERPRISES, LLC	DISTRICT BATTERIES AND SUPPLIES/TRANSPORTATION	-186.90
931	12/18/2018	13123	KATHERYNE B PAYNE EDUCATION CENTER	TRAINING FOR 3 KINDERGARTEN TEACHERS/RSA	-157.50
953	12/20/2018	44267	BLUE BEACON INTERNATIONAL, INC.	ACID WASH FOR LIVESTOCK TRAILERS/DRAKE/AG/HS	1.50
976	01/11/2019	13832	SYNERGY DATACOM SUPPLY, INC.	BLANKET FOR PARTS/TECHNOLOGY	142.88
984	01/14/2019	42234	CHALK'S TRUCK PARTS, INC.	O RINGS PER QUOTE/TRANSPORTATION	-40.30
1006	01/22/2019	16652	THOMAS KUTAY	SECURITY FOR ELEMENTARY SITES	-880.00
1018	01/25/2019	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	SENSORS PER QUOTE/TRANSPORTATION	-86.10
1055	02/01/2019	44293	KARAN PARMAR	SECURITY AT ELEMENTARY SITES	-3,200.00
1063	02/05/2019	44297	JONATHAN BRETT WELLDEN	SECURITY FOR ELEMENTARY SITES	-40.00
1080	02/13/2019	83866	BETHANY LAINE KNIGHT	MILEAGE REIMB/NORMAN, OK/MARCH 6	-75.00
1081	02/13/2019	12173	LAMPTON WELDING SUPPLY COMPANY, INC	GAS BOTTLE LEASE/DRAKE/AG/HS	-3.42
1083	02/13/2019	15571	STAPLES CONTRACT & COMMERCIAL, INC.	CHROMEBOOK CART/TITLE I/JH	0.83
1084	02/13/2019	15571	STAPLES CONTRACT & COMMERCIAL, INC.	CHROMEBOOK CARTS/TITLE VI	4.15
1085	02/13/2019	44291	CERTIFIED LANGUAGES INT'L, LLC	PHONE TRANSLATION SERVICE/TITLE I	-3,688.45
1100	02/18/2019	44200	SCOTT SINGLETON	BEHAVIOR COACH CONTRACT/SPED	-2,675.00
1101	02/18/2019	81882	KARA B SAWYER	MILEAGE REIMBURSEMENT FOR PROF DEVEL/SPED	-50.00
1106	02/20/2019	44308	JOHN ROBERT EVANS	SECURITY FOR ELEMENTARY SITES	-8,000.00
1121	02/21/2019	15994	AMAZON CAPITAL SERVICES	SUPPLIES FOR OFFICE/JH	-6.35
1126	02/22/2019	41894	D & M FRIDAY ENTERPRISES	CLEAN PITS/TRANSPORTATION	-500.00
1137	02/27/2019	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	ADDITIONAL REPAIRS TO BUS #5/TRANSPORTATION	111.10
1142	02/27/2019	13123	KATHERYNE B PAYNE EDUCATION CENTER	RSA TEACHER TRAINING/COTTERAL	-71.50
1173	03/13/2019	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	ESTIMATE FOR REPAIRS ON BUS #4/TRANSPORTATION	-500.00
1185	03/15/2019	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	BRAKE CHAMBERS PER QUOTE/TRANSPORTATION	63.00
1191	03/28/2019	42600	BEASLEY TECHNOLOGY, INC.	Server Support	-1,587.50
1204	04/01/2019	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	ADD'L REPAIRS TO BUS #5 PER ESTIMATE/TRANSP.	-1,826.78

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2018-2019, ReferenceDate: PO Approval Date, Date Range: 6/1/2019 - 6/30/2019, PO Range: 1 - 1427, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
1230	04/03/2019	11849	JERRY D. JONES	WRECKER SERVICE/TRANSPORTATION	40.00
1231	04/04/2019	41905	FAMILY & CHILDREN'S CONSULTANTS	COUNSELING SERVICES - STUDENT DRUG TESTING	-335.00
1237	04/05/2019	13138	HERTZBERT-NEW METHOD, INC	BOOKS/FOUNDATION GRANT/FIELDS/GUES	-31.49
1239	04/08/2019	14207	WALMART COMMUNITY	PARTS AND SUPPLIES/TRANSPORTATION	-163.42
1263	04/11/2019	15994	AMAZON CAPITAL SERVICES	BOOKS/FOUND. GRANT/STEVENSON/GUES	-1.23
1274	04/16/2019	44186	DOUBLE T ENTERPRISES, LLC	BATTERIES AND SUPPLIES/TRANSPORTATION	-800.00
1298	04/23/2019	12783	ARISTOTLE CORPORATION	SENSORY ITEMS/FOUND. GRANT/DAVIS/C.O.	-19.16
1316	04/25/2019	41912	OKC SAMS CLUB, # 8117	CLASS SUPPLIES/FACS/MAKER/HS	-24.87
1322	04/26/2019	17776	JASPER ENGINE EXCHANGE, INC.	TURBO FOR BUS #1/TRANSPORTATION	-2,400.00
1323	04/29/2019	12682	MIDWEST BUS SALES, INC.	DEF HEADER PUMP SENSOR FOR BUS #51/TRANSPORTATION	-100.00
1336	05/02/2019	12967	OKLAHOMA HOME CENTERS, INC.	ROYAL BLUE TRASH CANS/ATHLETICS/HS	-51.12
1337	05/02/2019	44361	BETSY CHEN	BEHAVIORAL COACH CONTRACT/ESY/SPED	-4,000.00
1338	05/02/2019	43789	NANCY ELIZABETH MCLEAN	OCCUPATIONAL THERAPY FOR SUMMER SCHOOL/SPED	-727.60
1339	05/02/2019	14207	WALMART COMMUNITY	SUPPLIES FOR ESY JUNE 2019/SPED	-300.00
1341	05/02/2019	15994	AMAZON CAPITAL SERVICES	MOUNT STAND KIT/STEM/PETERMAN/JH	-45.95
1355	05/03/2019	12171	LAKESHORE LEARNING MATERIALS	CLASS SUPPLIES/FOUNDATION GRANT/MIDGETT/C.O.	-72.73
1363	05/03/2019	13036	REALITY WORKS	CLASS SUPPLIES/FACS/MAKER/HS	-1,028.99
1364	05/03/2019	12910	OFFICE DEPOT, INC.	CHAIR/OFFICE SUPPLIES/FACS/MAKER/HS	30.98
1366	05/03/2019	15994	AMAZON CAPITAL SERVICES	SUPPLIES FOR OFFICE/JH	2.90
1367	05/03/2019	15994	AMAZON CAPITAL SERVICES	TABLES & BINDERS/COTTERAL	0.23
1371	05/03/2019	10087	AMERICAN PLANT PRODUCTS & SERVICES	SUPPLIES FOR GREENHOUSE/AG/DRAKE/HS	-129.31
1372	05/03/2019	12387	LOWE'S COMPANIES, INC.	TOOLS FOR AG SHOP/DRAKE/HS	-2.90
Non-Payroll Total:					(\$242,566.62)
Payroll Total:					\$0.00
Report Total:					(\$242,566.62)

Change Order Listing

Options: Fund: Building, Year: 2018-2019, ReferenceDate: PO Approval Date, Date Range: 6/1/2019 - 6/30/2019, PO Range: 1 - 547, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
14	07/01/2018	17764	SOONER PEST MANAGEMENT	DISTRICT PEST CONTROL	-240.00
15	07/01/2018	14207	WALMART COMMUNITY	OFFICE AND CUSTODIAL SUPPLIES	-78.70
20	07/01/2018	13203	PRECISION TESTING LABORATORIES	3 YEAR AHERA	172.75
35	07/01/2018	17152	TIME SPENT LLC	DISTRICT CARPET CLEANING PER QUOTE	-1,000.00
56	07/11/2018	41794	CARRIER CORPORATION	HVAC CONTROLS SERVICE AT JR HIGH	-845.00
93	08/14/2018	84135	FRED W CAUSLEY JR	MECHANICAL AND CONTRACTORS LICENSE RENEWALS	-500.00
106	08/22/2018	44065	FIRETROL PROTECTION SYSTEMS, INC.	DISTRICT FIRE EXTINGUISHER TESTING & REPLACEMENT	-1,025.09
112	08/23/2018	12967	OKLAHOMA HOME CENTERS, INC.	REPAIRS/SUPPLIES FOR CHILD NUTRITION 2018-19	-504.66
131	08/31/2018	17277	EDMOND SAFE & LOCK, INC.	KEYS FOR DISTRICT	-187.00
165	09/27/2018	14674	HOMETOWN RENTAL & FEED, INC.	LAWN EQUIPMENT AND REPAIRS	-237.08
199	10/23/2018	10234	MAKER'S GLASS, INC.	DISTRICT GLASS REPAIRS AND SUPPLIES	-69.68
216	11/01/2018	44065	FIRETROL PROTECTION SYSTEMS, INC.	FIRE SYSTEM REPAIRS AND SERVICE	-332.27
230	11/12/2018	42501	EARTHSMART CONTROLS, LLC	HVAC CONTROLS SERVICE AND REPAIRS	-233.95
233	11/12/2018	15369	SCHINDLER ELEVATOR CORPORATION	ELEVATOR AND LIFT REPAIRS AND SERVICE	-702.64
239	11/14/2018	14189	VOSS ELECTRIC CO.	DISTRICT ELECTRICAL AND EMERGENCY DEVICE SUPPLIES	-313.68
328	01/25/2019	12324	LOCKE SUPPLY CO.	BOTTLE & BUBBLER COMBINATION UNIT/CENTRAL	-1,063.10
365	02/15/2019	42632	AAA PLAYGROUNDS	DISTRICT LANDSCAPING MULCH	-1,500.00
391	02/27/2019	40596	JAMES C. MCGEE	DISTRICT SAND AND GRAVEL	-90.00
413	03/11/2019	17249	S. T. BOLDING III	DISTRICT ELECTRICAL REPAIRS	-132.88
426	03/15/2019	44065	FIRETROL PROTECTION SYSTEMS, INC.	DISTRICT FIRE SYSTEMS REPAIRS AND SERVICE	-1,000.00
427	03/26/2019	44177	JUDITH E. BAKER	DISTRICT MOWING	-1,495.00
437	04/03/2019	11453	W. W. GRAINGER	DISTRICT PARTS AND SUPPLIES	-554.74
446	04/08/2019	10129	NORTHUP AUTO PARTS & MACHINE	DISTRICT PARTS AND SUPPLIES	-315.28
447	04/08/2019	40596	JAMES C. MCGEE	REPAIR DRIVE AND DRAINAGE AT TENNIS COURTS	-950.00
448	04/08/2019	40596	JAMES C. MCGEE	APPLY GRAVEL TO DRIVE AND PARKING AT HOG FARM	-3,000.00
464	04/11/2019	17249	S. T. BOLDING III	ADD OUTLETS IN FAVER CLASSROOM	-600.00
466	04/11/2019	44126	M&M INSULATION INC.	PIPE INSULATING	-500.00
471	04/16/2019	12967	OKLAHOMA HOME CENTERS, INC.	SHINGLES AND SUPPLIES FOR FAVER ANNEX	-259.74
475	04/16/2019	41813	OKLAHOMA DEPARTMENT OF LABOR	DISTRICT ELEVATOR AND LIFT INSPECTIONS	-600.00
484	04/23/2019	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	73.24

Change Order Listing

Options: Fund: Building, Year: 2018-2019, ReferenceDate: PO Approval Date, Date Range: 6/1/2019 - 6/30/2019, PO Range: 1 - 547, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
489	04/24/2019	12173	LAMPTON WELDING SUPPLY COMPANY, INC	WELDING SUPPLIES	-100.00
493	04/26/2019	17249	S. T. BOLDING III	ELECTRICAL SERVICE AT STADIUM CONCESSIONS	-450.00
498	05/01/2019	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	218.86
499	05/01/2019	15994	AMAZON CAPITAL SERVICES	OUTDOOR DISCONNECT BOXES	-102.05
500	05/01/2019	16626	JOHN HUDSON	MAY AND JUNE MOWING	-360.00
503	05/01/2019	17387	BRADFORD INDUSTRIAL SUPPLY CORP	DISTRICT HVAC PARTS AND SUPPLIES	34.95
Non-Payroll Total:					(\$18,842.74)
Payroll Total:					\$0.00
Report Total:					(\$18,842.74)

Change Order Listing

Options: Fund: CHILD NUTRITION FUND, Year: 2018-2019, ReferenceDate: PO Approval Date, Date Range: 6/1/2019 - 6/30/2019, PO Range: 1 - 19, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
3	07/01/2018	43694	MIDSTATE SERVICES, INC	BLANKET FOR REPAIRS 2018-19	-779.16
6	07/01/2018	43982	SODEXO, INC.	FOOD SERVICE CONTRACT 2018-19	4,816.63
7	07/01/2018	43801	6-L MECHANICAL	BLANKET FOR REPAIRS 2018-19	-2,000.00
9	07/01/2018	10130	AUTO-CHLOR SERVICES, LLC	EQUIPMENT REPAIRS 2018-19	-2,000.00
Non-Payroll Total:					\$37.47
Payroll Total:					\$0.00
Report Total:					\$37.47

Change Order Listing

Options: Fund: Building Bond 2017, Year: 2018-2019, ReferenceDate: PO Approval Date, Date Range: 6/1/2019 - 6/30/2019, PO Range: 1 - 28, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
18	11/14/2018	44157	POPE CONTRACTING, INC.	CHANGE ORDER NO. 2/JUNIOR HIGH PROJECT 1816	0.02
Non-Payroll Total:					\$0.02
Payroll Total:					\$0.00
Report Total:					\$0.02

Change Order Listing

Options: Fund: CASUALTY/FLOOD INS. RECOVERY, Year: 2018-2019, ReferenceDate: PO Approval Date, Date Range: 6/1/2019 - 6/30/2019, PO Range: 1 - 5, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
1	10/01/2018	17387	BRADFORD INDUSTRIAL SUPPLY CORP	GUES COMPRESSOR PER QUOTE	-2,976.75
Non-Payroll Total:					(\$2,976.75)
Payroll Total:					\$0.00
Report Total:					(\$2,976.75)

