

AGENDA WITH COMMENTARY

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

**MONDAY
JULY 13, 2020
6:30 P.M.**

AGENDA:

1. Call to Order
2. Roll Call
3. Establish a Quorum
4. Pledge of Allegiance
5. Moment of Silence
6. Recommendation, consideration and vote on reorganization of the Board including:
 - A. Election of President
 - B. Election of First Vice-President
 - C. Election of Second Vice-President
 - D. Election of Board Clerk
 - E. Election of Deputy Board Clerk

(New Officers Take Their Posts)
7. Comments to the Board by:
 - A. Citizens registered to speak to the Board
 - B. Board Members
8. Superintendent's Reports
9. Consent Agenda.....Pages 8-161
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 8, 2020
 - B. Treasurer's Report

- C. Activity Fund Fundraisers as per attached lists
- D. Activity Fund End of Year Transfers as per attached list
- E. End of Year PaySchools Sales Report for 2019-2020 and Fundraiser After Sale Accountability Report for 2019-2020 as per attached list
- F. Encumbrances for 2019-2020 General Fund #'s 1254-1275, Building Fund #'s 538-560, Child Nutrition Fund # 25, and 2020-2021 General Fund #'s 1-210, Building Fund #'s 1-42, Child Nutrition Fund #'s 1-9, Gifts and Endowments Fund #1 and listed change orders and Activity Fund Reports
- G. Fuel bid as recommended by bid committee
- H. Out-of-State Trip Requests:
Clay Drake, Savahanna Rennick, Krystina Powell and AG ED Students-Coffeyville Interstate Fair-Coffeyville, KS-August 9-12, 2020
- I. Contracts/Agreements under \$10,000
 - 1. Agreement with Visual Senses to provide Visual Impairment and Orientation and Mobility Services for 2020-2021.....Pages 149-150

Commentary:

This agreement with Nikki Keck will provide consultation services and orientation and mobility services for students with visual impairment during the 2020-2021 school year. The cost of the service is approximately \$3,500.00 and will be paid through Special Education Project 621 Federal Flow Through funds.

Angie Smedley will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 2. Renewal agreement with Willow Creek Health Care, LLC for Intergenerational Pre-K classroom for the 2020-2021 school year.....Pages 151-155

Commentary:

This will be the ninth year for maintaining a Pre-K classroom at the Willow Creek facility located at 2300 West Noble. This continues to be a win-win situation for both parties.

Carmen Walters will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 3. Agreement with Golden Age Nursing Home of Guthrie, LLC for Intergenerational Pre K classroom for the 2020-2021 school year.....Pages 156-160

Commentary:

This will be the third year for maintaining a Pre-K classroom at Golden Age Nursing Home facility located at 419 East Oklahoma. This is a win-win situation for both parties.

Carmen Walters will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 4. **Agreement with Edgenuity Inc. for 2020-2021 for professional development webinar training.....Page 161**

Commentary:

This agreement will provide professional development to all 6-12 grade teachers throughout the school year with 16 webinars and technical support to help implement Edgenuity for distance learning. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

10. Business Agenda:

- A. **Recommendation, consideration and action upon \$.10 increase for all paid student breakfast and lunch meals.....Pages 162-163**

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 164**

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 165**

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 Activity Fund Handbook for 2020-2021.....Pages 166-201

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.

E. Recommendation, consideration and action upon Jr. High School Student Handbook for 2020-2021.....Pages 202-239

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.

F. Recommendation, consideration and action upon Faver Alternative School Student Handbook for 2020-2021.....Pages 240-274

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.

G. Recommendation, consideration and action upon Guthrie High School Student Handbook for 2020-2021.....Pages 275-310

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 Guthrie High School Course Description Handbook for 2020-2021.....Pages 311-360

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.

I. 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 2020-2021.....Pages 361-362

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.

J. Recommendation, consideration and action upon loan agreement with Child Nutrition Fund for 2020-2021.....Page 363

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 2020-2021 school year. **Michelle Chapple will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

K. Recommendation, consideration and action upon agreement with Imperial Vending for snack vending for 2020-2021.....Pages 364-365

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.

L. Recommendation, consideration and action upon agreement with Renaissance Learning, Inc.....Pages 366-371

Commentary:

Renaissance Star 360 for students enrolled in grades Pre-K through 4th are computer adaptive and curriculum-based measurement assessments. Data from these assessments help educators quickly and accurately measure student performance and find the appropriate instructional path for each student learner. The cost for the 2020-2021 agreement is \$23,476.86. There is a complete explanation of the program's usage in your packet. **Carmen Walters will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

M. Recommendation, consideration and action upon renewal agreement with Northwest Evaluation Association.....Pages 372-373

Commentary:

Measure of Academic Progress (MAP Testing) for students enrolled in grades 5 through 6 is an assessment published by Northwest Evaluation Association. Its computerized tests provide educators the information needed to support effective teaching and learning. The base cost for 2020 is \$6,125.00 which is a decrease in cost from last year. There is a complete explanation of the program’s usage in your packet. **Carmen Walters will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

**N. Recommendation, consideration and action upon Edgenuity Virtual Classroom 2020-2021
Page 374**

Commentary:

Edgenuity is our online instruction vendor. This will be the first year we have our own contract with them. The cost for this program is \$40,000 and includes a seat for all students grades 6-12. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

O. Recommendation, consideration and action upon agreement with Follett School Solutions, Inc. for library inventory software for 2020-2021.....Pages 375-376

Commentary:

This software keeps track of our library books. Our inventories are split up by site. The total cost for 2020-2021 will be \$7,297.50. **Dee Benson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

**P. Agreement with Betsy Chen, BCBA of BC Behavioral LLC, to provide specialized services relating to the provision of educational and behavioral services for students for 2020-2021
Pages 377-379**

Commentary:

This agreement with Betsy Chen may include, but are not limited to: review of records, participation in IEP meetings and other staffings, completion of forms/progress reports, classroom observations, etc. A Behavioral Support Coach will also be provided throughout the length of the contract. This contract runs from August 13, 2020 through May 21, 2021. The fee for these services will be approximately \$20,000. **Angie Smedley will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

Q. Recommendation, consideration and vote to implement the COVID-19 Guidelines as

submitted and to authorize the Superintendent to make such modifications as may be necessary from time to time provided that any material modification shall be reviewed by the Board of Education at its next meeting.....Pages 380-386

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 11. **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 and teacher negotiations for 2020-2021 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**
- 12. **Vote on action as set out on the Personnel Reports.....Pages 387-388**
- 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 8, 2020**

**MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION REGULAR
MEETING HELD AT 6:30 P.M. AT GUTHRIE JUNIOR HIGH SCHOOL, 705 EAST
OKLAHOMA, GUTHRIE, OKLAHOMA ON JUNE 8, 2020**

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

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

1. The meeting was called to order by President Smedley at 6:30 p.m.
2. Members Jennifer Bennett-Johnson, Gina Davis, Janna Pierson, Ron Plagg, Travis Sallee, Chris Schroder and Tina Smedley 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.
- 6A. President Smedley asked the Superintendent if there were any citizens registered to speak to the board.

Superintendent Simpson stated that 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:

Announced tomorrow evening, we will honor our senior scholarship recipients. Each honoree has been given 3 tickets to attend the event. The event will be held in the GHS Gym with social distancing in place.

The graduation plan published on May 5th is still in place. If social distancing is lifted we will have a full-scale graduation on June 26th. If social distancing has not been lifted by that date, we will then postpone the ceremonies until July 17th. We will follow the guidelines in place at that time. In the event that social distancing guidance has not been lifted, each senior will be allowed 4 tickets to the event.

Reported that students enrolled in transcribed courses (all High School courses and Junior High Algebra I) took advantage of the opportunity to raise their grade by 10 percentage points by doing additional work. High School and Junior High students raised 450 grades by continuing their learning above and beyond the distance learning in place.

We are working on contingencies where distance learning would look much different than what we saw this spring. This would be in place in the event that conditions warranted closing our schools for a period of time due to COVID-19. I would encourage families that do not have internet in their homes to explore the many options available. There are multiple options in place for low income families that are greatly reduced in cost.

The Summer projects including the Fogarty renovation and secure vestibules at many sites are well underway and currently on schedule.

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

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

The motion carried with 7 ayes and 0 nays.

9A. President Smedley called for recommendation, consideration and action upon renewal of financial advisor services agreement with Municipal Finance Services, Inc. for 2020-2021.

A motion was made by Plagg and seconded by Bennett-Johnson to approve renewal of financial advisor services agreement with Municipal Finance Services, Inc. for 2020-2021.

The motion carried with 7 ayes and 0 nays.

9B. President Smedley called for recommendation, consideration and action upon amendment to renew agreement with Clearwater Enterprises for the purchase of third-party natural gas for 2020-2021.

A motion was made by Davis and seconded by Pierson to approve amendment to renew agreement with Clearwater Enterprises for the purchase of third-party natural gas for 2020-2021.

The motion carried with 7 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 2020-2021.

A motion was made by Schroder and seconded by Davis to approve renewal agreement with Ms. Teresa Ewing to provide Physical Therapy Services for 2020-2021.

The motion carried with 7 ayes and 0 nays.

9D. President Smedley called for agreement with Kyla Rechlin for Psychoeducational Services for 2020-2021.

A motion was made by Plagg and seconded by Pierson to approve agreement with Kyla Rechlin for Psychoeducational Services for 2020-2021.

The motion carried with 7 ayes and 0 nays.

9E. President Smedley called for recommendation, consideration and action upon contract with Sodexo, Inc. for 2020-2021 for Child Nutrition Services.

A motion was made by Pierson and seconded by Bennett-Johnson to approve contract with Sodexo, Inc. for 2020-2021 for Child Nutrition Services.

The motion carried with 7 ayes and 0 nays.

9F. President Smedley called for recommendation, consideration and action upon Temporary Appropriations for 2020-2021 for the General Fund, Building Fund, Child Nutrition Fund, Gifts and Endowments Fund and Insurance/Casualty Fund.

A motion was made by Sallee and seconded by Davis to approve Temporary Appropriations for 2020-2021 for the General Fund, Building Fund, Child Nutrition Fund, Gifts and Endowments Fund and Insurance/Casualty Fund.

The motion carried with 7 ayes and 0 nays.

9G. President Smedley called for recommendation, consideration and action upon agreement with NORTHchurch, Inc. for facility use for 2020-2021.

A motion was made by Davis and seconded by Pierson to approve agreement with NORTHchurch, Inc. for facility use for 2020-2021.

The motion carried with 7 ayes and 0 nays.

9H. President Smedley called for recommendation, consideration and action upon renewal with OSIG for property, general liability, fleet vehicle and errors and omissions coverage for 2020-2021.

A motion was made by Plagg and seconded by Sallee to approve renewal with OSIG for property, general liability, fleet vehicle and errors and omissions coverage for 2020-2021.

The motion carried with 7 ayes and 0 nays.

- 9I. President Smedley called for recommendation, consideration and action upon renewal with OSAG for workers' compensation insurance coverage for 2020-2021.

A motion was made by Pierson and seconded by Sallee to approve renewal with OSAG for workers' compensation insurance coverage for 2020-2021.

Discussion followed.

The motion carried with 7 ayes and 0 nays.

- 9J. President Smedley called for recommendation, consideration and action upon renewal agreement with Aurora Learning Community Association (ALCA) for 2020-2021.

A motion was made by Schroder and seconded by Bennett-Johnson to approve renewal agreement with Aurora Learning Community Association (ALCA) for 2020-2021.

The motion carried with 7 ayes and 0 nays.

- 9K. President Smedley called for recommendation, consideration and action upon Elementary Student Handbook for 2020-2021.

A motion was made by Davis and seconded by Sallee to approve the Elementary Student Handbook for 2020-2021.

The motion carried with 7 ayes and 0 nays.

- 9L. President Smedley called for recommendation, consideration and action upon Guthrie Upper Elementary Student Handbook for 2020-2021.

Discussion followed.

A motion was made by Schroder and seconded by Sallee to approve the Guthrie Upper Elementary Student Handbook for 2020-2021.

The motion carried with 7 ayes and 0 nays.

- 9M. President Smedley called for recommendation, consideration and action on the following appointments for 2020-2021:

- Michelle Chapple – Purchasing Agent
- Brandi Brown – 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

Discussion followed.

A motion was made by Davis and seconded by Plagg to approve the following appointments for 2020-2021:

- **Michelle Chapple – Purchasing Agent**
- **Brandi Brown – 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 7 ayes and 0 nays.

- 9N. 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 Schroder and seconded by Davis to approve a 4-year lease agreement with ImageWorks for District copiers.

The motion carried with 7 ayes and 0 nays.

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

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

Discussion followed.

The motion carried with 7 ayes and 0 nays.

- 9P. President Smedley called for recommendation, consideration and action upon renewal agreement with Frontline Technologies for Time and Attendance System and AESOP services for 2020-2021.**

A motion was made by Schroder and seconded by Bennett-Johnson to approve renewal agreement with Frontline Technologies for Time and Attendance System and AESOP services for 2020-2021.

The motion carried with 7 ayes and 0 nays.

- 9Q. President Smedley called for recommendation, consideration and action to accept the bid as listed for the Ag Farm for Guthrie Public Schools for 2020-2021.**

A motion was made by Pierson and seconded by Sallee to accept the bid from Hudson Lawn Care Services to mow the Ag Farm for Guthrie Public Schools for 2020-2021.

The motion carried with 7 ayes and 0 nays.

- 9R. President Smedley called for recommendation, consideration and action to approve Change Order #1 for TCS Construction LLC.**

A motion was made by Sallee and seconded by Pierson to approve Change Order #1 for TCS Construction LLC.

The motion carried with 7 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 2020-2021 as listed, teacher negotiations for 2020-2021, periodic annual evaluation and terms of employment of Dr. Michael Simpson, Superintendent of Schools and engaging in confidential communications between the Board and its attorney concerning a pending claim by AT&T Corp., the Board having been advised by its attorney that disclosure will seriously impair the ability of the Board to process the claim in public interest, and, 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, 4 and 7.**

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

The motion carried with 7 ayes and 0 nays. Executive session began at 6:59 p.m.

- 10B. President Smedley acknowledged the board's return to open session at 8:36 p.m.**

- 10C. President Smedley stated that in executive session the following people were present: Jennifer Bennett-Johnson, Gina Davis, Janna Pierson, Ron Plagg, Travis Sallee, Chris Schroder, Tina Smedley, GPS Attorney-John Moyer-by telephone and Dr. Mike Simpson. Only those items listed in agenda item 10 were discussed and no votes were taken.**

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

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

The motion carried with 7 ayes and 0 nays.

- 12. President Smedley called for action upon extra duty assignments for 2020-2021.**

A motion was made by Plagg and seconded by Schroder to approve extra duty assignments for 2020-2021.

The motion carried with 7 ayes and 0 nays.

- 13. President Smedley called for discussion, consideration and possible action to approve a Settlement Agreement with AT&T Corp.**

A motion was made by Davis and seconded by Sallee to approve a Settlement Agreement with AT&T Corp.

The motion carried with 7 ayes and 0 nays.

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

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

- 15. 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.

- 16. A motion was made by Schroder and seconded by Bennett-Johnson to adjourn the meeting.**

The motion carried with 7 ayes and 0 nays.

The meeting adjourned at 8:38 p.m.

Jana Frey, Minutes Clerk

Tina Smedley, Board President



Board of Education Personnel Reports

Employment Request

<u>Classification Certified</u> Name	Site	Teaching Assignment	First Work Day	Hrs. Per Day	Replacing
Abbott, Kaylee	Fogarty	Kindergarten	08-17-20	6	Amanda Shults
Becker, Lyndsey	Central	3 rd Grade	08-17-20	6	Rachel Boyenga
Braid, Lorrie	GUES	6 th Grade ELA	08-17-20	6	Lowell Price
Bramhall, Kara	GUES	Spec. Ed. Mild/Mod.	08-17-20	6	Jennifer Vilade
Carnes, Crystal	JH	Science	08-17-20	6	Dawn Green
Chapmann, Kaylynn	Charter Oak	3 rd Grade	08-17-20	6	Sarah Lausen
Comer, Melissa	Cotteral	Speech Path.	08-17-20	6	Michayla Campbell
Craig, Alyssa	Fogarty	4 th Grade	08-17-20	6	Ally Davis
Dobson, James	HS	Geometry	08-17-20	6	James Strahorn
Parks, Jasmine	GHS	Spec. Ed. co-taught	08-17-20	6	Sharlet Banks
Walters, Kristen	JH	Science	08-17-20	6	Sheila Bingham
Wells, Kelly	Cotteral	3 rd Grade	08-17-20	6	Joyce Wells

<u>Classification Support</u> Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs. Per Day	Replacing
Smith, Tonya	Fogarty	Pre-K Para	08-17-20	3	7.5	Martha Deter

FMLA Requests

Certified:

Support:

Transfer of Position Report

<u>Classification Certified</u> Name	Transferred From	Transferred To	Replacing
Beeby, Laura	Fogarty – Kindergarten	Cotteral – Interventionist	Heather Sarmiento
Benham, Laura	GUES – Spec. Ed. Self-Cont.	HS – Spec. Ed. Self-Cont.	Draper, Grace
Draper, Grace	HS – Spec. Ed. Self-Cont.	Fog. – Spec. Ed. Self-cont.	Leticia Hurst
Hurst, Leticia	Fog.-Spec. Ed. Self-Cont.	GUES – Spec. Ed. Sev./Prof.	Drew Provens
Sarmiento, Heather	Cotteral – Interventionist	Cotteral – 2 nd Grade	Julie Chambers

<u>Classification Classified</u> Name	Transferred From	Transferred To	Replacing
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Board of Education Personnel Reports

Separation of Employment

<u>Classification Certified</u>		Teaching Assignment	Reason for Separation	Effective Date
Name	Site			
Banks, Sharlet	High School	Spec. Ed.	resignation	05-22-20
Chambers, Julie	Cotteral	2 nd Grade	resignation	05-22-20
Provens, Drew	GUES	Spec. Ed.	resignation	05-22-20

<u>Classification Classified</u>		Teaching Assignment	Reason for Separation	Effective Date
Name	Site			
Nephew, Craig	High School	Custodian	resignation	05-15-20
Powell, Julianne	High School	Spec. Ed. Para.	resignation	05-22-20

Guthrie Public Schools
Extra Duties 2020-2021 / 11 and 12 Month Employees

Name	Description	Annual Salary
BEEBY, KELLY	Football Head Coach Gr. 9-12	\$9400.00
BEEBY, KELLY	Summer Athletic Pride \$2000	\$2000.00
BEEBY, KELLY	Track Asst. Coach HS Boys	\$1600.00
BEEBY, KELLY	Weightlifting Head Coach HS	\$1000.00
BENSON, JUANA	Alternative Education 5% 8th month	\$2417.55
BENSON, JUANA	Additional Days (20) Faver Director	\$5641.00
BENSON, JUANA	Alternative Ed Dire - Faver	\$5000.00
BLACKBURN, ROB	Band Director	\$7000.00
BLACKBURN, ROB	Summer Band Pride \$2000	\$2000.00
BLAKEMORE, KRISTI	Additional Days (20)- JH Counselor	\$4577.80
BLAKEMORE, KRISTI	Builders Club	\$400.00
BLAKEMORE, KRISTI	Counselor JH	\$600.00
BROWN, BRANDI	Fixed Assets	\$3000.00
CARPENTER, EMILY	Intern Assistant Principal	\$5000.00
CHADD, ANNIE	Additional Days (20) HS Counselor	\$5741.80
CHADD, ANNIE	AP Coordinator HS	\$500.00
CHADD, ANNIE	Counselor HS	\$600.00
DARCY, TERRY	Team Leader Elective	\$500.00
DARCY, TERRY	Vocational JH Tech	\$2200.00
DRAKE, CLAY	Additional Days C.D. VoAg	\$8920.60
DRAKE, CLAY	Vocational HS Ag	\$2600.00
FREY, JANA	Clerk of the Board	\$6000.00
HUGHES, SHAY	Bus Loading 1st Sem Fogarty	\$500.00
HUGHES, SHAY	Bus Loading 2nd Sem Fogarty	\$500.00
JARRED, KARY	Webmaster - District	\$2000.00
JARRED, KARY	District Registrar	\$3000.00
UNASSIGNED	Additional Days (20)- JH Counselor	
UNASSIGNED	Builders Club	\$400.00
UNASSIGNED	Counselor JH	\$600.00
MAKER, JESSICA	Vocational HS FCS	\$2200.00
MESHEW, RIC	Golf Head Coach HS Boys	\$2700.00
MURRAY, CARLY	Additional Days (10) Admin	\$2216.90
OWEN, LAUREN	Vocational JH FCS	\$2200.00
PETERMAN, SCOTT	Vocational JH Tech	\$2200.00
POWELL, KRYSTINA	Additional Days K.P. VoAg	\$7387.80
POWELL, KRYSTINA	Vocational HS Ag	\$2600.00
RENNICK, SAVAHANNA	Additional Days - VoAg	\$7469.36
RENNICK, SAVAHANNA	Vocational HS Ag	\$2600.00
SAVORY, SANDRA	Data Specialist	\$3000.00
SULLAWAY, GREGORY	Board Meeting Video Production	\$2400.00
WADE, MAGGIE	Additional Days (20) HS Counselor	\$5745.40
WADE, MAGGIE	AP Coordinator HS	\$500.00
WADE, MAGGIE	Counselor HS	\$600.00
WEST, JESSICA	Additional Days (10) Admin	\$2216.90
YOUNG, ALLISON	Athletic Director Coordinator - JH	\$5000.00

WARRANTS PAID

GENERAL FUND:

2018-2019 \$ 12,520.97
2019-2020 \$4,314,832.00

BUILDING FUND:

2018-2019 \$
2019-2020 \$117,864.99

CHILD NUTRITION FUND:

2018-2019
2019-2020 \$175,081.99

GIFTS & ENDOWMENTS FUND:

2018-2019
2019-2020

INS. LOSS RECOVERY FUND:

2018-2019
2019-2020 \$2,914.00

BOND FUND:

2018-2019
2019-2020 \$177,872.43

CD/INVESTMENTS:

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

TOTAL MONIES IN F&M BANK \$ 8,298,074.89

PLEGGED – FDIC \$ 250,000.00
PLEGGED – F&M BANK \$ 10,963,000.00

fw

**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST
As of 7/01/2020**

- | | |
|----------------------------|--|
| 1. CENTRAL ACTIVITY, 802 | BIG KAHUNA BROCHURE |
| 2. CENTRAL ACTIVITY, 802 | SCHOLASTIC BOOK FAIR |
| 3. CENTRAL ACTIVITY, 802 | DEANAN POPCORN BROCHURE |
| 4. CENTRAL PTO, 803 | CLASS T-SHIRTS |
| 5. CENTRAL PTO, 803 | BLUEJAY BASH(raffles, food trucks, craft show & inflatables) |
| 6. CENTRAL PTO, 803 | CHRISTMAS STORE |
| 7. CENTRAL PTO, 803 | SPIRIT STORE |
| 8. CENTRAL PTO, 803 | SNACK SHACK |
| 9. COTTERAL PTO, 804 | BLOCK PARTY (pizza, wate & pop sales) |
| 10. COTTERAL PTO, 804 | VALENTINE GRAMS |
| 11. COTTERAL PTO, 804 | CHRISTMAS STORE |
| 12. COTTERAL PTO, 804 | BOO GRAMS |
| 13. COTTERAL ACTIVITY, 805 | CHERRYDALE BROCHURE |
| 14. COTTERAL ACTIVITY, 805 | PENNY WARS |
| 15. G.U.E.S. ACTIVITY, 812 | FALL DANCE W/CONCESSIONS |
| 16. G.U.E.S. ACTIVITY, 812 | 2019-2020 LEFTOVER YEARBOOKS |
| 17. G.U.E.S. ACTIVITY, 812 | WINTER DANCE W/CONCESSIONS |
| 18. G.U.E.S. ACTIVITY, 812 | SNO-CONES |
| 19. G.U.E.S. ACTIVITY, 812 | 2020-2021 YEARBOOKS |
| 20. G.U.E.S. ACTIVITY, 812 | G.U.E.S. T-SHIRTS |
| 21. G.U.E.S. ACTIVITY, 812 | DONATION REQUEST |
| 22. G.U.E.S. PTO, 815 | CHRISTMAS STORE |
| 23. G.U.E.S. PTO, 815 | COIN WARS |

24. G.U.E.S. PTO, 815	SNACK SHACK
25. JH FCCLA, 821	WORLD'S FINEST CHOCOLATE BARS
26. JH FCCLA, 821	COOKIE/HOT CHOCOLATE GOODIE BAGS
27. JH NJHS, 822	DUES W/T-SHIRT
28. LEARN 2 LOVE, 826	DONATION SOLICITATION
29. JH YEARBOOK, 832	YEARBOOKS & SCHOOL PICTURES
30. CHARTER OAK ACTIVITY, 840	BIG KAHUNA CANDY BAR
31. CHARTER OAK ACTIVITY, 840	SCHOLASTIC BOOK FAIR-SPRING
32. CHARTER OAK ACTIVITY, 840	BIG KAHUNA BROCHURE
33. CHARTER OAK ACTIVITY, 840	SCHOLASTIC BOOK FAIR-FALL
34. CHARTER OAK ACTIVITY, 840	ALL SCHOOL SHIRTS
35. CHARTER OAK PTO, 841	STUDENT STORE
36. CHARTER OAK PTO, 841	SNACK SHACK
37. CHARTER OAK PTO, 841	BOO GRAMS & VALENTINE GRAMS
38. CHARTER OAK PTO, 841	KONA ICE SNO-CONES
39. CHARTER OAK PTO, 841	CHRISTMAS STORE
40. HS CHEER, 853	LITTLE CHEERLEADER CLINIC W/SHIRTS & BOW SALES
41. HS CHEER, 853	WORLD'S FINEST CHOCOLATE BARS
42. BAND, 859	DURHAM ELLIS PECAN NUT SALE
43. CLASS OF 2021, 860	CLASS DUES
44. ENGLISH CLUB, 869	CLUB DUES
45. FFA/4H BOOSTER CLUB, 876	LIVESTOCK SHOW CONCESSION STAND
46. HS FCCLA, 878	MEALS AT PARENT/TEACHER CONFERENCE-FALL
47. HS FCCLA, 878	DONATION/SPONSORSHIP REQUESTS
48. HS FCCLA, 878	MEMBER DUES
49. HS FCCLA, 878	MEALS AT PARENT/TEACHER CONFERENCE-SPRING
50. MU ALPHA THETA, 893	CALCULATOR RENTAL FEE
51. PROM ACCOUNT, 894	PROM TICKETS SALES
52. JROTC, 895	LAZY E ICE CREAM PRODUCT SALES

53. JROTC, 895	LAZY E SEAT BACK SALES
54. JROTC, 895	MILITARY BALL TICKET SALES
55. HS STUCO, 899	DUES
56. HS STUCO, 899	FALL HOMECOMING (Parade entry fees, shirts, mums, etc.)
57. HS STUCO, 899	DUES
58. HS STUCO, 899	FALL HOMECOMING PARADE & ASSEMBLY (Parade entry fee, t-shirts, mums, etc.)
59. HS STUCO, 899	CRUSH GRAMS
60. HS STUCO, 899	UNITED WEEK/ROCK WEEK (T-shirts, carnival, money chasers, donations, raffle, food & snacks, 3v3 basketball, dodgeball & wristband sales)
61. HS STUCO, 899	WINTER HOMECOMING (Tshirts, snacks, water)
62. HS STUCO, 899	WINTER FORMAL (Snacks, water, entry fee, t-shirts)
63. HS STUCO, 899	PINK WEEK (Donations, money chasers, dance, raffle, t-shirts, snacks, water & soda sales)
64. HS STUCO, 899	DISTRICT 2 LEADERSHIP CONFERENCE (Entry fees, snacks, water & soda sales)
65. VOCAL, 902	SPRING MUSICAL(tickets, ad sales & donations)
66. VOCAL, 902	JH WINTER MUSICAL(tickets, ads & donations)
67. VOCAL, 902	JH SPRING MUSICAL(tickets, ads & donations)
68. VOCAL, 902	FALL MUSICAL(tickets, ads & donations)
69. VOCAL, 902	CABARET CONCERT
70. VOCAL, 902	JH CHOIR LAB FEES
71. VOCAL, 902	HS CHOIR LAB FEES
72. HS YEARBOOK, 904	DUES
73. HS YEARBOOK, 904	YEARBOOK SALES
74. HS YEARBOOK, 904	YEARBOOK ADS
75. DRAMA, 913	CENTURY RESOURCES BROCHURE

76. DRAMA, 913

77. DRAMA, 913

78. DRAMA, 913

79. DRAMA, 913

80. HALL OF FAME BANQUET, 927

81. FAVER C&C, 933

BILLY SIMM'S 10% OF DAILY DONATION

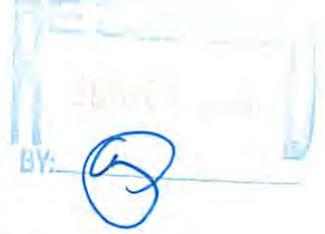
CANDY & SNACKS

DESSERT & PLAY

FOLLIES

ANNUAL GOLF TOURNAMENT

BOTTLED WATER



GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6.1.2020 Site: Central Unobligated Account Balance: \$7,361

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: Will be used for items needed for classroom. Teacher and student instructional materials and incentives. Playground supplies and equipment. To cover field trips for needing 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: food items such as candy, nuts, cookie dough, popcorn, dips, soups

Estimated INCOME: \$10,000 Fundraiser start date: 9.14.2020
Less Estimated EXPENSES: \$5,500

Estimated PROFIT: \$4,500 Fundraiser end date: 10.30.2020

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? pre-sold only Are

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

Sponsor Signature: Date: 6/1/2020

Principal's Signature: Date: 6/1/2020

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

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

Handwritten signature and the number 24.



GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6.1.2020 Site: Central Unobligated Account Balance: \$7,361

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: 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: \$2,000 Fundraiser start date: 10.1.2020
Less Estimated EXPENSES: \$1,500
Estimated PROFIT: \$500 Fundraiser end date: 10.30.2020

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? will be returned to scholastic Are

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

Sponsor Signature: [Signature] Date: 6/1/2020

Principal's Signature: [Signature] Date: 6/1/2020

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

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

[Handwritten signature]



3.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6.1.2020 Site: Central Unobligated Account Balance: \$7,361

Account Name: Central 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.) Deanan popcorn 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) popcorn

Manufacturer: Deanan

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 needing students.

Name/Address of Vendor: Deanan, 216 Windco Circle, TX 75098

Items to be purchased in order to conduct the fundraiser: bags of popcorn

Estimated INCOME: \$4,000 Fundraiser start date: 2.1.2021
Less Estimated EXPENSES: \$2,000

Estimated PROFIT: \$2,000 Fundraiser end date: 3.12.2021

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 sale for 2 week period at end of fundraiser Are

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

Sponsor Signature: [Signature] Date: 6/1/2020

Principal's Signature: [Signature] Date: 6/1/2020

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: 6.1.2020 Site: Central Unobligated Account Balance: \$6,915

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.) class 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: Will be used for items needed for classroom. Teacher and student instructional materials and incentives. Items needed by teachers.

Name/Address of Vendor: _____

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

Estimated INCOME: \$2,000 Fundraiser start date: 8.20.2020
Less Estimated EXPENSES: \$1,500

Estimated PROFIT: \$500 Fundraiser end date: 11.20.2020

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? pre-sale only Are

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

Sponsor Signature: [Signature] Date: 6/1/2020

Principal's Signature: [Signature] Date: 6/1/2020

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

Board of Education Approval Date: _____

AF Fundraiser Request 12/2017

[Signature]
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JUL 2 2020

5.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6.1.2020 Site: Central Unobligated Account Balance: \$6,915

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 be an open house with raffles, inflatables, food trucks, and craft show with vendors

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 items needed for classroom. Teacher and student instructional materials and incentives. Playground supplies and equipment. To cover field trips for needing students.

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: inflatible rentals, decorations

Estimated INCOME: <u>\$2,000</u>	Fundraiser start date: <u>8.28.2020</u>
Less Estimated EXPENSES: <u>\$1,500</u>	
Estimated PROFIT: <u>\$500</u>	Fundraiser end date: <u>10.14.2020</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: 6/1/2020

Principal's Signature: [Signature] Date: 6/1/2020

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

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

[Signature]
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6.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6.1.2020 Site: Central Unobligated Account Balance: \$6,915

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 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: Will be used for classroom, teacher and student instructional materials and incentives. Playground supplies and equipment. To cover field trips for needing students.

Name/Address of Vendor: _____

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

Estimated INCOME: <u>\$2,000</u>	Fundraiser start date: <u>11.2.2020</u>
Less Estimated EXPENSES: <u>\$1,000</u>	
Estimated PROFIT: <u>\$1,000</u>	Fundraiser end date: <u>12.18.2020</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? 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: 6/1/2020

Principal's Signature: [Signature] Date: 6/1/2020

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

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

[Signature]
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RECEIVED
BY: *[Signature]*

7.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6.1.2020 Site: Central Unobligated Account Balance: \$6,915

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: Will be used for classroom, teacher and student instructional materials and incentives. Playground supplies and equipment. To cover field trips for needing students.

Name/Address of Vendor: _____

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

Estimated INCOME: <u>\$2,000</u>	Fundraiser start date: <u>8.28.2020</u>
Less Estimated EXPENSES: <u>\$1,000</u>	
Estimated PROFIT: <u>\$1,000</u>	Fundraiser end date: <u>5.21.2021</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? Will only buy what is needed for school year Are

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

Sponsor Signature: [Signature] Date: 6/1/2020

Principal's Signature: [Signature] Date: 6/1/2020

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

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

[Signature]
30



Handwritten signature and date: 6.1.2020

8.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6.1.2020 Site: Central Unobligated Account Balance: \$6,915

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 to 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 needing students.

Name/Address of Vendor: GPS child nutrition, Powell Investments, Sam's

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

Estimated INCOME: <u>\$6,000</u>	Fundraiser start date: <u>8.28.2020</u>
Less Estimated EXPENSES: <u>\$3,000</u>	
Estimated PROFIT: <u>\$6,000</u>	Fundraiser end date: <u>5.21.2021</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? Will only buy what is needed for school year Are

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

Sponsor Signature: [Signature] Date: 6/1/2020

Principal's Signature: [Signature] Date: 6/1/2020

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

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

Handwritten signature: [Signature]

Price per cs	Pack Size	Description	# of cases to order
ALA CART SNACKS			
\$ 48.50	72/cs	Muffins/DbI Choc 2 oz.	
\$ 48.50	72/cs	Muffins/Wild Blueberry 2 oz	
\$ 48.50	72/cs	Muffins/Banana 2 oz	
\$ 25.00	72/cs	Popcorn/White Cheddar	
\$ 81.00	120/cs	Poptart/strawberry (1ct)	
\$ 81.00	120/cs	Poptart/cinnamon (1ct)	
\$ 61.50	80/cs	Rice Krispy Treat	
\$ 154.00	600/cs	Rice krispy Treat Minis	
\$ 25.00	104/cs	Chip/Cheetos/Baked Regular	
\$ 25.00	72/cs	Chip/Doritos Cool Ranch/Red.Fat	
\$ 25.00	72/cs	Chip/Doritos Nacho Cheese/Red.Fat	
\$ 25.00	72/cs	Chip/Doritos Spicy-Sweet Chili/Red Fat	
\$ 35.00	104/cs	Chip/Cheetos/Baked Flamin' Hot	
\$ 25.00	72/cs	Chip/Cheetos/Puffed Baked	
\$ 25.00	72/cs	Chip/Cheetos/Puffed Hot	
\$ 25.00	72/cs	Chip/Baked Scoops	
\$ 61.00	175/cs	Cheezits	
\$ 47.00	80/cs	Grandma Chocolate Chip mini cookies	
\$ 91.00	300/cs	Goldfish Cheddar Crackers	
\$ 79.00	300/cs	Giant Vanilla Goldfish Graham Cracker	
\$ 51.00	96/cs	Scooby-Doo Fruit Snacks	
\$ 57.50	96/cs	Nutrigrain Bar-Apple	
\$ 57.50	96/cs	Nutrigrain Bar- Strawberry	
\$ 82.00	72/cs	Donuts- Chocolate mini	
\$ 82.00	72/cs	Donuts- Powered Sugar mini	



Smart Snacks Product Calculator Results

Brand:
Jack Link's

Product Name:
Beef Jerky

Serving Size:
24.00 g

First Ingredient:
Beef

Your protein food product meets all nutrient standards for entrees or snack foods.

Nutrition Facts

Serving Size 24.00 g

Servings Per Container

Amount Per Serving

Calories 70

Total Fat (g) 1

Saturated Fat (g) 0

Trans Fat (g) 0

Sodium (mg) 200

Carbohydrates

Total Sugars (g) 6

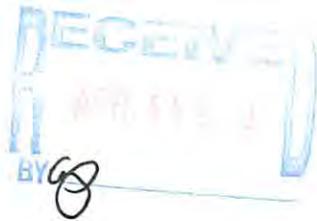
Vitamin D (%) NA

Potassium (%) NA

Calcium (%) NA

Dietary Fiber (%) NA

The person or group responsible for the point of sale to students on campus should verify a product's compliance and print their own Calculator results for documentation intended for compliance purposes. Results from this calculator have been determined by the USDA to be accurate in assessing product compliance with the Federal requirements for Smart Snacks in Schools provided the information is not misrepresented when entered into the Calculator.



9.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 04/20/2020 Site: Cotteral Unobligated Account Balance: 12,403.13
 Account Name: Cotteral Elementary 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.) Evening Block Party, selling pizza, water & pop

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) pizza, pop & water

Manufacturer: none

Purpose for which funds will be used: Teacher Appreciation Week, teacher incentives, meals for P/T Conferences, lounge supplies

Name/Address of Vendor: Papa Johns Pizza & Walmart

Items to be purchased in order to conduct the fundraiser: pizza, pop & water

Estimated INCOME: 1000.00 Fundraiser start date: 4/16/2021
 Less Estimated EXPENSES: 200.00
 Estimated PROFIT: 800.00 Fundraiser end date: 4/16/2021

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? staff may buy & take home Are

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

Sponsor Signature: [Signature] Date: 4/20/20
 Principal's Signature: [Signature] Date: 4/20/20
 Athletic Director's Signature (if applicable): _____ Date: _____

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



BY: 88

10.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 4/20/2020 Site: Cotteral-120 Unobligated Account Balance: 12403.13

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.) Parents and students can purchase "Valentine Grams" for distribution during the 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 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, Oriental Trading, Wal Mart

Purpose for which funds will be used: PTO lucheons, instructional materials for teachers, Teacher Appreciation Week

Name/Address of Vendor: Oriental Trading, Amazon, Wal Mart

Items to be purchased in order to conduct the fundraiser: misc. items will be purchased from Dollar Tree, Oriental Trading and Wal Mart

Estimated INCOME: 700.00 Fundraiser start date: 2/1/2021
 Less Estimated EXPENSES: 350.00
 Estimated PROFIT: 350.00 Fundraiser end date: 2/12/2021

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

Sponsor Signature: _____ Date: _____
 Principal's Signature: [Signature] Date: 9/10/20
 Athletic Director's Signature (if applicable): _____ Date: _____

[Signature]

Approval Dates: _____
Request: 12/20/17



17.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 4/10/2020 Site: Cotteral-120 Unobligated Account Balance: 12,403.13

Account Name: Cotteral Elementary 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 & 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) none

Manufacturer: Dollar Tree, Oriental Trading, Walmart & Amazon

Purpose for which funds will be used: PTO luncheons, instructional materials for teacher classrooms, Teacher Appreciation Week

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: Misc. items will be purchased from Dollar Tree, Oriental Trading & Walmart and sold for a profit at the store

Estimated INCOME: 2,500.00 Fundraiser start date: 11/18/2020
 Less Estimated EXPENSES: 1,500.00
 Estimated PROFIT: 1,000.00 Fundraiser end date: 12/11/2020

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? staff may buy Are _____

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

Sponsor Signature: _____ Date: 9/10/20

Principal's Signature: _____ Date: _____

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

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



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BY: 3

12.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 4/20/2020 Site: Cotteral-120 Unobligated Account Balance: 12403.13

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.) Parents and students can purchase "Boo Grams" for distribution during the day at Cotteral

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, Oriental Trading, Wal Mart

Purpose for which funds will be used: PTO lucheons, instructional materials for teachers, Teacher Appreciation Week lounge supplies, incentives

Name/Address of Vendor: Oriental Trading, Amazon, Wal Mart

Items to be purchased in order to conduct the fundraiser: misc. Halloween items for grams will be purchased from Oriental Trading, Amazon, Wal Mart

Estimated INCOME: 700.00 Fundraiser start date: 10/19/2020
Less Estimated EXPENSES: 350.00

Estimated PROFIT: 350.00 Fundraiser end date: 10/30/2020

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? PTO will make number of items sold Are _____

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

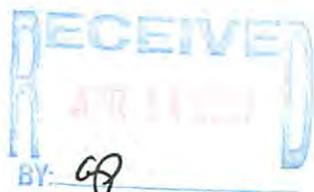
Sponsor Signature: _____ Date: 4/10/20

Principal's Signature: _____ Date: _____

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

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

Handwritten signature: Mike Happle



13.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 4/20/2020 Site: Cotteral-120 Unobligated Account Balance: 11,373.55

Account Name: Cotteral Elementary 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 & 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: CD Fund LLC

Purpose for which funds will be used: additional technology and instructional materials for classrooms

Name/Address of Vendor: none

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

Estimated INCOME: 6000.00 Fundraiser start date: 9/1/2020
Less Estimated EXPENSES: 3500.00

Estimated PROFIT: 2500.00 Fundraiser end date: 9/18/2020

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? no items purchased if not sold Are _____

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

Sponsor Signature: _____ Date: _____

Principal's Signature: [Signature] Date: 9/10/20

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

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

[Signature]



14.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 4/20/2020 Site: Cotteral-120 Unobligated Account Balance: 11,373.55

Account Name: Cotteral Elementary 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 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) none

Manufacturer: none

Purpose for which funds will be used: supplement additional items

Name/Address of Vendor: none

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

Estimated INCOME: 1500.00 Fundraiser start date: 3/1/2021
Less Estimated EXPENSES: 100.00

Estimated PROFIT: 1400.00 Fundraiser end date: 3/5/2021

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: _____

Principal's Signature: _____ Date: 4/10/20

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

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

Handwritten signature: mchase



GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

15.

Request Date: May 28, 2020 Site: GUES Unobligated Account Balance: ~~\$8066.28~~ 12,138.52

Account Name: GUES 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.) Fall School Dance & Concessions

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) Soft drinks, water, chips, candy bars, assorted concession items.

Manufacturer: _____

Purpose for which funds will be used: Instructional programs and/or teacher/classroom supplies and cleaning items.

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: Concession items.

Estimated INCOME: 3000.00 Fundraiser start date: September 13, 2020
 Less Estimated EXPENSES: 1500.00
 Estimated PROFIT: 1500.00 Fundraiser end date: October 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? Put with snack shack items or field day. Are

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

Sponsor Signature: _____ Date: 5/28/2020

Principal's Signature: [Signature] Date: 5/28/2020

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

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

[Signature]



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BY: [Signature]

16.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: June 8, 2020 Site: GUES Unobligated Account Balance: \$11,78764 - 12, 138.⁵²

Account Name: GUES 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.) Sale of left over 2019-2020 yearbooks.
Normally we have students purchase them at the end of the 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) N/A

Manufacturer: Jostens

Purpose for which funds will be used: Student incentives, rewards, computers, software upgrades, classroom materials, continued education for teachers, building grounds needs, donations, refunds, misc.

Name/Address of Vendor: Josten's, 2400 NW 135 St. OKC, 73120

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

Estimated INCOME: \$500.00 Fundraiser start date: August 3, 2020
 Less Estimated EXPENSES: 0
 Estimated PROFIT: \$500.00 Fundraiser end date: October 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? Kept for reference at school. Are

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

Sponsor Signature: [Signature] Date: 6/8/2020

Principal's Signature: _____ Date: _____

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

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

[Signature]



BY: [Signature]

17.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: May 28, 2020 Site: GUES Unobligated Account Balance: \$8066.28

12,138⁵²

Account Name: GUES 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.) Winter School Dance & concessions

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) Soft drinks, water, chips, candy bars, assorted concession items.

Manufacturer: _____

Purpose for which funds will be used: Instructional programs and/or teacher/classroom supplies and cleaning items.

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: Concession items.

Estimated INCOME: 3000.00 Fundraiser start date: January 4, 2021
 Less Estimated EXPENSES: 1500.00
 Estimated PROFIT: 1500.00 Fundraiser end date: February 4, 2021

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? Put with snack shack items or field day. Are

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

Sponsor Signature: _____ Date: 5/28/2020

Principal's Signature: [Signature] Date: 5/28/2020

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

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

[Signature]
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18.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: May 28, 2020 Site: GUES Unobligated Account Balance: \$8066.28 12, 138⁵²

Account Name: GUES 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.) Smart Snack Sno-Cones will be sold monthly to students and staff. GUES will receive 30% of the 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: Purchase student incentives, professional development for staff, classroom and office supplies, technology devices and programs.

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

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

Estimated INCOME: \$7000 Fundraiser start date: August 20, 2020 1x each month
 Less Estimated EXPENSES: \$5000.00
 Estimated PROFIT: \$2000.00 Fundraiser end date: May 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? No additional items will be prepared. Are

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

Sponsor Signature: _____ Date: _____

Principal's Signature: Susan Dawson Date: 5/28/2020

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

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

Mr. Chapple



RECEIVED
JUN 02 2020
BY: [Signature]

19.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: May 28, 2020 Site: GUES Unobligated Account Balance: ~~\$8066.28~~ 12,138⁵²

Account Name: GUES 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.) School 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 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: _____

Purpose for which funds will be used: Purchase student incentives, rewards, computers/software, classroom materials, continue Ed for teachers, building & grounds needs, office supplies

Name/Address of Vendor: Jostens, 2400 NW 135th Street, OKC, OK 73120

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

Estimated INCOME: \$3000.00 Fundraiser start date: August 17, 2020
Less Estimated EXPENSES: \$1500.00

Estimated PROFIT: \$1500.00 Fundraiser end date: June 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? Sold at the beginning of the 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: [Signature] Date: 5/28/2020

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

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

[Signature]



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BY: GB

20.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: May 28, 2020 Site: GUES Unobligated Account Balance: ~~\$8066.28~~ 12,138⁵²

Account Name: GUES 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-shirt 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: _____

Purpose for which funds will be used: Programs such as Discovery Ed, Study Island and other instructional items, classroom and office supplies, student incentives.

Name/Address of Vendor: Oklahoma T-shirt Company, Justin Lawrence, 26 NE 10th Street, OKC

Items to be purchased in order to conduct the fundraiser: T-shirts, hoodies, sweatshirts.

Estimated INCOME: \$5000.00 Fundraiser start date: August 17, 2020

Less Estimated EXPENSES: \$4500.00

Estimated PROFIT: \$500.00 Fundraiser end date: May 27, 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: Susan Dawson Date: 5/28/2020

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

Board of Education Approval Date: _____

AF Fundraiser Request 12/2017

YmChapple



BY: [Signature]

21.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: May 28, 2020 Site: GUES Unobligated Account Balance: \$8066.28 12,138⁵²

Account Name: GUES 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.) Check Fundraiser. We are asking parents to donate money to purchase chromebooks. This will take the place of our brochure 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: _____

Purpose for which funds will be used: To purchase chromebooks, carts and programs. Our goal is to get tp 1 to 1, chromebooks to students.

Name/Address of Vendor: _____

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

Estimated INCOME: <u>\$8,000.00</u>	Fundraiser start date: <u>September 1, 2020</u>
Less Estimated EXPENSES: <u>0</u>	
Estimated PROFIT: <u>\$8,000.00</u>	Fundraiser end date: <u>October 2, 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? _____ if yes a facility use permit must be completed.

Sponsor Signature: _____ Date: _____

Principal's Signature: [Signature] Date: 5/28/2020

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

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

[Signature]
47

Guthrie Upper Elementary School

702 CROOKS DRIVE
GUTHRIE, OKLAHOMA 73044
(405) 282-5924
Fax: (405) 282-5946
www.guthrieops.net

Susan Davison
Principal

Dear GUES Parents,

This is the time of year when your child normally comes home with a brochure of items to sell for our school fundraiser. Guthrie parents have always been very supportive with all our fundraisers. Last year, with our brochure sales, the students sold a total of \$10,500. Our profit of that was \$5000.00. I have heard many different views on the brochure sales. Many parents don't like to or are not allowed to take them to their place of employment. Extended families live outside of the area and want to support your children, but it is difficult with the distance between families.

We are trying a new approach to our fundraiser for this year. We are raising money to purchase chrome books and a charging cart. We currently have 10 full carts that serve 20 full classrooms and 6 teachers with smaller classes. Teachers must plan and share with each other in order to have a cart and chrome books for a full day of instruction.

This year we will keep 100% of all funds raised. We are simply asking parent, grandparents, friends and extended families to donate what they can to help us to strive for a 1 to 1 ratio of chrome books to students.

To purchase 30 chrome books and a charging cart we must raise \$9200.00. With considering an average enrollment at GUES of 500 students, we would be able to purchase one full cart if each student raised \$18.40. We would be able to purchase 2 full carts if every student raised \$36.80; and 3 full carts if each student raised \$55.20. Please know that even \$5.00 will help towards our goal.

The purpose of this change in our fundraiser is to make it easier on you to raise the money, we will keep 100% of the money raised, and the students will benefit from all donations.

Thank you for all your support you give to your child's education.

Sincerely,



Susan Davison, Principal



GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

22.

Request Date: May 28, 2020 Site: GUES Unobligated Account Balance: \$12341.59 15,193²⁵

Account Name: GUES 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 - This gives students the opportunity to shop and buy gifts for family members: gloves, hats, bath soaps, flash lights, scarves, 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) N/A

Manufacturer: Dollar Tree, Walmart and Oriental Trading

Purpose for which funds will be used: Funds will be used to purchase student incentives/rewards, classroom and office supplies, computers/software, continued Ed for teachers, building and grounds needs, teacher appreciation,

Name/Address of Vendor: Guthrie & Edmond Dollar Tree and Walmart, Oriental Trading Company

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

Estimated INCOME: \$3000.00 Fundraiser start date: December 1, 2020
 Less Estimated EXPENSES: \$1500.00
 Estimated PROFIT: \$1500.00 Fundraiser end date: December 18, 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.

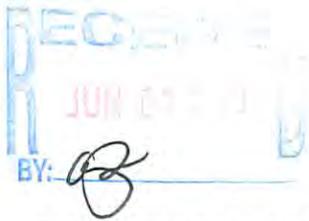
What will happen to any items that are not sold? Item will be added to the following year's store. Are

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

Sponsor Signature: _____ Date: _____
 Principal's Signature: Susan Dawson Date: 5/28/2020
 Athletic Director's Signature (if applicable): _____ Date: _____

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

Mr. Chapple



23.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: May 28, 2020 Site: GUES Unobligated Account Balance: \$12,341.59 15193²⁵

Account Name: GUES 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.) Coin Wars. Money brought by students will be put in class jars for 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) N/A

Manufacturer: _____

Purpose for which funds will be used: purchase rewards, incentives for testing, expenses for Field Day, supplemental items and needs of classroom teachers.

Name/Address of Vendor: _____

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

Estimated INCOME: <u>\$3,000.00</u>	Fundraiser start date: <u>October 28, 2020</u>
Less Estimated EXPENSES: <u>0</u>	
Estimated PROFIT: <u>\$3,000.00</u>	Fundraiser end date: <u>November 4, 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? _____ if yes a facility use permit must be completed.

Sponsor Signature: _____ Date: _____

Principal's Signature: Susan Dawson Date: 5/28/2020

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

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

[Signature]



REGISTRATION
JUN 07 2020
BY: GPS

24

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: May 28, 2020 Site: GUES Unobligated Account Balance: \$12,341.59 / 15,193²⁵

Account Name: GUES 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.) Snack Shack - Students purchase smart snacks and 100% all natural Capri Sun.

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) baked chips, reduced fat chips, popcorn, rice krispy treats, cheezits, capri sun, muffins, cookies

Manufacturer: Sisco Food Service and Guthrie Confectionary

Purpose for which funds will be used: Purchase student incentives, rewards, computer/software, upgrades, supplies, classroom supplies, conintued ed for staff, building & grounds needs, Discovery Ed.

Name/Address of Vendor: Sisco Food Service and Guthrie Confectionary

Items to be purchased in order to conduct the fundraiser: baked chips, reduced fat chips, popcorn, rice krispy treats, cheezits, capri sun, popcorn, flavored snacks, muffins.

Estimated INCOME: \$7,000.00 Fundraiser start date: August 17, 2020
 Less Estimated EXPENSES: 3,000.00
 Estimated PROFIT: \$4000.00 Fundraiser end date: May 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? Used for field day or rewards. Are

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

Sponsor Signature: _____ Date: _____

Principal's Signature: Susan Dawson Date: 5/28/2020

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

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

M Schipple



To Admin

RECEIVED 25
MAY 11 2020
BY: [Signature]
3/26/20
\$2,257
BY: [Signature]

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-8-2020 Site: Guthrie Junior High Unobligated Account Balance: 3126.59 / \$2,257
Account Name: FCCLA Activity Fund Account Number: 821

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Students will sell candy bars to the community in order to raise funds for FCCLA events and supplies.

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

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

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

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

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

Manufacturer: World's Finest Chocolates

Purpose for which funds will be used: FCCLA events and supplies.

Name/Address of Vendor: World's Finest Chocolates

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

Estimated INCOME: \$3,720.00	Fundraiser start date: 9-30-2020
Less Estimated EXPENSES: \$1,600.00	
Estimated PROFIT: \$2,120.00	Fundraiser end date: 10-14-2020

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? 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: 5-11-2020

Principal's Signature: [Signature] Date: 5-11-2020

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

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

[Signature]



To Admin

RECEIVED 26.
MAY 1 RECEIVED
BY: [Signature]
312659
\$2,257
BY: [Signature]

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-8-2020 Site: Guthrie Junior High Unobligated Account Balance: \$2,257
Account Name: FCCLA Activity Fund Account Number: 821

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Students will sell goodie bags including 4 healthier eating cookies and a packet of hot chocolate mix.

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) Healthy Cookies and Cocoa Mix

Manufacturer: Made by FCCLA Students

Purpose for which funds will be used: FCCLA events and supplies.

Name/Address of Vendor: Wal-Mart and Amazon

Items to be purchased in order to conduct the fundraiser: Ingredients for cookies and hot cocoa mix as well as items for packaging.