Unpaid Encumbrances

Options: Year: 2018-2019, Fund: GEN FUND-FOR OP, As Of Date: 6/30/2019, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2018	10611	CITY OF GUTHRIE	WATER, SEWER, AND GARBAGE FOR 2018-19	12,290.98
2	07/01/2018	12886	OKLAHOMA GAS & ELECTRIC COMPANY	ELECTRIC SERVICE FOR 2018-19	37,118.69
3	07/01/2018	12892	ONE GAS, INC.	NATURAL GAS FOR 2018-19	4,495.22
4	07/01/2018	17419	CLEARWATER ENTERPRISES, LLC	NATURAL GAS FOR 2018-19	365.52
5	07/01/2018	10711	COX COMMUNICATIONS SYSTEM	SERVICE FOR 2018-19	1,479.24
6	07/01/2018	10407	A T & T MOBILITY II LLC	CELL PHONES FOR 2018-19	2,339.82
12	07/01/2018	13431	ROSENSTEIN FIST & RINGOLD	ATTORNEY FEES FOR 2018-19	6,848.79
13	07/01/2018	11200	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES FOR 2018-19	57.65
17	07/01/2018	42267	AMERICAN FIDELITY	FICA FOR 2018-19	200.00
19	07/01/2018	42029	AM FIDELITY ASSURANCE CO., INC.	ADMINISTRATION FEE FOR 2018-19	10.00
20	07/01/2018	10018	IMAGE WORKS OF OKLAHOMA, INC	COPIER LEASE/MAINTENANCE FOR 2018-19	325.69
34	07/01/2018	44091	RURAL WATER, SEWER, & WASTE MGMT	SERVICE FOR 2018-19/CHARTER OAK	400.00
35	07/01/2018	43993	CENTRAL RURAL ELECTRIC COOP	ELECTRIC SERVICE 2018-19/CHARTER OAK	3,530.38
66	07/01/2018	11200	EUREKA WATER CO., INC.	LEASE/SUPPLIES FOR 2018-19	58.90
68	07/01/2018	11200	EUREKA WATER CO., INC.	WATER/MACHINE LEASE/CENTRAL	25.00
77	07/01/2018	10407	A T & T MOBILITY II LLC	WAN NETWORK SERVICE 2018-19	8,000.00
93	07/01/2018	11200	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES/TECHNOLOGY	40.00
146	07/01/2018	14107	UNIFIRST HOLDING INC.	UNIFORM CLEANING/TRANSPORTATION	293.60
148	07/01/2018	13173	OKLAHOMA TURNPIKE AUTHORITY	TOLL FEES/2018-19/TRANSPORTATION	67.98
149	07/01/2018	17908	MCBRIDE CLINIC ORTHOPEDIC HOSPITAL	BLANKET FOR DRUG/ALCOHOL TESTING 2018-19/TRANSP	200.00
403	08/23/2018	13181	PITNEY BOWES CREDIT CORP.	POSTAGE METER FEE/MAINTENANCE 2018-19	668.74
1147	03/06/2019	17810	LEARNING SCIENCES INTERNATIONAL	MARZANO TRAINING/A. SMEDLEY	399.00
1248	04/09/2019	15994	AMAZON CAPITAL SERVICES	CLASS SUPPLIES/DARCY/STEM/JH	44.80
1258	04/11/2019	14377	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS FOR LIBRARY/JH	102.71
1263	04/11/2019	15994	AMAZON CAPITAL SERVICES	BOOKS/FOUND. GRANT/STEVENSON/GUES	20.97
1317	04/25/2019	15418	VIRCO INC.	STUDENT CHAIR DESKS/HS	4,247.70
1372	05/03/2019	12387	LOWE'S COMPANIES, INC.	TOOLS FOR AG SHOP/DRAKE/HS	71.20
1399	05/15/2019	17810	LEARNING SCIENCES INTERNATIONAL	PRINCIPAL RECERTIFICATION/MARZANO	2,750.00
1411	05/21/2019	10161	BARLOW EDUCATION MGMT SERVICES, LLC	NEGOTIATIONS FOR 2019-2020	4,991.80
1428	06/04/2019	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	WHEEL GASKETS PER QUOTE/TRANSPORTATION	27.70
1429	06/05/2019	10707	COUNTRY FORD MERCURY, INC.	SPLINE FOR TRUCK #63/TRANSPORTATION	54.90
1430	06/06/2019	13286	RED ROCK DISTRIBUTING CO.	FUEL PER BID/TRANSPORTATION	12,593.90

Unpaid Encumbrances

Options: Year: 2018-2019, Fund: GEN FUND-FOR OP, As Of Date: 6/30/2019, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
1431	06/10/2019	44195	DHE COMPUTER SYSTEMS, LLC	CARL PERKINS CHROME BOOKS/JUNIOR HIGH	3,093.20
1432	06/12/2019	12682	MIDWEST BUS SALES, INC.	SPECIAL NEEDS BUS PER STATEWIDE CONTRACT ID 5032	190,964.00
1433	06/12/2019	13438	ROSS TRANSPORTATION, INC.	LIFT REPAIR ON BUS #51/TRANSPORTATION	500.00
1434	06/12/2019	12682	MIDWEST BUS SALES, INC.	AIR GAUGES PER QUOTE/TRANSPORTATION	59.22
1435	06/17/2019	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	BUS BRAKE DRUMS PER QUOTE/TRANSPORTATION	476.04
1436	06/18/2019	11849	JERRY D. JONES	BUS TOWING/TRANSPORTATION	425.00
1437	06/18/2019	44381	CENGAGE LEARNING, INC.	TEXTBOOKS FOR DISTRICT	26,691.53
1438	06/18/2019	13991	THOMPSON SCHOOL BOOK DEPOSITORY	TEXTBOOKS FOR DISTRICT	47,386.15
1439	06/18/2019	12993	ARCHWAY TEXTBOOK DEPOSITORY	TEXTBOOKS FOR DISTRICT	42,833.70
1440	06/25/2019	12899	O'REILLY AUTOMOTIVE STORES, INC.	WINDOW REGULATOR MOTOR FOR DR ED VEH #90/TRANSP	102.89
1441	06/27/2019	44184	MAXIS TECHNOLOGIES INC.	SWITCHES & PHONES/TECHNOLOGY	39,700.00
1442	06/27/2019	11933	JOHN VANCE MOTORS, INC.	FORD EXPEDITIONS FOR DISTRICT/STATE CONTRACT SW035	82,574.00
1443	06/27/2019	11933	JOHN VANCE MOTORS, INC.	TRUCK FOR DISTRICT PER STATE CONTRACT SW035	24,944.00
Non-Payroll Total:					\$563,870.61
Payroll Total:					\$0.00
Report Total:					\$563,870.61

Unpaid Encumbrances

Options: Year: 2018-2019, Fund: Building, As Of Date: 6/30/2019, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
457	04/10/2019	44335	CAVINS CONSTRUCTION GROUP LLC	INSTALLATION OF HVAC SYSTEM IN H.S. NORTH GYM	39,718.76
500	05/01/2019	16626	JOHN HUDSON	MAY AND JUNE MOWING	1,440.00
512	05/07/2019	16626	JOHN HUDSON	MOWING AT CHARTER OAK	900.00
521	05/15/2019	17387	BRADFORD INDUSTRIAL SUPPLY CORP	FOGARTY HVAC EQUIPMENT	18,648.59
526	05/17/2019	42872	PATRICK A. COUNTLESS	INSTALL FENCING AT OPERATIONS BUILDING	4,900.00
534	05/23/2019	14189	VOSS ELECTRIC CO.	REPLACE LIGHTING IN JR HIGH GYM	12,530.64
541	05/29/2019	43801	6-L MECHANICAL	HVAC REPAIRS AND SERVICE	1,000.00
545	05/30/2019	17747	ROBERT L HINER	REFINISH JR HIGH GYM FLOOR	11,395.00
548	06/04/2019	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT SUMMER PAINT AND PAINT SUPPLIES	698.71
549	06/04/2019	43749	TREAT'S SOLUTIONS, LLC	20" BUFFER	797.28
550	06/04/2019	12568	MAINTENANCE SUPPLY CO, INC.	CLASSROOM FLOOR FINISH	763.50
551	06/04/2019	15969	SOUTHWEST PAPER, INC - OKC	FLOOR FINISH, MOP HEADS, WAX APPLICATOR PADS	1,246.58
552	06/11/2019	42205	THE PUBLIC GROUP, LLC	ONLINE AUCTION FEES	500.00
553	06/11/2019	17491	ENGINEERED EQUIPMENT, INC.	MCQUAY PARTS FOR GUES COMPRESSOR	468.00
554	06/11/2019	11619	HOME DEPOT CREDIT SERVICES	20 CARTONS CEILING TILE	552.80
555	06/11/2019	43927	TECHNICAL ANALYSIS, INC	INSPECTION AT HIGH SCHOOL	500.00
556	06/12/2019	17249	S. T. BOLDING III	ELECTRICAL SERVICE AT STADIUM	500.00
557	06/12/2019	17249	S. T. BOLDING III	MOVE ELECTRICAL IN NEW JR HIGH LIBRARY	325.00
558	06/12/2019	43749	TREAT'S SOLUTIONS, LLC	EDGER,BRUSH,SOLVENT,DEGREASER	3,700.96
559	06/12/2019	43883	UNITED REFRIGERATION, INC.	COMPRESSOR FOR JR HIGH	30,562.96
560	06/13/2019	15969	SOUTHWEST PAPER, INC - OKC	HALLWAY & CLASSROOM FLOOR FINISH	1,860.90
561	06/13/2019	44157	POPE CONTRACTING, INC.	REMOVE WALL BETWEEN CLASSROOMS AT JR HIGH	1,800.00
562	06/13/2019	17387	BRADFORD INDUSTRIAL SUPPLY CORP	REFRIGERANT METER	235.00
563	06/18/2019	43883	UNITED REFRIGERATION, INC.	COMPRESSOR & PARTS FOR GUES	1,113.23
564	06/20/2019	44245	STATE OF OKLAHOMA	WASTEWATER OPERATOR RENEWAL FOR C THOMPSON	46.00
565	06/20/2019	11619	HOME DEPOT CREDIT SERVICES	8' JACK POST FOR HS FREEZER	133.94
566	06/24/2019	17249	S. T. BOLDING III	EMERGENCY ELECTRICAL REPAIRS	250.00
567	06/24/2019	17387	BRADFORD INDUSTRIAL SUPPLY CORP	DELAY OIL SAFETY CONTROL FOR GUES	222.00
568	06/24/2019	17491	ENGINEERED EQUIPMENT, INC.	CONTROL BOARD AND RIBBON CABLE FOR CENTRAL CHILLER	4,290.95
569	06/24/2019	42501	EARTHSMART CONTROLS, LLC	CHILLER CONTROLS REPAIRS AND SERVICE	335.00
570	06/25/2019	43883	UNITED REFRIGERATION, INC.	MCQUAY LUBE OIL APPL FOR GUES CHILLER	202.73

Unpaid Encumbrances

Options: Year: 2018-2019, Fund: Building, As Of Date: 6/30/2019, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
				Non-Payroll Total:	\$141,638.53
				Payroll Total:	\$0.00
				Report Total:	\$141,638.53

Unpaid Encumbrances

Options: Year: 2018-2019, Fund: CHILD NUTRITION FUND, As Of Date: 6/30/2019, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
5	07/01/2018	15842	TERMINIX INTERNATIONAL COMPANY LP	BLANKET FOR PEST CONTROL 2018-19	82.00
6	07/01/2018	43982	SODEXO, INC.	FOOD SERVICE CONTRACT 2018- 19	6,816.63
20	06/10/2019	43748	PARENT/STUDENT REFUND	MEAL ACCOUNT REFUND/JACOB TRESCHL	28.30
21	06/26/2019	43748	PARENT/STUDENT REFUND	MEAL ACCOUNT REFUND/N. BENNETT	44.00
Non-Payroll Total:					\$6,970.93
Payroll Total:					\$0.00
Report Total:					\$6,970.93

Unpaid Encumbrances

Options: Year: 2018-2019, Fund: Building Bond 2017, As Of Date: 6/30/2019, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/02/2018	44157	POPE CONTRACTING, INC.	CHANGE ORDER/JH RENOVATION PROJECT	15,500.10
2	07/02/2018	43942	W. L. MCNATT & COMPANY	CHANGE ORDER/CHARTER OAK PROJECT	19,781.00
5	07/31/2018	17929	THE STACY GROUP, INC.	HIGH SCHOOL CHILLER RENOVATION - PHASE 2	17,378.55
21	01/15/2019	44092	INNOVATIVE MECHANICAL LLC	HIGH SCHOOL HVAC RENOVATION/PROJECT 1728	1,036,152.94
25	04/10/2019	12640	MERRITT SEALING COMPANY, INC	TRACK REPAIRS AND RESURFACING	41,759.55
26	04/10/2019	17986	PERFORMANCE SURFACES LLC	HS GYM FIXED SEATING	71,145.00
27	04/11/2019	44335	CAVINS CONSTRUCTION GROUP LLC	INSTALLATION OF HVAC SYSTEM IN H.S. NORTH GYM	105,281.24
28	05/15/2019	17387	BRADFORD INDUSTRIAL SUPPLY CORP	FOGARTY HVAC EQUIPMENT	42,636.89
				Non-Payroll Total:	\$1,349,635.27
				Payroll Total:	\$0.00
				Report Total:	\$1,349,635.27

ACTIVITY FUND – FUND 60
BANK RECONCILIATION – FARMERS & MERCHANTS BANK
 As of 6/30/2019

GENERAL LEDGER ACCOUNT

BANK RECONCILIATION

Balance (6/01/19) \$556,611.03

Balance per bank statement \$488,548.79
 As of (6/30/19)

Add Receipts \$ 19,523.88

Add Deposits in Transit \$

Less Checks Written \$ 99,133.63

less O/S Checks \$ 11,957.60

Adjustments \$

*Adjustments \$
 Bank correction \$+ 410.09

Balance per Ledger \$477,001.28

Balance per Ledger \$477,001.28

Adjustment/Correction explanations:

Bank charged for checks/deposit slips that should not have been charged to us. \$110.09 did not correct in June.
 \$300 deposit from 6/5/19 was posted and then backed out on account by F&M

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



 Anita Lane
 Activity Fund Clerk

7-1-19

 Date

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2019 - 6/30/2019

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$372.25	\$0.00	\$0.00	\$49.50	\$322.75	\$0.00	\$322.75
802 CENTRAL ACTIVITY	\$15,624.71	\$0.00	(\$436.00)	\$23.84	\$15,164.87	\$0.00	\$15,164.87
803 CENTRAL PTO	\$8,314.62	\$0.00	\$0.00	\$31.15	\$8,283.47	\$0.00	\$8,283.47
804 COTTERAL PTO	\$10,474.37	\$0.00	\$0.00	\$0.00	\$10,474.37	\$0.00	\$10,474.37
805 COTTERAL ACTIVITY	\$13,423.11	\$200.00	\$0.00	\$276.24	\$13,346.87	\$0.00	\$13,346.87
806 COTTERAL FACULTY	\$157.02	\$0.00	\$0.00	\$0.00	\$157.02	\$0.00	\$157.02
808 FOGARTY PARENTS ORG.	\$28,954.37	\$300.00	\$0.00	\$0.00	\$29,254.37	\$27,500.00	\$1,754.37
809 FOGARTY ACTIVITY	\$15,348.18	\$133.92	\$0.00	\$261.65	\$15,220.45	\$0.00	\$15,220.45
810 FOGARTY FACULTY	\$568.39	\$0.00	\$0.00	\$0.00	\$568.39	\$0.00	\$568.39
811 Elem Snack Grant	\$1,505.89	\$0.00	\$0.00	\$0.00	\$1,505.89	\$0.00	\$1,505.89
812 GUES ACTIVITY	\$17,560.97	\$15.00	\$0.00	\$1,406.00	\$16,169.97	\$0.00	\$16,169.97
813 GUES FACULTY	\$2,255.95	\$0.00	\$0.00	\$0.00	\$2,255.95	\$0.00	\$2,255.95
814 GUES HONOR CHOIR	\$462.93	\$0.00	\$0.00	\$0.00	\$462.93	\$0.00	\$462.93
815 GUES PARENTS ORG.	\$14,568.90	\$0.00	\$0.00	\$372.10	\$14,196.80	\$0.00	\$14,196.80
816 GHS SPECIAL KIDS	\$279.13	\$0.00	\$0.00	\$0.00	\$279.13	\$0.00	\$279.13
817 ART JUNIOR HIGH	\$28.60	\$0.00	\$0.00	\$0.00	\$28.60	\$0.00	\$28.60
818 JH BUILDERS CLUB	\$327.10	\$0.00	\$0.00	\$0.00	\$327.10	\$0.00	\$327.10
819 ATHLETICS JUNIOR HIGH	\$9,014.45	\$455.00	\$0.00	\$2,010.00	\$7,459.45	\$1,235.00	\$6,224.45
820 GOLF JUNIOR HIGH	\$2,483.49	\$0.00	\$0.00	\$0.00	\$2,483.49	\$0.00	\$2,483.49
821 FHA JUNIOR HIGH	\$1,783.82	\$500.00	\$0.00	\$0.00	\$2,283.82	\$0.00	\$2,283.82
822 HONOR SOCIETY JR HIGH	\$2,832.13	\$0.00	\$0.00	\$64.59	\$2,767.54	\$0.00	\$2,767.54
823 JR HIGH ACCOUNT	\$9,696.11	\$36.00	\$0.00	\$311.22	\$9,420.89	\$4,021.00	\$5,399.89
824 JR HIGH FACULTY	\$1,990.15	\$0.00	\$0.00	\$0.00	\$1,990.15	\$0.00	\$1,990.15
825 LIBRARY JR HIGH	\$1,921.07	\$0.00	\$0.00	\$0.00	\$1,921.07	\$0.00	\$1,921.07
826 LEARN 2 LOVE	\$27,494.52	\$10.00	\$0.00	\$2,146.77	\$25,357.75	\$0.00	\$25,357.75
827 CHEERLEADERS JR HIGH	\$2,903.32	\$0.00	\$0.00	\$0.00	\$2,903.32	\$0.00	\$2,903.32
830 STUCO JH	\$5,323.70	\$0.00	\$0.00	\$0.00	\$5,323.70	\$0.00	\$5,323.70
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	\$3,199.20	\$0.00	\$0.00	\$0.00	\$3,199.20	\$0.00	\$3,199.20
834 JR HIGH ACADEMIC TEAM	\$170.74	\$0.00	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74
840 CHARTER OAK ACTIVITY	\$10,797.26	\$0.00	\$0.00	\$0.00	\$10,797.26	\$0.00	\$10,797.26
841 CHARTER OAK PTO	\$5,240.02	\$10.00	\$0.00	\$158.50	\$5,091.52	\$0.00	\$5,091.52
842 CHARTER OAK FACULTY	\$491.32	\$56.97	\$0.00	\$107.86	\$440.43	\$0.00	\$440.43
850 ACADEMIC TEAM HS	\$47.50	\$0.00	\$0.00	\$0.00	\$47.50	\$0.00	\$47.50
851 ART CLUB HS	\$8,323.31	\$182.00	(\$50.00)	\$0.00	\$8,455.31	\$0.00	\$8,455.31
852 ATHLETICS HS	\$45,487.75	\$521.41	\$0.00	\$23,790.32	\$22,218.84	\$2,805.00	\$19,413.84
853 HS CHEER	\$9,964.40	\$2,996.36	\$0.00	\$11,834.21	\$1,126.55	\$0.00	\$1,126.55
854 FOOTBALL CAMP	\$7,816.83	\$4,963.75	\$0.00	\$0.00	\$12,780.58	\$0.00	\$12,780.58
855 TENNIS HS	\$18,295.35	\$200.00	\$0.00	\$0.00	\$18,495.35	\$0.00	\$18,495.35
856 GHS LIBRARY	\$228.57	\$0.00	\$0.00	\$0.00	\$228.57	\$0.00	\$228.57
858 GHS LINK CREW	\$393.59	\$0.00	\$0.00	\$0.00	\$393.59	\$0.00	\$393.59
859 BAND (OPERATING) HS	\$8,548.34	\$0.00	\$0.00	\$290.85	\$8,257.49	\$0.00	\$8,257.49
860 CLASS OF 2021 HS	\$1,470.71	\$0.00	\$0.00	\$0.00	\$1,470.71	\$0.00	\$1,470.71
863 CLASS OF 2019 HS	\$2,896.07	\$0.00	\$0.00	\$1,000.00	\$1,896.07	\$0.00	\$1,896.07
864 GHS ALUMNI ACCOUNT	\$6,571.89	\$0.00	\$0.00	\$0.00	\$6,571.89	\$0.00	\$6,571.89
865 CLASS OF 2022 HS	\$1,136.24	\$0.00	\$0.00	\$0.00	\$1,136.24	\$0.00	\$1,136.24
869 ENGLISH CLUB	\$919.44	\$0.00	\$0.00	\$18.00	\$901.44	\$0.00	\$901.44
870 HS FACULTY/COURTESY ACCOUNT	\$1,244.05	\$0.00	\$0.00	\$0.00	\$1,244.05	\$0.00	\$1,244.05
871 HS STUDENT PANTRY	\$14,967.17	\$0.00	\$0.00	\$210.44	\$14,756.73	\$0.00	\$14,756.73
872 CLASS OF 2020	\$4,192.38	\$0.00	\$0.00	\$124.15	\$4,068.23	\$0.00	\$4,068.23
876 FFA 4H BOOSTER CLUB HS	\$26,096.72	\$0.00	\$0.00	\$3,872.00	\$22,224.72	\$0.00	\$22,224.72
877 FFA HS	\$9,260.68	\$0.00	\$0.00	\$432.10	\$8,828.58	\$0.00	\$8,828.58
878 FCCLA (FHA) HS	\$2,305.12	\$500.00	\$0.00	\$0.00	\$2,805.12	\$0.00	\$2,805.12
879 FOREIGN LANGUAGE SPAN HS	\$4,634.31	\$0.00	\$0.00	\$0.00	\$4,634.31	\$0.00	\$4,634.31
880 XC Bluecrew	\$6,469.32	\$110.00	\$0.00	\$2,740.00	\$3,839.32	\$0.00	\$3,839.32
881 Lady Jays Basketball	\$3,464.66	\$0.00	\$0.00	\$0.00	\$3,464.66	\$0.00	\$3,464.66
882 GUTHRIE RUNNING CLUB HS	\$1,184.70	\$0.00	\$0.00	\$104.78	\$1,079.92	\$0.00	\$1,079.92

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2019 - 6/30/2019

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
883 HERITAGE CLUB HS	\$1,682.43	\$0.00	\$0.00	\$0.00	\$1,682.43	\$0.00	\$1,682.43
884 HIGH SCHOOL ACCOUNT	\$16,085.11	\$337.32	\$50.00	\$300.00	\$16,172.43	\$800.00	\$15,372.43
885 STUDENT SUPPORT HS	\$2,988.23	\$0.00	\$0.00	\$46.56	\$2,941.67	\$0.00	\$2,941.67
886 HONOR SOCIETY HS	\$2,892.93	\$0.00	\$0.00	\$0.00	\$2,892.93	\$0.00	\$2,892.93
889 KEY CLUB HS	\$491.28	\$0.00	\$0.00	\$0.00	\$491.28	\$0.00	\$491.28
890 SPEECH HS	\$503.25	\$0.00	\$0.00	\$0.00	\$503.25	\$0.00	\$503.25
892 MATH OF FINANCE	\$93.98	\$0.00	\$0.00	\$0.00	\$93.98	\$0.00	\$93.98
893 MU ALPHA THETA HS	\$2,059.40	\$135.00	\$0.00	\$435.00	\$1,759.40	\$0.00	\$1,759.40
895 JROTC HS	\$3,201.69	\$2,424.00	\$0.00	\$0.00	\$5,625.69	\$0.00	\$5,625.69
897 SOCCER CLUB HS	\$1,103.84	\$0.00	\$0.00	\$0.00	\$1,103.84	\$0.00	\$1,103.84
898 SCIENCE CLUB HS	\$7,218.66	\$160.00	\$0.00	\$0.00	\$7,378.66	\$0.00	\$7,378.66
899 STUDENT COUNCIL HS	\$4,478.50	\$95.00	\$0.00	\$83.04	\$4,490.46	\$0.00	\$4,490.46
900 CAMPUS BEAUTIFICATION HS	\$8,375.38	\$0.00	\$0.00	\$3,150.00	\$5,225.38	\$1,990.23	\$3,235.15
902 VOCAL HS	\$3,949.89	\$0.00	\$436.00	\$83.11	\$4,302.78	\$0.00	\$4,302.78
904 YEARBOOK HS	\$22,790.56	\$225.00	\$0.00	\$12,535.05	\$10,480.51	\$0.00	\$10,480.51
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	\$2,785.84	\$100.00	\$0.00	\$0.00	\$2,885.84	\$0.00	\$2,885.84
913 DRAMA HS	\$1,966.79	\$0.00	\$0.00	\$0.00	\$1,966.79	\$0.00	\$1,966.79
922 COURTESY COMMITTEE ADMIN	\$159.53	\$10.00	\$0.00	\$0.00	\$169.53	\$0.00	\$169.53
925 GENERAL FUND REFUND	\$5,391.12	\$237.50	\$0.00	\$5,628.62	\$0.00	\$0.00	\$0.00
927 HALL OF FAME BANQUET	\$8.97	\$0.00	\$0.00	\$0.00	\$8.97	\$0.00	\$8.97
929 DISTRICT SPECIAL OLYMPICS	\$38,435.42	\$0.00	\$0.00	\$9,580.83	\$28,854.59	\$0.00	\$28,854.59
932 SUMMER SCHOOL HS	\$8,635.00	\$4,290.00	\$0.00	\$12,925.00	\$0.00	\$0.00	\$0.00
933 FAVER C&C	\$317.88	\$0.00	\$0.00	\$0.00	\$317.88	\$0.00	\$317.88
934 TRANSPORTATION C&C	\$3,284.40	\$60.00	\$0.00	\$572.35	\$2,772.05	\$0.00	\$2,772.05
935 VENDING MACHINE ADMIN	\$719.94	\$14.50	\$0.00	\$0.00	\$734.44	\$0.00	\$734.44
937 FAVER ACTIVITY	\$72.27	\$0.00	\$0.00	\$0.00	\$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	\$12,991.31	\$212.65	\$0.00	\$1,504.00	\$11,699.96	\$0.00	\$11,699.96
942 C.N. CLEARING ACCT	\$621.30	\$32.50	\$0.00	\$653.80	\$0.00	\$0.00	\$0.00
Total	\$556,611.03	\$19,523.88	\$0.00	\$99,133.63	\$477,001.28	\$38,351.23	\$438,650.05

**Transportation Department
Fuel Bids
2018-2019**

DATE: <u>6-6-19</u> PO#: <u>2019-11-1430</u>	TIME BIDS BEGAN: <u>8:20 am</u> TIME BIDS CLOSED: <u>8:40 am</u>	AMOUNT NEEDED: DIESEL: <u>6000</u> UNLEADED: <u>1000</u>
---	---	--

COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
FUEL MASTERS	<u>Josh</u> KIT, BRIAN, CODY or HARDIN	1-866-455-3835	<u>1.867</u>	<u>1.795</u>
PENLEY OIL COMPANY	MIKE, SCOTT or GEORGEANN	235-7553	<u>no bid</u>	<u>no bid</u>
RED ROCK	JOANIE or <u>TRICHA</u>	677-3373	<u>1.8929</u>	<u>1.7835</u>
EARNHEART OIL & PROPANE	DUSTIN	405-612-2650	<u>1.93</u>	<u>1.87</u>

AMOUNT OF FUEL PURCHASED:	COMPANY BID AWARDED TO: <u>Red Rock</u>
---------------------------	--

UNLEADED FUEL: <u>1000</u>	PRICE PER GALLON: <u>1.8929</u>	TOTAL AMT: <u>1,892.90</u>
DIESEL FUEL: <u>6000</u>	PRICE PER GALLON: <u>1.7835</u>	TOTAL AMT: <u>10,701.00</u>
		TOTAL PURCHASE: <u>12,593.90</u>

PER TELEPHONE BIDS RECEIVED BY: <u>Michelle Stahl</u> <u>Susan Bickel</u>	COMMENTS:
---	-----------



EMPLOYEE TRIP REQUEST

Check If Out of State

James Strahorn
Name of Employee

9/28/2019
Date

Employee's Current Assignment Cross Country Coach

Title of Conference or Activity Rim Rock High School Cross Country Race

Location Lawrence, KS

Date(s) of Conference 9/28/2019

Full Legal Name (for air travel)

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

Departure Date 9/27 AM PM
(check one)

Return Date 9/28 AM PM
(check one)

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

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

The cross country teams will compete in a cross country meet in Lawrence, KS.

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.
Athletics Activity

Travel*	\$	<u>240.00</u>	(mileage, air, ground, parking & toll) <i>see below</i>
Registration	\$	<u>100.00</u>	
Lodging	\$	<u>500.00</u>	
Meals	\$	<u>200.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$	<u>65.00</u>	(calculate @ \$65 per day)
Total	\$	<u>1,105.00</u>	

Athletics Activity
XC Bluecrew 880
Personal
XC Bluevrew 880

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

Principal's Approval
Signature _____ Date _____

Program Director's Approval
Signature Date 4/30/19

Board of Education Approval
Date _____

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



**GUTHRIE PUBLIC SCHOOLS
FIELD TRIP REQUEST
Effective 2-08**

Today's Date 4/29/2019 Date of Activity 9/28/2019

Destination Lawrence, KS

Class & Grade Level Cross Country

Teacher(s) James Strahorn, Clay Tarter

Names of teacher assistants or other adults attending:

Number of students 14 Number of sponsors 2

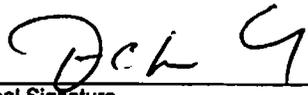
Leave Time 9/27 - 10AM Return Time 9/28 - 5PM

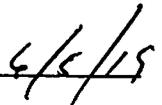
Event Beginning Time if different 9/28 - 10AM Event Ending Time if different 9/28 - 11AM

Emergency Phone Contact Number (580)399-1532

Cost to be paid per student 0 Due when? N/A Cost to district \$340.00

Paid for by Activity Fund Yes No
 Sub needed? Yes No (If yes, please complete sub request.)
 Transportation request completed? Yes No


Principal Signature


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:



Staking A Claim in Our Students' Future

July 1, 2019

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 \$1.40 to **\$1.50**.

This will increase 7th-12th Paid Student Breakfast Meals from \$1.50 to **\$1.60**.

This will increase PreK-4th Paid Student Lunch Meals from \$2.70 to **\$2.80**.

This will increase 5th-6th Paid Student Lunch Meals from \$2.90 to **\$3.00**.

This will increase 7th-12th Paid Student Lunch Meals from \$3.00 to **\$3.10**.

I am also recommending a \$.10 increase for all paid Adult meals for District Staff.

This will increase District Staff Breakfast from \$1.65 to **\$1.75**.

This will increase District Staff Lunch from \$3.35 to **\$3.45**.

Sincerely,

Susan Cox

Susan Cox
Child Nutrition Director
Guthrie Public Schools



Guthrie Public Schools

Memo

To: Dr. Simpson and the Board of Education
From: Carmen Walters, Director of Federal Programs and Elementary Ed
Date: June 26, 2019
Re: FY 20 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 me 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 17, 2019

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.