Estimated INCOME: \$240.00 Fundraiser start date: 12-1-2020
 Less Estimated EXPENSES: \$100.00
 Estimated PROFIT: \$140.00 Fundraiser end date: 12-15-2020

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? Used at FCCLA Christmas party Are

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

Sponsor Signature: [Signature] Date: 5-11-2020

Principal's Signature: [Signature] Date: 5-11-2020

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

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

[Signature]



RECEIVED
JUN 09 2020
BY: CP

27.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-14 Site: JH Unobligated Account Balance: 2740.88

Account Name: NJHS JH Account Number: 822

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) NJHS Dues (students will receive a shirt with their paid 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: State convention, shirts, drinks / snacks for service days, NJHS ceremony,

Name/Address of Vendor: Shirts

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

Estimated INCOME: 1300	Fundraiser start date: December 2020
Less Estimated EXPENSES: 1000	
Estimated PROFIT: 300	Fundraiser end date: April 2021

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

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

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

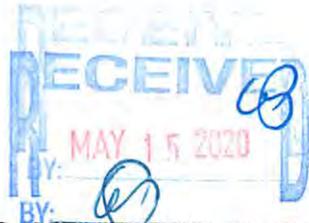
Sponsor Signature: [Signature] Date: 5-6-20

Principal's Signature: [Signature] Date: 5-6-2020

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

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

[Signature]



28.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/8/2020 Site: JH 610 Unobligated Account Balance: 25,540.00 27,544.97

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: 5,000.00 Fundraiser start date: 8/1/2020
Less Estimated EXPENSES: 0.00
Estimated PROFIT: 5,000.00 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: May 8, 2020

Principal's Signature: Date: May 8, 2020

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

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

Handwritten signature



29.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-14-20 Site: JH Unobligated Account Balance: 4,714.⁰⁰

Account Name: Yearbook JH Account Number: 832

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

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

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: camera, camera equipment, photo stick, photo software, workshop

Name/Address of Vendor: Jostens, 3601 Minnesota Drive, Minneapolis, MN 55435

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

Estimated INCOME: 1500 Fundraiser start date: August 2020
 Less Estimated EXPENSES: 1200
 Estimated PROFIT: 300 Fundraiser end date: May 2021

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 Are _____

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

Sponsor Signature: [Signature] Date: 5-24-20

Principal's Signature: [Signature] Date: 5/19/20

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

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

[Signature]



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BY: [Signature]

30.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-14-20 Site: 135- Charter Oak Unobligated Account Balance: 16,803.89

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 Fund

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: Computers/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: 10,000.00 Fundraiser start date: 2-15-21
 Less Estimated EXPENSES: 5,000.00
 Estimated PROFIT: 5,000.00 Fundraiser end date: 3-4-21

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 on delivery Are

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

Sponsor Signature: _____ Date: _____

Principal's Signature: Jays Ball Date: _____

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: 5-7-20 Site: 135-Charter Oak Unobligated Account Balance: 16,803.89

Account Name: Activity Account Number: 840

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 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)

Manufacturer: Scholastic Book Fair

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

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

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

Estimated INCOME: 4,000.00 Fundraiser start date: 1-4-21
Less Estimated EXPENSES: 3,000.00
Estimated PROFIT: 1,000.00 Fundraiser end date: 1-30-21

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 on delivery Are

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

Sponsor Signature: Date:

Principal's Signature: [Signature] Date:

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

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

[Signature]



32.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-7-20 Site: 135-Charter Oak Unobligated Account Balance: 16,803.89

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, sweet salty snacks, chocolate

Manufacturer: Big Kahuna

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

Name/Address of Vendor: Big Kahuna

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

Estimated INCOME: 10,000.00 Fundraiser start date: 9-1-20
 Less Estimated EXPENSES: 5,000.00
 Estimated PROFIT: 5,000.00 Fundraiser end date: 11-1-20

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? orders placed on delivery Are

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

Sponsor Signature: _____ Date: _____

Principal's Signature: Jay Ball Date: _____

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

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



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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-7-20 Site: 135-Charter Oak Unobligated Account Balance: 16,803.89

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 Fair

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

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

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

Estimated INCOME: <u>4,000.00</u>	Fundraiser start date: <u>10-5-20</u>
Less Estimated EXPENSES: <u>3,000.00</u>	
Estimated PROFIT: <u>1,000.00</u>	Fundraiser end date: <u>10-30-20</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? orders placed on delivery Are _____

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

Sponsor Signature: _____ Date: _____

Principal's Signature: Joy Ball Date: _____

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

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



34. *ap*

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-7-20 Site: 135-Charter Oak Unobligated Account Balance: 16,803.89

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.) All school 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: Gaddy Ink, Body Billboards

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: Gaddy Ink, Body Billboards

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

Estimated INCOME: 4200.00 Fundraiser start date: 9-1-20
 Less Estimated EXPENSES: 2700.00
 Estimated PROFIT: 1500.00 Fundraiser end date: 5-21-21

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

Sponsor Signature: _____ Date: _____
 Principal's Signature: *Jey Ball* Date: _____
 Athletic Director's Signature (if applicable): _____ Date: _____

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

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35.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-7-20 Site: 135-Charter Oak Unobligated Account Balance: 6,386.20

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.) Charter Oak Student store pencils, erasers, zipper pulls, water bottles, school spirit items & novelties

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

Name/Address of Vendor: Dollar Tree, Oriental Trading, Geddes, Student Supply

Items to be purchased in order to conduct the fundraiser: All addresses are correct in MAS

Estimated INCOME: <u>2,500.00</u>	Fundraiser start date: <u>9-1-20</u>
Less Estimated EXPENSES: <u>1,250.00</u>	
Estimated PROFIT: <u>1,250.00</u>	Fundraiser end date: <u>5-20-21</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? unsold items will be saved for the following year Are

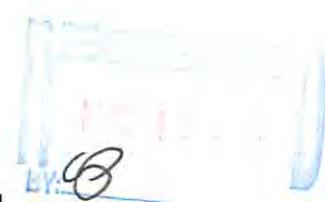
school district facilities required? _____ if yes a facility use permit must be completed.

Sponsor Signature: _____ Date: _____

Principal's Signature: Jay Ball Date: _____

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

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



GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-7-20 Site: 135-Charter Oak Unobligated Account Balance: 4,386.20

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.) Snack Shack 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) 100% all natural Capri Sun, smart food popcorn, snack mix, baked chips

Manufacturer: Guthrie Confectionary, Sam's, Child Nutrition

Purpose for which funds will be used: computer/software upgrades, classroom materials, field trips, students incentives building and grounds needs,

Name/Address of Vendor: Guthrie Confectionary, Child Nutrition, Sam's all addresses correct in mass

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

Estimated INCOME: 7,000.00 Fundraiser start date: 9-4-20
 Less Estimated EXPENSES: 3,500.00
 Estimated PROFIT: 3,500.00 Fundraiser end date: 5-21-21

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? unsold items will be handed out on last day of school Are school district facilities required? no if yes a facility use permit must be completed.

Sponsor Signature: _____ Date: _____
 Principal's Signature: Joy Ball Date: _____
 Athletic Director's Signature (if applicable): _____ Date: _____

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



37.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-14-20 Site: 135- Charter Oak Unobligated Account Balance: 6,386.20

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.) 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 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, ring pops, orange crush, pencils stuffed animals, novelty items

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

Purpose for which funds will be used: Computers/software upgrades, classroom materials, field trips, student incentives, building and grounds needs

Name/Address of Vendor: address correct in mass

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

Estimated INCOME: 3,000.00 Fundraiser start date: Boo Grams 10-12-20 Valentines 1-26-21
 Less Estimated EXPENSES: 1,500.00
 Estimated PROFIT: 1,500.00 Fundraiser end date: Boo Grams 10-29-20 Valentines 2-12-21

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: Joy Ball Date: _____

Principal's Signature: _____ Date: _____

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

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



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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-14-20 Site: 135- Charter Oak Unobligated Account Balance: 6,386.20

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.) Kona Ice- will be sold for one day in the month and five times through out the 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) Shaved Ice, Snow Cones

Manufacturer: Kona Ice

Purpose for which funds will be used: Computers/software upgrades, classroom materials, field trips, student incentives, building and grounds needs

Name/Address of Vendor: address correct in mass

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

Estimated INCOME: 3,000.00 Fundraiser start date: 10-720
 Less Estimated EXPENSES: 1,500.00
 Estimated PROFIT: 1,500.00 Fundraiser end date: 5-21-21

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: _____ Date: _____

Principal's Signature: Jay Ball Date: _____

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

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

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GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-7-20 Site: 135-Charter Oak Unobligated Account Balance: 11,386.20
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, Wal Mart, Oriental Trading, Geddes, Amazon

Purpose for which funds will be used: computer/software upgrades, classroom materials, field trips, students incentives building and grounds needs,

Name/Address of Vendor: All addresses correct in mass

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

Estimated INCOME: <u>3,000.00</u>	Fundraiser start date: <u>12-7-20</u>
Less Estimated EXPENSES: <u>1,500.00</u>	
Estimated PROFIT: <u>1,500.00</u>	Fundraiser end date: <u>12-11-20</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? 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: Joy Ball Date: _____

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

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

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40.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/18/20 Site: High School Unobligated Account Balance: 251.⁹⁸

Account Name: High School Cheer Account Number: #853

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Little Cheerleader Clinic- \$25 includes t-shirt.

Additional shirts for \$10 and cheer bows for \$4

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: Competition, Cheer mats, Supplies

Name/Address of Vendor: TBA

Items to be purchased in order to conduct the fundraiser: t-shirts, ribbon

Estimated INCOME: <u>3000.00</u>	Fundraiser start date: <u>09/28/20</u>
Less Estimated EXPENSES: <u>600.00</u>	
Estimated PROFIT: <u>2400.00</u>	Fundraiser end date: <u>10/19/20</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? There will be no excess items Are

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

Sponsor Signature: Sam Johnson Fulets Date: 5/18/20

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): John A Date: 5/18/20

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



41.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/18/20 Site: High School Unobligated Account Balance: 251.98

Account Name: High School Cheer Account Number: #853

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

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

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.

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.

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

Manufacturer: N/A

Purpose for which funds will be used: Competition, Cheer mats, Supplies

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

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

Estimated INCOME: 3000.00 Fundraiser start date: 09/01/20
Less Estimated EXPENSES: 1500.00
Estimated PROFIT: 1500.00 Fundraiser end date: 09/14/20

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? There will be no excess items Are

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

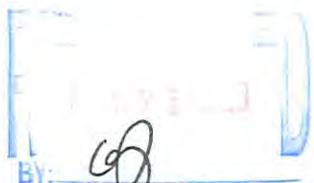
Sponsor Signature: Sam Johnson Fullers Date: 5/18/20

Principal's Signature: Date:

Athletic Director's Signature (if applicable): Date: 5/18/20

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

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42.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-19-2020 Site: Band Unobligated Account Balance: \$6478.13

Account Name: Band Account Number: 859

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

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

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

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

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) 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: Durhama Ellis Pecan 308 S Houston St., TX 76442

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

Estimated INCOME: 10000 Fundraiser start date: September 15th, 2020
 Less Estimated EXPENSES: 5000
 Estimated PROFIT: 5000 Fundraiser end date: September 29th, 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? 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: 5-19-20

Principal's Signature: [Signature] Date: 5-21-20

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

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

[Signature]
69



BY: 99

43.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/29/2020 Site: GHS Unobligated Account Balance: 3800 3359.⁹⁰

Account Name: Class of 2021 Account Number: 860

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: 8/3/2020
Less Estimated EXPENSES: 0

Estimated PROFIT: 5000 Fundraiser end date: 5/22/2021

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

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

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

Sponsor Signature: [Signature] Date: 5/29/20

Principal's Signature: [Signature] Date: 5-29-20

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

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

[Signature]



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BY: [Signature]
BY: [Signature]

44.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/8/2020 Site: Guthrie High School Unobligated Account Balance: \$839.74

Account Name: English 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

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: English Club dues will be used for club field trips, tshirts, occasional pizza lunches, and other club needs.

Name/Address of Vendor: Tinsel Town OKC, Saltees, Dominoes Pizza, etc.

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

Estimated INCOME: \$500 Fundraiser start date: August 18, 2020

Less Estimated EXPENSES: \$0

Estimated PROFIT: \$500 Fundraiser end date: May 21, 2021

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: 5/18/2020

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

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

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

[Signature]



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45.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/26/2020 Site: HS Unobligated Account Balance: \$19,724.67 16,107.47

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.) Concession stand during local and county livestock show selling food and drinks to exhibitors and show attendees

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: To raise money to support Guthrie FFA with trips, events, 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: <u>4500</u>	Fundraiser start date: <u>Jan 30, 2021</u>
Less Estimated EXPENSES: <u>1500</u>	
Estimated PROFIT: <u>3000</u>	Fundraiser end date: <u>March 1, 2021</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: 5-26-2020

Principal's Signature: [Signature] Date: 5-27-20

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

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

[Signature]



46

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 8-29-19 Site: GHS Unobligated Account Balance: 3239.57 2816.57

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.) meal to be sold to people at parent teacher conferences

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) tacos, lasagna, or some other simple meal option with a dessert and drink

Manufacturer: n/a

Purpose for which funds will be used: chapter supplies, meeting foods, state/national trip expenses

Name/Address of Vendor: n/a

Items to be purchased in order to conduct the fundraiser: Food items, serving supplies

Estimated INCOME: <u>500</u>	Fundraiser start date: <u>10/13/2020</u>
Less Estimated EXPENSES: <u>250</u>	
Estimated PROFIT: <u>250</u>	Fundraiser end date: <u>10/27/2020</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? sold as an option for teacher lunch next day or Are

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

Sponsor Signature: Jessie Allen Date: 5/26/20

Principal's Signature: Chris Williams Date: 5-26-20

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

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

Chris Williams
73



47

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 8-29-19 Site: GHS Unobligated Account Balance: 3239.57 2816.57

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.) Requesting donations/sponsorships

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

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

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

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

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

Manufacturer: n/a

Purpose for which funds will be used: To assist in paying for state and national leadership trips

Name/Address of Vendor: n/a

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

Estimated INCOME: 1000 Fundraiser start date: 08/01/20
 Less Estimated EXPENSES: 0
 Estimated PROFIT: 1000 Fundraiser end date: 5/30/21

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.

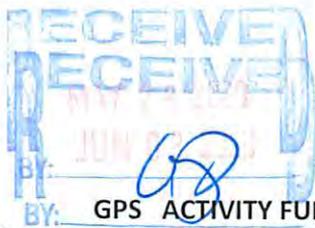
Sponsor Signature: [Signature] Date: 5/26/20

Principal's Signature: [Signature] Date: 5-27-20

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

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

[Handwritten signature]



48

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 8-29-19 Site: GHS Unobligated Account Balance: 3239.57 2816.57

Account Name: HS FCCLA Account Number: 878

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

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

Purpose for which funds will be used: State and national membership dues, tshirts, chapter supplies or _____

Name/Address of Vendor: n/a

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

Estimated INCOME: 500 Fundraiser start date: 08/01/20
Less Estimated EXPENSES: 0
Estimated PROFIT: 500 Fundraiser end date: 05/01/21

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: 5/26/20

Principal's Signature: [Signature] Date: 5-27-20

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: 8-29-19 Site: GHS Unobligated Account Balance: 3239.57 2816.57

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.) meal to be sold to people at parent teacher conferences

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) tacos, lasagna, or some other simple meal option with a dessert and drink

Manufacturer: n/a

Purpose for which funds will be used: chapter supplies, meeting foods, state/national trip expenses

Name/Address of Vendor: n/a

Items to be purchased in order to conduct the fundraiser: Food items, serving supplies

Estimated INCOME: <u>500</u>	Fundraiser start date: <u>3/15/2021</u>
Less Estimated EXPENSES: <u>250</u>	
Estimated PROFIT: <u>250</u>	Fundraiser end date: <u>3/26/2021</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? sold as an option for teacher lunch next day or Are

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

Sponsor Signature: Jessie Meek Date: 5/26/20

Principal's Signature: Chris K. [unclear] Date: 5-27-20

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

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

[Handwritten Signature]



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BY: [Signature]

50

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/8/2020 Site: High School Unobligated Account Balance: \$3929.27

Account Name: Mu Alpha Theta Account Number: 893

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

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

\$7 for TI-36XS for the year - \$15 for TI-83 Plus for the year - \$20 TI-84, \$25 TI-84 CE

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: Transporation, keynote speakers, academic competitons, conferences & other misc activities

Name/Address of Vendor: _____

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

Estimated INCOME: \$500 Fundraiser start date: 9/1/20
Less Estimated EXPENSES: -0-

Estimated PROFIT: \$500 Fundraiser end date: 5/18/21

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.

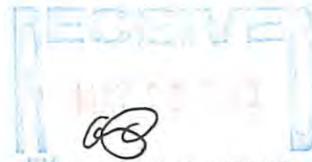
Sponsor Signature: [Signature] Date: 5/8/2020

Principal's Signature: [Signature] Date: 5-11-20

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

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

[Signature]



51.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/15/2020 Site: GHS Unobligated Account Balance: 0

Account Name: Prom Account Account Number: 894

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 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: 7000.00 Fundraiser start date: August 2020
Less Estimated EXPENSES: 0

Estimated PROFIT: 7000.00 Fundraiser end date: April 2021 4/24/20 tent.

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 Bueckus Date: 5-15-2020

Principal's Signature: Chris [Signature] Date: 5-15-20

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

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

[Signature] 78



52.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 11 Jun 2020 Site: High School Unobligated Account Balance: \$3,995.00

Account Name: JROTC Account Number: 895

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Sell ice cream products as part of rodeo events at Lazy E arena. JROTC provides sales associates 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) Ice Cream

Sold only at the arena

Manufacturer: N/A

Purpose for which funds will be used: Pay for entry fees, travel and equipment for competition teams

Name/Address of Vendor: Lazy E Arena, Guthrie, OK

Items to be purchased in order to conduct the fundraiser: N/A (0)

Estimated INCOME: \$3,500.00 Fundraiser start date: 17 Jul 2020
 Less Estimated EXPENSES: 0
 Estimated PROFIT: \$3,500.00 Fundraiser end date: 24 Jul 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? Stays with vendor. Are

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

Sponsor Signature: [Signature] Date: 11 Jun 20

Principal's Signature: [Signature] Date: 6-11-20

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

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

[Signature]



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53.

BY: GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 27 May 2020 Site: HS Unobligated Account Balance: 3,995.15

Account Name: JROTC Account Number: 895

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Assist Lazy E Arena with support for one four day rodeo

Selling seat backs

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: Entry fees and travel for JROTC competitions

Name/Address of Vendor: _____

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

Estimated INCOME: 2,400.00 Fundraiser start date: March 2021
Less Estimated EXPENSES: 0

Estimated PROFIT: 2,400 Fundraiser end date: March 2021

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: 27 May 20

Principal's Signature: [Signature] Date: 5-27-20

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

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

[Signature]
80



54.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 27 May 2020 Site: HS Unobligated Account Balance: 3,995.15

Account Name: JROTC Account Number: 895

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Ticket Sales for Military Ball

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: Pay for decorations and refreshments for Military Ball 13 Feb 21

Name/Address of Vendor: _____

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

Estimated INCOME: 600.00 Fundraiser start date: 8 Jan 2021
Less Estimated EXPENSES: 350.00

Estimated PROFIT: 250.00 Fundraiser end date: 12 Feb 2021

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: 27 May 20

Principal's Signature: [Signature] Date: 5-27-20

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

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

[Signature]
81



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BY [Signature]

55.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: May 14, 2020 Site: GHS Unobligated Account Balance: 8,520.76

Account Name: HS Student Council Account Number: 899

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Student Council 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: Student Council Sponsored Events, T-shirts,

Name/Address of Vendor: _____

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

Estimated INCOME: 1500 Fundraiser start date: August 1, 2020
Less Estimated EXPENSES: 800

Estimated PROFIT: 700 Fundraiser end date: May 31, 2021

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? Re-used at a later date Are _____

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

Sponsor Signature: [Signature] Date: 5/14/2020

Principal's Signature: [Signature] Date: 5-22-20

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

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

[Signature]



56.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: May 14, 2020 Site: GHS Unobligated Account Balance: 8520⁷⁶

Account Name: HS Student Council Account Number: 899

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Fall Homecoming Parade and Alumni Assembly
Parade entry fees, shirts, mums, decorations, etc

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

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

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

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

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

Manufacturer: Walmart, Sam's Club, Gandy Ink, Body Billboards, One stop copy shop, Amazon

Purpose for which funds will be used: Student Council Sponsored Events

Name/Address of Vendor: _____

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

Estimated INCOME: <u>2200</u>	Fundraiser start date: <u>August 1, 2020</u>
Less Estimated EXPENSES: <u>1500</u>	
Estimated PROFIT: <u>700</u>	Fundraiser end date: <u>December 31, 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? Re-used at a later date Are _____

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

Sponsor Signature: [Signature] Date: 5/14/2020

Principal's Signature: [Signature] Date: 5-22-20

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

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

[Signature]
83



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BY: A Paul

57.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: May 14, 2020 Site: GHS Unobligated Account Balance: 8520.70

Account Name: HS Student Council Account Number: 899

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Student Council 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: Student Council Sponsored Events, T-shirts,

Name/Address of Vendor: _____

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

Estimated INCOME: 1500 Fundraiser start date: August 1, 2020
 Less Estimated EXPENSES: 800
 Estimated PROFIT: 700 Fundraiser end date: May 31, 2021

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? Re-used at a later date Are

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

Sponsor Signature: [Signature] Date: 5/14/2020

Principal's Signature: [Signature] Date: 5-14-20

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

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

[Signature]



58.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: May 14, 2020 Site: GHS Unobligated Account Balance: 8520.74

Account Name: HS Student Council Account Number: 899

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Fall Homecoming Parade and Alumni Assembly
Parade entry fees, shirts, mums, decorations, etc

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

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

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

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

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

Manufacturer: Walmart, Sam's Club, Gandy Ink, Body Billboards, One stop copy shop, Amazon

Purpose for which funds will be used: Student Council Sponsored Events

Name/Address of Vendor: _____

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

Estimated INCOME: <u>2200</u>	Fundraiser start date: <u>August 1, 2020</u>
Less Estimated EXPENSES: <u>1500</u>	
Estimated PROFIT: <u>700</u>	Fundraiser end date: <u>December 31, 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? Re-used at a later date Are

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

Sponsor Signature: [Signature] Date: 5/14/2020

Principal's Signature: [Signature] Date: 5-14-20

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

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

[Signature]



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BY: Apaue

591

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: May 14, 2020 Site: GHS Unobligated Account Balance: 8520.76

Account Name: HS Student Council Account Number: 899

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Crush Grams
Selling Soda and a note for Valentine's

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: Walmart, Amazon

Purpose for which funds will be used: Student Council Sponsored Events

Name/Address of Vendor: _____

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

Estimated INCOME: 150 Fundraiser start date: Feb. 5, 2021

Less Estimated EXPENSES: 50

Estimated PROFIT: 100 Fundraiser end date: Feb 15, 2021

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? Re-used at a later date Are

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

Sponsor Signature: [Signature] Date: 5/14/2020

Principal's Signature: [Signature] Date: 5-14-20

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

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

[Signature]



60.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: May 14, 2020 Site: GHS Unobligated Account Balance: 8520.74

Account Name: HS Student Council Account Number: 899

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) United Week/Rock Week- T-shirt Sales, Carnival, Money Chase Donations, Raffle, selling various food and snacks, 3v3 basketball, dodgeball, wristband 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: Walmart, Sam's Club, Gandy Ink, Body Billboards, One stop copy shop, Amazon

Purpose for which funds will be used: Profit will be donated to an organization chosen by student council

Name/Address of Vendor: _____

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

Estimated INCOME: <u>2200</u>	Fundraiser start date: <u>April 12th. 2021</u>
Less Estimated EXPENSES: <u>1500</u>	
Estimated PROFIT: <u>750</u>	Fundraiser end date: <u>April 23rd, 2021</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? Re-used at a later date Are _____

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

Sponsor Signature: [Signature] Date: 5/14/2020

Principal's Signature: [Signature] Date: 5-14-20

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

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

[Signature]



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JUN 21 2020
BY: Afanel

64.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: May 14, 2020 Site: GHS Unobligated Account Balance: 8520.76

Account Name: HS Student Council Account Number: 899

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Winter Homecoming (Snacks, Water, T-shirt 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) Snack, Water, t-shirt sales

Manufacturer: Walmart, Amazon, ticket services,

Purpose for which funds will be used: Student Council Sponsored Events

Name/Address of Vendor: _____

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

Estimated INCOME: 1800 Fundraiser start date: Jan. 10 2021

Less Estimated EXPENSES: 650

Estimated PROFIT: 1150 Fundraiser end date: Jan. 24 2021

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? Re-used at a later date Are

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

Sponsor Signature: [Signature] Date: 5/14/2020

Principal's Signature: [Signature] Date: 5-14-20

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

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

[Signature]



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BY: Ajane

62.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: May 14, 2020 Site: GHS Unobligated Account Balance: 8520.76

Account Name: HS Student Council Account Number: 899

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Winter Formal
Snacks, Water, entry fee, t-shirt 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: Walmart, Sam's Club, Gandy Ink, Body Billboards, One stop copy shop, Amazon, DJ services

Purpose for which funds will be used: Student Council Sponsored Events

Name/Address of Vendor: _____

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

Estimated INCOME: 2200 Fundraiser start date: December 9th, 2020

Less Estimated EXPENSES: 1500

Estimated PROFIT: 500 Fundraiser end date: December 20th, 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? Re-used at a later date Are

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

Sponsor Signature: [Signature] Date: 5/14/2020

Principal's Signature: [Signature] Date: 5-14-20

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

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

[Signature]



BY: Cupand

63.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: May 14, 2020 Site: GHS Unobligated Account Balance: 8520.76

Account Name: HS Student Council Account Number: 899

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Pink Week
Donations, Money Chasers, Dance, Raffle, t-shirt sales, Snack, water, soda

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: Walmart, Sam's Club, Gandy Ink, Body Billboards, One stop copy shop, Amazon

Purpose for which funds will be used: Profit will be donated to chosen candidates

Name/Address of Vendor: _____

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

Estimated INCOME: <u>2000</u>	Fundraiser start date: <u>September 14, 2020</u>
Less Estimated EXPENSES: <u>1200</u>	
Estimated PROFIT: <u>800</u>	Fundraiser end date: <u>September 25, 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? Re-used at a later date Are _____

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

Sponsor Signature: [Signature] Date: 5/14/2020

Principal's Signature: [Signature] Date: 5-14-20

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

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

[Signature]



BY: Agard

64.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: May 14, 2020 Site: GHS Unobligated Account Balance: 8520.70

Account Name: HS Student Council Account Number: 899

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) District 2 Leadership Convention entry fee, snacks, soda, water,

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: Walmart, Sam's Club, Gandy Ink, Body Billboards, One stop copy shop, Amazon, Missy's Donuts

Purpose for which funds will be used: Student Council Sponsored Events, shirts, speaker, food, tickets, decorations

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: Donuts, Decorations

Estimated INCOME: <u>1000</u>	Fundraiser start date: <u>Oct 1st, 2020</u>
Less Estimated EXPENSES: <u>400</u>	
Estimated PROFIT: <u>600</u>	Fundraiser end date: <u>Oct 15th, 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? Re-used at a later date Are

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

Sponsor Signature: [Signature] Date: 5/14/2020

Principal's Signature: [Signature] Date: 5-14-20

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

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

[Signature]



65.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/29/2020 Site: GHS Unobligated Account Balance: 4000 3836.91

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: 3/1/2021
 Less Estimated EXPENSES: 3000
 Estimated PROFIT: 1000 Fundraiser end date: 5/1/2021

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 Pur... Date: 5/29/20

Principal's Signature: Chris ... Date: 6-1-20

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

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

Yvonne Schapple



RECEIVED
JUN 02 2020
BY: *[Signature]*

66.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/29/2020 Site: GJHS Unobligated Account Balance: 4000 3836⁹¹

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.) JH Winter 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: <u>2000</u>	Fundraiser start date: <u>11/1/2020</u>
Less Estimated EXPENSES: <u>800</u>	
Estimated PROFIT: <u>1200</u>	Fundraiser end date: <u>12/22/2020</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? _____ Are

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

Sponsor Signature: Bill Pugh Date: 5/29/20

Principal's Signature: Chris Anderson Date: 6-1-20

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

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

[Handwritten Signature]



RECEIVED
JUL 1 2020
BY: [Signature]

67.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/29/2020 Site: GJHS Unobligated Account Balance: 4000 3836⁹¹

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.) JH 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: 2500 Fundraiser start date: 5/1/2021
 Less Estimated EXPENSES: 800
 Estimated PROFIT: 1700 Fundraiser end date: 5/22/2021

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: [Signature] Date: 5/29/20

Principal's Signature: [Signature] Date: 6-1-20

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

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

[Signature]



REC'D BY: [Signature]

68.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/29/2020 Site: GHS Unobligated Account Balance: 4000 3836.91

Account Name: Vocal Account Number: 902

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Fall Musical Ticket Sales, Ad Sales and Donations

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

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

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

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

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

Manufacturer:

Purpose for which funds will be used: Items used for producing 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: 2500 Fundraiser start date: 9/1/2020
Less Estimated EXPENSES: 2000
Estimated PROFIT: 500 Fundraiser end date: 11/1/2020

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.

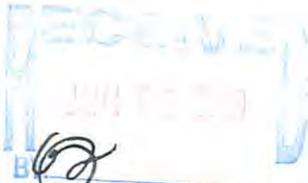
Sponsor Signature: Bill Aug Date: 5/29/20

Principal's Signature: [Signature] Date: 6-1-20

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

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

[Signature]



69.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/29/2020 Site: GHS Unobligated Account Balance: 4000 3836⁹¹

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: 1/1/2021
 Less Estimated EXPENSES: 500
 Estimated PROFIT: 1500 Fundraiser end date: 4/1/2021

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.

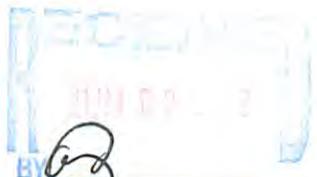
Sponsor Signature: Bill [Signature] Date: 5/29/20

Principal's Signature: [Signature] Date: 6-1-20

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

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

[Signature]



70.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/29/2020 Site: GJHS Unobligated Account Balance: 4000 3836⁹¹

Account Name: Vocal Account Number: 902

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

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

Lab Fees for for JH Choirs

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Items used for producing 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: _____

Estimated INCOME: 750 Fundraiser start date: 8/3/2020
 Less Estimated EXPENSES: 0
 Estimated PROFIT: 750 Fundraiser end date: 5/21/2021

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.

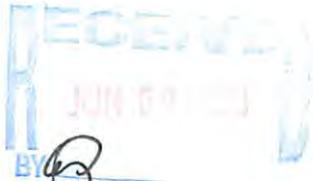
Sponsor Signature: Bill [Signature] Date: 5/29/20

Principal's Signature: [Signature] Date: 6-1-20

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

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

[Signature]



71.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5/29/2020 Site: GHS Unobligated Account Balance: 4000 3836⁹¹

Account Name: Vocal Account Number: 902

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Lab Fees for HS Choirs

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Items used for producing 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: _____

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

Estimated INCOME: 2000 Fundraiser start date: 8/3/2020
Less Estimated EXPENSES: 0

Estimated PROFIT: 2000 Fundraiser end date: 5/22/2021

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.

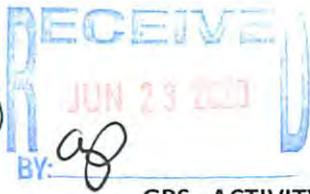
Sponsor Signature: Bill Perry Date: 5/29/20

Principal's Signature: Chris DeGrando Date: 6-1-20

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

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

Ms. Chapple



GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: June 22, 2020 Site: High School Unobligated Account Balance: <-2,926.92>

Account Name: Yearbook Account Number: 904

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

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

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

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

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

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

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

Manufacturer:

Purpose for which funds will be used: 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: 500.00 Fundraiser start date: August 1, 2020
Less Estimated EXPENSES: 0
Estimated PROFIT: 500.00 Fundraiser end date: May 30, 2021

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

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

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

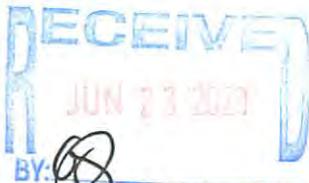
Sponsor Signature: [Signature] Date: 6/22/20

Principal's Signature: [Signature] Date: 6-22-20

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

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

[Signature]



73.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: June 22, 2020 Site: High School Unobligated Account Balance: (-2,926.⁹²-)

Account Name: Yearbook Account Number: 904

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Yearbook 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: 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: 30,000 Fundraiser start date: August 1, 2020
 Less Estimated EXPENSES: 26,000
 Estimated PROFIT: 4,000 Fundraiser end date: May 30, 2021

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: 6/22/20

Principal's Signature: [Signature] Date: 6-22-20

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

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

[Signature]
100



RECEIVED
JUN 23 2020
BY: [Signature]

74.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: June 22, 2020 Site: High School Unobligated Account Balance: (-2,926⁹²⁷)

Account Name: Yearbook Account Number: 904

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

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

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 not limited to training, equipment, supplies, etc

Name/Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser: Offset cost of books, equipment, supplies, training

Estimated INCOME: 10,000 Fundraiser start date: August 1, 2020
Less Estimated EXPENSES: 0

Estimated PROFIT: 10,000 Fundraiser end date: May 30, 2021

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

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

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

Sponsor Signature: [Signature] Date: 6/22/2020

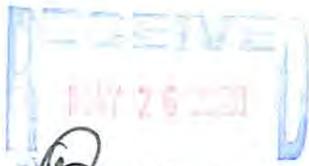
Principal's Signature: [Signature] Date: 6-22-20

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

Board of Education Approval Date: _____

AF Fundraiser Request 12/2017

[Signature]
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75.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-18-20 Site: Guthrie High School Unobligated Account Balance: 1652.43

Account Name: Drama 913 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: 1000.00 Fundraiser start date: 11-4-2020
 Less Estimated EXPENSES: 600.00
 Estimated PROFIT: 400.00 Fundraiser end date: 11-18-2020

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 Bergman Date: 5/20/20

Principal's Signature: Chris L. ... Date: 5-21-20

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

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



76.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-18-20 Site: GHS Unobligated Account Balance: 1652.43

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.) Billy Sim's will donate a percentage of sales for one 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 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: lodging, subs, fees, contest materials, workshops, food and drink, props, costumes, tech equipment, art supplies, construction and misc. supplies, tools

Name/Address of Vendor: Billy Sim's

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

Estimated INCOME: 300.00 Fundraiser start date: A day in Dec. 2020 TBA
 Less Estimated EXPENSES: 0
 Estimated PROFIT: 300.00 Fundraiser end date: same day

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 Bergman Date: 5/18/20

Principal's Signature: Chris Hill Date: 5-21-20

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

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


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BY: [Signature]
MAY 20 2020

77.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-18-20 Site: GHS Unobligated Account Balance: 1652.43

Account Name: 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.) Candy and snacks

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: Hersey, Nestle, Mars, Wrigley, Lays, Pringles, Trail Mix, Nature Valley, misc.

Purpose for which funds will be used: Lodging, fees, contests, workshops, food and drinks, props, fuel subs, costumes, tech equipment, art supplies, construction and misc. supplies, tools

Name/Address of Vendor: Walmart, Sam's,

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

Estimated INCOME: 2000.00 Fundraiser start date: 1-14-21
 Less Estimated EXPENSES: 800.00
 Estimated PROFIT: 1200.00 Fundraiser end date: 1-28-21

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? no if yes a facility use permit must be completed.

Sponsor Signature: [Signature] Date: 5/18/20

Principal's Signature: [Signature] Date: 5-21-20

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

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

[Signature]



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78.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-18-20 Site: GHS Unobligated Account Balance: 1652.43

Account Name: GHS Drama Account Number: 913

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.) Dessert and 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 (radio button checked) No (radio button) 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: Costumes, props, paper goods, food, drink, misc. supplies, print programs, paper, fuel, subs, contest materials, workshops, lodging, fees, plays, paint, per

Name/Address of Vendor: Walmart, Party Galaxy, One Stop Print Shop

Items to be purchased in order to conduct the fundraiser: Costumes, props, paper goods, food, drink, misc. supplies, subs, books, plays, paint, brushes, paper, posters, printing, programs, etc.

Estimated INCOME: 250.00 Fundraiser start date: May 2021
Less Estimated EXPENSES: 150.00
Estimated PROFIT: 100.00 Fundraiser end date: May 2021

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: Shellen Berryman Date: 5/18/20

Principal's Signature: [Signature] Date: 5-21-20

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

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

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79.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 5-18-20 Site: GHS Unobligated Account Balance: 1652.43

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 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: Costumes, props, paper goods, food, drink, misc. supplies, print programs, books, fuel, subs, contest materials, workshops, lodging, fees, plays, paint, per

Name/Address of Vendor: Walmart, Party Galaxy

Items to be purchased in order to conduct the fundraiser: Costumes, props, paper goods, food, drink, misc. supplies, subs, books, plays, paint, brushes, paper, posters, printing, programs, etc.

Estimated INCOME: 250.00 Fundraiser start date: May 2021

Less Estimated EXPENSES: 50.00

Estimated PROFIT: 200.00 Fundraiser end date: May 2021

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: 5/18/20

Principal's Signature: Chris G. [Signature] Date: 5-21-20

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

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

[Handwritten Signature]
106



80.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: June 10/2020 Site: GHS Unobligated Account Balance: \$1.97

Account Name: Hall of Fame Banquet 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.) Annual 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) n/a

Manufacturer: n/a

Purpose for which funds will be used: Buy HOF plaques and banquet supplies

Name/Address of Vendor: Guthrie Golf and Country Club/ Bodybillboards

Items to be purchased in order to conduct the fundraiser: Plaques/Usage fee

Estimated INCOME: \$2500 Fundraiser start date: August 8, 2020
Less Estimated EXPENSES: \$500

Estimated PROFIT: \$2000 Fundraiser end date: August 8, 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: June 12, 2020

Principal's Signature: [Signature] Date: 6-12-20

Athletic Director's Signature (if applicable): [Signature] Date: June 12, 2020

Board of Education Approval Date: _____

AF Fundraiser Request 12/2017

[Signature]
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81.

GPS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/1/2020 Site: Faver Unobligated Account Balance: 409.71

Account Name: Faver CEC Account Number: 933

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

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

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

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

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

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

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

Manufacturer: Great Value or equivalent

Purpose for which funds will be used: Funds purchase graduation items, educational event tickets, yearbooks, for those who could not otherwise afford

Name/Address of Vendor: WalMart / Sam's Club / wherever it's cheap

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

Estimated INCOME: 750.00 Fundraiser start date: 8/20/2020
 Less Estimated EXPENSES: 200.00
 Estimated PROFIT: 550.00 Fundraiser end date: 5/25/2021

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? stored in vault until next year Are

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

Sponsor Signature: Juan Larson Date: 7-1-2020

Principal's Signature: Chris Williams Date: 7-1-20

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

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

GUTHRIE PUBLIC SCHOOLS Transfer all activity accounts activity balances as of 6/30/2020 to the new school year 2020-2021. (See 6/30/2020 Revenue/Expenditure Summary for final year-end balances.)

ACCOUNT	ACCOUNT NAME	ACCOUNT BALANCE AS OF 6/30/20
801	CENTRAL FACULTY	\$ 451.61
802	CENTRAL ACTIVITY	\$ 11,202.76
803	CENTRAL PTO	\$ 6,991.92
804	COTTERAL PTO	\$ 12,377.99
805	COTTERAL ACTIVITY	\$ 11,912.36
806	COTTERAL FACULTY	\$ 409.02
808	FOGARTY PTO	\$ 17,276.71
809	FOGARTY ACTIVITY	\$ 12,797.56
810	FOGARTY FACULTY	\$ 207.32
811	ELEM SNACK GRANT	\$ 1,505.89
812	GUES ACTIVITY	\$ 6,455.50
813	GUES FACULTY	\$ 1,510.31
814	GUES HONOR CHOIR	\$ 646.12
815	GUES PTO	\$ 15,568.36
816	GHS SPECIAL KIDS	\$ 279.13
817	ART JUNIOR HIGH	\$ 28.60
818	JH BUILDERS CLUB	\$ 299.49
819	ATHLETIC JUNIOR HIGH	\$ 4,709.31
820	GOLF JUNIOR HIGH	\$ 2,266.69
821	FHA JUNIOR HIGH	\$ 3,146.59
822	HONOR SOCIETY JR HIGH	\$ 2,777.29
823	JR HIGH ACCOUNT	\$ 4,671.34
824	JR HIGH FACULTY	\$ 1,574.15
825	LIBRARY JR HIGH	\$ 1,921.07
826	LEARN 2 LOVE	\$ 27,544.97
827	CHEERLEADERS JR HIGH	\$ 2,903.32
830	STUCO JH	\$ 3,628.33
831	T.S.A. JR HIGH	\$ 1,030.69
832	YEARBOOK JR HIGH	\$ 4,714.10
834	ACADEMIC TEAM JR HIGH	\$ 170.74
840	CHARTER OAK ACTIVITY	\$ 19,759.48
841	CHARTER OAK PTO	\$ 6,182.82
842	CHARTER OAK FACULTY	\$ 615.53
850	ACADEMIC TEAM HS	\$ 107.70
851	ART CLUB HS	\$ 8,487.41
852	ATHLETICS HS	\$ 35,392.11
853	HS CHEER	\$ 2,083.92
854	FOOTBALL CAMP	\$ 2,073.41
855	TENNIS HS	\$ 19,473.11
856	GHS LIBRARY	\$ 238.57
858	GHS LINK CREW	\$ 130.97
859	BAND(OPERATING) HS	\$ 6,181.98
860	CLASS OF 2021 HS	\$ 3,409.90

GUTHRIE PUBLIC SCHOOLS Transfer all activity accounts activity balances as of 6/30/2020 to the new school year 2020-2021. (See 6/30/2020 Revenue/Expenditure Summary for final year-end balances.)

861	CLASS OF 2023 HS	\$	918.36
864	GHS ALUMNI ACCOUNT	\$	8,467.96
865	CLASS OF 2022 HS	\$	2,126.08
869	ENGLISH CLUB HS	\$	839.74
870	HS FACULTY/COURTESY ACCOUNT	\$	870.65
871	HS STUDENT PANTRY	\$	16,675.04
872	CLASS OF 2020 HS	\$	7,587.70
876	FFA/4H BOOSTER CLUB HS	\$	16,495.41
877	FFA HS	\$	8,866.60
878	FCCLA(FHA) HS	\$	2,901.57
879	FOREIGN LANGUAGE SPANISH HS	\$	4,714.16
880	XC BLUECREW	\$	3,921.18
881	LADY JAYS BASKETBALL	\$	6,034.74
882	GUTHRIE RUNNING CLUB HS	\$	5.80
883	HERITAGE CLUB HS	\$	1,575.40
884	HIGH SCHOOL ACCOUNT	\$	20,628.97
885	STUDENT SUPPORT HS	\$	2,107.68
886	HONOR SOCIETY HS	\$	2,943.43
889	KEY CLUB HS	\$	442.01
890	SPEECH HS	\$	503.25
891	STEM CLUB HS	\$	4.85
893	MU ALPHA THETA HS	\$	3,934.27
895	JROTC HS	\$	3,995.15
897	SOCCER CLUB HS	\$	3,960.73
898	SCIENCE CLUB HS	\$	5,785.57
899	STUDENT COUNCIL HS	\$	8,520.76
900	CAMPUS BEAUTIFICATION HS	\$	3,720.38
902	VOCAL HS	\$	5,007.91
904	YEARBOOK HS	\$	20,073.08
907	HS MEMORIAL FUND	\$	73.92
908	VOCAL TRIP ACCOUNT HS	\$	58.14
911	FFA BUILDING FUND	\$	2,406.92
913	DRAMA HS	\$	1,652.43
922	COURTESY COMMITTEE ADMIN	\$	69.53
927	HALL OF FAME BANQUET	\$	1.97
929	SPECIAL OLYMPICS	\$	36,896.45
933	FAVER C&C	\$	409.71
934	TRANSPORTATION C&C	\$	2,565.88
935	VENDING MACHINE ADMIN	\$	714.13
937	FAVER ACTIVITY	\$	72.27
938	NATIVE AMERICAN PARENT COMM	\$	205.72
940	ADMINISTRATION MISC	\$	14,802.52
	TOTAL TRANSFERRED	\$	488,674.17



Guthrie Public Schools
Product Report - Sales Total
7/1/2019 to 6/30/2020

6/29/2020 1:17:42 PM

Product Name	Quantity Sold	Total Sales
AP Test Fees	6	\$592.00
Band Cookie Dough Fundraiser	2	\$267.00
Band Dues	1	\$65.00
Class of 2021	16	\$800.00
Class of 2022	13	\$445.00
Donation	2	\$75.00
English Club Dues	1	\$15.00
General Fund Reimbursement	3	\$196.37
Homecoming 2019-2020	2	\$40.00
National Honor Society	49	\$735.00
Payment on Account	2730	\$100,153.60
Payment on Account	3	(\$120.00)
Science Club	3	\$60.00
Science Lab Fee	7	\$140.00
	Sub Total:	\$103,463.97
	Convenience Fee Total:	\$5,222.50
	Total:	\$108,686.47

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2019 - 6/30/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
Project - 940 ADMINISTRATION MISC							
953 PaySchools fee	\$0.00	\$597.13	\$0.00	\$0.00	\$597.13	\$0.00	\$597.13
Total Project - 940 ADMINISTRATION MISC	\$0.00	\$597.13	\$0.00	\$0.00	\$597.13	\$0.00	\$597.13
Total	\$0.00	\$597.13	\$0.00	\$0.00	\$597.13	\$0.00	\$597.13

ACCOUNT	FUNDRAISER	APPROVAL DATE	EST. PROFIT	FOOD SOLD	START DATE	END DATE	ACTUAL PROFIT
801, Central Facult	Staff Jean Pass	7/8/2019	\$700.00		8/15/2019	10/4/2019	-\$16.00
802, Central Activit	Big Kahuna Catalo	7/8/2019	\$3,000.00		9/11/2019	11/15/2019	\$5,834.20
802, Central Activit	Scholastic Book Fe	7/8/2019	\$1,200.00		10/7/2019	10/11/2019	\$552.49
802, Central Activit	Magazines subscrip	7/8/2019	\$400.00		1/10/2020	3/31/2020	\$388.50
802, Central Activit	Deanan Popcorn B	9/9/2019	\$2,000.00	Yes	2/3/2020	3/14/2020	\$2,297.00
802, Central Activit	Reading for Educa	7/8/2019	\$400.00		1/10/2020	3/31/2020	\$388.50
802, Central PTO	Follett Book Fair	2/10/2020	\$0.00		4/23/2020	5/1/2020	\$0.00
803, Central PTO	Holiday Craft Show	7/8/2019	\$500.00	Yes	7/15/2019	12/13/2019	\$568.83
803, Central PTO	Bluejay Bash/ Raffl	7/8/2019	\$500.00		7/15/2019	9/20/2019	-\$192.00
803, Central PTO	Class T-shirts & W	7/8/2019	\$500.00		8/1/2019	11/1/2019	\$625.00
803, Central PTO	Central Spirit Store	7/8/2019	\$2,500.00		9/1/2019	5/22/2020	-\$51.00
803, Central PTO	Snack Shack	7/8/2019	\$2,500.00	Yes	9/1/2019	5/22/2020	\$2,915.53
803, Central PTO	Christmas Store	7/8/2019	\$1,000.00		9/2/2019	12/13/2019	\$1,033.00
803, Central PTO	Central Restaurar	7/8/2019	\$1,200.00		10/1/2019	4/30/2020	\$0.00
804, Cotteral PTO	Christmas Store	7/8/2019	\$1,000.00		12/9/2019	12/13/2019	\$861.98
804, Cotteral PTO	Snack Shack	7/8/2019	\$3,000.00	Yes	8/20/2019	5/22/2020	\$2,398.28
804, Cotteral PTO	Boo Grams	9/9/2019	\$350.00		10/15/2019	10/30/2019	\$318.00
804, Cotteral PTO	Block Party w/conc	3/9/2020	\$800.00	yes	4/24/2020	4/24/2020	\$0.00
805, Cotteral Activi	Penny War	7/8/2019	\$2,900.00		3/2/2020	3/13/2020	\$1,529.63
805, Cotteral Activi	Scholastic Book Fe	7/8/2019	\$1,500.00		10/16/2019	10/25/2019	\$832.59
805, Cotteral Activi	Southwest Catalog	7/8/2019	\$5,000.00		10/25/2019	11/5/2019	\$1,992.77
805, Cotteral Activi	Follett Book Fair	1/13/2020	\$1,500.00		4/6/2020	4/10/2020	\$0.00
Fogarty	Donors Choose-Cl	12/9/2019	\$316.00		12/8/2019	3/31/2020	\$360.00
Fogarty	Amazon Wish List	12/9/2019	\$1,500.00		1/6/2020	5/23/2020	\$0.00
808, Fogarty PTO	BlueSource school	3/9/2020	\$400.00		4/20/2020	8/20/2020	\$0.00
808, Fogarty PTO	School T-shirts	7/8/2019	\$300.00		8/16/2019	2/7/2020	\$1,003.20
808, Fogarty PTO	Food Trucks & Qui	7/8/2019	\$300.00	Yes	8/16/2019	8/16/2019	Did not conduct
808, Fogarty PTO	Penny War	7/8/2019	\$3,000.00		10/21/2019	11/8/2019	\$2,002.49
808, Fogarty PTO	Spell A Thon	7/8/2019	\$5,000.00		2/10/2020	3/13/2020	\$8,810.00
808, Fogarty PTO	Quilt Raffle	10/14/2019	\$2,500.00		10/21/2019	11/8/2019	\$0.00
808, Fogarty PTO	Snack Shack	7/8/2019	\$5,000.00	Yes	9/6/2019	5/15/2020	\$4,185.56

ACCOUNT	FUNDRAISER	APPROVAL DATE	EST. PROFIT	FOOD SOLD	START DATE	END DATE	ACTUAL PROFIT
809, Fogarty Activi	Sno Cones	12/9/2019	\$300.00	Yes	1/6/2020	5/23/2020	\$624.18
809, Fogarty Activi	Big Kahuna Choco	7/8/2019	\$4,320.00	Yes	9/10/2019	9/24/2019	\$10,703.50
809, Fogarty Activi	Scholastic Fall Boc	7/8/2019	\$4,600.00		10/16/2019	10/25/2019	\$237.46
809, Fogarty Activi	Field day t-shirts	2/10/2020	\$345.00		3/23/2020	4/17/2020	\$0.00
809, Fogarty Activi	Scholastic Spring E	7/8/2019	\$2,500.00		4/27/2020	5/1/2020	\$0.00
812, GUES Activity	Follett Fall Book Fa	9/9/2019	\$3,000.00		10/16/2019	10/31/2019	\$1,248.92
812, GUES Activity	Follett Spring Book	9/9/2019	\$4,000.00		1/26/2020	1/31/2020	\$0.00
812, GUES Activity	GUES T-shirts Sta	7/8/2019	\$1,000.00		8/17/2019	5/22/2020	\$445.00
812, GUES Activity	Yearbooks	7/8/2019	\$1,500.00		8/20/2019	5/22/2020	-\$575.58
812, GUES Activity	Southwest Brochur	7/8/2019	\$5,500.00		9/5/2019	9/20/2019	\$5,048.82
814, GUES Honor	Online T-shirt Func	9/9/2019	\$100.00		10/1/2019	10/31/2019	\$101.55
815, GUES PTO	Snack Shack	9/9/2019	\$4,800.00	Yes	8/20/2019	8/15/2020	\$4,250.29
815, GUES PTO	Winter Dance w/Cc	1/13/2020	\$500.00	Yes	2/1/2020	2/13/2020	\$1,551.54
815, GUES PTO	Valnetine Pencil Gi	1/13/2020	\$500.00		2/1/2020	2/14/2020	\$0.00
815, GUES PTO	Smart Snack Sno C	7/8/2019	\$200.00	Yes	9/5/2019	4/3/2020	\$4,680.47
815, GUES PTO	Run the Race Jog	7/8/2019	\$4,900.00		10/1/2019	11/30/2019	\$8,124.42
815, GUES PTO	Coin Wars	3/9/2020	\$5,200.00	no	3/23/2020	3/27/2020	\$0.00
815, GUES PTO	Christmas Store	7/8/2019	\$4,000.00		12/9/2019	12/13/2019	\$1,698.32
818, Builders Club	Dues w/Shirt	7/8/2019	\$200.00		8/1/2019	5/22/2020	\$0.00
821, JH FCCLA	Candy sales	7/8/2019	\$300.00	Yes	10/17/2019	10/31/2019	\$1,165.00
821, JH FCCLA	Club Choice Broch	7/8/2019	\$600.00	Yes	11/8/2019	11/22/2019	\$0.00
821, JH FCCLA	FCCLA T-shirt sale	7/8/2019	\$100.00		8/28/2019	9/11/2019	-\$6.34
822, JH NJHS	Dues w/shirt	6/10/2019	\$200.00		8/1/2019	5/22/2020	\$468.18
825, JH Library	Spring Book Fair	11/11/2019	\$1,500.00		3/9/2020	3/13/2020	\$0.00
826, Learn 2 Love	Donation Solicitaio	7/8/2019	\$5,000.00		8/1/2019	6/30/2020	\$2,630.00
826, Learn 2 Love	Annual 5K Run 4 L	2/10/2020	\$8,100.00		2/11/2020	5/16/2020	\$0.00
830, JH STUCO	8th Grade T-shirts	2/10/2020	\$300.00		3/6/2020	4/30/2020	\$0.00
830, JH STUCO	JH T-shirts	2/10/2020	\$500.00		3/6/2020	4/30/2020	\$0.00
830, JH STUCO	Halloween Grams	9/9/2019	\$150.00	Yes	10/21/2019	10/31/2019	\$0.00
830, JH STUCO	T-shirt sales	9/9/2019	\$0.00		10/21/2019	11/1/2019	-\$243.00

ACCOUNT	FUNDRAISER	APPROVAL DATE	EST. PROFIT	FOOD SOLD	START DATE	END DATE	ACTUAL PROFIT
830, JH STUCO	Bedlam Links Asse	9/9/2019	\$2,450.00		11/18/2019	11/22/2019	\$894.00
830, JH STUCO	End of the year dai	2/10/2020	\$800.00	Yes	5/8/2020	5/8/2020	\$0.00
830, JH STUCO	Valentines Dance \	1/13/2020	\$700.00	Yes	2/10/2020	2/14/2020	\$1,188.13
832, JH Yearbook	Yearbooks & Pictu	6/10/2019	\$1,600.00		8/1/2019	5/22/2019	\$1,579.49
840, Ch. Oak Activ	2018-19 Yearbook	6/10/2019	\$1,000.00		8/1/2019	11/15/2019	\$15.00
840, Ch. Oak Activ	2019-20 Yearbook	6/10/2019	\$1,500.00		8/1/2019	5/10/2020	\$0.00
840, Ch. Oak Activ	Solicitation of Func	6/10/2019	\$500.00		8/1/2019	5/24/2020	\$293.20
840, Ch. Oak Activ	Guthrie Blue Jay C	6/10/2019	\$1,000.00		8/15/2019	5/1/2020	\$131.00
840, Ch. Oak Activ	School Shirt sales	6/10/2019	\$1,500.00		8/24/2019	5/24/2020	\$874.30
840, Ch. Oak Activ	Big Kahuna Brocht	7/8/2019	\$5,000.00	Yes	9/9/2019	10/1/2019	\$8,994.97
840, Ch. Oak Activ	Scholastic Fall Boc	7/8/2019	\$1,000.00		10/2/2019	10/29/2019	\$1,448.05
840, Ch. Oak Activ	Big Kahuna Candy	7/8/2019	\$5,000.00	Yes	2/1/2020	2/28/2020	\$7,491.22
840, Ch. Oak Activi	Scholastic Book Fa	7/8/2019	\$1,000.00		1/6/2020	2/14/2020	\$1,317.12
841, Ch. Oak PTO	Snack Shack	6/10/2019	\$3,500.00	Yes	8/24/2019	5/24/2020	\$5,493.53
841, Ch. Oak PTO	Boo & Valentines C	7/8/2019	\$600.00	Yes	10/5/2019	2/20/2020	\$560.39
841, Ch. Oak PTO	Spell A Thon	7/8/2019	\$1,500.00		4/1/2020	4/30/2020	\$0.00
841, Ch. Oak PTO	Walk A Thon	7/8/2019	\$2,000.00		11/1/2019	11/30/2019	\$0.00
841, Ch. Oak PTO	Christmas Store	7/8/2019	\$1,500.00		12/1/2019	12/20/2019	\$1,903.42
841, Ch. Oak PTO	Kona Ice	3/9/2020	\$1,000.00	yes	5/2/2020	5/19/2020	\$0.00
841, Ch. Oak PTO	Sock Hop, Silent A	7/8/2019	\$1,500.00	Yes	3/2/2020	3/31/2020	\$0.00
842, Ch. Oak Facu	Staff Jean Pass	6/10/2019	\$2,000.00		8/1/2019	11/1/2019	\$0.00
850, HS Academic	Dues	6/10/2019	\$100.00		8/1/2019	5/25/2020	\$125.00
851, HS Art	Dues	6/10/2019	\$3,125.00		8/1/2019	6/1/2020	\$1,900.00
852, HS Athletics	Fall, Winter, Spring	7/8/2019	\$1,000.00		7/15/2019	3/15/2020	\$0.00
852, HS Athletics	John Vance Motors	3/9/2020	\$5,000.00		4/4/2020	4/4/2020	\$0.00
853, HS Cheer	Worlds Finest Cho	9/9/2019	\$1,500.00	Yes	11/4/2019	11/19/2019	\$0.00
853, HS Cheer	Bake/Snack Sale	9/9/2019	\$500.00	Yes	10/7/2019	10/21/2019	\$0.00
853, HS Cheer	Little Cheerleader (9/9/2019	\$2,400.00		9/16/2019	9/27/2019	\$2,261.56
854, FOOTBALL C	Youth football cam	3/9/2020	3000		5/12/2020	5/14/2020	\$0.00
855, Tennis	FanCloth Clothing	9/9/2019	\$500.00		9/15/2019	9/30/2019	\$0.00