GUTHRIE HIGH SCHOOL

200 Crooks Drive
Guthrie, Oklahoma 73044

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

"Home of Champions"

DR. MIKE SIMPSON
SUPERINTENDENT

CHRIS LEGRANDE
PRINCIPAL

BRET STONE
ASSISTANT PRINCIPAL

DUSTIN THROCKMORTON
ASSISTANT PRINCIPAL

JON CHAPPELL
ATHLETIC DIRECTOR

To: Dr. Mike Simpson and Guthrie Board of Education

St. Mary's 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 2019-2020 School Year

Thank You



Jon Chappell

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 ~~2018~~2019

Table of Contents

Introduction	Page 3
Purchasing Procedures	Page 4-5
Receipting & Depositing Procedures	Page 5-6
District Visa Card	Page 7
District Sam's Club Card	Page 7
Start Change	Page 7
Insufficient Checks	Page 7-8
Cash Incentives	Page 8
Gratuity	Page 8
Gift Cards	Page 8
Concession Sales	Page 8
Internal Control Procedures	Page 8-9
Travel/Field Trip Guidelines	Page 9
Raffles/Ticket Drawing Guidelines	Page 9
Transfers	Page 10
Cash Advances	Page 10
Accounts Payable/Check Processing	Page 10
Staff Reimbursements	Page 10
Staff Expenditures	Page 11
Donated Equipment, Supplies & Materials	Page 11
Sponsor Responsibilities	Page 11
Booster Clubs (Sanctioned & Unsanctioned)	Page 11-12
Allowable Expenditures	Page 12-13
Fundraiser Procedures	Page 13-14
Board Approval Required - Fundraisers	Page 14-15
Non Profit Resale Guidelines	Page 15-16
Sanctioning Policy	Page 16-20
Oklahoma State Law & Regulations	Page 20-25
GPS Board of Education Policy	Page 25-26
GPS Project (Account) Listing	Page 27-29
GPS Program Listing	Page 29-32
Summary	Page 33
Insufficient Check Notification	Page 34
Listing of AF Forms found on Bluejay Bundle	Page 35
Sanctioned Organization Financial Reports	Page 36-37

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. See example on page 34.
- 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. See example on page 34.

- 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.
- 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.

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 one 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 days 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@guthrieips.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

Section C

Page 9

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
858	GHS Link Crew
859	Band (Operating)

860	HS Class of 2021
861	HS Class of 2017 2023
862	HS CLASS OF 2018
863	HS Class of 2019
864	GHS Alumni Account
865	HS Class of 2022
869	English Club
870	HS Faculty Courtesy Committee
871	HS Student Pantry
872	HS Class of 2020
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 Account
886	HS Honor Society
888	HS JOURNALISM
889	HS Key Club
890	HS Speech
891	HS Stem Club
892	Math of Finance
893	HS Mu Alpha Theta
895	HS JROTC
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
913	HS Drama
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 Administration
937	Faver Activity
938	Native American Parent
940	Administration Miscellaneous
942	C.N. Clearing Account

PROGRAM LISTING

CODE	DESCRIPTION ATHLETICS PROGRAMS-COMPETITIVE
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 Cross Country (Boys & Girls)
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
855	Travel Reimbursements
856	Scorekeeper/Clock keeper
857	OSSAA Sport Pass
858	Dues/Fees
859	Hats Golf

<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/ Shipping Cost
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 Rock 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/All Region 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	Southwest (Fundraiser)-Processing fee
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	T-shirt Bundle -Sub Reimbursement
982	Petty Cash
983	Interest
984	Insufficient Check Charge
985	Lost Text Books
986	T-shirt Bundle -Uniform/Official Dress
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 CK558			

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>Fund 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)**

$(A + B - C (+/-) D = E)$



Staking a Claim in Our Students' Future

~~GUTHRIE ELEMENTARY SCHOOLS~~

**GUTHRIE UPPER ELEMENTARY
SCHOOL**

STUDENT HANDBOOK

~~2018-2019~~
2019-2020

TABLE OF CONTENTS

Section	Subject
A	Absence, Attendance, & Tardies
B	Breakfast, Lunch & Snacks
C	Civil Rights Compliance & Assurance Due Process FERPA
D	Classroom Placement Change
E	Curriculum
F	Dangerous Weapons
G	Diabetes Plan
H	Discipline & Behavior
I	Dress Code
J	Enrollment
K	Field Trips
L	Freedom Week Curriculum
M	Grading Guidelines
N	Money & Valuables
O	No School – Delayed Start
P	Parent Involvement
Q	Parents’ Right-To-Know
R	Playground
S	Proficiency-Based Promotion
T	Reading Sufficiency Act
U	Release of Records
V	Retention Policy
W	School Health & Medications
X	School Safety Drills
Y	Sexual Harassment
Z	Special Activities
AA	Standards of Conduct
BB	Student Drop Off & Pick Up
CC	Student Organizations
DD	Student Reports
EE	Student Work, Homework, & Make-Up Work
FF	Telephone
GG	Textbooks & Library Books
HH	Vandalism
II	Visitors
JJ	Website
KK	Wellness Policy
LL	Wireless Communication Devices
MM	Disclaimer Site-Specific Handbook
NN	Asbestos Management Plan

A: ABSENCES, ATTENDANCE, & TARDIES

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

TARDIES

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

EARLY CHECKOUT

Parents are discouraged from picking up students early on a regular basis as this disrupts the educational process and creates a loss of irretrievable instructional time. If a child is to be dismissed early, a written note is desired. ~~A student must be signed out by a parent or guardian through the office.~~ **Students WILL NOT be allowed to leave with anyone not listed on their enrollment contact list.** Six (6) early checkouts will equal one (1) absence. Students will not be called to the office until a parent or guardian arrives.

B: BREAKFAST AND LUNCH

Guthrie Public Schools offers a breakfast and lunch program. These programs will be offered to the children without regard to race, color, or national origin. Children may eat in the lunchroom by one of the following methods:

1. He/she will pay full price.
2. He/she will pay a reduced price or no price based on submitted and approved free/reduced meal application. Applications can be picked up at the child nutrition office, front office of the school site and the Guthrie Public Schools website at guthrieps.net. (The District Child Nutrition Department shall have the responsibility of approving applicant eligibility in accordance to the federal guidelines for free or reduced lunches.)
3. He/she may bring a sack lunch and may purchase milk.

CHARGING CANNOT BE ALLOWED. Students who have a negative lunch account balance will be served an alternative meal for a period of 3 days. Students must clear negative balances weekly.

USDA regulations state "Schools shall make substitutions in foods listed in this section for students who are considered disabled under 7 CFR Part 15 (b) and whose disability restricts their diet. Schools may also make substitutions for non-disabled students who are unable to

consume the regular lunch because of medical or other special dietary needs.

Substitutions shall be made on a case-by-case basis only when supported by a statement of the need for substitutions that includes recommended alternate foods, unless otherwise exempted by USDA Food and Nutrition Service. Such statement shall, in the case of a disabled student, be signed by a physician or, in the case of a non-disabled student, by a recognized medical authority.

School Food Service Responsibilities:

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

RECOMMENDED HEALTHY SNACK OPTIONS:

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

C: CIVIL RIGHTS COMPLIANCE & ASSURANCE

NOTICE OF NON-DISCRIMINATION

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

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

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

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

AVISO DE DECLARACION NO-DESCRIMINATORIA

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

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

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

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

DUE PROCESS

Students have the right to due process. The due process procedure consists of the following steps:

1. Appeal to the Principal-A written appeal must be mailed within five school days.
2. Appeal to the Superintendent
3. Appeal to the Guthrie Board of Education

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

A parent or eligible student of Guthrie Public School District has a right to:

1. Inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. Request the amendment of the student's education records that the parent believes are inaccurate or misleading. Parents may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent, the District will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent; one exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. File a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office / U.S. Department of Education 600

Independence Avenue, SW / Washington, D.C. 20202-4605

D. CLASSROOM PLACEMENT CHANGE

From time to time parents feel a need to request moving their child to a different classroom. A decision as whether to change placement will only be made by the principal after every effort has been applied to resolve the problem. Consideration will not be given until a series of meetings have been held between the parent, teacher, and the principal, and a twenty (20) day action plan has been developed and implemented.

E: CURRICULUM

Guthrie Public Schools curriculum for grades Pre-K through 12 follows the Oklahoma State Department of Education guidelines for curriculum. A copy is available with the principal or teacher for viewing upon request. A copy of the Standards may be obtained online at the Oklahoma State Department of Education website: <http://ok.gov/sde>

F: DANGEROUS WEAPONS

The use, display, threat or possession of a dangerous weapon or any kind of instrument, on campus, parking lots, premises or property of the Guthrie Public Schools or during school sponsored activities, functions or events **is prohibited. Students should not bring any type of instrument** that is likely to be used as a weapon or tool which could be used to deface or vandalize school property. **Violations** shall result in immediate administrative action.

The following instruments may be considered weapons:

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

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

G: DIABETES PLAN

Guthrie Public Schools provides nursing services that promote students ability to learn. Our goals are to:

- Assist students in learning how to take care of their health.
- Ensure a safe school environment.
- Promote good control of a student's health condition so they are ready to learn.

Diabetes can affect a student's ability to learn if it is not under good control. To help us meet these goals, Guthrie Public Schools has a nurse who is trained in diabetes management in schools. The district nurse works with school, personnel, individual students with diabetes and their families, and the student's health care provider.

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

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

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.

H: DISCIPLINE AND BEHAVIOR

- ~~Control and discipline in our school depends upon the responsibility taken by the student, the parents, the teacher, the principal, and the combined school personnel. While under the supervision of the school, the teacher has the same authority as the parent in restraining, correcting, and controlling the child. (State Law Sections 125 and 670).~~

It is our goal at GUES 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 the 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.

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 Administrator 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.

- ~~Each teacher will have their own individual classroom discipline procedures. These procedures will be discussed with you and your child and a list of these procedures will be sent home with your child at the beginning of the school year. Building discipline procedures will be applied according to the severity of the rules broken. Procedures may include:~~
 - ~~Conference with teacher and student~~
 - ~~Conference with teacher, student and principal~~
 - ~~Conference with teacher, student, principal and parent~~
 - ~~Conference with all the above and possible disciplinary actions~~

STUDENT DISCIPLINE/SUSPENSION

~~Each teacher will have his/her own individual classroom discipline procedures. These individual procedures will be discussed with your child and a list of these procedures will be sent home for your signature at the beginning of the school year.~~

If a student's conduct/behavior is not consistent with the expectations that have been set out, Building building discipline procedures will be used according to the severity of the rule or rules broken. Procedures **may** include:

- Parents contacted by phone
- Conference with the teacher and principal
- Lunch or recess detention ~~with the principal~~
- After school detention
- Suspension from school

Suspension

When other forms of discipline have been used and the student's behavior is not modified, suspension can occur. Anytime a student is physically endangering others or vandalizing school property, immediate suspension will occur. Field trips, special events, and parties are a privilege to attend. Students may lose these privileges if they are exhibiting negative behavior. If students are suspended from school, their work may be picked up each day at 2:30 p.m. in the office or sent home with a sibling.

When returning from any suspension, the student will conference with an Administrator before returning to class.

- **Out of School Suspensions**

- 1st Offense - 1 day
- 2nd Offense - 3 days
- 3rd Offense - 5 days
- 4th Offense - 10 days

Discipline procedures fighting/assault/bullying/harassment

Fighting will not be tolerated **at Guthrie Schools**. Fighting is defined as any situation ~~in which one student makes aggressive contact in any manner on another student.~~

Fighting is defined as any situation in which mutual participation in an incident involves physical violence. The administrator will take disciplinary action if either person involved fits the above definition. Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school. Infractions may be handled in the following manner for all students involved.

- 1st offense – 3 days out of school suspension**
- 2nd offense – 5 days out of school suspension**
- 3rd offense – 10 days out of school suspension**

Assault is defined as a physical act and/or an act, criminal or tortuous, that threatens physical harm to a person, regardless if actual harm is done. **The Administrator will take disciplinary action if either person involved fits the above definition.**

- 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 semester.

Students who film fights at school and/or promote the video online may be disciplined under both policies as the Administrator deems appropriate.

****Each infraction will be dealt with on an individual basis. The school Administration is unable to discuss discipline consequences for any child with anyone other than that child's parents.****

~~Any additional offenses – The principal will decide the length of suspension after the fourth offense. This might include suspension for the remainder of the semester and the following semester.~~

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

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

Severe Clause

Guthrie Public Schools is dedicated to providing a safe learning environment for our students. The following behaviors will not be tolerated:

- Behavior which threatens personal and /or public safety
- Disruption of students' rights to learn
- Verbal and/or physical abuse of others
- Profanity against a staff member may be treated as a verbal assault
- Damage or theft of personal or school property

Any additional behaviors outlined in Section F-41 Student Behavior And Discipline in the GPS Policy Manual Located on the District Website.

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

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

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

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

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, disruption or displaying of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, an organization, or gang that is not sanctioned (approved of) by the school Administration.
2. Wearing of 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 and filing of criminal charges, depending on the severity of the infraction.

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. Magazines
5. Internet/Computer/System Peripherals

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.

PROFANITY

Profanity and/or obscene gestures will not be tolerated en route 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.**

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.

THREATS

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

PROHIBITED ITEMS

If discovered, the following items will be confiscated and only returned to a parent.

- Laser Pens and Lights
- Fad Items
- Electronics
- Toys

I: DRESS CODE

All students are expected to dress appropriately and modestly at all times during the school day and at school activities. Appropriate school clothes are conducive to better behavior in the classroom, in the halls, on campus, or any time students are actively representing the school. The dress code is applicable during the school day and at any school activity, home or away.

Examples of inappropriate attire are, **but are not limited to:**

1. Headwear worn in the building including, but not limited to: hats, bandanas, sweatbands, **scarves, earmuffs, hair picks** and hoods of sweatshirts.
2. Clothing that inappropriately exposes the body. Any clothing that exposes the midriff. Shirts need to be long enough so that they can be tucked in or drop two (2) inches below the waistline without tugging on or stretching the shirt.
3. Clothing that allows undergarments to be visible, **at any time, including when sitting.**
4. Under no circumstance is a student to wear clothing that is frayed or has holes ~~above the knees.~~ **Jeans, shorts or other purposely-frayed, shredded ripped or torn clothing are not allowed.**
5. Clothing that has obscene, profane, or suggestive language.
6. Sunglasses (including when worn as headwear.)
7. Garments that display alcohol, drug or tobacco logos or paraphernalia.
8. Mesh jersey or fishnet type clothing, **including leggings with see through fabric .**
9. All sleeveless shirts, blouses, and dresses whose straps are not at least ~~3-fingers wide~~ **one dollar bill's width** and not fitted under the arm.
10. Scooped neck and / or low cut front and back necklines.
11. Pants below the waistline (sagging and bagging).
- ~~12. Shorts, dresses, and skirts shorter than fingertip length.~~ **All shorts, skirts and dresses must be closer to the knee than to the mid-thigh. All clothing must be hemmed.**
13. Bicycle pants/spandex shorts.
14. Clothing that is not worn in accordance with the design (such as both straps being worn on overalls or legs on pants being worn at their full length.)
15. Chains or "spikes" on clothing, with wallets, or worn as a necklace or bracelet. 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.
16. **Yoga/exercise pants, leggings, jeggings must not have any see-through mesh and must be worn with a shirt or dress that is closer to the knee than to the mid-thigh.**
17. **Apparel identifying a student as "security" or "police" is not to be worn.**
18. **No pajamas (loungewear, blankets, etc.)**

Any clothing that disrupts the learning atmosphere of the school is prohibited.