ACCOUNT	FUNDRAISER	APPROVAL DATE	EST. PROFIT	FOOD SOLD	START DATE	END DATE	ACTUAL PROFIT
855, Tennis	Tennis Camp	9/9/2019	\$750.00		9/30/2019	10/4/2019	\$1,582.50
855, Tennis	Lexi Hastings Merr	9/9/2019	\$750.00		9/30/2019	10/27/2019	\$970.00
855, Tennis	McDonald's Panca	9/9/2019	\$750.00		2/1/2020	2/28/2020	\$2,219.00
855, Tennis	SnapRaise	2/10/2020	30000	No	2/1/2020	2/24/2020	\$4,084.51
858, Link Crew	Dues	7/8/2019	\$450.00		7/1/2019	6/30/2020	\$260.00
859, Band	JH Band Dues	6/10/2019	\$3,450.00		7/1/2019	5/22/2020	\$2,590.00
859, Band	HS Band Dues	6/10/2019	\$5,720.00		7/1/2019	5/22/2020	\$3,110.00
859, Band	HS Colorguard Du	6/10/2019	\$4,200.00		7/1/2019	5/22/2020	\$1,507.00
859, Band	Otis Spunkmeyer C	6/10/2019	\$1,200.00	Yes	8/8/2019	8/15/2019	\$2,578.85
859, Band	Duram Ellis Pecan	7/8/2019	\$5,000.00	Yes	9/17/2019	10/1/2019	\$6,967.00
859, Band	World's Finest Can	7/8/2019	\$6,000.00	Yes	3/25/2020	4/8/2020	\$0.00
860, Class of 2021	Class Dues	7/8/2019	\$10,000.00		8/1/2019	5/22/2020	\$2,040.00
860, Class of 2021	Prom Ticket sales	7/8/2019	\$4,000.00		8/1/2019	5/22/2020	\$60.00
861, Class of 2023	Class Dues	9/9/2019	\$1,400.00		8/19/2019	5/25/2020	\$965.67
865, Class of 2022	Class Dues	6/10/2019	\$1,400.00		8/1/2019	5/25/2020	\$2,385.00
869, English Club	Dues	7/8/2019	\$200.00		8/20/2019	5/22/2020	\$150.00
869, English Club	Selling GHS T-shir	10/14/2019	\$500.00		10/15/2019	1/31/2020	\$0.00
870, HS Courtesy	Staff Jean Pass	6/10/2019	\$800.00		8/5/2019	5/30/2020	\$540.00
871, Student Pantr	Donation Solicitatic	6/10/2019	\$10,000.00		7/1/2019	6/30/2020	\$3,700.00
872, Class of 2020	Class Dues	7/8/2019	\$5,000.00		8/1/2019	5/25/2020	\$6,250.00
876, FFA Boosters	Pork Chop Dinner/	7/8/2019	\$12,500.00		8/1/2019	11/1/2019	\$5,941.17
876, FFA Boosters	Gator Raffle	7/8/2019	\$12,500.00		8/1/2019	11/1/2019	\$12,280.00
876, FFA Boosters	Concession Stands	7/8/2019	\$3,000.00		1/30/2020	3/1/2020	\$1,795.50
876, FFA Boosters	Membership Fees	7/8/2019	\$1,000.00		8/1/2019	5/31/2020	\$320.00
877, FFA	Flower/Floral Arrar	7/8/2019	\$3,500.00		8/1/2019	5/31/2020	-\$833.60
877, FFA	Meat sales	7/8/2019	\$20,000.00	Yes	8/1/2019	5/31/2020	\$17,806.45
877, FFA	Metal & Wood Proc	7/8/2019	\$2,500.00		8/1/2019	5/31/2020	\$185.00
878, HS FCCLA	Painted Driveway I	7/8/2019	\$400.00		9/1/2019	5/20/2020	\$0.00
878, HS FCCLA	RADA Kitchenware	7/8/2019	\$600.00		11/11/2019	12/6/2019	Did not conduct
878, HS FCCLA	MPact Pretzel Rod	7/8/2019	\$750.00	Yes	1/21/2020	2/3/2020	\$93.50

ACCOUNT	FUNDRAISER	APPROVAL DATE	EST. PROFIT	FOOD SOLD	START DATE	END DATE	ACTUAL PROFIT
878, HS FCCLA	MPact Gummy Be	7/8/2019	\$500.00	Yes	10/25/2019	11/1/2019	Did not conduct
878, HS FCCLA	FCCLA T-shirts	7/8/2019	\$25.00		10/1/2019	5/1/2020	\$0.00
878, HS FCCLA	BakeSale	7/8/2019	\$450.00	Yes	12/11/2019	12/20/2019	Did not conduct
878, HS FCCLA	Member Dues	7/8/2019	\$620.00		8/1/2019	5/1/2020	\$100.00
878, HS FCCLA	Valentines Day Sa	7/8/2019	\$750.00	Yes	2/3/2020	2/14/2020	\$0.00
878, HS FCCLA	Teacher Luncheon	7/8/2019	\$500.00	Yes	10/1/2019	5/17/2020	\$0.00
878, HS FCCLA	PT Conference Me	3/9/2020	\$250.00	Yes	3/10/2020	3/15/2020	\$0.00
878, HS FCCLA	Donation/Sponsors	3/9/2020	\$1,000.00		3/10/2020	6/15/2020	\$15.00
878, HS FCCLA	Strut Your Mutt Do	7/8/2019	\$900.00	Yes	3/1/2020	5/30/2020	\$0.00
879, Foreign Lang	Dues w/Tshirt	6/10/2019	\$1,500.00		8/1/2019	5/25/2020	\$420.52
880, XC Bluecrew	Mum Sales	7/8/2019	\$750.00		9/2/2019	9/16/2019	\$1,000.00
880, XC Bluecrew	Pop & Candy Sale:	7/8/2019	\$450.00	Yes	9/2/2019	9/16/2019	Did not conduct
880, XC Bluecrew	Cross Country Mec	7/8/2019	\$5,000.00		9/7/2019	9/7/2019	\$3,480.00
880, XC Bluecrew	Poinsetta sales	10/14/2019	\$1,000.00		12/2/2019	12/13/2019	\$0.00
880, XC Bluecrew	Cookie Dough broc	1/13/2020	\$2,400.00	Yes	1/14/2020	1/29/2020	\$855.00
880, XC Bluecrew	Pop & Candy sales	1/13/2020	\$400.00	Yes	1/14/2020	1/29/2020	\$149.00
880, XC Bluecrew	Geranium sales	2/10/2020	\$500.00		3/2/2020	3/13/2020	0
880, XC Bluecrew	Vertical Raise donz	2/10/2020	\$1,800.00		2/11/2020	2/20/2020	\$4,090.00
881, Lady Jays BB	Oklahoma Clay Or	12/9/2019	\$1,100.00		12/10/2019	1/10/2020	\$0.00
881, Lady Jays BB	Advertising Banner	9/9/2019	\$2,350.00		9/11/2019	12/31/2019	\$820.00
881, Lady jays BB	BB Fan T-shirt sale	9/9/2019	\$1,800.00		10/11/2019	12/31/2019	\$0.00
881, Lady Jays BB	Free Throw A Thor	9/9/2019	\$4,000.00		9/11/2019	4/1/2020	\$5,200.00
881, Lady Jays BB	Fan Yard Sign Sale	6/10/2019	\$1,600.00		7/6/2019	12/31/2019	\$140.00
881, Lady Jays BB	Jr Jay BB Clinic	3/9/2020	\$1,950.00		4/7/2020	5/5/2020	\$0.00
883, Heritage Club	Dues w/Shirt	6/10/2019	\$200.00		8/13/2019	10/16/2019	\$158.50
885, Student Supp	Bottled Water sale:	6/10/2019	\$2,250.00	Yes	8/5/2019	5/29/2020	\$1,389.97
886, National Honc	Dues	11/11/2019	\$2,500.00		1/6/2020	6/22/2020	\$420.50
889, Key Club	Dues	6/10/2019	\$100.00		8/20/2019	5/25/2020	\$247.00
891, STEM	Solicit funds from p	10/14/2019	\$1,000.00		10/15/2019	5/20/2020	\$150.00
893, Mu Alpha The	Bottled Water sale:	6/10/2019	\$380.00	Yes	8/20/2019	5/1/2020	\$599.62

ACCOUNT	FUNDRAISER	APPROVAL DATE	EST. PROFIT	FOOD SOLD	START DATE	END DATE	ACTUAL PROFIT
893, Mu Alpha The	Dues	6/10/2019	\$225.00		8/20/2019	3/1/2020	\$940.00
893, Mu Alpha The	Calculator Rental F	10/14/2019	\$420.00		11/1/2019	5/18/2020	\$596.00
895, JROTC	Lazy E Chairback I	9/9/2019	\$2,400.00		3/4/2020	3/8/2020	\$0.00
895, JROTC	Military Ball Donations/Ticket Sales				1/16/2020	2/14/2020	\$385.00
897, Soccer	FanCloth Fundrais	7/8/2019	\$1,500.00		10/14/2019	10/18/2019	\$0.00
897, Soccer	Car Wash	7/8/2019	\$200.00		7/6/2019	7/6/2019	\$0.00
897, Soccer	Solicit Funds from	10/14/2019	\$1,000.00		10/15/2019	5/20/2020	\$3,886.13
897, Soccer	Sonic Discount car	1/13/2020	\$1,000.00		1/14/2020	4/1/2020	\$1,894.00
898, Science Club	Lab Fees/Club Due	7/8/2019	\$6,500.00		8/1/2019	5/25/2020	\$3,398.00
899, HS STUCO	Crush Grams	2/10/2020	\$150.00	Yes	2/11/2020	2/14/2020	\$0.00
899, HS STUCO	District 2 Leadersh	9/9/2019	\$2,500.00	Yes	10/8/2019	10/16/2019	\$577.50
899, HS STUCO	Homecoming Para	8/12/2019	\$200.00		8/15/2019	12/1/2019	\$886.00
899, HS STUCO	Stuco Appareal	8/12/2019	\$400.00		8/15/2019	5/22/2020	\$0.00
899, HS STUCO	Dues	8/12/2019	\$800.00		8/15/2016	5/22/2020	\$638.00
899, HS STUCO	Faculty Appareal B	8/12/2019	\$1,000.00		8/15/2020	5/22/2020	\$1,136.00
899, HS STUCO	Pink Game	8/12/2019	\$200.00		9/18/2019	10/2/2019	See Pink Week
899, HS STUCO	Pink Week Activitie	8/12/2019	\$3,000.00	Yes	9/18/2019	10/2/2019	\$8,104.21
899, HS STUCO	Winter Formal Dan	8/12/2019	\$1,150.00		11/1/2019	1/31/2020	\$2,500.00
899, HS STUCO	United Week./Rock	12/9/2019	\$1,000.00		1/1/2020	5/20/2020	\$0.00
899, HS STUCO	Winter Formal Wat	12/9/2019	\$250.00	Yes	12/14/2019	12/14/2019	\$0.00
899, HS STUCO	Winter Homecomir	12/9/2019	\$1,000.00		1/1/2020	5/20/2020	-\$803.21
900, Campus Beat	Student Parking Pa	6/10/2019	\$5,300.00		8/5/2019	5/24/2020	\$6,304.50
900, Campus Beat	Staff Parking Pass	6/10/2019	\$250.00		8/5	5/24/2020	\$100.00
902, Vocal	HS Fall Musical, A	6/10/2019	\$500.00		8/1/2019	12/22/2019	Cancelled
902, Vocal	HS Choir Lab Fee	6/10/2019	\$2,000.00		8/1/2019	5/25/2020	\$1,750.00
902, Vocal	JH Choir Lab Fee	6/10/2019	\$750.00		8/1/2019	5/25/2020	\$1,109.00
902, Vocal	Cabaret Concert	7/8/2019	\$1,500.00		1/1/2020	3/1/2020	\$1,000.00
902, Vocal	HS Spring Musical	7/8/2019	\$1,000.00		3/1/2020	5/1/2020	\$0.00
902, Vocal	JH Spring Musical	7/8/2019	\$1,500.00		4/25/2020	5/25/2020	\$0.00
904, Yearbook	Index Sponsors	7/8/2019	\$700.00		8/1/2019	5/30/2020	\$0.00

ACCOUNT	FUNDRAISER	APPROVAL DATE	EST. PROFIT	FOOD SOLD	START DATE	END DATE	ACTUAL PROFIT
904, Yearbook	Dues	7/8/2019	\$500.00		8/1/2019	5/30/2020	\$0.00
904, Yearbook	Yearbook sales	7/8/2019	\$6,000.00		8/1/2019	6/30/2020	
904, Yearbook	Yearbook Ads	7/8/2019	\$10,000.00		8/1/2019	5/30/2020	\$4,200.00
913, Drama	Dues w/Shirt	6/10/2019	\$500.00		8/15/2019	5/28/2020	\$880.00
913, Drama	Billy Simms Night	12/9/2019	\$275.00		12/17/2019	12/17/2019	\$236.42
913, Drama	Century Resources	7/8/2019	\$1,000.00	Yes	1/30/2020	2/25/2020	\$1,082.50
913, Drama	Follies	7/8/2019	\$200.00		5/1/2020	5/30/2020	\$0.00
913, Drama	Dessert & Play	7/8/2019		Yes	5/1/2020	5/30/2020	\$0.00
913, Drama	Candy & Snack sa	11/11/2019	\$600.00	Yes	1/9/2020	1/24/2020	\$758.64
922, Adm Courtesy	Staff Donation Soli	7/8/2019	\$160.00		8/1/2019	6/30/2020	\$0.00
927, Hall of Fame	Golf Tournament	7/8/2019	\$2,700.00		8/10/2019	8/10/2019	\$1,570.00
929, DIST. SP OL	Spring Fling	2/10/2020	\$9,500.00		2/11/20	3/28/2020	\$10,706.00
933, Faver C& C	Bottled water sales	10/14/2019	\$550.00		10/15/2019	5/29/2020	
934, Transportati	Vending sales	7/8/2019	\$2,000.00		7/9/2019	6/30/2020	
935, Admin Vendin	Snacks & Beverag	7/8/2019	\$100.00		7/9/2019	6/30/2020	-\$20.31

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1	07/01/2020	10611	CITY OF GUTHRIE	WATER, SEWER, AND GARBAGE FOR 2020-2021	150,000.00
2	07/01/2020	12886	OKLAHOMA GAS & ELECTRIC COMPANY	ELECTRIC SERVICE FOR 2020-2021	400,000.00
3	07/01/2020	12892	ONE GAS, INC.	NATURAL GAS FOR 2020-2021	55,000.00
4	07/01/2020	17419	CLEARWATER ENTERPRISES, LLC	NATURAL GAS FOR 2020-2021	50,000.00
5	07/01/2020	10711	COX COMMUNICATIONS SYSTEM	SERVICE FOR 2020-2021	60,000.00
7	07/01/2020	12744	MUNICIPAL ACCOUNTING SYSTEMS, INC.	DATA PROCESSING/SUPPLIES FOR 2020-2021	48,043.00
8	07/01/2020	42812	PUTNAM & COMPANY, PLLC	AUDITING SERVICES FOR 2020-2021	8,000.00
9	07/01/2020	14135	UNITED STATES POSTAL SERVICE	POSTAGE FOR 2020-2021	8,000.00
10	07/01/2020	13181	PITNEY BOWES CREDIT CORP.	POSTAGE METER FEES/SUPPLIES FOR 2020-2021	1,923.88
11	07/01/2020	15132	POSTMASTER	BULK MAIL FOR 2020-2021	1,120.00
12	07/01/2020	13431	ROSENSTEIN FIST & RINGOLD	ATTORNEY FEES FOR 2020-2021	70,000.00
13	07/01/2020	11200	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES FOR 2020-2021	700.00
14	07/01/2020	13958	THE DAILY OKLAHOMAN	SUBSCRIPTION/ADS/SERVICE FOR 2020-2021	700.00
15	07/01/2020	42573	LOGAN COUNTY COURIER	SUBSCRIPTION/LEGAL NOTICES FOR 2020-2021	400.00
16	07/01/2020	14316	AHP OF OKLAHOMA	SUBSCRIPTION/LEGALS/ADS FOR 2020-2021	400.00
17	07/01/2020	15661	OKLAHOMA EMPLOYMENT SECURITY COMM	UNEMPLOYMENT FOR 2020-2021	5,000.00
18	07/01/2020	42029	AM FIDELITY ASSURANCE CO., INC.	ADMINISTRATION FEE FOR 2020-2021	56.00
19	07/01/2020	44502	SUMNERONE, INC	DISTRICT COPIER MAINTENACE FOR 2020-2021	5,000.00
20	07/01/2020	10018	IMAGE WORKS OF OKLAHOMA, INC	COPIER LEASE/MAINTENANCE FOR 2020-2021	65,000.00
21	07/01/2020	12933	OKLAHOMA ASBO	MEMBERSHIP/REGISTRATIONS FOR 2020-2021	1,575.00
22	07/01/2020	13021	OSSBA	MEMBERSHIP/ONLINE POLICY/REGISTR. FOR 2020-2021	7,410.00
23	07/01/2020	15124	COOPERATIVE COUNCIL FOR OKLAHOMA	DISTRICT LEVEL PROGRAM ASSIST/REGISTR. 2020-2021	6,500.00
24	07/01/2020	16091	UNITED STATES SUBURBAN ASSOCIATION	MEMBERSHIP FOR 2020-2021	1,100.00
25	07/01/2020	42370	VERNON FLORENCE CONSULTIN CO. INC.	SUBSCRIPTION FOR 2020-2021	120.00
26	07/01/2020	13496	G. E. MONEY BANK	MEMBERSHIP/SUPPLIES FOR 2020-2021	150.00
27	07/01/2020	14207	WALMART COMMUNITY	SUPPLIES FOR ADMIN OFFICE/2020-2021	200.00
28	07/01/2020	17940	PROSPERITY BANK	BLANKET FOR TRAVEL/REGISTRATION/SUPPLIES 2020-2021	1,000.00
29	07/01/2020	13021	OSSBA	BOARD RETREAT TRAINING	1,000.00
30	07/01/2020	16459	X-CEL BADGE & ENGRAVING CO., INC.	NAMEPLATES/SUPPLIES - ADMIN	100.00
31	07/01/2020	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES FOR 2020-2021	1,000.00

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32	07/01/2020	13229	QUILL CORPORATION	BLANKET FOR SUPPLIES FOR 2020-2021	2,000.00
33	07/01/2020	12686	LOREN L JONES	BLANKET FOR SUPPLIES FOR 2020-2021	1,000.00
34	07/01/2020	44091	RURAL WATER, SEWER, & WASTE MGMT	WATER SERVICE/CHARTER OAK 2020-2021	8,000.00
35	07/01/2020	43993	CENTRAL RURAL ELECTRIC COOP	ELECTRIC SERVICE/CHARTER OAK 2020-2021	45,000.00
36	07/01/2020	83465	MICHAEL L SIMPSON	EXPENSE REIMBURSEMENT FOR 2020-2021	5,000.00
37	07/01/2020	83596	DOUGLAS ALLEN OGLE	EXPENSE REIMBURSEMENT FOR 2020-2021	3,000.00
38	07/01/2020	83489	CARMEN L WALTERS	EXPENSE REIMBURSEMENT FOR 2020-2021	1,000.00
39	07/01/2020	84047	MICHELLE LASHAWN CHAPPLE	EXPENSE REIMBURSEMENT FOR 2020-2021	1,000.00
40	07/01/2020	82483	ANITA K PAUL	EXPENSE REIMBURSEMENT FOR 2020-2021	400.00
41	07/01/2020	83452	JANA LYNN WANZER	EXPENSE REIMBURSEMENT FOR 2020-2021	400.00
42	07/01/2020	84312	BRANDI KAY BROWN	EXPENSE REIMBURSEMENT FOR 2020-2021	200.00
43	07/01/2020	83501	JANA MARIE FREY	EXPENSE REIMBURSEMENT FOR 2020-2021	150.00
44	07/01/2020	83019	KARY LYN JARRED	EXPENSE REIMBURSEMENT FOR 2020-2021	150.00
45	07/01/2020	82153	SANDRA JO SAVORY	EXPENSE REIMBURSEMENT FOR 2020-2021	100.00
46	07/01/2020	83680	MEGHAN KATHLEEN NORTON	EXPENSE REIMBURSEMENT FOR 2020-2021	1,000.00
47	07/01/2020	14665	OKLAHOMA STATE UNIVERSITY	REGISTRATIONS FOR 2020-2021	2,000.00
48	07/01/2020	15950	DEWART-GUMERSON INSURANCE AGENCY	POSITION BOND RENEWAL FOR 2020-2021	371.00
49	07/01/2020	12505	CHEAP BROTHERS INSURANCE	BOND RENEWALS FOR 2020-2021	4,850.00
50	07/01/2020	42047	WALKER COMPANIES	NEW & RENEWAL NOTARY FEES	300.00
51	07/01/2020	17940	PROSPERITY BANK	GUTHRIE TAG AGENCY - BUS TAGS	100.00
52	07/01/2020	12327	LOGAN CO. ELECTION BOARD	ELECTION EXPENSES FOR 2020-2021	10,000.00
53	07/01/2020	17960	THE OKLAHOMA OBSERVER	SUBSCRIPTION FOR 2020-2021	50.00
54	07/01/2020	17520	LOGAN COUNTY ECONOMIC BOARD	MEMBERSHIP FOR 2020-2021	500.00
55	07/01/2020	16374	OKLAHOMA SCHOOL ASSURANCE GROUP	WORKERS COMP INSURANCE 2020-2021	104,968.00
56	07/01/2020	17261	OKLAHOMA SCHOOLS INSURANCE GROUP	LIABILITY/PROPERTY/VEHICLE INSURANCE FOR 2020-2021	310,212.00
57	07/01/2020	80130	JON CHAPPELL	MILEAGE REIMBURSEMENT FOR 2020-2021	2,500.00
58	07/01/2020	80335	MARSHA L HOLDERMAN	MILEAGE REIMBURSEMENT FOR 2020-2021	400.00
59	07/01/2020	43810	CENTRAL TRUST BANK	DISTRICT LIGHTING RETROFIT	104,989.44
60	07/01/2020	10272	BODY BILLBOARDS	BLANKET FOR SUPPLIES/ADMIN.	150.00

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61	07/01/2020	43898	FORECAST 5 ANALYTICS, INC.	SOFTWARE LICENSE 2020-2021	5,304.00
62	07/01/2020	11200	EUREKA WATER CO., INC.	LEASE/SUPPLIES FOR 2020-2021	250.00
63	07/01/2020	10611	CITY OF GUTHRIE	SRO OFFICERS FOR 2020-2021	200,000.00
64	07/01/2020	17895	WILLOW CREEK HEALTH CARE, LLC	LEASE FOR 2020-2021	1.00
65	07/01/2020	44174	GOLDEN AGE NURSING HOME, LLC	LEASE FOR 2020-2021	1.00
66	07/01/2020	11200	EUREKA WATER CO., INC.	WATER/MACHINE LEASE/CENTRAL	433.65
67	07/01/2020	81228	APRIL LYNN DEVEREAUX	MILEAGE REIMBURSEMENT FOR 2020-2021	500.00
68	07/01/2020	43981	OkAPP	CPO TRAINING/MEMBERSHIP/CHAPPLE	250.00
69	07/01/2020	17299	LOGAN COUNTY SHERIFF'S OFFICE	SRO OFFICER 2020-2021/CHARTER OAK	25,000.00
70	07/01/2020	15994	AMAZON CAPITAL SERVICES	BLANKET FOR OFFICE SUPPLIES/ADMIN	500.00
71	07/01/2020	10142	BANCFIRST	BOND PAYING AGENT FEES	1,050.00
72	07/01/2020	12335	LOGAN COUNTY TREASURER	RE-VAL FOR 2020-2021	95,000.00
73	07/01/2020	10117	ASBO INTERNATIONAL	MEMBERSHIP 2020-2021	240.00
74	07/01/2020	10161	BARLOW EDUCATION MGMT SERVICES, LLC	CONTRACT FOR 2020-2021	7,500.00
75	07/01/2020	44400	CELLCO PARTNERSHIP	EQUIPMENT AND SERVICES	30,000.00
76	07/01/2020	83768	ALLISON DYANE YOUNG	MILEAGE REIMBURSEMENT 2020- 2021	500.00
77	07/01/2020	43651	MUNICIPAL FINANCE SERVICES, INC.	FINANCIAL ADVISORY SERVICES FEE	1,500.00
78	07/01/2020	44182	QUALITYCARE LABS, LLC	STUDENT EXTRACURRICULAR DRUG TESTING	6,050.00
79	07/01/2020	42721	FORTITUDE DOGS, INC.	CONTRABAND DETECTION SERVICES	3,000.00
80	07/01/2020	44151	PEOPLEFACTS, LLC	BACKGROUND CHECKS	1,200.00
81	07/01/2020	10272	BODY BILLBOARDS	PLAQUES FOR EMPLOYEE OF THE MONTH	500.00
82	07/01/2020	12336	LOGAN COUNTY COMMUNITY SERVICES	DRUG COUNSELING SERVICES	1,000.00
83	07/01/2020	44385	SEVERIN INTERMEDIATE HOLDINGS, LLC	RECRUITMENT SERVICES	4,662.09
84	07/01/2020	17810	LEARNING SCIENCES INTERNATIONAL	MARZANO PROTOCOL	4,500.00
85	07/01/2020	16669	EDMENTUM, INC	DISTRICT SOFTWARE LICENSES	4,112.10
86	07/01/2020	10931	GUTHRIE CHAMBER OF COMMERCE	DUES/LEADERSHIP GUTHRIE	1,500.00
87	07/01/2020	17727	PROJECT LEAD THE WAY, INC.	PARTICIPATION FEE	750.00
88	07/01/2020	84292	NANCY ELIZABETH MCLEAN	MILEAGE REIMBURSEMENT	500.00
90	07/01/2020	82157	LISA C WOODS	MILEAGE REIMBURSEMENT	500.00
91	07/01/2020	43809	E3 DIAGNOSTICS, INC	CALIBRATE AUDIOMETERS	500.00
92	07/01/2020	80069	TAMMY L BLEWETT	MILEAGE REIMBURSEMENT	500.00
93	07/01/2020	83916	JESSICA LYNN WEST	MILEAGE REIMBURSEMENT	1,000.00
94	07/01/2020	83798	SONYA ALECIA ARNOLD	MILEAGE REIMBURSEMENT	500.00
95	07/01/2020	14316	AHP OF OKLAHOMA	FERPA PUBLICATION FOR 220- 2021	600.00
96	07/01/2020	17878	OKLAHOMA HEARING SOLUTIONS, LLC	AUDIOLOGICAL SERVICIES FOR 2020-2021	1,000.00