When a student has worn inappropriate clothing to school, he/she will be sent to the office and parents or guardians may be requested to bring a change of clothing to school. **If**

parents are unavailable, the student may use sweat pants, and /or 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.

FADS

Each year there are a few things, including some "fads", which show up on our school sites. When a fad begins on campus and a "nuisance" develops, we shall immediately eliminate the nuisance.

J: ENROLLMENT

EMERGENCY INFORMATION - Should an emergency occur at school, parents are to have emergency contact information on the enrollment cards. Two alternative phone numbers should be given also in case no one is available at the home/work numbers. In the event that it is deemed necessary, 911 will be contacted as well as the parent.

ENROLLMENT CARDS - Please come to the school to make any changes needed on a child's enrollment card during the school year. One of the most important uses of this card is to contact a parent when a child is injured or ill at school. If a parent changes employment, address, telephone numbers, doctor or emergency contacts, the school should be informed immediately. The medical information on the enrollment card must be filled out.

IMMUNIZATIONS - State law requires that every student who is admitted to public school must have evidence of a successful series of vaccinations for

- Four or Five doses DTP/DTaP (Diphtheria, Tetanus, Whooping Cough)
- Three or Four doses Polio
- Two doses MMR (measles, mumps, rubella/rubeola vaccinations)
- Three doses Hepatitis B (hepatitis B)
- Two doses Hepatitis A (hepatitis A)
- Varicella immunization (Chicken Pox) or a parental history of a child having the disease.

VERIFICATION OF RESIDENCE – All new and currently enrolled students must provide 2 current proofs of residency each year. Any change of address or telephone number should be reported to the School Office.

GUARDIANSHIP - Proof of legal guardianship is required at the time of enrollment if the guardian is not the natural parent of the student.

Court appointed papers (signed by a judge) denoting custody for students not living with both parents listed on the birth certificate are required.

K: FIELD TRIPS

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year. Only students with signed parent/guardian permission forms will be allowed to attend field trips approved by the school administration. If a parent or guardian of a student wishes to transport their child to the field trip they must: 1) inform the teacher in writing prior to the field trip 2) sign their child out of school and 3) sign their child in upon arrival at the field trip destination with the teacher or appointed staff member. If the parent wishes to transport their child from the field trip to home or back to school, they must sign out their child with their child's teacher or appointed staff member. Parents are not allowed to transport any other child but their own child. Guthrie Public Schools is not responsible for students transported by a parent to and from a school sponsored field trip. School dress code standards apply to all field trip activities. Inappropriate behavior on these trips may warrant severe disciplinary action. During any trip, any major inappropriate behavior may result in the student:

1. Being sent home at his/her own expense.
2. Suspension from school for an appropriate amount of time.
3. Loss of the privilege to go on any future school trips.
4. No refunds will be made for field trips

Participation in a field trip is a privilege, not a right. Throughout the year, students are expected to follow rules and procedures while being respectful to others. Listening and being able to follow directions is another expectation as we provide a proper learning environment for all students. If these basic requirements are not met on a daily basis your child may not be able to participate in a field trip. When deemed necessary by the building principal, a parent or guardian may also be required to attend with their child.

L: FREEDOM WEEK CURRICULUM

In order to educate students about the sacrifices made for freedom on behalf of this country and the values on which this country was founded, November 11 is designated "Veterans' Day" and the week in which November 11 falls is hereby designated "Celebrate Freedom Week". Appropriate instruction concerning this week will vary at different sites. (70 O.S. 2001, Section 24-152)

M: GRADING GUIDELINES FOR ~~Pre-K—6th~~ 5th & 6th

The semester average will be recorded in the permanent record folder as required by state regulations.

~~In grades Pre-K—2nd, primary importance will be placed upon the teaching of reading, writing, language arts, and the development of math skills. All subject areas will be graded with a score of~~

- ~~4—Exceeds Expectations~~
- ~~3—Meets Expectations~~

~~2 – Progressing Toward Expectations~~
~~1 – Does Not Meet Expectations~~

In grades ~~3~~rd ~~5~~th-6th, the percent score and letter grade will be reported for each nine-week period. The semester average will be computed and reported at the end of each semester.

Grading Scale

A – 90 – 100
B – 80 – 89
C – 70 – 79
D – 60 – 69
F – 59 – Below

In grades ~~K~~ ~~5~~th -6th, grades in physical education, music, art and handwriting will be reported accordingly:

S - Satisfactory N - Needs Improvement U - Unsatisfactory

Parents of students in grades ~~Pre-K~~ ~~5~~th - 6th may access their child's grades by use of the Online Gradebook. Go to www.guthrieips.net under the parent section and complete the request for Online Gradebook Access form.

N: MONEY & VALUABLES

Students are cautioned against bringing large sums of money to school.

O: NO SCHOOL / DELAYED START

In the event school is closed or starting late because of inclement weather, parents are asked to listen to local radio and television stations. When possible, the District's Website and automated phone system will also be updated and utilized to include the newest information.

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

P: PARENT INVOLVEMENT

Parent involvement is a vital part of any school. In order for us to serve both the community and the school, we must have active parents. Parents are cordially invited to become active members in the learning process for their child. Parents, students, community, and the school must play a team role in order for students to excel in education. Background checks are required for all school volunteers with direct contact with children.

Q: PARENTS’ RIGHT-TO-KNOW

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)]

R: PLAYGROUND

The playground is an ideal place for students to develop cooperation, interpersonal relationships, and good social skills. Playground supervision is provided during the school hours. ~~of 8:00—3:00.~~ Make sure that your child is appropriately dressed for the weather.

S: PROFICIENCY BASED PROMOTION

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at or above the 90th percentile on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency based promotion. Upon the request of a student, parent, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in *70.S & 11-103.6*. Proficiency will be demonstrated by testing with Test of Achievement by Woodcock Johnson

IV. . Core areas are as follows:

- Social Studies
- Language Arts
- Mathematics
- Science

Testing for proficiency based promotion must be requested in writing by the parent/guardian to the site principal during the first month of the school year and during the month of April. Additional details can be obtained from the District policy on Proficiency Based Promotion or from the site principal.

T: READING SUFFICIENCY ACT

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

3rd Grade Students:

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

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

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

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

- (1) the parent(s) and/or guardian(s) of the student
- (2) current teacher responsible for reading
- (3) future teacher responsible for reading
- (4) a certified reading specialist (if available)

The student shall be promoted to the fourth grade if the team members unanimously

recommend “probationary promotion” and the principal and superintendent approve the recommendation of the SRPT.

U: RELEASE OF RECORDS

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

V: RETENTION POLICY

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

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

W: SCHOOL HEALTH & MEDICATIONS

Oklahoma Statute §70-1210.194 (2014) states that:

- A.** Any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice.
- B.** Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before the child may reenter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice.

SICKNESS

FEVER: Students with a temperature of 100 degrees or higher may not remain at school. Parents will be contacted to pick up their child. Students may return to school when they have been fever free for 24 hours without the use fever reducing medicine.

VOMITING/DIARRHEA: Any student who is vomiting or has diarrhea must be excluded from school. Students may return to school when they have been symptom free for a 24 hour period without the use of medicine.

COMMUNICABLE DISEASE: Students with infectious diseases such as chicken pox, impetigo, measles, mumps, conjunctivitis (pink eye), etc. should not return to school until they are no longer contagious. See District website for “Should I keep my child

home from school?” for more information.

HEAD LICE

Any student found to have live head lice, nits closer than 1 inch from the scalp, or an abnormal amount of nits will be excluded from school. The parent will be contacted to pick their child up from school. Parents should contact their pharmacy for a recommendation of a treatment product. For more information on this subject go to <https://www.cdc.gov/parasites/lice/head/index.html>.

Readmission to school requires:

- A. No live lice and minimal nits (eggs) no closer than 1 inch from the scalp.
- B. Certification from a health professional or authorized representative of the State Department of Health declaring the student to be free of lice. The District assures compliance with the Oklahoma Statutes and will follow the recommendations of the Oklahoma State Department of Health.

ACCIDENTS

If your child is injured at school, we will first attempt to make him/her comfortable, and then notify you. If you cannot be reached, we will attempt to contact the emergency number that you have listed on the enrollment form. In an emergency event deemed necessary, 911 will be contacted as well as the parent. **WE MUST HAVE A RELIABLE CONTACT NUMBER FOR EACH CHILD.**

MEDICATIONS GIVEN AT SCHOOL

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, a parent/guardian (not the student) is to bring all medication to the office with required documentation. A log of the student's medication will be kept at the school office. Bring no more than 1 month's supply of medication at a time.

Only medication that has been prescribed and approved for a student by a physician will be administered at school. A medication authorization form must be completed for each medication*. Medication must be in the original prescription container with the pharmacy label attached and with directions for administration clearly stated. Non-prescription medication must be in the original container, with the student's name on it, and accompanied by a physician's written request and instructions for administration at school. This includes cough drops, Tylenol, nasal spray, Lactaid, etc. It is the responsibility of the parent/guardian to maintain the supply. Any medication not picked up by parent/guardian on the last day of school will be discarded using the proper procedure. Medications will not be sent home with students. **Medication authorization forms are available on the district website and the school office. A new medication authorization form will need to be completed each school year.*

Self-Administered Medication:

Pursuant to Oklahoma law, students may be allowed to carry and self-administer prescribed asthma, anaphylaxis, and diabetes medications. A statement from the physician treating the student stating that the student is capable of and has been instructed in the proper method of self-administration must be on file in the school office. The parent must provide the school office with an emergency supply of the student's medication to keep in the office along with the one that the student may carry. The district shall not incur any liability as a result of any injury arising from the self-administration of medication by the student.

X: SCHOOL SAFETY DRILLS

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

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

Y: SEXUAL HARASSMENT

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

Z: SPECIAL ACTIVITIES

Each elementary site has three scheduled classroom activities during the year: Fall, Winter, and Valentine's Day. If you do not wish for your child to participate, please inform the classroom teacher in writing and alternate activities will be provided. Parents interested in being involved with these activities should contact the classroom teacher.

AA: STANDARDS OF CONDUCT

Each student is expected to behave in a manner which will add to the educational atmosphere at Guthrie Public Schools, and anything that detracts from the spirit of dignity at our schools will be subject to disciplinary actions. Students have the responsibility to know and respect the rules and regulations of the school.

We desire that all students accept the responsibility of self-discipline. Students are to conduct themselves as young ladies and gentlemen at all times (i.e. halls, cafeteria,

classrooms, assemblies, and or playground.) When a student demonstrates that he/she cannot conduct himself/herself in a positive manner and infringes upon the rights of the others to enjoy the freedom of self-discipline, he/she must face the consequences of disciplinary actions.

The responsibility and authority for classroom management rests with the teacher. Any classroom rules, which are fair and enhance the educational process, will be upheld. If problems persist to a degree that the classroom rules are being repeatedly ignored, a referral may be made to the principal where appropriate action will be taken.

When students are enrolled in school, the following obligations are assumed:

- To be present and on time each school day (attendance is a vital part of academic growth and 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.

DRUGS AND ALCOHOL

~~Any student who is found to be in possession of, to have consumed, or to be under the influence of narcotic drugs, barbiturates, prescription or non-prescription medication without proper permission and documentation (see section X), alcohol or any stimulant, or distributes/has possession of any material or drawings that promotes the use of or gives instruction on how to make or use the above items en route to school, while attending school, in or on school premises, or at school sponsored activities, is subject to the following:~~

~~1st Offense: Suspension from school for five (5) days. The student will not be allowed to attend school after suspension until documented evidence of educational counseling and/or rehabilitation treatment under the supervision of a legal agency is on file.~~

~~2nd Offense: Suspension from school for the remainder of the semester, or for the following semester, provided no suspension shall extend beyond the regular academic year.~~

~~Any student who distributes actual or represented controlled substances, prescription and non-prescription medication may be suspended for the remainder of the semester, or the following semester, provided no suspension shall extend beyond the regular academic year.~~

It is the policy of the Guthrie Public Schools that a student shall not 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 a 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, or 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 School 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.

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 may 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 plan to the superintendent, superintendent's designee, or principal for approval.

- c. If such disciplinary plan is approved by the superintendent, superintendent's designee, or principal it may be implemented for the student in question.

2. Second Offense:

Suspension out of school for the remainder of the current semester and all of the succeeding semester.

NOTE: Procedural Due Process Rights are for ALL out-of-school suspensions. The Due Process steps are outlined in the GPS Policy Manual and this handbook will govern administrative procedures to be followed in the enforcement of this policy.

The judgment of the Administrator will take precedence on each infraction.

TOBACCO

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco) in any form by students while attending school, on school premises, or at school sponsored activities, is prohibited. Any student in violation of said policy will face immediate disciplinary action:

1st Offense: Parent conference/phone contact and suspension from school for three (3) days.

2nd Offense: Parent conference/phone contact and suspension from school for five (5) days.

3rd Offense: Suspension from school for ten (10) days.

DISCIPLINARY SANCTIONS: Disciplinary sanctions (consistent with local, state, and federal law), up to and including expulsion and referral for prosecution, shall be imposed on students who violate the standards of conduct.

The judgment of the Administrator will take precedence on each infraction.

BB: STUDENT DROP OFF and PICK UP

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

Pick Up: Children need to be picked up by 3:30 p.m. There is **No Supervision** after 3:40 p.m. We know there are emergencies that may happen, please contact the school before 2:30 p.m. to make arrangement for your child's pick up. **GUES administration will reach out to parents/guardians who are consistently dropping students off before 7:30 am and/or picking up after 3:40 pm. If a solution is not found, the school will report to appropriate authorities to include Guthrie Police Department, Logan County Sheriff's Office and/or the Department of Human Services (DHS), for the welfare of the child.**

CC: STUDENT ORGANIZATIONS

Guthrie Public Schools believes school sponsored student organizations can advance educational goals. A list of school sponsored clubs and organizations are on the District

website and in each site handbook. If you wish to withhold permission for your student to join or participate in one or more of the clubs or organizations that are necessary for a required course of instruction, you must notify the building principal in writing and retrieve your student from such participation. 70 §24-105 via H.B. 1826 (2009)

DD: STUDENT REPORTS

Report cards are distributed at the end of each nine weeks. In addition to report cards, progress reports will be given to parents throughout the year communicating their child's progress. Parents are to take advantage of opportunities to communicate with their child's teacher through notes, email, calls, visits, or meetings at a mutually convenient time. Notes, calls, visits, and meetings will be kept in a teacher log.

Parent/Teacher Conferences are also very important for parents to attend to receive additional information about their child's progress and have one on one time with the teacher(s) for questions. **Parents are encouraged to sign up and monitor their child's grades and progress through the Online Gradebook. Go to www.guthrie.net under the Parent section and complete the request for Online Gradebook Access form.**

Elementary Parent/Teacher Conferences are held at the end of the first nine weeks and after the end of the second nine weeks in the second semester period. In addition to communicating with the teacher, parents communicate an important message to their children about their interest in the child's progress and the importance of school. Our best partners in providing an outstanding educational program are our parents.

EE: STUDENT WORK

HOMEWORK

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

MAKE UP WORK & WORK SUBMITTED LATE

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

FF: TELEPHONE

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

GG: TEXTBOOKS & LIBRARY BOOKS

Textbooks are loaned by the Guthrie Board of Education without charge. Teachers will

distribute textbooks during the first few days of school. At the end of the year, all textbooks will be returned to the teachers. Replacement costs will be assessed for lost textbooks and/or library books and for damage through negligence or vandalism to books or other school property. If a student accidentally causes damage, they should report it to their teacher immediately so that the damage is not misconstrued as vandalism. If fines have been paid on books that are later found during the current school year, the money will be refunded to the student. (See Refund Policy)

REFUND POLICY

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

HH: VANDALISM

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

II: VISITORS

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

JJ: WEBSITE

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

KK: WELLNESS POLICY

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

LL: WIRELESS COMMUNICATION DEVICES

Students may possess a cellular telephone or other electronic communication devices while on school premises or in transit under the authority of the school provided the device is turned off and out of sight during class time and during all school or school related activities. Students found to be using any electronic device for any illegal purpose, in a manner which violates privacy, or to in any way send or receive personal messages, data, or information that would

constitute cheating on tests, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. School personnel have the authority to detain and search or authorize the search of any student upon suspicion that the student is in violation of district policy. If a student violates district policy they may lose the privilege to possess a wireless communication device, or be suspended from school for a period not to exceed the current school semester and the succeeding semester.

DISCLAIMER

All of the preceding discipline steps within this handbook 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.

ASBESTOS MANAGEMENT PLAN

In accordance with Federal law, Guthrie Public Schools has been inspected and approved for asbestos management.

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

ADMINISTRATION

BOARD OF EDUCATION

Jennifer Bennett-Johnson
Gina Davis
Ron Plagg
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, Assistant Superintendent
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

TABLE OF CONTENTS

SCHOOL CALENDAR	4
SCHOOL TITLE 1 SCHOOL-PARENT COMPACT TO THE STUDENT	5
MISSION STATEMENT / EXIT OUTCOMES	6
BELL SCHEDULE	7
ABSENCES	7
ASSIGNMENTS WHEN ABSENT	7
ATTENDANCE	7-8
ACTIVITIES	8-9
CHANGE OF ADDRESS	9
CHEATING AND/OR FRAUD	9
CHECKING OUT PROCEDURE	9
NOTICE OF NON-DISCRIMINATION	9-10
CLASSROOM BEHAVIOR	10
CLOSED CAMPUS	10
DETENTIONS	10
DISCIPLINE / BEHAVIOR & CONDUCT	10-11
DISCIPLINARY ACTIONS	11
DRESS CODE	12-13
DRUGS AND ALCOHOL	13
CONSEQUENCES FOR STUDENT VIOLATION OF DRUG	13-14
DUE PROCESS	15
ELIGIBILITY	15-17
ENROLLMENT REGULATIONS	17
FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT	17-18
INCENTIVE TRIPS	18
FIGHTING	19
FINANCIAL OBLIGATIONS	19
FIRE, TORNADO AND EMERGENCY	19
FIREWORKS	19
FOOD AND BEVERAGES	19
GANG CODE / NON SCHOOL SANCTIONED ACT.	19-20
GRADING SYSTEM	20
GUIDANCE COUNSELING	20
HALL CONDUCT	20-21
HALL PASSES	21
HEALTH & MEDICATION	21
HOMEBOUND POLICY	21
IMMUNIZATION	22
INSURANCE	22
INTIMIDATION / HARASSMENT	22-23
LEWD AND/OR IMMORAL BEHAVIOR	23
LOCKERS	23
LOST AND FOUND	23
LUNCH ROOM OFFENSES	23
MAKE UP WORK	23
NATIONAL JUNIOR HONOR SOCIETY	24
OKLAHOMA STATE HONOR SOCIETY	24
OKLAHOMA STATUTES	24
PLANBOOK.COM	24
PLEDGE OF ALLEGIANCE / NATIONAL ANTHEM	25
HONORS COURSES	25
PROFANITY	25

PROFICIENCY BASED PROMOTION	25
PUBLIC DISPLAY OF AFFECTION	25
RACIAL SLURS	26
RESTRICTED AREAS	26
PROCEDURES & RESPONSIBILITIES FOR STUDENTS	26-27
SATURDAY / WEDNESDAY SCHOOL	27
SCHOOL ACTIVITIES	28
SEXUAL HARASSMENT	28
SOLICITING	28
STUDENT CONDUCT	28
STUDENT SEARCH	29
STUDENT WELFARE / CHILD ABUSE	29
SUBSTITUTE POLICY	29
SUSPENSIONS	29
TARDIES	29-30
TELEPHONE USAGE	30
TEXTBOOKS	30
THEFT	30-31
THROWING OBJECTS	31
TITLE IX STATEMENT	31
TOBACCO	31
TRANSPORTATION	31-32
TRUANCY	32
TRUANCY LAW	32
UNWRITTEN REGULATIONS	32
VANDALISM AND OTHER OFFENSES	32
VENDING MACHINES	32
VISITORS	32
WEAPONS	33
WEATHER	33
WIRELESS TELECOMMUNICATION DEVICES	33-34
WITHDRAWAL FROM SCHOOL	34
ASBESTOS MANAGEMENT PLAN	34
DISCLAIMER	35

Guthrie Public Schools

School Calendar 2019-2020

August

S	M	T	W	T	F	S
					1	2
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
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 40+4
 2nd Quarter 41
 3rd Quarter 49+1
 4th Quarter 45
 175 Days Taught
 5 Professional Days
 180 Days Total

AUGUST
 15-16-19 Teacher In-Service
 20 - First Day of Classes

SEPTEMBER
 2 - Labor Day
 23 - Professional Day

OCTOBER
 16 - End of First Quarter
 17 and 18 Fall Break
 22 - P/T Conf (Elementaries)
 24 - P/T Conf (GHS and GJHS)
 25 - Homecoming (2:10 PM Dismissal)
 29 - P/T Conf (All Sites)

NOVEMBER
 25-29 Thanksgiving Break

DECEMBER
 20 - End of 2nd Quarter
 Dec 23 - Jan 3 Winter Break

JANUARY
 6 - Classes Resume
 20 - Martin Luther King Day
 28 and 30 - P/T Conf (Elementaries)

FEBRUARY
 17 - Professional Day

MARCH
 10 and 12 - P/T Conf (GHS and GJHS)
 13 - End of 3rd Quarter
 16-20 Spring Break

MAY
 22 - Last Day of Classes
 25 - Memorial Day
 26 - Snow Make-Up Day #1*
 27 - Snow Make-Up Day #2*

Administration - 282-8900
 High School - 282-5906
 Fayer Alternative - 282-5941
 Junior High - 282-5936
 Upper Elementary - 282-5924
 Charter Oak Elementary 282-5964
 Fogarty Elementary - 282-5932
 Cottrell 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	29

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- Professional Day
- Vacation Day
- Parent/Teacher Conferences
(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 1/14/2019

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 should report to the gym.

Bell Schedule

8:00	First Bell/Transition Time
8:15-8:55	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
2:25-3:10	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 assigned an unexcused absence (AU). Upon verification from a parent, the student’s absence will be changed to an excused absence (AB for personal business, AM for undocumented illness, AD for documented 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, 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 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.)
21. Leggings or jeggings worn under shorts or skirts that don’t meet dress code. (If leggings/jeggings are worn as the primary attire, shirts must be long enough to fully cover all areas appropriately).

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 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 dangerous 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 current 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



FAVER ALTERNATIVE SCHOOL

1002 EAST PERKINS

Home of the Bluejays



2019-2020 Student-Parent Handbook

Alphabetical Index of Handbook – Will be updated before final printing.

Absence Definitions	8
Administration	3
AIDS Prevention Education	25
Asbestos Management Plan	25
Attendance	7
Before & After School	8
Cafeteria	8
Celebrate Freedom Week	25
Cell Phones	9
Change of Address	9
Cheating/Plagiarism	9
Checking Out Procedure	9
Civil Rights Compliance	26
Computer/Internet Use	26
Diabetes Management	28
Disclaimer	34
Dress Code & Appearance	10
Driver's License Verification	11
Drugs & Alcohol	11
Due Process	12
Early Graduation	13
Eligibility	28
Emergency Situations	30
Enrollment Regulations	29
FERPA	30
Field Trips	13
Fighting / Assault	13
Financial Obligation	14
Fireworks	14
Food & Drink	14
Gambling	14
Gang Code/Non-Sanctioned Activities	14
Grade Classification	14
Grading System	15
Graduation Policy	31
Graduation Requirements	31
Hall Passes	15
Health & Medication	15
Homebound Policy	16
Honor Rolls	16
Immunization	34
Insurance	34
Intimidation / Harassment	16
Lewd &/or Immoral Behavior	16
Lockers	16
Lunch	16
Meridian Technology Center	17
Mission Statement & Exit Outcomes	3

National Honor Society	17
Off Limits Area	17
Office Phone Numbers	3
Oklahoma Statutes	17
Parent Conferences w Teachers	18
Parent's Right to Know/ESSA	6
Parent-Student-Teacher Compact	5
Pledge of Allegiance/National Anthem	18
Privacy	18
Profanity	18
Proficiency-Based Promotion	18
Public Display of Affection	18
Racial Slurs	18
School Activities	19
School Calendar	4
Security	19
Sexual Harassment	19
Signs	19
Soliciting	19
Student ID Badges	19
Student Search	19
Student Welfare / Child Abuse	19
Substitute Teacher Policy	19
Suspensions	19
<u>Tardies</u>	20
Telephone Usage	20
Testing for Placement	20
Testing Out of Classes	20
Textbooks	21
Theft	21
Throwing Objects	21
Title IX	34
Tobacco	21
Transcripts	21
Transportation	22
Truancy	22
Truancy Law	22
Unwanted Touching	22
Unwritten Regulations	22
Valedictorian / Rank in Class	22
Vandalism & Other Offenses	23
Vehicles	23
Vending Machines	23
Visitors	23
Weapons	23
Weather	24
Withdrawal from School	24

ADMINISTRATION

BOARD OF EDUCATION

Tina Smedley, President
Janna Pierson, 1st Vice President
E. Sharon Watts, 2nd Vice President
Gina Davis, Board Clerk
Jennifer Bennett-Johnson, Deputy Board Clerk
Ron Plagg, Member
Travis Sallee, Member

DISTRICT OFFICE: 282-8900

Dr. Mike Simpson, Superintendent of Schools
Mr. Doug Ogle, Assistant Superintendent
Mrs. Michelle Chapple, Chief Financial Officer
Ms. Carmen Walters, Director of Federal Programs / Elementary Education

FAVER SCHOOL OFFICE

Main Office – Juana Benson, Director 282-5941

HIGH SCHOOL OFFICES

Main & South Office	282-5906
North Office	282-5913
Chris LeGrande, Principal	282-5906
Bret Stone, Assistant Principal	282-5906
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.	

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!

Guthrie Public Schools

School Calendar 2019-2020

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 40+4
 2nd Quarter 41
 3rd Quarter 49+1
 4th Quarter 45
 175 Days Taught
 5 Professional Days
 180 Days Total

AUGUST
 15-16-19 Teacher In-Service
 20 - First Day of Classes

SEPTEMBER
 2 - Labor Day
 23 - Professional Day

OCTOBER
 16 - End of First Quarter
 17 and 18 Fall Break
 22 - P/T Conf (Elementaries)
 24 - P/T Conf (GHS and GJHS)
 25 - Homecoming (2:10 PM Dismissal)
 29 - P/T Conf (All Sites)

NOVEMBER
 25-29 Thanksgiving Break

DECEMBER
 20 - End of 2nd Quarter
 Dec 23 - Jan 3 Winter Break

JANUARY
 6 - Classes Resume
 20 - Martin Luther King Day
 28 and 30 - P/T Conf (Elementaries)

FEBRUARY
 17 - Professional Day

MARCH
 10 and 12 - P/T Conf (GHS and GJHS)
 13 - End of 3rd Quarter
 16-20 Spring Break

MAY
 22 - Last Day of Classes
 25 - Memorial Day
 26 - Snow Make-Up Day #1*
 27 - Snow Make-Up Day #2*

Administration - 282-8900
 High School - 282-5906
 Faver Alternative - 282-5941
 Junior High - 282-5936
 Upper Elementary - 282-5924
 Charter Oak Elementary 282-5964
 Fogarty Elementary - 282-5932
 Cotteral 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

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23	24	25	26	27	28	29

March

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

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May

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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

Board Approved 1/14/2019

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

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.

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.

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 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.

Attendance Reports:

High School students may request an attendance report from the Office. A parent may come in and pick up an attendance report at any time in the 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 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

Building hours will be posted outside the Office. No student will be in the building before or after these hours 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 and 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, **taking the food of others**, etc.) will result in ~~cafeteria duty clean up or lunch detentions~~. **the appropriate disciplinary action.**
- No food deliveries will be allowed on campus during the school day with the exception of parents bringing food to their own student **at the beginning of the lunch period and delivered to the office.**

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. 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. The phone will be returned at the END of the session.
- Subsequent Offenses: device confiscated and the Office will administer additional discipline ranging from community service to out-of-school suspension.

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 Office. Any phone number changes for the School Messenger / Remind system should be turned in immediately to the 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 1-day suspension
- 3rd Offense: grade of “0” for assignment or test plus a 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 Office by the parent/guardian is required before the student will be allowed to check out. Students must sign out in the Office before leaving campus. Upon returning to school, the student is required to check back in at the 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.~~

Faver Alternative School operates under a closed campus policy. Leaving campus without permission will result in disciplinary action from the Office. ~~A full day student cannot check out at lunch 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.~~

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 Statute tit. 70§24-138.
- B. When it appears to a teacher or administrator that a student may be under the influence of low-point beer, alcoholic beverages, or controlled substances (drugs), the teacher or administrator will report the matter in writing to the school principal or his/her designee. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.
- C. The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled substances.

DUE PROCESS

A. SUSPENSION OF TEN DAYS OR LESS

1. An appeal to the building level Appeals Committee can be requested, by letter, to the school principal within five (5) calendar days after the principal's out-of-school suspension decision is received by the student and/or his or her parent. The out-of-school decision becomes final and non-appealable if a request for appeal is not received within the time frame described above.
2. Upon receipt of the appeal request, the principal shall confirm that the student's out-of-school suspension falls within the category out-of-school suspensions for which an appeal to the Appeals Committee is authorized to hear. If for any reason the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to the long-term out-of-school suspension must be followed.
3. The Appeals Committee will conduct an investigation, in an informal manner, and make a decision (by majority vote) as to the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. The Appeals Committee reserves the right to amend, rescind, or alter the length of suspension based on its findings.
4. The decision of the Appeals Committee shall be final and non-appealable.

B. SUSPENSION IN EXCESS OF TEN DAYS:

1. A parent or student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools.
2. An appeal must be submitted to the Superintendent of Schools, or designee, at 802 East Vilas, Guthrie, OK.
3. If no appeal is received within five (5) calendar days 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.~~

EARLY GRADUATION

Students enrolled through Guthrie Public Schools are afforded the opportunity to graduate early via online coursework, the Bluejay Academy or Faver Alternative School. If the required coursework is completed prior to commencement exercises in May, diplomas will be issued in early June with the other members of the current academic year's graduating class.

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, elective classes, etc.)

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 at or near any computer station.

GAMBLING

No gambling in any form will be allowed at Faver 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

Progress can be checked at any time through the Edgenuity Family Portal.

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.

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

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.

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 may 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.

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.

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

Off limits areas will be outlined during a student's first day of class. Infractions will be dealt with in the Office.

OKLAHOMA STATUTES

Action(s) defined as crimes under OKLAHOMA STATUTES 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.