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97	07/01/2020	16886	COLLEGE BOARD	BLANKET FOR PARAPRO ASSESSMENT	300.00
98	07/01/2020	43918	TODAY'S THERAPY SOLUTIONS	PHYSICAL THERAPY FOR ESY 2020-2021	700.00
99	07/01/2020	42541	TERESA EWING	PHYSICAL THERAPY SERVICES	65,000.00
100	07/01/2020	12332	LOGAN COUNTY HEALTH DEPT	BLANKET FOR STAFF VACCINATIONS	250.00
101	07/01/2020	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES	1,000.00
102	07/01/2020	44361	BETSY CHEN	BEHAVIORAL CONTRACT FOR SPECIAL NEEDS 2020-2021	20,000.00
103	07/01/2020	84183	CATHRYN HOLLIMAN MCLENDON	MILEAGE REIMBURSEMENT	500.00
104	07/01/2020	84221	LAURIE DIANE BROWN	MILEAGE REIMBURSEMENT	500.00
105	07/01/2020	44269	VIVACITY TECH PBC	CASSES FOR CHROMEBOOKS	1,900.00
106	07/01/2020	44195	DHE COMPUTER SYSTEMS, LLC	CHROMEBOOKS FOR SP NEEDS STUDENTS	27,859.70
107	07/06/2020	40791	APPLE, INC.	BLANKET FOR PARTS/SUPPLIES-TECHNOLOGY	3,000.00
108	07/01/2020	43580	DIGI SECURITY SYSTEMS LLC	BLANKET FOR PARTS AND REPAIRS -TECHNOLOGY	7,000.00
109	07/01/2020	15994	AMAZON CAPITAL SERVICES	BLANKET FOR PARTS/SUPPLIES-TECHNOLOGY	1,500.00
110	07/01/2020	43408	SCOTT NORRIS COMPANY, INC.	BLANKET FOR TABLET & PHONE REPAIRS-TECHNOLOGY	2,000.00
111	07/01/2020	16371	TWOTREES TECHNOLOGIES, LLC	BLANKET FOR SUPPORT-TECHNOLOGY	2,000.00
112	07/01/2020	44110	CDW LLC	BLANKET FOR PARTS/SUPPLIES-TECHNOLOGY	10,000.00
113	07/01/2020	16938	INTERNATIONAL SOCIETY FOR	DUES AND FEES FOR 2020/2021-TECHNOLOGY	125.00
114	07/01/2020	43361	KIMONO	SOFTWARE-TECHNOLOGY	891.50
115	07/01/2020	12744	MUNICIPAL ACCOUNTING SYSTEMS, INC.	BLANKET FOR SERVICES-TECHNOLOGY	1,000.00
116	07/01/2020	43632	TONY GLOVER dba AJG INC.	BLANKET FOR PARTS/SUPPLIES-TECHNOLOGY	500.00
117	07/01/2020	16105	GUITAR CENTER STORES, INC.	BLANKET FOR AUDIO/VISUAL SUPPLIES-TECHNOLOGY	2,000.00
118	07/01/2020	17723	FRONTLINE TECHNOLOGIES GROUP, LLC	ABSENCE, SUBSTITUTE AND TIME MANAGEMENT-TECHNOLOGY	21,786.35
119	07/01/2020	44196	PDQ.COM CORPORATION	SOFTWARE-TECHNOLOGY	900.00
120	07/01/2020	43784	WEST INTERACTIVE SERVICES CORP.	LICENSE RENEWAL/SOFTWARE-TECHNOLOGY	4,813.79
121	07/01/2020	43226	ID SPECIALISTS	BLANKET FOR BADGE SUPPLIES	3,000.00
122	07/01/2020	13496	G. E. MONEY BANK	BLANKET FOR SUPPLIES-TECHNOLOGY	1,500.00
123	07/01/2020	43787	FOUNDATION FOR ED SERVICES, INC.	ANNUAL WEBSITE HOSTING FOR 2020/20201-TECHNOLOGY	5,000.00
124	07/01/2020	42600	BEASLEY TECHNOLOGY, INC.	SERVER SUPPORT-TECHNOLOGY	2,000.00
125	07/01/2020	43845	THE MAC MAN, LLC	BLANKET FOR REPAIRS-TECHNOLOGY	2,000.00

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126	07/01/2020	16395	UNITED PARCEL SERVICE INC.	SHIPPING FOR 2020/2021-TECHNOLOGY	1,000.00
127	07/01/2020	13832	SYNERGY DATACOM SUPPLY, INC.	BLANKET FOR PARTS/SUPPLIES-TECHNOLOGY	3,000.00
128	07/01/2020	44253	SMARTDRAW GROUP, LLC	SOFTWARE-TECHNOLOGY	349.75
129	07/01/2020	43165	SOLARWINDS	SOFTWARE MAINTENANCE-TECHNOLOGY	570.00
130	07/01/2020	43489	PIRAINO CONSULTING, INC.	BLANKET FOR PARTS AND SUPPLIES-TECHNOLOGY	1,000.00
131	07/01/2020	43345	MIZUNI, INC	ZIS SERVER SOFTWARE AND SUPPORT-TECHNOLOGY	6,000.00
132	07/01/2020	43489	PIRAINO CONSULTING, INC.	SMART NOTEBOOK LICENSE-TECHNOLOGY	1,400.00
133	07/01/2020	16371	TWOTREES TECHNOLOGIES, LLC	SOPHOS	8,811.26
134	07/01/2020	44384	PAESSLER AG	SUPPORT MAINTENANCE RENEWAL-TECHNOLOGY	400.00
135	07/01/2020	42601	LIGHTSPEED TECHNOLOGIES, INC.	BLANKET FOR PARTS/SUPPLIES-TECHNOLOGY	100.00
136	07/01/2020	17549	SCHOOLDUDE.COM, INC.	FEES AND SUPPORT 2020/2021-TECHNOLOGY	3,494.00
137	07/01/2020	43320	CHICKASAW	ON SITE SUPPORT OF NETWORK-TECHNOLOGY	1,000.00
138	07/01/2020	81425	JAMES D BENSON	EXPENSE REIMB. FOR 2020/2021-TECHNOLOGY	2,500.00
139	07/01/2020	83714	TREVOR LEE MOWDY	EXPENSE REIMB. FOR 2020/2021-TECHNOLOGY	2,000.00
140	07/01/2020	82236	GREGORY DUANE SULLAWAY	EXPENSE REIMB. FOR 2020/2021-TECHNOLOGY	1,500.00
141	07/01/2020	84339	JOHN WILLIAM WEBB	EXPENSE REIMB. FOR 2020-2021-TECHNOLOGY	2,000.00
142	07/01/2020	81192	MARIA E WILSON	EXPENSE REIMB. FOR 2020-2021-TECHNOLOGY	200.00
143	07/01/2020	44342	CHICKASAW PERSONAL COMMUNICATIONS	JPS VIA RENEWAL-TECHNOLOGY	2,875.20
144	07/01/2020	17716	CISTERA NETWORKS, INC.,	SUPPORT MAINTENANCE RENEWAL-TECHNOLOGY	7,940.00
145	07/01/2020	15926	DELL MARKETING L.P.	BLANKET FOR PARTS, SUPPLIES AND EQUIP-TECHNOLOGY	20,000.00
146	07/01/2020	11169	ENDEX OF OKLAHOMA, INC.	BLANKET FOR PARTS/REPAIRS-TECHNOLOGY	1,200.00
147	07/01/2020	11200	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES-TECHNOLOGY	750.00
148	07/01/2020	14377	FOLLETT SCHOOL SOLUTIONS, INC	SOFTWARE SUPPORT-TECHNOLOGY	7,297.50
149	07/01/2020	42330	NEWEGG BUSINESS, INC	BLANKET FOR PARTS-TECHNOLOGY	5,000.00
150	07/01/2020	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES-TECHNOLOGY	1,000.00
151	07/01/2020	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES-TECHNOLOGY	1,000.00

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152	07/01/2020	15324	OKLAHOMA TECHNOLOGY ASSOCIATION	DUES AND FEES FOR 2020/2021-TECHNOLOGY	300.00
153	07/01/2020	16371	TWOTREES TECHNOLOGIES, LLC	BLANKET FOR FIREWALL/SUPPLIES-TECHNOLOGY	19,000.00
154	07/01/2020	13229	QUILL CORPORATION	BLANKET FOR SUPPLIES	2,500.00
155	07/01/2020	15994	AMAZON CAPITAL SERVICES	SUPPLIES FOR SP ED DEPARTMENT	3,000.00
156	07/01/2020	42795	APRIL NEICHOLE KECK	VISUAL IMPAIRMENT CONTRACT	3,500.00
157	07/01/2020	17261	OKLAHOMA SCHOOLS INSURANCE GROUP	DEDUCTIBLE FOR INSURANCE	3,000.00
158	07/01/2020	17940	PROSPERITY BANK	TRAVEL FUEL & EMERGENCY REPAIRS	500.00
159	07/01/2020	43843	WIRELESS TECHNOLOGIES, INC	RADIOS,INSTALLATIONS, GPS AND REPAIRS	3,000.00
160	07/01/2020	12967	OKLAHOMA HOME CENTERS, INC.	PARTS AND SUPPLIES FOR SHOP	1,000.00
161	07/01/2020	40754	NAPA AUTO PARTS	SUPPLIES FOR BUSES AND VEHICLES	500.00
162	07/01/2020	12899	O'REILLY AUTOMOTIVE STORES, INC.	SUPPLIES FOR BUSES AND VEHICLES	1,000.00
163	07/01/2020	13173	OKLAHOMA TURNPIKE AUTHORITY	USE OF THE TURNPIKE SYSTEM	1,000.00
164	07/01/2020	11849	JERRY D. JONES	DISTRICT FLEET TOWING	2,000.00
165	07/01/2020	16410	MCBRIDE CLINIC ORTHOPEDIC HOSPITAL,	DRUG TESTING FOR DRIVERS	1,500.00
166	07/01/2020	44186	DOUBLE T ENTERPRISES, LLC	BATTERIES FOR BUS/ VEHICLES	1,000.00
167	07/01/2020	44547	HERITAGE CUSTOMS DIESEL CHROME LLC	MECHANIC TRAINING FOR TRANSMISSION CARE	1,300.00
168	07/01/2020	43886	3D E-CONSULTING GROUP, LLC	ANNUAL SOFTWARE & TEXTING SERVICE SUBSCRIPTION	6,900.00
169	07/01/2020	44199	ION INSURANCE CORPORATION	INSURANCE COVERING MECHANICS TOOLS	450.00
170	07/01/2020	12173	LAMPTON WELDING SUPPLY COMPANY, INC	1 PREPAID RENT ON STD CYL	250.00
171	07/01/2020	43550	SUMMIT HOLDINGS INC.	VAPOR MONITORING WELL MONITORING-FUEL TANKS	600.00
172	07/01/2020	17797	TALK RADIO, LLC	ANNUAL TOWER AND SERVICE FOR BUS RADIOS	9,750.00
173	07/01/2020	17901	SYN-TECH SYSTEMS, INC.	MAINTENANCE PLAN FOR FUEL SYSTEM	2,650.00
174	07/01/2020	14107	UNIFIRST HOLDING INC.	UNIFORMS AND CLEANING FOR MECHANICS	3,000.00
175	07/01/2020	14201	WALKER TIRE DTR LLC	TIRES FOR FLEET AND REPAIRS	500.00
176	07/01/2020	10234	MAKER'S GLASS, INC.	ALTERATIONS TO DISPATCH WINDOW	231.00
177	07/01/2020	10234	MAKER'S GLASS, INC.	BUS WINDOWS (BUS 48 BACK)	212.57
178	07/01/2020	44547	HERITAGE CUSTOMS DIESEL CHROME LLC	VARIOUS PARTS FOR BUS FLEET	1,801.97
179	07/01/2020	16371	TWOTREES TECHNOLOGIES, LLC	VISION SOFTWARE/BENSON/FAVER	949.00
180	07/01/2020	14207	WALMART COMMUNITY	OFFICE SUPPLIES/HS	500.00
181	07/01/2020	15994	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES/HS	1,000.00
182	07/01/2020	12686	LOREN L JONES	PRINTING SERVICES/HS	500.00

Purchase Order Register

Options: Year: 2020-2021, Fund: GEN FUND-FOR OP, Date Range: 7/1/2020 - 6/30/2021, PO Range: 1 - 210

PO No	Date	Vendor No	Vendor	Description	Amount
183	07/01/2020	13229	QUILL CORPORATION	OFFICE SUPPLIES/HS	1,000.00
184	07/01/2020	12910	OFFICE DEPOT, INC.	OFFICE SUPPLIES/HS	500.00
185	07/01/2020	84137	LINDSAY MAE MAYS	MILEAGE REIMBURSEMENT	500.00
186	07/01/2020	12173	LAMPTON WELDING SUPPLY COMPANY, INC	GAS BOTTLE RENT	2,500.00
187	07/01/2020	44147	OUTBACK LABS, LLC	SUPPLIES AND MATERIALS FOR AG PROGRAM	500.00
188	07/01/2020	17940	PROSPERITY BANK	FUEL FOR OUT OF TOWN TRIPS FOR AG PROGRAM	500.00
189	07/01/2020	12910	OFFICE DEPOT, INC.	SUPPLIES AND MATERIALS FOR AG PROGRAM	750.00
190	07/01/2020	42456	STILLWATER MILLING COMPANY	SUPPLIES AND MATERIALS FOR AG PROGRAM	500.00
191	07/01/2020	10011	SOUTHPOINTE VETERINARY CLINIC	MEDICINE AND SUPPLIES FOR AG PROGRAM	300.00
192	07/01/2020	44188	ALAN G SMITH	BLADE SHARPENING FOR AG PROGRAM	300.00
193	07/01/2020	12173	LAMPTON WELDING SUPPLY COMPANY, INC	SUPPLIES AND MATERIALS FOR AG PROGRAM	500.00
194	07/01/2020	10599	STATE OF OKLAHOMA	CONFERENCE REGISTRATION	1,215.00
195	07/13/2020	12910	OFFICE DEPOT, INC.	CLASSROOM SUPPLIES FOR SCHOOL	150.00
196	07/01/2020	10312	ALL AMERICAN SPORTS CORP.	HELMETS AND SHOULDER PADS	8,753.67
197	07/01/2020	13229	QUILL CORPORATION	AF RECEIPT BOOKS	573.10
198	07/01/2020	17261	OKLAHOMA SCHOOLS INSURANCE GROUP	OUT OF TOWN FUEL & REPAIRS/TRANSPORTATION	500.00
199	07/01/2020	17549	SCHOOLDUDE.COM, INC.	MDM MANAGEMENT-TECHNOLOGY	3,507.00
200	07/06/2020	14207	WALMART COMMUNITY	CLASSROOM SUPPLIES - TEACHER \$150	300.00
201	07/06/2020	13991	THOMPSON SCHOOL BOOK DEPOSITORY	2020-2021 Textbook #2	74,423.31
202	07/01/2020	17841	CENGAGE	2020-2021 TEXTBOOKS	787.50
203	07/01/2020	44110	CDW LLC	TITLE VI: GOOGLE CHROME MANAGEMENT FORGARTY	101.85
204	07/01/2020	15994	AMAZON CAPITAL SERVICES	TITLE VI: SUPPLIES FOR TITLE VI ADMINISTRATION	500.00
205	07/01/2020	17899	AURORA LEARNING COMMUNITY ASSOC.	GENERAL FUND: ALCA ONLINE TESTING	4,709.60
206	07/03/2020	16841	OK ASSOC OF CAREER & TECH EDUCATION	OKACTE DUES	75.00
207	07/06/2020	12387	LOWE'S COMPANIES, INC.	SUPPLIES AND MATERIALS FOR AG PROGRAM	750.00
208	07/06/2020	12967	OKLAHOMA HOME CENTERS, INC.	SUPPLIES AND MATERIALS FOR AG PROGRAM	500.00
209	07/06/2020	13789	SULLIVAN SUPPLY INC.	EQUIPMENT AND SUPPLIES FOR AG PROGRAM	1,250.00
210	07/01/2020	16841	OK ASSOC OF CAREER & TECH EDUCATION	SUMMER CONFERENCE DUES FOR 8/4 & 8/5	75.00

Purchase Order Register

Options: Year: 2020-2021, Fund: GEN FUND-FOR OP, Date Range: 7/1/2020 - 6/30/2021, PO Range: 1 - 210

PO No	Date	Vendor No	Vendor	Description	Amount
				Non-Payroll Total:	\$2,410,521.78
				Payroll Total:	\$0.00
				Report Total:	\$2,410,521.78

Purchase Order Register

Options: Year: 2020-2021, Fund: Building, Date Range: 7/1/2020 - 6/30/2021, PO Range: 1 - 42

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2020	17764	SOONER PEST MANAGEMENT	PEST CONTROL SERVICES	2,500.00
2	07/01/2020	16626	JOHN HUDSON	DISTRICT LAWN MOWING	21,500.00
3	07/01/2020	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00
4	07/01/2020	10129	NORTHUP AUTO PARTS & MACHINE	DISTRICT PARTS AND SUPPLIES	1,000.00
5	07/01/2020	14207	WALMART COMMUNITY	DISTRICT SUPPLIES	500.00
6	07/01/2020	17387	BRADFORD INDUSTRIAL SUPPLY CORP	DISTRICT HVAC PARTS AND SUPPLIES	1,000.00
7	07/01/2020	43883	UNITED REFRIGERATION, INC.	DISTRICT HVAC PARTS AND SUPPLIES	1,000.00
8	07/01/2020	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS	1,000.00
9	07/01/2020	10234	MAKER'S GLASS, INC.	DISTRICT WINDOW AND GLASS REPAIRS AND SERVICE	1,000.00
10	07/01/2020	17249	S. T. BOLDING III	DISTRICT ELECTRICAL REPAIRS	1,000.00
11	07/01/2020	44204	PREVENTIVE / PREDICTIVE MAINT SVCS	DISTRICT BOILER SERVICE	820.00
12	07/01/2020	44065	FIRETROL PROTECTION SYSTEMS, INC.	FIRE SYSTEM REPAIRS AND SERVICE	1,000.00
13	07/01/2020	44065	FIRETROL PROTECTION SYSTEMS, INC.	FIRE ALARM MONITORING	2,880.00
14	07/01/2020	44065	FIRETROL PROTECTION SYSTEMS, INC.	DISTRICT FIRE EXTINGUISHER INSPECTIONS AND SERVICE	1,500.00
15	07/01/2020	44065	FIRETROL PROTECTION SYSTEMS, INC.	FIRE ALARM MONITORING INSTALLATION	3,971.79
16	07/01/2020	44382	ACTION FIRE PROTECTION LLC	DISTRICT FIRE SYSTEM INSPECTIONS	4,100.00
17	07/01/2020	44245	STATE OF OKLAHOMA	OPERATOR LICENSE RENEWAL FOR CODY THOMPSON	46.00
18	07/01/2020	44245	STATE OF OKLAHOMA	TOTAL RETENTION LAGOON ANNUAL FEE	350.00
19	07/01/2020	41813	OKLAHOMA DEPARTMENT OF LABOR	DISTRICT INSPECTIONS	750.00
20	07/01/2020	42501	EARTHSMART CONTROLS, LLC	DELTA ANNUAL LICENSE RENEWAL	250.00
21	07/01/2020	43554	ROBERTS DISPOSAL SERVICES, INC	DUMPSTER RENTAL	1,500.00
22	07/01/2020	14674	HOMETOWN RENTAL & FEED, INC.	PROPANE	500.00
23	07/01/2020	43973	CHRISTOPHER CODY HAYES	REMOVE TREES AT GUES	1,075.00
24	07/01/2020	43225	RED DIRT SEPTIC & BACKHOE, LLC	CHARTER OAK LAGOON SERVICE	1,200.00
25	07/01/2020	43639	KONE, INC	ELEVATOR AND LIFT INSPECTIONS AND SERVICE	5,000.00
26	07/01/2020	13013	ORKIN, INC.	ANNUAL TERMITE PLAN RENEWALS	4,760.61
27	07/01/2020	15842	TERMINIX INTERNATIONAL COMPANY LP	ANNUAL TERMITE RENEWALS	962.00
28	07/01/2020	17549	SCHOOLDUDE.COM, INC.	MAINTENANCE AND INVENTORY ONLINE SERVICES	6,383.47
29	07/01/2020	42872	PATRICK A. COUNTESS	INSTALL FENCING AT FOGARTY	1,800.00
30	07/01/2020	17152	TIME SPENT LLC	CARPET CLEANING	10,000.00
31	07/01/2020	43965	CRAFCO, INC.	REPAIRS TO STRIPING MACHINE	500.00
32	07/01/2020	12173	LAMPTON WELDING SUPPLY COMPANY, INC	BOTTLE RENTAL	150.00
33	07/01/2020	11966	JOSTENS, INC.	STAFF MASKS & SOCIAL DISTANCE SIGNS	5,000.00
34	07/01/2020	12967	OKLAHOMA HOME CENTERS, INC.	DOOR HANDLE SETS FOR TRANSPORTATION	300.00

Purchase Order Register

Options: Year: 2020-2021, Fund: Building, Date Range: 7/1/2020 - 6/30/2021, PO Range: 1 - 42

PO No	Date	Vendor No	Vendor	Description	Amount
35	07/01/2020	17277	EDMOND SAFE & LOCK, INC.	DISTRICT LOCK AND REKEYS	300.00
36	07/01/2020	44065	FIRETROL PROTECTION SYSTEMS, INC.	DUCT DETECTORS FOR FOGARTY FIRE ALARM	1,571.55
37	07/01/2020	14189	VOSS ELECTRIC CO.	EMERGENCY BALLAST FOR HS	235.58
38	07/01/2020	44092	INNOVATIVE MECHANICAL LLC	DISTRICT CHILLER REPAIRS AND HVAC SERVICE	2,000.00
39	07/01/2020	41365	EWING IRRIGATION PRODUCTS INC	WATER SPRINKLER PARTS	200.00
40	07/01/2020	14280	WILLOBY'S FEED AND OUTFITTERS, LLC	FERTILIZER AND CHEMICALS FOR ATHLETIC FIELDS	400.00
41	07/06/2020	42501	EARTHSMART CONTROLS, LLC	HVAC CONTROLS SERVICE AND REPAIRS	1,000.00
42	07/06/2020	44065	FIRETROL PROTECTION SYSTEMS, INC.	JR HIGH GYM FA MONITORING	380.00
Non-Payroll Total:					\$92,386.00
Payroll Total:					\$0.00
Report Total:					\$92,386.00

Purchase Order Register

Options: Year: 2020-2021, Fund: CHILD NUTRITION FUND, Date Range: 7/1/2020 - 6/30/2021, PO Range: 1 - 9

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2020	12744	MUNICIPAL ACCOUNTING SYSTEMS, INC.	LUNCHROOM SOFTWARE FOR 2020-21	6,834.00
2	07/01/2020	42264	FARMERS AND MERCHANTS BANK	START UP MONEY FOR CAFETERIAS	1,000.00
3	07/01/2020	43694	MIDSTATE SERVICES, INC	BLANKET FOR REPAIRS 2020-21	10,000.00
4	07/01/2020	15842	TERMINIX INTERNATIONAL COMPANY LP	BLANKET FOR PEST CONTROL 2020-21	5,579.00
5	07/01/2020	43801	6-L MECHANICAL	BLANKET FOR REPAIRS 2020-21	2,000.00
6	07/01/2020	43982	SODEXO, INC.	FOOD SERVICE CONTRACT 2020-21	700,000.00
7	07/01/2020	43748	PARENT/STUDENT REFUND	CHILD NUTRITION MEAL ACCOUNT REFUND	1,000.00
8	07/01/2020	10130	AUTO-CHLOR SERVICES, LLC	BLANKET FOR REPAIRS 2020-21	2,000.00
9	07/01/2020	16199	DEPARTMENT OF HUMAN SERVICES	USDA COMMODITY FEES	3,529.31
Non-Payroll Total:					\$731,942.31
Payroll Total:					\$0.00
Report Total:					\$731,942.31

Purchase Order Register

Options: Year: 2020-2021, Fund: GIFTS FUND, Date Range: 7/1/2020 - 6/30/2021, PO Range: 1 - 1

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2020	42632	AAA PLAYGROUNDS	PLAYGROUND EQUIPMENT	15,147.00
				Non-Payroll Total:	\$15,147.00
				Payroll Total:	\$0.00
				Report Total:	\$15,147.00

Purchase Order Register

Options: Year: 2019-2020, Fund: GEN FUND-FOR OP, Date Range: 7/1/2019 - 6/30/2020, PO Range: 1254 - 1275

PO No	Date	Vendor No	Vendor	Description	Amount
1254	06/02/2020	11933	JOHN VANCE MOTORS, INC.	DIAGNOSTIC FOR TRUCK 93	191.09
1255	06/02/2020	17290	FLEETPRIDE, INC.	CORE CHARGE FOR ENGINE BUS 1	4,000.00
1256	06/02/2020	17290	FLEETPRIDE, INC.	REPLACE TRANS AND COOLER W/ FLUSH FOR BUS 7	1,230.00
1257	06/03/2020	16309	PETROLEUM MARKETERS EQUIPMENT CO.	SERVICE FOR FUEL PUMP 1 (UNLEADED)	520.45
1258	06/03/2020	17940	PROSPERITY BANK	EMERGENCY FUEL CARD	77.12
1259	06/03/2020	43843	WIRELESS TECHNOLOGIES, INC	RADIOS FOR #94	843.00
1260	06/05/2020	16309	PETROLEUM MARKETERS EQUIPMENT CO.	REPAIR GAS PUMP	0.00
1261	05/11/2020	43748	PARENT/STUDENT REFUND	REIMBURSEMENT	31.41
1262	06/09/2020	17249	S. T. BOLDING III	ELECTRICAL WORK FOR FANS IN SHOP	3,056.29
1263	06/10/2020	17348	PESI, INC.	PROFESSIONAL DEVELOPMENT SUPPLIES	814.87
1264	06/10/2020	42456	STILLWATER MILLING COMPANY	SHOW SUPPLIES	196.87
1265	06/10/2020	12387	LOWE'S COMPANIES, INC.	SUPPLIES AND MATERIALS FOR AG PROGRAM	389.99
1266	06/11/2020	44033	EARNHEART CRESCENT LLC	1000 GALLONS UNLEADED	1,439.00
1267	06/16/2020	40137	COLLEGE BOARD PUBLICATIONS	PRE-AP CLASSES	8,100.00
1268	06/16/2020	43966	TINA RAMEY	SPEECH THERAPY FOR ESY	1,397.50
1269	06/16/2020	43918	TODAY'S THERAPY SOLUTIONS	OCCUPATIONAL THERAPY FOR ESY 2020	0.00
1270	06/22/2020	13229	QUILL CORPORATION	TITLE VI: NOTEBOOKS COLLEGE RULED	9.95
1271	06/22/2020	44547	HERITAGE CUSTOMS DIESEL CHROME LLC	FINAL CHARGE GLOBAL 50/50 RED COOLANT 55 GALLONS	689.23
1272	06/22/2020	44547	HERITAGE CUSTOMS DIESEL CHROME LLC	PHILLIPS 66 ATF TRITON SYNTHETIC 55 GALLON DRUM	1,884.85
1273	06/22/2020	44547	HERITAGE CUSTOMS DIESEL CHROME LLC	WEEKLY ALL FEES AND SERVICES FOR ALL INCLUSIVE	4,200.00
1274	06/30/2020	44552	SHRED OK, INC.	DISTRICT DOCUMENT SHREDDING	425.00
1275	06/30/2020	14352	OKLAHOMA STATE DEPARTMENT	TITLE I A - ST. MARY'S PRIVATE SCHOOL REIMB.	404.62
Non-Payroll Total:					\$29,901.24
Payroll Total:					\$0.00
Report Total:					\$29,901.24

Purchase Order Register

Options: Year: 2019-2020, Fund: Building, Date Range: 7/1/2019 - 6/30/2020, PO Range: 538 - 560