PARENT CONFERENCES WITH TEACHERS

Parent-Teacher Conferences are arranged through a teacher, counselor or administrator. Parents should phone or email to avoid conflicting appointments.

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: before or after school community service
- 2nd & Subsequent Offenses: parent contact and possible student suspension

Profanity used while in conversation with a staff member will result in community service assignment. If the profanity is directed toward a staff member, it will be classified 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.

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.)

SCHOOL ACTIVITIES

Students who misbehave (i.e., run, roam, harass, fail to cooperate with school officials) at school activities will be dismissed from the activity without a refund and can face additional administrative action.

SECURITY

While every attempt will be made to protect property, all cars should be locked and valuables left at home.

SEXUAL HARASSMENT

Sexual harassment is any type of verbal / physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand / body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers a wide 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 Faver 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 for building access. 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 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

Any time missed from class is to be made up.

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.

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.

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. Official transcripts are processed at the Guthrie High School Registrar's Office. 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.

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.

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 5 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.

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.

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 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 disciplinary measures.

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 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 Office for assistance. Visitors with infants must remain in the 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 Faver Office then the GHS 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 noticed 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 admission 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 Eduacativa de 1972, en el Acto de Era de Discriminacion de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para mas informacion con respecto a estas leyes pueden ser recibidas por el coordinador de quejas.

Nombre / Titulo: Superintendente de las Escuelas
Publicas de Guthrie

Direccion de Oficina: 802 E. Vilas, Guthrie, OK 73044

Numero Telefono (correro de voz / TDD (405) 282-8900

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.

LOCK IN-- The alert for intruder Lock In will be a series of long, short, long, short ringing of the bells.

LOCK OUT– The alert for 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
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 <i>or</i> 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 (8 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.

<u>Site</u>	<u>Hours</u>
Logan County Health Dept. 215 Fairgrounds Road Guthrie, OK 73044 405-282-3485	Daily Monday thru Friday 8:00 a.m. – 11:00 a.m. & 1:00 p.m. – 4:00 p.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. 1-1, 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 on the Guthrie Public Schools website at www.guthrieips.net.



GUTHRIE HIGH SCHOOL
200 Crooks Drive

Home of the Bluejays



2019-2020 Student-Parent Handbook

ADMINISTRATION
BOARD OF EDUCATION

Jennifer Bennett-Johnson
Travis Sallee
Tina Smedley
Janna Pierson
E. Sharon Watts
Gina Davis
~~Terry Pennington~~ Ron Plagg

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.	

ALPHABETICAL LISTING OF CONTENTS

Absence Definitions	9
Activities / Sports	9
Administration	2
AIDS Prevention Education	27
Announcements	9
Asbestos Management Plan	27
Assignments when Absent	9
Attendance	9
Before & After School	10
Bell Schedules	5
Cafeteria	11
Celebrate Freedom Week	27
Cell Phones	11
Change of Address	11
Checking out Procedure	12
Civil Rights Compliance	27
Class Officers & Queens	12
Closed Campus Policy	12
Computer/Internet Use	28
Concurrent Enrollment	12
Dances	12
Detention	12
Diabetes Management	29
Disclaimer	33
Dress Code & Appearance	13
Driver's License Verification	13
Drugs & Alcohol	14
Dua Process	15
Early Graduation	15
Elections	15
Eligibility	29
Emergency Situations	31
Enrollment Regulations	30
Field Trips	15
Fighting / Assault	15
Financial Obligation	16
Food & Drink	16
Gambling	16
Gang Code / Non-Sanctioned Activities	16
Grade Classification	16
Grading System	17
Graduation Policy	31
Graduation Requirements	32
Guidance Services	17
Hall Passes	17
Health & Medication	17
Homebound Policy	17
Honor Rolls	18
Immunization	32
In-School Supervision (ISS)	18
Insurance	32
Interscholastic Sports	18
Intimidation / Harassment	18
Lewd &/or Immoral Behavior	18
Lockers	18
Lunch	18
Make Up Work	19

Media Center	19
Meridian Technology Center	19
Mission Statement & Exit Outcomes	2
National Honor Society	19
Off Limits Area	19
Office Phone Numbers	5
Oklahoma Statutes	19
Organizations	20
Parent Conferences w Teachers	20
Parent's Right to Know/ESSA	8
Parent-Student-Teacher compact	7
Parent-Teacher Conference Schedule	5
Pledge of Allegiance/National Anthem	20
Profanity	20
Proficiency-Based Promotion	20
Progress Reports	20
Public Display of Affection	20
Racial Slurs	21
Saturday School	21
Schedule Changes	21
School Activities	21
School Calendar	6
School Information	5
School Song	4
Security	21
Semester Test Exemptions	21
Sexual Harassment	21
Signs	21
Soliciting	22
Student ID Badges	22
Student Search	22
Student Welfare / Child Abuse	22
Substitute Teacher Policy	22
Suspensions	22
Tardies	22
Telephone Usage	22
Testing for Placement	22
Testing Out of Classes	23
Textbooks	23
Theft	23
Throwing Objects	23
Title IX	32
Tobacco	23
Transcripts	23
Transportation	24
Truancy / Truancy Law	24
Unauthorized Absence	24
Unwanted Touching	24
Unwritten Regulations	24
Valedictorian / Rank in Class	24
Vandalism & Other Offenses	25
Vehicles	25
Vending Machines	25
Visitors	25
Weapons	25
Weather	26
Withdrawal from School	26

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.

The musical score is written on seven staves in 2/4 time with a key signature of two flats. It includes lyrics and musical notation such as notes, rests, and a double bar line at the end.

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~~ 24th & 29th 4 p.m. – 7 p.m.

MARCH ~~12 & 14~~ 10th & 12th 4 p.m. – 7 p.m.

Guthrie Public Schools

School Calendar 2019-2020

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 40+4
 2nd Quarter 41
 3rd Quarter 49+1
 4th Quarter 45
 175 Days Taught
 5 Professional Days
 180 Days Total

AUGUST
 15-16-19 Teacher In-Service
 20 - First Day of Classes

SEPTEMBER
 2 - Labor Day
 23 - Professional Day

OCTOBER
 16 - End of First Quarter
 17 and 18 Fall Break
 22 - P/T Conf (Elementaries)
 24 - P/T Conf (GHS and GJHS)
 25 - Homecoming (2:10 PM Dismissal)
 29 - P/T Conf (All Sites)

NOVEMBER
 25-29 Thanksgiving Break

DECEMBER
 20 - End of 2nd Quarter
 Dec 23 - Jan 3 Winter Break

JANUARY
 6 - Classes Resume
 20 - Martin Luther King Day
 28 and 30 - P/T Conf (Elementaries)

FEBRUARY
 17 - Professional Day

MARCH
 10 and 12 - P/T Conf (GHS and GJHS)
 13 - End of 3rd Quarter
 16-20 Spring Break

MAY
 22 - Last Day of Classes
 25 - Memorial Day
 26 - Snow Make-Up Day #1*
 27 - Snow Make-Up Day #2*

Administration - 282-8900
 High School - 282-5906
 Faver Alternative - 282-5941
 Junior High - 282-5936
 Upper Elementary - 282-5924
 Charter Oak Elementary 282-5964
 Fogarty Elementary - 282-5932
 Cotteral 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	29

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

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

Board Approved 1/14/2019

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.

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.

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 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~~ **may** 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~~ **may** 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 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.

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.

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. **(Please remove struck out words)**

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.

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.

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.

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~~ **principal (no caps)**

Any student attending a school-sponsored dance, including the Junior-Senior Prom, ~~will~~ **may** 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.

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.~~

Students enrolled through Guthrie Public Schools are afforded the opportunity to graduate early via online coursework, the Bluejay Academy, or Faver Alternative School. If the required coursework is completed prior to commencement exercises in May, diplomas will be issued in early June with the other members of the current academic year's graduating class. (Please make sure this is bold)

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.

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~~ **may be required to** attend a conference with the principal before the ~~student~~ **individual** 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 **or on Social Media** 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, elective classes, etc.)

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

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.

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

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.

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.

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.

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.

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).
- 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 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-Teacher Conferences are arranged through a teacher, counselor or administrator. Parents should phone or email to avoid conflicting appointments.

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.

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 **can be requested through the office, a counselor, or an administrator.** 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~~ a virtual setting.
- ~~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.

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.

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.

Beginning with the class of 2023, candidates for valedictorian may not have a grade below a B on their Transcript.

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.

8th grade courses transcribed for high school credit shall be calculated in overall GPA.

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.

Theft/VANDALISM AND OTHER OFFENSES

Any student committing an act of vandalism, theft, 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~~ **three (3)** 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. 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.

LOCK IN-- The alert for Lock In will be a series of long, short, long, short ringing of the bells.

LOCK OUT– The alert for 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.)

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.

<u>Site</u>	<u>Hours</u>
Logan County Health Dept. 215 Fairgrounds Road Guthrie, OK 73044 405-282-3485	Daily Monday thru Friday 8:00 a.m. – 11:00 a.m. & 1:00 p.m. – 4:00 p.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 on the Guthrie Public Schools website at www.guthrieeps.net.

GUTHRIE HIGH SCHOOL

COURSE CATALOG

2019-2020



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.

Have a strong knowledge base.

Show concern for the welfare of others.

Be self-directed, lifelong learners.

Be productive members of society.

Be effective communicators.

Be creative and complex thinkers.

Be problem solvers.

Be cooperative learners and workers.

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:

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. 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.
5. Students who need more than one unit (credit) for graduation WILL NOT be permitted to participate in graduation exercises as per Oklahoma State Law.
6. 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.
7. Concurrent enrollment will be available for Guthrie High School students as per state regulations.
8. 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
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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.

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 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.

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						

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 3 credits	Biology I 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.

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 or World Language (required)	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)
Fine Art (required)	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 40 & 41 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	Course Name	Page
Language Arts	12	U.S. Army JROTC	32
Science	18	Special Education	34
Foreign Languages	21	Leadership	34
Mathematics	22	Agriculture Education	35
Social Studies	23	Family and Consumer Sciences	36
Technologies, Careers & PFL	26	Student Assistants	38
Music	27	Concurrent College Enrollment	39
Art	29	Meridian Technology Center	41
Physical Education	30	Sample Graduation Worksheets	42

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 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
(Fine Arts course)

Program Eligibility: Oklahoma's Promise

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
(One semester course) (Fine Arts course)

Program Eligibility: Oklahoma's Promise, NCAA

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
(One semester course) (Fine Arts course)

Program Eligibility: Oklahoma's Promise, NCAA

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
(Fine Arts course)

Program Eligibility: Oklahoma's Promise

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: \$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.

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

Program Eligibility: None

(A STEM Education Class)

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 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

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

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.

INDIVIDUAL CAREER ACADEMIC PLAN (ICAP)

Program Eligibility: None

Grade Level: 9,10,11,12

Synopsis: The ICAP Plan- developed with collaboration among student, family and educators- equips students with the awareness, knowledge and skills to create their own individualized, meaningful exploration of college and career opportunities. During the ICAP process, students will discover the pathways that fit their unique talents and learn what academic preparation and experiences will prepare them for in-demand careers, some of which may not exist when they graduate from high school.

JOB SHADOWING
(One semester course)
Grade Level: 12

Program Eligibility: None

Prerequisite: Must be on track to graduate with cohort class; Counselor Permission

Synopsis: This course will allow students to have an early release both 6th & 7th period to shadow a potential career path employee of interest or work with a local place of business in order to promote entrepreneurship, work readiness and financial literacy. Students will participate in the Junior Achievement Curriculum and cannot be paid for work completed during the school day.

KEYBOARDING
(One semester course)

Program Eligibility: None

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
(One semester course)

Program Eligibility: None

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.

WEB PAGE DESIGN

Program Eligibility: Oklahoma's Promise

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)

Program Eligibility: Oklahoma's Promise

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.

CHORALE

Program Eligibility: Oklahoma's Promise

Grade Level: 9, 10, 11, 12

Prerequisite: Approval of Director

Lab Fee: \$50

*Synopsis: 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.***

CONCERT CHOIR

Program Eligibility: Oklahoma's Promise

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.

INSTRUMENTAL MUSIC I, II, III, IV

Program Eligibility: Oklahoma's Promise

Grade Level: 9, 10, 11, 12

Prerequisite: Successful completion of a performing class

Synopsis: High School band is a performance-oriented, highly disciplined organization. Members are expected to attend all performances, which include but may not be limited to, football games, pep rallies, parades, concerts, and contests. Attendance of rehearsals outside the school day will also be required. Individual members will have the opportunity to audition and participate in honor groups and solo/ensemble competitions.

INSTRUMENTAL MUSIC THEORY

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)

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.

Program Eligibility: Oklahoma's Promise

PIED PIPERS

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.***

Program Eligibility: Oklahoma's Promise

GHS SHOW CHOIR (To Be Named)

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.

Program Eligibility: Oklahoma's Promise

ART

All courses in this section are classified as Fine Art credits.

3D ART SCULPTURE

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

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

Program Eligibility: Oklahoma's Promise

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

INTRO TO ART

Program Eligibility: Oklahoma's Promise

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 media; 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.

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	9-12	Spring
Track-Girls	9-12	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

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.

Grade Level: 9,10,11,12

Prerequisite: Application Process

Synopsis: Guthrie Public Schools is committed to offering a variety of blended learning opportunities.

Students who apply and are accepted will take up to 100 % of their courses online. Students will also have the option to take one elective course and be able to compete in extracurricular activities.

All students accepted into Bluejay Academy will be required to take four rigorous core courses and three elective classes per semester. Students will be required to meet with a certified GPS instructor weekly to check and monitor progress.

Bluejay Academy is designed for students who are highly motivated, have strong parental support and are self-initiated learners.

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, 2019 through June 30, 2020.
- Payment Terms:** **Meridian Technology Center** will disburse funds in two increments: the first installment to be paid on or before October 1, 2019 and the second installment paid on or before February 1, 2020.
- 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 2019-2020 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

6-17-19

Date

LOAN AGREEMENT FOR CHILD NUTRITION FUND DEFICITS

This contract and agreement, made and entered into the 8th day of July, 2019 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, 2020.

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, 2019 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. If during the first year of the agreement, the location desires to change price or commission structures, they must notify Imperial in writing 60 days prior to contract date. Imperial retains the right of first refusal and will respond to counter to competitive proposals within ten (10) business days.
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:

Single Serve Chips	\$1.00
Large Single Serve Chips	\$1.25
Large Snacks	\$1.25
Cereal Bars	\$1.25
Pastry - mandated product	\$1.35
Beef Jerky	\$2.25

Standard Set – Teacher Lounge:

Chips	\$1.00
Candy	\$1.35
Large Candy	\$1.65
Pastry - non-mandated	\$1.50
Beef Jerky	\$2.25

ALL PRICING ABOVE IS GUARANTEED UNTIL JULY 2020

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

change order

Owner Architect Contractor Field Other

project: HS HVAC Replacement

change order no.: 1

owner: Guthrie Public Schools

date of issuance: 7.1.19

to: Innovative Mechanical LLC
7413 NW 84th
Oklahoma City, OK 73132

architect: The Stacy Group
222 east 10th street plaza,
Edmond, OK 73034

architect's project no.: 1728

The Contract is changed as follows:

Items:

COR 1: Remove asbestos (from contingency) \$17,890.00

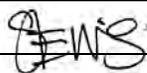
Contingency Remaining \$32,110.00

Not valid until signed by the Owner, Architect and Contractor.

The original Contract Sum\$1,698,000.00
 Net change by previously authorized Change Orders \$ 0.00
 The Contract Sum prior to this Change Order was \$1,698,000.00
 The Allowance will be decreased by this Change Order(\$17,890.00)
 The new Contract Sum including this Change Order will be \$1,698,000.00
 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:

The Stacy Group ARCHITECT 222 E. 10 th St. Plaza Address Edmond, OK 73034	Innovative Mechanical LLC CONTRACTOR 7413 NW 84 th Address Oklahoma City, OK 73132	Guthrie Public Schools OWNER 802 E Vilas Address Guthrie, OK 73044
BY 	BY _____	BY _____
DATE 7.1.19	DATE _____	DATE _____

Crystal Creek LLC

June 14, 2019

Innovative Mechanical
Attn: Dustin Demory
7413 NW 84th Street
Oklahoma City, OK 73132

REF: Asbestos Abatement Guthrie High School, OK 73533

Dear Mike,

Crystal Creek LLC is pleased to provide a quote for removing of asbestos at Guthrie High School, Guthrie, OK. Our quote for conducting the abatement is based on testing by Dan Tracy & site visit by Michael Jenkinson, P.E.

Removal of asbestos duct tape per ODOL & cleanup ducts in parking lot. \$12,990.00

Option 1

Removal of asbestos duct tape from air handler in gym & girls locker room. \$ 4,900.00

SOW:

Removal of Drywall, Asbestos Containing Drywall Texture & Joint Compound:

- Removal of Asbestos Duct Tape.
- Disposal and Waste Manifest.
- Third Party Air Monitor.
- Oklahoma Department of Labor permits and fees.
- All work according to state and federal standards.

All work will be accomplished in accordance with all Local, State and Federal Regulations.

Assumptions:

- Owner will shut off power to the work area (if required) and provide access to electric power outside Abatement Area sufficient to power all abatement equipment and lights in a safe and efficient manner.
- Owner will provide a water source for decon showers in an area adjacent to containment.

Thank you very much for giving us the opportunity to assist you with this project.

Respectfully,



Michael Jenkinson, P.E.
405-317-4856

GUTHRIE HIGH SCHOOL

200 Crooks Drive
Guthrie, Oklahoma 73044

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

"Home of Champions"

DR. MIKE SIMPSON
SUPERINTENDENT

CHRIS LEGRANDE
PRINCIPAL

BRET STONE
ASSISTANT PRINCIPAL

DUSTIN THROCKMORTON
ASSISTANT PRINCIPAL

JON CHAPPELL
ATHLETIC DIRECTOR

June 3, 2019

To: Dr. Mike Simpson & Guthrie Board of Education

This is a request by the Guthrie FFA Chapter for consideration to institute a shooting sports team through our organization. Shooting sports has been a popular event among FFA chapters across the state and there is much interest from students in the FFA as well as individuals at the high school to participate in this type of event. In this activity, all students are responsible for providing their own shotgun as well as ammunition. At no time are any firearms transported in a school vehicle or brought onto school property. Silverleaf Shotgun sports would like to partner with Guthrie FFA to allow students a safe and effective place to practice. The FFA would pay Silverleaf to practice at this facility and practices would take place once a week. Cost for a weekly practice would equate to roughly \$100 per week and would be paid for by the FFA. Silverleaf owners are certified shooting sports coaches that have participated on both a collegiate and national level. They are excited to see a program like this come to Guthrie as they have had other schools such as Shawnee, Chandler, as well as various schools in our area previously practicing at their facility. There are several colleges who also compete in the shooting sports activities and offer scholarships ranging from tuition to a full ride to contend for them as well. In addition, we have had several community members offer support for this type of program including Logan County Sheriff, Damon Devereaux.

I would like to address the number one concern of safety. Anytime you deal with firearms and students, safety protocols are at the very core of this type of initiative. In order to ensure that shooting sports is done in a safe and orderly manner, there will be several things instituted to make sure students are protected at all times.

Step 1) Any student who wishes to participate in the shooting sports event regardless of previously passing a hunter education class will be required to take a hunter education class and pass as required by the Oklahoma Department of Wildlife. In addition, parents will sign a waiver and permission form that does not hold Guthrie Public Schools, Silverleaf Shooting Sports, or any volunteers liable.

Step 2) All firearms would be inspected by either a Oklahoma Department of Wildlife game warden or an Oklahoma certified law enforcement officer.

Step 3) During any practice, there will be a law enforcement officer in attendance to help run activities and oversee safety.

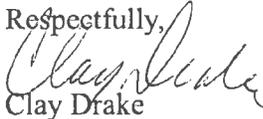
Step 4) The owner of Silverleaf is a certified shooting sports coach and range officer which helps to develop core instruction as well as proper gun handling and safety by students.

Step 5) During the state qualifying events, the Department of Wildlife provides all firearms and ammunition.

Step 6) The student and/or parent/guardian is responsible for transporting the firearm to the practice facility and at no time can any firearm be brought onto Guthrie Public School Property. Bringing a firearm on school premises may subject student/parent/guardian to legal charges and violation of school policies. No exceptions will be made!

I would like to conclude by asking that you as well as the Board of Education consider allowing us to implement shooting sports into the Guthrie FFA curriculum and permitting students to represent Guthrie Public Schools at statewide competitions.

Respectfully,



Clay Drake

FFA Instructor

From: Clay Drake [mailto:clay.drake@guthrieips.net]
Sent: Monday, June 24, 2019 3:24 PM
To: Mike Simpson <mike.simpson@guthrieips.net>
Subject: Shooting Sports

So here is the list I have been able to track down so far. Most of the schools participate through the FFA as it will show by being highlighted in yellow. Also is the co-op agreement with the Oklahoma Department of Wildlife. They offer a grant for equipment but we are not required to take this equipment on and being that we will be able to practice at Silver Leaf I would choose not to so that we are not keeping track of extra equipment. Please let me know if you have any questions.

Thank you

--

Clay Drake

Guthrie Agriculture Education

(405) 334-1613

(405) 260-6372

Schools highlighted in yellow shows programs
are done through the FFA

School Name	Year Certified
Achille High School	2014
Agra High School	2014
Alex Schools	2019
Altus High School*	2014
Alva Schools	2016
Anadarko Schools	2016
Arkoma Schools	2015
Arnett Schools	2017
Balko Schools	2016
Battiest High School*	2014
Beaver Schools	2015
Beggs High School*	2014
Bethel Schools	2018
Big Pasture School	2019
Blair High School	2014
Blanchard	2016
Bluejacket Schools	2015
Boise City Schools	2017
Bokoshe Schools	2015
Boone-Apache Schools	2018
Boswell Schools	2017
Braggs	2016
Bray-Doyle	2016
Bristow	2016
Broken Bow Schools	2015
Butner Schools	2015
Cache Schools	2015
Calera Schools	2015
Calumet High school*	2014
Calvin High School	2014
Cameron Schools	2017

Schools highlighted in yellow shows programs
are done through the FFA

Caney High School*	2014
Canute	2016
Carnegie Schools	2015
Carney High School*	2014
Cave Springs High School	2014
Cement Schools	2017
Chandler High School*	2014
Checotah High School	2014
Chelsea Schools	2017
Chisholm High School	2014
Chouteau-Maize Schools	2017
Cimarron Schools	2017
Clayton Schools	2016
Clinton Schools	2015
Colbert Schools	2015
Colcord High School	2014
Coleman Schools	2017
Commanche School	2019
Copan	2016
Cottonwood Schools (K-8)	2017
Covington-Douglas Schools	2017
Coyle High School	2014
Crowder Schools	2015
Cyril Schools	2015
Depew Schools*	2014
Dickson Schools	2015
Drummond High School*	2014
Drumright Schools	2017
Duke Schools	2015
Durant High School*	2014
Eagletown Schools	2015
Earlsboro High School	2014

Schools highlighted in yellow shows programs
are done through the FFA

El Reno	2016
Elgin Schools	2015
Elk City	2016
Erick Schools	2017
Eufaula High School	2014
Fairland Schools	2017
Fletcher Schools	2016
Fort Gibson High School	2014
Fort Supply Schools	2017
Ft Cobb/Broxtton Schools	2015
Gans Schools	2015
Geronimo Schools	2015
Glencoe Schools	2017
Goodwell Schools	2017
Gore Schools	2016
Greenville Schools (K-8)	2015
Guymon High School	2014
Haileyville Schools	2017
Hardesty Schools	2016
Haworth Schools	2015
Howe High School	2014
Hugo Schools	2017
Hydro-Eakly	2016
Idabel High School	2014
Inola High School*	2014
Jenks School	2019
Jones Schools	2018
Keota Schools	2015
Keys High School*	2014
Kiefer Schools	2017
Kremlin-Hillsdale	2016
Latta Schools	2016

Schools highlighted in yellow shows programs
are done through the FFA

Laverne Schools	2018
Leflore Schools	2018
Little Axe Schools	2018
Living Word Christian Academy (Ratliff City)	2015
Locust Grove High School*	2014
Lone Grove Schools	2016
Luther High School*	2014
Macomb Schools	2017
Mason Schools	2016
McAlester School	2019
McCurtain Schools	2015
McLoud Schools	2016
Merritt School	2019
Midway Schools	2015
Morris High School	2014
Morrison Schools	2016
Moss High School	2014
Navajo Schools	2015
New Lima Schools	2015
Newkirk Schools	2017
Oaks Mission School	2014
Oilton Schools	2017
Okarche High School*	2014
Okemah Schools	2017
Oktaha	2016
Paden Schools	2015
Panola Schools	2017
Paoli High School	2014
Pauls Valley Schools	2016
Pond Creek-Hunter	2016
Porter Schools	2018
Porum High School	2014

Schools highlighted in yellow shows programs
are done through the FFA

Poteau	2016
Prague Schools	2018
Prettywater School (K-8)	2015
Prue High School	2014
Quapaw High School	2014
Quinton Schools	2017
Rattan High School	2014
Ringling High School*	2014
Roland Schools	2017
Rush Springs Schools	2016
Salina	2016
Sand Springs Schools	2016
Savanna	2016
Seiling High School*	2014
Seminole	2016
Sequoyah High School	2014
Sharon-Mutual High School	2014
Shawnee Schools	2017
Snyder Schools	2017
Soper Schools	2017
Sperry	2016
Stilwell High School	2014
Stringtown High School*	2014
Strother Schools	2016
Sweetwater Schools	2016
Taloga Schools	2017
Tecumseh High School	2014
Texhoma Schools	2017
Thomas-Fay-Custer School	2019
Timberlake Schools	2017
Tipton Schools	2017
Turner Schools	2015

Schools highlighted in yellow shows programs
are done through the FFA

Tushka Schools	2015
Union City Schools	2015
Valliant Schools	2015
Vanoss Schools	2018
Verden High School	2014
Warner Schools	2015
Webbers Falls School	2019
Welch Schools	2015
Weleetka High School	2014
Wellston	2016
Wesleyan Christian School	2017
Wilson Schools	2015
Wister High School*	2014
Woodward Schools	2018
Wright City High School	2014
Wyandotte Schools	2017
Wynona School	2019

Additional Schools that are not listed but participate through the FFA programs

- Carl Albert
- Blackwell
- Oologah
- Dewey
- Washington
- Noble
- Cherokee
- Newcastle
- Tahlequah

Mike Simpson

From: Clay Drake
Sent: Tuesday, June 25, 2019 1:54 PM
To: Mike Simpson
Subject: Re: Shooting Sports

For the FFA only district shoots are mid October if you qualify for state it will be first Nov. On the wildlife okssp events districts are mid March and state is first of April if you qualify. There are other events held by different organizations and companies but they vary. These events are open events for some and invitational for others. For example we sell meat products for T & D meats as well as DJ's fundraising. They hold invitational events for schools who sell their products and award prizes.

On Tue, Jun 25, 2019, 1:46 PM Mike Simpson <mike.simpson@guthrieeps.net> wrote:

Clay,

Thanks for this and I have one other question. When are most of the competitions? What days and during school hours? How much missed class time for staff and students?

Thanks,

Dr. Mike Simpson, Superintendent



Guthrie Public Schools

802 E. Vilas

Guthrie, OK 73044

405.282.8900



Board of Education Personnel Reports

Employment Request

Classification						
Certified						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Boyd, Laura	Cotteral	3rd Grade	08/15/19		6	Joni Delaney
Crawford, Sable	GUES	6th Grade ELA	08/15/19		6	Donna Russell
Fite, Kelly	Fogarty	3rd Grade	08/15/19		6	Amanda Perring
Meisner, Mary	GUES	Interventionist	08/15/19		6	Emily Carpenter
Price, Lowell	GUES	6th Grade Reading/ELA	08/15/19		6	Stacie Hoskins
Stevenson, Lea	Junior High	Spec. Ed. Self-Contained	08/15/19		6	Nancy Rodgers
Stringfellow, Jude	GUES	6th Grade Reading/ELA	08/15/19		6	Kary Heath

Classification						
Support						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Cantrell, Christine	Fogarty	Cafeteria Worker	08/15/19	2	6	Kelsey Rodgers
Cooper, Quiche	High School	Paraprofessional	08/15/19	6	7.5	LaDonna Brooks
Doane, Tammy	Charter Oak	Cafeteria 6.5	08/15/19	2	6.5	Cherie Spence
Lavender, Janice	GUES	Spec. Ed. Paraprofessional	08/15/19	3	7.5	Amber Watts
Ringwald, Delta	Cotteral	Cafeteria 7.5 Hrs	08/15/19	2	7.5	Marvin Lewis
Wilson, Billy	High School	Spec. Ed para for single stu	08/15/19	3	7.5	Tristin Volkert

Transfer of Position Report

Classification					
Certified					
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Adams Payne, Catherine	GUES - Spec. Ed.	Cent./Cott. - Spec. Ed.	Tina Jordan	8/15/2019	

Classification					
Support					
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Aitken, Suzanne	JH - Spec. Ed. Para	GUES - Spec. Ed. Para	Sable Crawford	8/15/2019	

Separation of Employment

Classification					
Certified					
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	
Bertels, Emily	High School	Spanish I	Resigning	7/1/2019	
Jordan, Tina	Central	Sp Ed Central/Cotteral	Resigning	6/12/2019	
Perring, Matthew	High School	English	Resigning	6/19/2019	
Perring, Amanda	Fogarty	3rd Grade	Resigning	6/19/2019	
Rollins, Lyndsey	Central	Sp Ed Mild/Mod	Resigning	7/1/2019	
Sawyer, Kara	GUES	Sp. Ed. Elem. Severe/Prof.	Resigning	6/24/2019	

Classification					
Support					
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	
Brooks, LaDonna	High School	Sp Ed Paraprofessional	Resigning	6/12/2019	
Woods, Bryan	High School	Spec. Ed. Paraprofessional	Resigning	6/4/2019	

***Teachers Recommended for Rehire on a Temporary Contract
for the 1st Semester of the 2019-2020 School Year***

<i>Site</i>	<i>Last Name</i>	<i>First Name</i>	<i>Current Assignment</i>
<i>Fogarty</i>	Berryhill	Kaylea	1st grade
<i>GUES</i>	Covarrubias Schlueter	Priscila Sarah	Music Teacher Spec Ed Mild/Mod
<i>Junior High</i>	Green Williams	Dawn Connor	7th-8th Science Title 1 Reading

Monday, June 24, 2019