PO No	Date	Vendor No	Vendor	Description	Amount
538	06/02/2020	17152	TIME SPENT LLC	CENTRAL CARPET CLEANING	1,138.40
539	06/02/2020	15994	AMAZON CAPITAL SERVICES	8-TON HYDRAULIC JACK	99.99
540	06/03/2020	43749	TREAT'S SOLUTIONS, LLC	ADVANCED HAND SANITIZER	1,408.18
541	06/03/2020	44197	ALL HOURS LOCKSMITH, INC.	LOCKS AND REKEYS FOR FOGARTY	136.00
542	06/05/2020	16309	PETROLEUM MARKETERS EQUIPMENT CO.	REPAIR GAS LEAK	0.00
543	06/08/2020	43749	TREAT'S SOLUTIONS, LLC	SANITIZER, FOAM SOAP, GLOVES, RR DISINFECTANT	3,103.17
544	06/04/2020	15994	AMAZON CAPITAL SERVICES	SUB PUMPS FOR GREENHOUSES	249.02
546	06/09/2020	14189	VOSS ELECTRIC CO.	DISTRICT EXTERIOR FLOOD LIGHTS	951.00
547	06/10/2020	43883	UNITED REFRIGERATION, INC.	R-22 FOR GUES CHILLER	2,250.00
548	06/11/2020	41813	OKLAHOMA DEPARTMENT OF LABOR	DISTRICT ELEVATOR/LIFT INSPECTIONS	225.00
550	06/11/2020	15969	SOUTHWEST PAPER, INC - OKC	CLASSROOM FLOOR FINISH	1,712.10
551	06/11/2020	15969	SOUTHWEST PAPER, INC - OKC	ECOLAB DISINFECTANT CLEANER FOR HS	209.52
552	06/11/2020	44157	POPE CONTRACTING, INC.	WINDOW REPAIR AT JR HIGH	460.00
553	06/15/2020	17249	S. T. BOLDING III	ELECTRICAL WORK AT FOGARTY	1,671.12
554	06/15/2020	17249	S. T. BOLDING III	ELECTRICAL SERVICE FOR JH GYM FIRE ALARM	762.62
555	06/16/2020	43656	GRACO ROOFIING CONSTRUCTION LLC	LEAK REPAIR FOGARTY GYM	804.17
556	06/17/2020	44392	ALLIED STEEL CONSTRUCTION CO., LLC	CRANE RENTAL FOR FOGARTY HVAC UNITS	3,500.00
557	06/17/2020	17387	BRADFORD INDUSTRIAL SUPPLY CORP	COIL FOR HS	1,948.00
558	06/22/2020	43749	TREAT'S SOLUTIONS, LLC	HALLWAY FLOOR FINISH	2,312.00
559	06/23/2020	10129	NORTHUP AUTO PARTS & MACHINE	BATTERY FOR FIRE ALARM AT FAVER	18.26
560	06/25/2020	17387	BRADFORD INDUSTRIAL SUPPLY CORP	8AMP 24V SPDT RELAY	9.00
Non-Payroll Total:					\$22,967.55
Payroll Total:					\$0.00
Report Total:					\$22,967.55

Purchase Order Register

Options: Year: 2019-2020, Fund: CHILD NUTRITION FUND, Date Range: 7/1/2019 - 6/30/2020, PO Range: 25 - 25

PO No	Date	Vendor No	Vendor	Description	Amount
25	06/24/2020	43748	PARENT/STUDENT REFUND	C.N. REFUND FOR COLBY COKER	84.35
Non-Payroll Total:					\$84.35
Payroll Total:					\$0.00
Report Total:					\$84.35

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2019-2020, ReferenceDate: PO Approval Date, Date Range: 6/3/2020 - 6/30/2020, PO Range: 1 - 1275, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
7	07/01/2019	12744	MUNICIPAL ACCOUNTING SYSTEMS, INC.	DATA PROCESSING/SUPPLIES FOR 2019-2020	-1,290.41
23	07/01/2019	13021	OSSBA	MEMBERSHIP/ONLINE POLICY/REGISTRATIONS FOR 2019-20	-340.00
24	07/01/2019	15124	COOPERATIVE COUNCIL FOR OKLAHOMA	DISTRICT LEVEL PROGRAM ASSIST/REGISTRATION	-1,325.00
29	07/01/2019	14207	WALMART COMMUNITY	SUPPLIES FOR ADMIN OFFICE/2019-2020	-56.57
30	07/01/2019	17940	PROSPERITY BANK	BLANKET FOR TRAVEL/REGISTRATION/SUPPLIES 2019-2020	-263.56
31	07/01/2019	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES FOR 2019-2020	-135.31
32	07/01/2019	13229	QUILL CORPORATION	BLANKET FOR SUPPLIES FOR 2019-2020	-435.00
33	07/01/2019	12686	LOREN L JONES	BLANKET FOR SUPPLIES FOR 2019-2020	-358.34
36	07/01/2019	83465	MICHAEL L SIMPSON	EXPENSE REIMBURSEMENT FOR 2019-2020	-200.00
40	07/01/2019	82483	ANITA K PAUL	EXPENSE REIMBURSEMENT FOR 2019-2020	-55.93
41	07/01/2019	83452	JANA LYNN WANZER	EXPENSE REIMBURSEMENT FOR 2019-2020	-67.19
57	07/01/2019	80130	JON CHAPPELL	MILEAGE REIMBURSEMENT FOR 2019-2020	-1,414.08
58	07/01/2019	80335	MARSHA L HOLDERMAN	MILEAGE REIMBURSEMENT FOR 2019-2020	-101.10
71	07/01/2019	15994	AMAZON CAPITAL SERVICES	BLANKET FOR OFFICE SUPPLIES/ADMIN	-103.13
74	07/01/2019	15994	AMAZON CAPITAL SERVICES	BLANKET FOR PARTS/SUPPLIES-TECHNOLOGY	-785.50
75	07/01/2019	40791	APPLE, INC.	BLANKET FOR PARTS/SUPPLIES-TECHNOLOGY	-426.50
77	07/01/2019	81425	JAMES D BENSON	EXPENSE REIMB. FOR 2019/2020-TECHNOLOGY	-189.65
83	07/01/2019	15926	DELL MARKETING L.P.	BLANKET FOR PARTS, SUPPLIES AND EQUIP- TECHNOLOGY	-3,544.77
84	07/01/2019	43580	DIGI SECURITY SYSTEMS LLC	BLANKET FOR PARTS AND REPAIRS -TECHNOLOGY	-910.85
85	07/01/2019	11169	ENDEX OF OKLAHOMA, INC.	BLANKET FOR PARTS/REPAIRS-TECHNOLOGY	-192.65
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	-5,650.33
101	07/01/2019	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES-TECHNOLOGY	-129.14
109	07/01/2019	17549	SCHOOLDUDE.COM, INC.	MDM MANAGEMENT-TECHNOLOGY	-1,015.00

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2019-2020, ReferenceDate: PO Approval Date, Date Range: 6/3/2020 - 6/30/2020, PO Range: 1 - 1275, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
113	07/01/2019	82236	GREGORY DUANE SULLAWAY	EXPENSE REIMB. FOR 2019/2020-TECHNOLOGY	-67.75
114	07/01/2019	13832	SYNERGY DATACOM SUPPLY, INC.	BLANKET FOR PARTS-TECHNOLOGY	-4,434.11
115	07/01/2019	16371	TWOTREES TECHNOLOGIES, LLC	BLANKET FOR FIREWALL/SUPPLIES-TECHNOLOGY	-3,600.00
117	07/01/2019	16395	UNITED PARCEL SERVICE INC.	SHIPPING FOR 2019/2020-TECHNOLOGY	-827.01
118	07/01/2019	40695	MARIA WILSON	EXPENSE REIMB. FOR 2019/2020-TECHNOLOGY	-121.22
146	07/01/2019	44151	PEOPLEFACTS, LLC	BACKGROUND CHECKS	-390.04
155	07/01/2019	43550	SUMMIT HOLDINGS INC.	FUEL WELL VAPOR MONITORING/TRANSPORTATION	-420.06
158	07/01/2019	14107	UNIFIRST HOLDING INC.	UNIFORMS AND CLEANING/TRANSPORTATION	-620.45
181	07/01/2019	10011	SOUTHPOINTE VETERINARY CLINIC	MEDICINE & SUPPLIES FOR AG PROGRAM/DRAKE/HS	-9.50
208	07/10/2019	84137	LINDSAY MAE MAYS	MILEAGE REIMBURSEMENT/MAYS/HS	-116.08
209	07/10/2019	44238	JKNM LLC	HOTEL STAY/ LEADERSHIP TRAINING/THROCKMORTON	-75.00
229	07/16/2019	12967	OKLAHOMA HOME CENTERS, INC.	MAINTENANCE SUPPLIES FOR FACILITIES/ATHLETICS	-56.15
253	07/17/2019	44267	BLUE BEACON INTERNATIONAL, INC.	LIVESTOCK TRAILER WASHING/DRAKE/AG/HS	-19.00
272	07/29/2019	12173	LAMPTON WELDING SUPPLY COMPANY, INC	shop supplies and materials	-64.10
308	08/06/2019	81708	JUANA R BENSON	Blanket PO for Mileage	-21.60
326	08/07/2019	44357	BRYCE WAYNE REED	Assess buses and repair if necessary	-417.50
337	08/12/2019	44188	ALAN G SMITH	equipment and blade sharpening	-112.20
537	09/10/2019	10129	NORTHUP AUTO PARTS & MACHINE	bus and auto supplies	-1.99
559	09/11/2019	44186	DOUBLE T ENTERPRISES, LLC	Batteries	-468.35
565	09/11/2019	13789	SULLIVAN SUPPLY INC.	show supplies for OKC and Tulsa	-9.11
584	09/12/2019	41416	SCHOOL SPECIALTY, INC	Locker Locks/JH	-120.00
595	09/17/2019	17940	PROSPERITY BANK	fuel for out of town	-76.76
601	09/18/2019	42600	BEASLEY TECHNOLOGY, INC.	Retainer Hours	-600.00
612	09/24/2019	13130	BETROLD ENTERPRISES, INC.	Music for concerts	-23.90
639	09/27/2019	83768	ALLISON DYANE YOUNG	MILEAGE REIMBURSEMENT 19-20	-384.00
736	10/23/2019	12682	MIDWEST BUS SALES, INC.	5 camera system's for Buses	-2,148.67
759	10/30/2019	12601	MCGRAW-HILL EDUCATION	Kindergarten Big Books Set for Fog and COE	-1,130.08
816	11/18/2019	14207	WALMART COMMUNITY	Misc shop supplies and office goods	-66.34
843	11/22/2019	16611	PENSKE COMMERCIAL VEHICLES, US, LLC	Drums Q24375	-260.00
853	11/22/2019	14948	WESTERN HEIGHTS ISD	HS- ENTRY FEE (BB)	-125.00
942	12/13/2019	10312	ALL AMERICAN SPORTS CORP.	HS- UNIFORMS (FB)	-18.00
943	12/13/2019	44485	REGISTAR SYSTEMS, LLC	Online Enrollment	-480.00

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2019-2020, ReferenceDate: PO Approval Date, Date Range: 6/3/2020 - 6/30/2020, PO Range: 1 - 1275, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
1006	01/17/2020	11849	JERRY D. JONES	Wrecker services	-240.00
1027	01/24/2020	13021	OSSBA	Title IX Coordinator Training	-150.00
1074	02/11/2020	43818	BRENDA DEEANN BRANDON	DOOR STICKER SIGNS	-30.00
1084	02/17/2020	43821	TEACHER SYNERGY, LLC	LESSON PLANS	-5.01
1091	02/19/2020	12899	O'REILLY AUTOMOTIVE STORES, INC.	DISTRICT FLEET PARTS AND SUPPLIES	-43.36
1096	02/20/2020	43003	ACT IOWA CITY	PREACT REPORTING PACKAGE	-98.00
1104	02/24/2020	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES FOR FLEET	-300.35
1107	02/26/2020	42632	AAA PLAYGROUNDS	TSET GRANT	-7,500.00
1112	02/24/2020	15994	AMAZON CAPITAL SERVICES	JH/SUPPLIES FOR PLTW CLASS /PETERMAN	-67.24
1117	02/27/2020	17290	FLEETPRIDE, INC.	CYLINDER LOCKS PART #6700-0779 X 8	-90.00
1129	03/02/2020	12967	OKLAHOMA HOME CENTERS, INC.	CLASSROOM AND PROGRAM MATERIALS	-16.50
1134	03/02/2020	44419	MACARTHUR LODGING LLC	HOTEL ROOM FOR OYE	-105.00
1135	03/04/2020	42234	CHALK'S TRUCK PARTS, INC.	CYLINDER LOCKS VARIOUS BUSES	-108.40
1137	03/03/2020	44148	FLITE TEST	GJH SUPPLIES/SERVOS/ESC	-154.60
1147	03/10/2020	17290	FLEETPRIDE, INC.	POWERSTEERING PUMP BUS 25	-375.23
1150	03/12/2020	41388	CITIBANK\TRACTOR SUPPLY CREDIT PLAN	BEDDING FOR LIVESTOCK TRAILERS	-3.12
1153	04/07/2020	41416	SCHOOL SPECIALTY, INC	SCHOOL DESKS	-19.25
1155	04/08/2020	14201	WALKER TIRE DTR LLC	WHITE FLEET TIRES	-250.00
1160	04/13/2020	11277	FLINN SCIENTIFIC, INC.	EARTH SCIENCE LAB SUPPLIES	-2.28
1165	04/17/2020	43821	TEACHER SYNERGY, LLC	COVID CONTINUAL ED WORKSHEETS/LESSON PLANS	-3.34
1167	04/21/2020	15994	AMAZON CAPITAL SERVICES	LIGHTS FOR STOCK TRAILER	-95.00
1169	04/23/2020	42456	STILLWATER MILLING COMPANY	SUPPLIES FOR AG DEPARTMENT	-0.66
1192	05/01/2020	15994	AMAZON CAPITAL SERVICES	CLASSROOM SUPPLIES AND EQUIPMENT	-4.48
1193	05/01/2020	42650	B SEW INN LLC	MACHINE SOFTWARE, FASHION DESIGN EQUIPMENT	-38.04
1196	05/01/2020	17398	EDMOND MUSIC, INC.	BAND EQUIPMENT	-2.38
1198	05/01/2020	44275	PREMIER VISIONS A/V, INC.	MICROPHONES/JH	-20.06
1201	05/01/2020	15994	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES/JH	-1.27
Non-Payroll Total:					(\$47,997.55)
Payroll Total:					\$0.00
Report Total:					(\$47,997.55)

Change Order Listing

Options: Fund: Building, Year: 2019-2020, ReferenceDate: PO Approval Date, Date Range: 6/3/2020 - 6/30/2020, PO Range: 1 - 560, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
5	07/01/2019	17764	SOONER PEST MANAGEMENT	DISTRICT PEST CONTROL	-40.00
10	07/01/2019	14207	WALMART COMMUNITY	DISTRICT PARTS AND SUPPLIES	-76.63
63	07/16/2019	43973	CHRISTOPHER CODY HAYES	LEVELING BETWEEN HS BLDG AND ANNEX	-1,800.00
125	08/07/2019	12387	LOWE'S COMPANIES, INC.	paint for football field	-80.50
252	10/29/2019	43906	BRADEN DAVENPORT	Administration Building Display Case	-2,000.00
317	01/06/2020	10129	NORTHUP AUTO PARTS & MACHINE	DISTRICT PARTS AND SUPPLIES	-246.03
341	01/21/2020	44239	SHAWNEE LIGHTING LLC	HS- LIGHT REPAIR (BASEBALL/ FB)	5,000.00
390	02/20/2020	10110	HENKE & WANG PLUMBING	DISTRICT PLUMBING REPAIRS	-105.00
391	02/20/2020	15969	SOUTHWEST PAPER, INC - OKC	CLOROX 360 DISINFECTING MACHINE	-0.01
420	03/03/2020	10110	HENKE & WANG PLUMBING	REPAIR WATER LEAK AT METER BOX BY GREENHOUSE	-825.00
443	03/24/2020	16626	JOHN HUDSON	DISTRICT MOWING	-4,480.00
463	04/09/2020	15994	AMAZON CAPITAL SERVICES	FACE MASKS	-12.03
468	04/15/2020	17387	BRADFORD INDUSTRIAL SUPPLY CORP	DISTRICT SUPPLIES	-54.37
473	04/17/2020	43970	SWIFT LAWNS, LLC	WEEKLY MOWING APRIL-JUNE	-50.00
481	04/29/2020	12967	OKLAHOMA HOME CENTERS, INC.	FAVER SIDING	-172.95
482	04/29/2020	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT SUPPLIES	-26.34
483	04/29/2020	12967	OKLAHOMA HOME CENTERS, INC.	JH GYM HANDLES	-35.03
484	04/30/2020	10234	MAKER'S GLASS, INC.	GLASS REPAIRS	-473.72
503	05/13/2020	12910	OFFICE DEPOT, INC.	PAGE DIVIDERS WITH TABS FOR DISTRICT SDS BOOKS	-131.52
Non-Payroll Total:					(\$5,609.13)
Payroll Total:					\$0.00
Report Total:					(\$5,609.13)

Change Order Listing

Options: Fund: CHILD NUTRITION FUND, Year: 2019-2020, ReferenceDate: PO Approval Date, Date Range: 6/3/2020 - 6/30/2020, PO Range: 1 - 25, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
3	07/01/2019	43694	MIDSTATE SERVICES, INC	BLANKET FOR REPAIRS 2019-20	-2,017.78
Non-Payroll Total:					(\$2,017.78)
Payroll Total:					\$0.00
Report Total:					(\$2,017.78)

Change Order Listing

Options: Fund: GIFTS FUND, Year: 2019-2020, ReferenceDate: PO Approval Date, Date Range: 6/3/2020 - 6/30/2020, PO Range: 1 - 25, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
3	02/26/2020	42632	AAA PLAYGROUNDS	PLAYGROUND EQUIPMENT	-15,147.00
Non-Payroll Total:					(\$15,147.00)
Payroll Total:					\$0.00
Report Total:					(\$15,147.00)

ACTIVITY FUND – FUND 60
BANK RECONCILIATION – FARMERS & MERCHANTS BANK
As of 6/30/20

GENERAL LEDGER ACCOUNT

BANK RECONCILIATION

Balance (6/01/20)	\$519,130.01	Balance per bank statement As of (5/31/20)	\$506,906.70
Add Receipts	\$ 11,695.41	Add Deposits in Transit	\$
Less Checks Written	\$ 42,151.25	less O/S Checks	\$ 18,232.53
Adjustments	\$	*Adjustments	\$
		Bank correction	\$
Balance per Ledger	\$488,674.17	Balance per Ledger	\$488,674.17

Adjustment/Correction explanations:

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



 Activity Fund Clerk

7-1-20

 Date

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2020 - 6/30/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$451.61	\$0.00	\$0.00	\$0.00	\$451.61	\$0.00	\$451.61
802 CENTRAL ACTIVITY	\$11,202.76	\$0.00	\$0.00	\$0.00	\$11,202.76	\$3,800.00	\$7,402.76
803 CENTRAL PTO	\$6,991.92	\$0.00	\$0.00	\$0.00	\$6,991.92	\$0.00	\$6,991.92
804 COTTERAL PTO	\$12,320.99	\$57.00	\$0.00	\$0.00	\$12,377.99	\$0.00	\$12,377.99
805 COTTERAL ACTIVITY	\$12,120.86	\$0.00	\$0.00	\$208.50	\$11,912.36	\$0.00	\$11,912.36
806 COTTERAL FACULTY	\$409.02	\$0.00	\$0.00	\$0.00	\$409.02	\$0.00	\$409.02
808 FOGARTY PARENTS ORG.	\$17,923.21	\$0.00	\$0.00	\$646.50	\$17,276.71	\$0.00	\$17,276.71
809 FOGARTY ACTIVITY	\$11,839.15	\$1,600.00	\$0.00	\$641.59	\$12,797.56	\$0.00	\$12,797.56
810 FOGARTY FACULTY	\$139.37	\$67.95	\$0.00	\$0.00	\$207.32	\$0.00	\$207.32
811 ELEM SNACK GRANT	\$1,505.89	\$0.00	\$0.00	\$0.00	\$1,505.89	\$0.00	\$1,505.89
812 GUES ACTIVITY	\$12,172.03	\$146.98	\$0.00	\$5,863.51	\$6,455.50	\$0.00	\$6,455.50
813 GUES FACULTY	\$1,510.31	\$0.00	\$0.00	\$0.00	\$1,510.31	\$0.00	\$1,510.31
814 GUES HONOR CHOIR	\$646.12	\$0.00	\$0.00	\$0.00	\$646.12	\$0.00	\$646.12
815 GUES PARENTS ORG.	\$18,737.25	\$0.00	\$0.00	\$3,168.89	\$15,568.36	\$0.00	\$15,568.36
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	\$299.49	\$0.00	\$0.00	\$0.00	\$299.49	\$0.00	\$299.49
819 ATHLETICS JUNIOR HIGH	\$6,010.05	\$100.00	\$0.00	\$1,400.74	\$4,709.31	\$600.00	\$4,109.31
820 GOLF JUNIOR HIGH	\$2,266.69	\$0.00	\$0.00	\$0.00	\$2,266.69	\$0.00	\$2,266.69
821 FHA JUNIOR HIGH	\$3,126.59	\$20.00	\$0.00	\$0.00	\$3,146.59	\$0.00	\$3,146.59
822 HONOR SOCIETY JR HIGH	\$2,777.29	\$0.00	\$0.00	\$0.00	\$2,777.29	\$0.00	\$2,777.29
823 JR HIGH ACCOUNT	\$4,756.54	\$0.00	\$0.00	\$85.20	\$4,671.34	\$0.00	\$4,671.34
824 JR HIGH FACULTY	\$1,574.15	\$0.00	\$0.00	\$0.00	\$1,574.15	\$0.00	\$1,574.15
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	\$27,544.97	\$0.00	\$0.00	\$0.00	\$27,544.97	\$0.00	\$27,544.97
827 CHEERLEADERS JR HIGH	\$2,903.32	\$0.00	\$0.00	\$0.00	\$2,903.32	\$0.00	\$2,903.32
830 STUCO JH	\$3,628.33	\$0.00	\$0.00	\$0.00	\$3,628.33	\$0.00	\$3,628.33
831 T.S.A. JR HIGH	\$1,030.69	\$0.00	\$0.00	\$0.00	\$1,030.69	\$0.00	\$1,030.69
832 YEARBOOK JR HIGH	\$4,594.10	\$120.00	\$0.00	\$0.00	\$4,714.10	\$0.00	\$4,714.10
834 JR HIGH ACADEMIC TEAM	\$170.74	\$0.00	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74
840 CHARTER OAK ACTIVITY	\$20,105.88	\$349.43	\$0.00	\$695.83	\$19,759.48	\$0.00	\$19,759.48
841 CHARTER OAK PTO	\$6,503.82	\$0.00	\$0.00	\$321.00	\$6,182.82	\$0.00	\$6,182.82
842 CHARTER OAK FACULTY	\$615.53	\$0.00	\$0.00	\$0.00	\$615.53	\$0.00	\$615.53
850 ACADEMIC TEAM HS	\$107.70	\$0.00	\$0.00	\$0.00	\$107.70	\$0.00	\$107.70
851 ART CLUB HS	\$8,487.41	\$0.00	\$0.00	\$0.00	\$8,487.41	\$0.00	\$8,487.41
852 ATHLETICS HS	\$35,969.89	\$475.00	\$0.00	\$1,052.78	\$35,392.11	\$10,551.00	\$24,841.11
853 HS CHEER	\$3,942.99	\$5,245.50	\$0.00	\$7,104.57	\$2,083.92	\$0.00	\$2,083.92
854 FOOTBALL CAMP	\$4,678.91	\$0.00	\$0.00	\$2,605.50	\$2,073.41	\$0.00	\$2,073.41
855 TENNIS HS	\$19,558.21	\$0.00	\$0.00	\$85.10	\$19,473.11	\$0.00	\$19,473.11
856 GHS LIBRARY	\$238.57	\$0.00	\$0.00	\$0.00	\$238.57	\$0.00	\$238.57
858 GHS LINK CREW	\$130.97	\$0.00	\$0.00	\$0.00	\$130.97	\$0.00	\$130.97
859 BAND (OPERATING) HS	\$5,909.98	\$272.00	\$0.00	\$0.00	\$6,181.98	\$0.00	\$6,181.98
860 CLASS OF 2021 HS	\$3,359.90	\$50.00	\$0.00	\$0.00	\$3,409.90	\$0.00	\$3,409.90
861 CLASS OF 2023 HS	\$918.36	\$0.00	\$0.00	\$0.00	\$918.36	\$0.00	\$918.36
864 GHS ALUMNI ACCOUNT	\$8,467.96	\$0.00	\$0.00	\$0.00	\$8,467.96	\$0.00	\$8,467.96
865 CLASS OF 2022 HS	\$2,126.08	\$0.00	\$0.00	\$0.00	\$2,126.08	\$0.00	\$2,126.08
869 ENGLISH CLUB	\$839.74	\$0.00	\$0.00	\$0.00	\$839.74	\$0.00	\$839.74
870 HS FACULTY/COURTESY ACCOUNT	\$950.65	\$0.00	\$0.00	\$80.00	\$870.65	\$0.00	\$870.65
871 HS STUDENT PANTRY	\$16,675.04	\$0.00	\$0.00	\$0.00	\$16,675.04	\$0.00	\$16,675.04
872 CLASS OF 2020	\$7,587.70	\$0.00	\$0.00	\$0.00	\$7,587.70	\$3,100.00	\$4,487.70
876 FFA 4H BOOSTER CLUB HS	\$23,407.47	\$0.00	\$0.00	\$6,912.06	\$16,495.41	\$0.00	\$16,495.41
877 FFA HS	\$10,757.09	\$0.00	\$0.00	\$1,890.49	\$8,866.60	\$0.00	\$8,866.60
878 FCCLA (FHA) HS	\$3,014.57	\$0.00	\$0.00	\$113.00	\$2,901.57	\$0.00	\$2,901.57
879 FOREIGN LANGUAGE SPAN HS	\$4,714.16	\$0.00	\$0.00	\$0.00	\$4,714.16	\$0.00	\$4,714.16
880 XC Bluecrew	\$3,921.18	\$0.00	\$0.00	\$0.00	\$3,921.18	\$0.00	\$3,921.18
881 Lady Jays Basketball	\$6,367.19	\$0.00	\$0.00	\$332.45	\$6,034.74	\$1,920.00	\$4,114.74
882 GUTHRIE RUNNING CLUB HS	\$5.80	\$0.00	\$0.00	\$0.00	\$5.80	\$0.00	\$5.80

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2020 - 6/30/2020

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
883 HERITAGE CLUB HS	\$1,575.40	\$0.00	\$0.00	\$0.00	\$1,575.40	\$0.00	\$1,575.40
884 HIGH SCHOOL ACCOUNT	\$21,115.97	\$888.00	\$0.00	\$1,375.00	\$20,628.97	\$0.00	\$20,628.97
885 STUDENT SUPPORT HS	\$2,107.68	\$0.00	\$0.00	\$0.00	\$2,107.68	\$0.00	\$2,107.68
886 HONOR SOCIETY HS	\$3,257.93	\$495.00	\$0.00	\$809.50	\$2,943.43	\$0.00	\$2,943.43
889 KEY CLUB HS	\$582.28	\$0.00	\$0.00	\$140.27	\$442.01	\$0.00	\$442.01
890 SPEECH HS	\$503.25	\$0.00	\$0.00	\$0.00	\$503.25	\$0.00	\$503.25
891 STEM CLUB	\$4.85	\$0.00	\$0.00	\$0.00	\$4.85	\$0.00	\$4.85
893 MU ALPHA THETA HS	\$3,934.27	\$0.00	\$0.00	\$0.00	\$3,934.27	\$0.00	\$3,934.27
895 JROTC HS	\$3,995.15	\$0.00	\$0.00	\$0.00	\$3,995.15	\$0.00	\$3,995.15
897 SOCCER CLUB HS	\$4,060.73	\$0.00	\$0.00	\$100.00	\$3,960.73	\$0.00	\$3,960.73
898 SCIENCE CLUB HS	\$5,625.57	\$160.00	\$0.00	\$0.00	\$5,785.57	\$0.00	\$5,785.57
899 STUDENT COUNCIL HS	\$8,520.76	\$0.00	\$0.00	\$0.00	\$8,520.76	\$0.00	\$8,520.76
900 CAMPUS BEAUTIFICATION HS	\$4,323.79	\$0.00	\$0.00	\$603.41	\$3,720.38	\$0.00	\$3,720.38
902 VOCAL HS	\$4,521.91	\$486.00	\$0.00	\$0.00	\$5,007.91	\$0.00	\$5,007.91
904 YEARBOOK HS	\$20,073.08	\$0.00	\$0.00	\$0.00	\$20,073.08	\$23,000.00	(\$2,926.92)
907 HS MEMORIAL FUND	\$73.92	\$0.00	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$58.14	\$0.00	\$0.00	\$0.00	\$58.14	\$0.00	\$58.14
911 FFA BUILDING FUND	\$2,406.92	\$0.00	\$0.00	\$0.00	\$2,406.92	\$0.00	\$2,406.92
913 DRAMA HS	\$1,652.43	\$0.00	\$0.00	\$0.00	\$1,652.43	\$0.00	\$1,652.43
922 COURTESY COMMITTEE ADMIN	\$124.53	\$0.00	\$0.00	\$55.00	\$69.53	\$0.00	\$69.53
925 GENERAL FUND REFUND	\$3,073.43	\$304.92	\$0.00	\$3,378.35	\$0.00	\$0.00	\$0.00
927 HALL OF FAME BANQUET	\$1.97	\$0.00	\$0.00	\$0.00	\$1.97	\$0.00	\$1.97
929 DISTRICT SPECIAL OLYMPICS	\$36,786.45	\$210.00	\$0.00	\$100.00	\$36,896.45	\$0.00	\$36,896.45
932 SUMMER SCHOOL HS	\$1,955.00	\$20.00	\$0.00	\$1,975.00	\$0.00	\$0.00	\$0.00
933 FAVER C&C	\$409.71	\$0.00	\$0.00	\$0.00	\$409.71	\$0.00	\$409.71
934 TRANSPORTATION C&C	\$2,361.88	\$204.00	\$0.00	\$0.00	\$2,565.88	\$0.00	\$2,565.88
935 VENDING MACHINE ADMIN	\$696.68	\$17.45	\$0.00	\$0.00	\$714.13	\$0.00	\$714.13
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	\$14,663.25	\$218.13	\$0.00	\$78.86	\$14,802.52	\$1,439.00	\$13,363.52
942 C.N. CLEARING ACCT	\$140.10	\$188.05	\$0.00	\$328.15	\$0.00	\$0.00	\$0.00
Total	\$519,130.01	\$11,695.41	\$0.00	\$42,151.25	\$488,674.17	\$44,410.00	\$444,264.17

**Transportation Department
Fuel Bids
2019-2020**

DATE: 6-11-2020	TIME BIDS BEGAN: 8:08	AMOUNT NEEDED:
PO#:	TIME BIDS CLOSED: 8:28	DIESEL: Ø
		UNLEADED: 1000

COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
FUEL MASTERS	<i>Eugene</i> KIT, BRIAN, CODY or HARDIN	1-866-455-3835	1.7341	Ø
PENLEY OIL COMPANY	MIKE, SCOTT or GEORGEANN	235-7553	1.626	Ø
RED ROCK	JOANIE or TRICHA	677-3373	1.4756	Ø
EARNHEART OIL & PROPANE	DUSTIN	405-612-2650	1.439	Ø

AMOUNT OF FUEL PURCHASED:	COMPANY BID AWARDED TO: <i>Earnheart Oil & Propane</i>	
UNLEADED FUEL: 1000	PRICE PER GALLON: 1.439	TOTAL AMT: 1,439.00
DIESEL FUEL: Ø	PRICE PER GALLON:	TOTAL AMT:
		TOTAL PURCHASE: 1,439.00

PER TELEPHONE BIDS RECEIVED BY: <i>[Signature]</i> <i>[Signature]</i>	COMMENTS:
--	------------------



**GUTHRIE PUBLIC SCHOOLS
FIELD TRIP REQUEST
Effective 2-08**

Today's Date 06/25/2020 Date of Activity 08/09-08/12 2020

Destination Coffeyville, KS

Class & Grade Level 9-12

Teacher(s) Drake, Rennick, Powell

Names of teacher assistants or other adults attending:

Number of students 8 Number of sponsors 3

Leave Time 3 pm Return Time 11 am

Event Beginning Time if different _____ Event Ending Time if different _____

Emergency Phone Contact Number 405-334-1613

Cost to be paid per student \$20 Due when? 7/15/2020 Cost to district \$600.00

Paid for by Activity Fund	_____ Yes	<input checked="" type="checkbox"/> No	(If yes, please complete sub request.)
Sub needed?	_____ Yes	<input checked="" type="checkbox"/> No	
Transportation request completed?	<input checked="" type="checkbox"/> Yes	_____ No	

Chris H. ...
Principal Signature

6-25-20
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:
Cost to district will cover Ag teachers motel rooms, meals, fuel all other cost are paid for by student



EMPLOYEE TRIP REQUEST

Check if Out of State

Krystina Powell
Name of Employee

06/25/2020
Date

Employee's Current Assignment Ag Teacher

Title of Conference or Activity Coffeyville Interstate Fair

Location Coffeyville, KS Date(s) of Conference 08/09-08/12 2020

Full Legal Name (for air travel) _____

Submit copy of Driver's License for flights - it must match the boarding pass

Departure Date Aug 09 AM PM (check one) Return Date Aug 12 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.

Taking students to open beef show so that they can exhibit their animal

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.
Paid for by General Fund

Travel*	\$	<u>150.00</u>	(mileage, air, ground, parking & toll) <i>see below</i>
Registration	\$	_____	
Lodging	\$	<u>300.00</u>	
Meals	\$	<u>150.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$	_____	(calculate @ \$65 per day)
Total	\$	<u>600.00</u>	

Paid for by General Fund

Paid for by General Fund

Will a substitute be needed? Yes No (Remember to complete your sub request)

Principal's Approval *Chris [Signature]*
Signature

6-25-20
Date

Program Director's Approval _____
Signature

Date

Board of Education Approval _____
Date

*Refund for toll fees, parking and ground travel requires receipt.



EMPLOYEE TRIP REQUEST

Check if Out of State

Savahanna Rennick
Name of Employee

06/25/2020
Date

Employee's Current Assignment Ag Teacher

Title of Conference or Activity Coffeyville Interstate Fair

Location Coffeyville, KS Date(s) of Conference 08/09-08/12 2020

Full Legal Name (for air travel)

Submit copy of Driver's License for flights - it must match the boarding pass

Departure Date Aug 09 AM PM (check one) Return Date Aug 12 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.

Taking students to open beef show so that they can exhibit their animal

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.
Paid for by General Fund

Travel*	\$ <u>150.00</u>	(mileage, air, ground, parking & toll) see below	_____
Registration	\$ _____		_____
Lodging	\$ <u>300.00</u>		Paid for by General Fund
Meals	\$ <u>150.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)	_____
Substitute	\$ _____	(calculate @ \$65 per day)	_____
Total	\$ <u>600.00</u>		

Will a substitute be needed? Yes No (Remember to complete your sub request)

Principal's Approval Chris Redondo Signature 6-25-20 Date

Program Director's Approval _____ Signature _____ Date _____

Board of Education Approval _____ Date _____

*Refund for toll fees, parking and ground travel requires receipt.



EMPLOYEE TRIP REQUEST

Check if Out of State

Clay Drake
Name of Employee

06/25/2020
Date

Employee's Current Assignment Ag Teacher

Title of Conference or Activity Coffeyville Interstate Fair

Location Coffeyville, KS Date(s) of Conference 08:09-08/12 2020

Full Legal Name (for air travel) _____

Submit copy of Driver's License for flights - it must match the boarding pass.

Departure Date Aug 09 AM PM (check one) Return Date Aug 12 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.

Taking students to open beef show so that they can exhibit their animal

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. Paid for by General Fund

Travel*	\$ <u>150.00</u>	(mileage, air, ground, parking & toll) see below	_____
Registration	\$ _____		_____
Lodging	\$ <u>300.00</u>		Paid for by General Fund
Meals	\$ <u>150.00</u>	(overnight stay required; calculate at \$30 per day in state; \$50 out of state)	_____
Substitute	\$ _____	(calculate @ \$65 per day)	_____
Total	\$ <u>600.00</u>		

Will a substitute be needed? Yes No (Remember to complete your sub request)

Principal's Approval Clay Drake Signature 6-25-20 Date

Program Director's Approval _____ Signature _____ Date _____

Board of Education Approval _____ Date _____

*Refund for toll fees, parking and ground travel requires receipt.

MEMORANDUM:

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

FROM: Angie Smedley, Director of Special Education

SUBJECT: Contractual Agreement with Visual Senses to provide Visual Impairment
and Orientation and Mobility Services during the 2020-2021 school year.

DATE: July 1, 2020

Attached is an agreement with Nikki Keck of Visual Senses to provide consultation services and orientation and mobility services for students with Visual Impairments during the 2020-2021 school year. Ms. Keck has both Visual Impairment and Orientation and Mobility certification and will provide both of these services. The fee for these services will be \$70.00 per hour for services and travel time. Ms. Keck's agency provides this service to several school districts across the state. The cost of this service will be approximately \$3,500. The hourly rate for this service will remain the same as the last six school years. This service will be paid through Special Education Project 621 Federal Flow Through.

Additional Quotes received:

Mediscan – Teacher of the Visually Impaired \$63.00 - \$83.00 per hour
Orientation and Mobility Specialist \$75.00 - \$95.00 per hour

Solient Health -Teacher of the Visually Impaired \$68.50 - \$79.50 per hour
Orientation and Mobility Specialist \$60.50 - \$70.50

Pro Care Therapy \$70 - \$80 per hour for Teacher of the Visually Impaired

We need someone with both VI certification and Orientation and Mobility certification or we will have to contract for two separate individuals.

Contract Agreement

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

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

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

To achieve these purposes, the following general provisions apply:

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

This agreement shall expire on June 30, 2021 unless review and renewed by both parties prior to that date.

Authorized Representative

Guthrie Public Schools

DocuSigned by:



EASE067B1E4E464

Nikki Keck, TVI, COMS

Certification # 187290 EXP: 6/30/2023

National O&M # 4086 EXP: 9/30/2021

Date

6/9/2020

Date



Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education

From: Carmen Walters, Executive Director

Date: June 25, 2020

Re: Willow Creek Health Care, LLC Agreement and Golden Age

Attached is a copy of the renewal agreement with Willow Creek Health Care, LLC for maintaining an Intergenerational Pre-K classroom for the 2020-2021 school year. This will be year 9 for maintaining a Pre-K classroom at the Willow Creek facility located at 2300 West Noble. This continues to be a win-win situation for both parties.

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

AGREEMENT

THIS AGREEMENT, effective July 1, 2020, is made by and between the **WILLOW CREEK HEALTH CARE, LLC** (“Willow Creek”) and **INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA** (“District”).

RECITALS:

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

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

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

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

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

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

1. **Lease of Classroom**. Willow Creek hereby leases to the District, and the District hereby leases from Willow Creek, one classroom located at Willow Creek’s Facility (the “Classroom”). Willow Creek shall designate and identify the Classroom and make the Classroom available for the District’s use during regular school hours throughout the 2020-2021 school term, as defined by the District’s official school calendar.

2. **Rent**. The District shall pay Willow Creek, as rent for the lease of the Classroom for the 2020-2021 school year, the total sum of One Dollar (\$1.00), payable in advance.

3. **Term**. The term of this Agreement shall be from the effective date set forth above, through June 30, 2021, unless terminated at an earlier date as provided herein. Upon termination of this Agreement by lapse of time or otherwise, the District agrees to surrender possession of the Classroom to Willow Creek in good condition and repair, normal wear and tear excepted. The term of this Agreement is subject to renewal by mutual agreement of the parties for additional periods of one (1) year each beginning July 1 and ending June 30 of each successive year.

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

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

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

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

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

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

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

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

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

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

DATED this ____ day of _____, 2020.

WILLOW CREEK HEALTH CARE, LLC

By: _____
Name: _____
Title: _____

"WILLOW CREEK"

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

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

“DISTRICT”



Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education

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

Date: June 25, 2020

Re: Golden Age Nursing Home of Guthrie, LLC for Intergenerational Pre-K

Attached is a copy of the agreement with Golden Age Nursing Home of Guthrie, LLC for maintaining an Intergeneration Pre-K classroom for the 2020-2021 school year. This will be the 3rd year for a Pre-K classroom at the Golden Age facility located at 419 E. Oklahoma Ave.

I recommend approval of the agreement between Guthrie Public Schools and Golden Age Nursing Home of Guthrie, LLC.

AGREEMENT

THIS AGREEMENT, effective July 1, 2020, is made by and between the **GOLDEN AGE NURSING HOME OF GUTHRIE, LLC** (“Golden Age”) and **INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA** (“District”).

RECITALS:

A. **WHEREAS**, Golden Age maintains a residential care facility for senior citizens located at 419 E. Oklahoma Ave. in Guthrie, Oklahoma (the “Facility”); and

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

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

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

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

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

1. **Lease of Classroom.** Golden Age hereby leases to the District, and the District hereby leases from Golden Age, one classroom located at Golden Age’s Facility (the “Classroom”). Golden Age shall designate and identify the Classroom and make the Classroom available for the District’s use during regular school hours throughout the 2020-2021 school term, as defined by the District’s official school calendar.

2. **Rent.** The District shall pay Golden Age, as rent for the lease of the Classroom for the 2020-2021 school year, the total sum of One Dollar (\$1.00), payable in advance.

3. **Term.** The term of this Agreement shall be from the effective date set forth above, through June 30, 2021, unless terminated at an earlier date as provided herein. Upon termination of this Agreement by lapse of time or otherwise, the District agrees to surrender possession of the Classroom to Golden Age in good condition and repair, normal wear and tear excepted. The term of this Agreement is subject to renewal by mutual agreement of the parties for additional periods of one (1) year each beginning July 1 and ending June 30 of each successive year.

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

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

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

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

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

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

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

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

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

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

DATED this ____ day of _____, 2020.

**GOLDEN AGE NURSING HOME OF
GUTHRIE, LLC**

By: _____
Name: _____
Title: _____

"GOLDEN AGE"

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

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

“DISTRICT”



Price Quote for Services
 Guthrie Public Schools
 Guthrie OK
 Quote Number 159564
 Total \$8,000.00
 Date 6/25/2020

Edgenuity Inc.
 8860 E. Chaparral Road
 Suite 100
 Scottsdale AZ 85250
 877-725-4257

Payment Schedule		Contract Start	Contract End
		7/1/2020	6/30/2021

Site	Description	Comment	End Date	Qty
	Professional Development Webinar Training		06/30/2021	16
1. Guthrie Public Schools				
			Subtotal	\$8,000.00
			Total	\$8,000.00

Edgenuity will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Edgenuity will invoice the customer for the additional usage.

This quote is subject to Edgenuity Inc. Standard Terms and Conditions ("Terms and Conditions"). These Terms and Conditions are available at <http://www.edgenuity.com/edgenuity-standard-terms-and-conditions-of-sale.pdf>, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Edgenuity's written consent.

Guthrie Public Schools

Signature: _____
 Print Name: _____
 Title: _____
 Date: _____

Edgenuity Inc. Representative

Kate Baxter
 Account Executive
 480-772-9717
 kate.baxter@edgenuity.com

We appreciate the opportunity to serve you!

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to AR@edgenuity.com or fax to 480-423-0213.



Staking A Claim in Our Students' Future

June 7, 2020

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 \$1.50 to **\$1.60**.

This will increase 7th-12th Paid Student Breakfast Meals from \$1.60 to **\$1.70**.

This will increase PreK-3rd Paid Student Lunch Meals from \$2.80 to **\$2.90**.

This will increase 4th-6th Paid Student Lunch Meals from \$3.00 to **\$3.10**.

This will increase 7th-12th Paid Student Lunch Meals from \$3.10 to **\$3.20**.

I am also recommending a \$.10 increase for all paid Adult meals for District Staff.

This will increase District Staff Breakfast from \$1.75 to **\$1.85**.

This will increase District Staff Lunch from \$3.45 to **\$3.55**.

Sincerely,

A handwritten signature in black ink that reads "Susan Cox". The signature is written in a cursive, flowing style.

Susan Cox
Child Nutrition Director
Guthrie Public Schools

SFA NAME:	Guthrie Public School 42-1001
-----------	-------------------------------

Step 1	
Enter the SY 2019-20 Unrounded Price Requirement in the box below	SY 2020-21 Weighted Average Price Requirement
<i>This is found in Section 1: Box A of the SY 2019-20 REPORT from the SY 2019-20 tool or below (Price 2)</i>	Requirement price to the nearest cent
\$ 3.00	\$ 3.09
<p><i>Note: Above prices are based on adjusting SY 2019-20 price requirement by the 2% rate increase plus the Consumer Price Index (2.94%)</i></p>	

Complete if you do NOT know your SY 2019-20 Unrounded Price Requirement		
Annual Unrounded Requirement Finder		
Enter the SY 2010-11 Weighted Average Price below		
** The weighted average price for SY 2010-11 is the weighted average of all paid lunch prices charged in the SFA		
SY 2010-11 Weighted Average Price	Unrounded Price Requirements	
	Price 1: SY 2018-19 Requirement price to the nearest cent	Price 2: SY 2019-20 Requirement price to the nearest cent
\$ 2.10	\$ 2.92	\$ 3.00
SY 17-18	\$ 2.83	
SY 16-17	\$ 2.70	
SY 15-16	\$ 2.57	
SY 14-15	\$ 2.47	
SY 13-14	\$ 2.37	
SY 12-13	\$ 2.26	
SY 11-12	\$ 2.17	
<p><u>If you do not know your SY2010-2011 Weighted Average Price</u> CLICK HERE</p>		
<p><i>Note: The SY 2019-20 requirement is based on price increase requirements from SY 2011-12 through SY 2018-19.</i></p>		

Use the links below to go to the next step:

Click here to go to SY 2020-21 Price Calculator
Click here to go to SY 2020-21 Non-Federal Source Calculator
Click here to go to SY 2020-21 Split Calculator
Go to Instructions

Note: This tool is created to allow the user to only enter the weighted average price. If any other parts of the tool are modified, the user runs the risk of calculating an incorrect new average price. Users should not modify the tool's current functionality.



Guthrie Public Schools

Memo

To: Dr. Simpson and the Board of Education

From: Carmen Walters, Executive Director

Date: June 24, 2020

Re: FY 21 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@guthriepps.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: July 1, 2020

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 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 ~~2019~~ 2020

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INTRODUCTION

The information collected in this handbook is provided to the employees and staff of Guthrie Public Schools with the most accurate policies and procedures for use of Activity Fund, as an aid to comply with all State of Oklahoma Law, and State and Local Board of Education policy and procedures.

The information is accumulated from State Law of Oklahoma, under the direction of the State Superintendent of Public Instruction and Oklahoma State Board of Education, along with the policies set forth by the Guthrie Public Schools Board of Education.

All subaccount financial data is a part of the district's final revenue and expenditure as reported to the State Department of Education. The final financial data is also forwarded to federal reporting agencies as applicable.

ACTIVITY FUND PURCHASING PROCEDURES

- Go to <https://ok.wengage.com/Guthrie> or on the GPS website under Staff Links, WenGage
- Click Purchase Requisition
- Choose Un-submitted
- Select New
- Leave **RQ No Blank**
- Choose the Fund (60 for Activity Fund)
- Choose the Purchase Approval (Technology requests have a separate approval code)
- Choose Location (your site)
- Choose Vendor name by typing the Vendor name and clicking on the correct choice when it appears. Choose carefully because the vendor you choose is the vendor that will be paid.
- Enter a Description
- Click Save
- Click the word Requested
- Click New on the right side
- Enter a Description for the 1st item (Be specific, include as much information as possible including if it is for resale)
- Enter a Unit Price
- Optional: Enter the Item Number (Include this if someone other than yourself will be placing the order.)
- Change the Quantity
- Click Add New
- DO NOT Enter anything unless instructed to do so by the Financial Secretary or you know your Project (Account) number.
- Click Save
- Repeat the last 4 steps for each item you are buying ● Click Back to Requests
- Click the “Select “box next to Requisition you entered
- Click Submit
- A detailed description of items to be purchased is required and will assist in the OCAS coding required by the State Department of Education. (Ex. Resale/nonprofit, 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 prenumbered 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, 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 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 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@guthrie.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 1099MISC, 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 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 made 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 charges, 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 subaccount 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	ELEM SNACK GRANT
812	GUES ACTIVITY
813	GUES FACULTY
814	GUES HONOR CHOIR
815	GUES PARENTS ORG.
816	GHS SPECIAL KIDS
817	ART JUNIOR HIGH
818	JH BUILDERS CLUB
819	ATHLETICS JUNIOR HIGH
820	GOLF JUNIOR HIGH
821	FHA JUNIOR HIGH
822	HONOR SOCIETY JH
823	JR HIGH ACCOUNT
824	JR HIGH FACULTY
825	LIBRARY JR HIGH
826	LEARN 2 LOVE
827	CHEERLEADERS JH
830	STUCO JH
831	T.S.A. JR HIGH
832	YEARBOOK JR HIGH
834	JH ACADEMIC TEAM
840	CHARTER OAK
841	CHARTER OAK PTO
842	CHARTEROAK FACULTY
850	ACADEMIC TEAM HS
851	ART CLUB HS
852	ATHLETICS HS
853	HS CHEER
854	FOOTBALL CAMP

855 TENNIS HS
856 GHS LIBRARY
858 GHS LINK CREW
859 BAND (OPERATING) HS
860 CLASS OF 2021 HS
861 CLASS OF 2023 HS
863 CLASS OF 2019 HS
864 GHS ALUMNI ACCOUNT
865 CLASS OF 2022 HS
866 CLASS OF 2024 HS
869 ENGLISH CLUB
870 HS FACULTY/COURTESY
871 HS STUDENT PANTRY
872 CLASS OF 2020
876 FFA/4H BOOSTER CLUB
877 FFA HS
878 FCCLA (FHA) HS
879 FOREIGNLANGUAGE
880 XC BLUECREW
881 LADY JAY BASKETBALL
882 GHS RUNNING CLUB
883 HERITAGE CLUB HS
884 HIGH SCHOOL ACCOUNT
885 STUDENT SUPPORT HS
886 HONOR SOCIETY HS
889 KEY CLUB HS
890 SPEECH HS
891 STEM CLUB
892 MATH OF FINANCE
893 MU ALPHA THETA HS
894 HS PROM ACCOUNT
895 JROTC HS
897 SOCCER CLUB HS
898 SCIENCE CLUB HS
899 STUDENT COUNCIL HS
900 SITE BEAUTIFICATION
902 VOCAL HS
903 VIP
904 YEARBOOK HS
907 HS MEMORIAL FUND
908 VOCAL TRIP ACCOUNT
911 FFA BUILDING FUND
913 DRAMA HS
921 BANQUET ACCOUNT
922 COURTESY COMMITTEE
925 GENERALFUND REFUND

927 HALLOF FAME BANQUET
 929 DIST SPECIAL OLYMPICS
 932 SUMMER SCHOOL HS
 933 FAVER C&C
 934 TRANSPORTATION C&C
 935 VENDINGMACHINE ADM
 937 FAVER ACTIVITY
 938 NATIVE AM PARENTS
 940 ADMINISTRATION MISC
 942 C.N. CLEARING ACCT

PROGRAM LISTING

<u>CODE</u>	<u>DESCRIPTION ATHLETICS PROGRAMS-COMPETITIVE</u>
801	Change/Change Return
802	Baseball
803	Basketball (Boys)
804	Basketball (Girls)
805	Football
806	Girls Golf
807	Boys Soccer
808	Girls Soccer
809	Boys Tennis
810	Boys Track
811	Wrestling
812	Cheerleaders
813	Girls Tennis
814	Girls Track
815	All Sport Passes
816	Boys Golf
817	Girls Cross Country
818	Playoffs
819	Boys Cross Country
820	Cross Country (Boys&Girls)
821	Concessions
822	Misc. Fundraisers
823	Donations

824	Maintenance to Athl. facilities/equip.
825	Vending
826	Advertising
827	Track Girls & Boys
828	All Sports
829	Sports summer camps
830	Basketball Boys & Girls
831	Girls Softball
832	Athletic Mdse sold to students
833	Tennis Girls & Boys
834	Soccer Girls & Boys
835	Sub Reimbursements
836	Programs
837	Entry Fee
838	Sports Clinic
839	Game Security
840	Meals
841	Game Officials
842	Tournament Expenses
843	Gate Workers
844	Coaches Uniforms
845	Equipment
846	Uniforms
847	Single Sport Pass
848	Student Sport Pass
849	Reserved Seat pass
850	Athl. Misc.
851	Concession Worker
852	Dues
853	Try Out Fee
854	Cross Country
855	Travel Reimbursements
856	Scorekeeper/Clock keeper
857	OSSAA Sport Pass
858	Dues/Fees
859	Golf

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			
Received From:	Date	Number	Amount
CHECK WRITER'S NAME NSF CK698	6/25/2010	5039	\$295.00

Year	Fund	Type	Number	Receipt	Program	Project	Unit	Amount
2010	50	AR	1880	5039	845	853	705	\$275.00
2010	50	AR	1690	5039	984	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			
Received From:	Date	Number	Amount
CHECK WRITER'S NAME NSF CK598	5/18/2010	5019	(\$178.00)

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)

Organization Name

A. BEGINNING BALANCE as of _____ \$ _____ (A)

B. REVENUES:

Fund Raiser, Merchandise sales, Etc.:

_____ \$ _____

_____ \$ _____

_____ \$ _____

Donations:

_____ \$ _____

_____ \$ _____

_____ \$ _____

Contributions:

_____ \$ _____

_____ \$ _____

_____ \$ _____

Other:

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Revenues \$ _____

(B)

C. TOTAL AVAILABLE (*A Plus B*) \$ _____ (C)

D. EXPENDITURES:

Fundraising Expenses \$ _____

Supplies/Materials \$ _____

Advertising \$ _____

Postage, Mailings, Etc. \$ _____

Equipment \$ _____

Donations/Contributions \$ _____

Other (list): \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Total Expenditures \$ _____

(C)

E. ENDING BALANCE AS OF June 30, (*C minus D*) \$ _____ (E)

*Year-end bank statement and reconciliation **must** accompany report.*

BANK RECONCILIATION FOR SANTIONED ORGANIZATIONS

Balance per Bank Statement, June 30, 20_____ \$ _____
(A)

ADD:

Deposits in Transit \$ _____
 \$ _____
 \$ _____

Total Deposits in Transit \$ _____

(B)

DEDUCT:

Outstanding Checks \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

Total Outstanding Checks \$ _____ **(C)**

OTHER ADJUSTMENTS (+/-) \$ _____
 \$ _____

Total Adjustments \$ _____ **(D)**

BALANCE per financial records, June 30, 20_____ \$ _____
 ===== **(E)**

(A + B - C (+/-) D = E)

ADMINISTRATION

BOARD OF EDUCATION

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
Chris Schroder, Member



DISTRICT OFFICE

Dr. Mike Simpson, Superintendent of Schools
Mr. Doug Ogle, Assistant Superintendent
Ms. Carmen Walters, Executive Director
Mrs. Michelle Chapple, Chief Financial Officer
Mrs. Angie Smedley Young, Director of Special Services

JUNIOR HIGH SCHOOL

Robbie Rainwater Todd Bramwell , Principal	282-5936
Allison Young, Assistant Principal	282-5936
Bethany Knight Casey Wilson , Counselor	282-5936
Kristi Blakemore, Counselor	282-5936
JH Cafeteria	260-6327

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Guthrie Public Schools

School Calendar 2020-2021

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

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27	28	29	30				

October

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November

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15	16	17	18	19	20	21
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29	30					

December

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			1	2	3	4	5
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20	21	22	23	24	25	26	
27	28	29	30	31			

1st Quarter **38+4**
 2nd Quarter **41**
 3rd Quarter **48+1**
 4th Quarter **48**
 175 Days Taught
 5 Professional Days
 180 Days Total
 *School will be dismissed
 if not used for bad weather

AUGUST
 17,18, & 19 Teacher In-Service
 20 - First Day of Classes

SEPTEMBER
 7 - Labor Day
 11 - Homecoming (2:10 PM Dismissal)
 21 - Teacher In-Service

OCTOBER
 14 - End of First Quarter
 15 and 16 Fall Break
 20 - P/T Conf (Elementaries)
 22 - P/T Conf (GHS,GJHS, GUES)
 27 - P/T Conf (All Sites)

NOVEMBER
 23-27 Thanksgiving Break

DECEMBER
 18 - End of 2nd Quarter
 Dec 21- Jan 1 Winter Break

JANUARY
 4 - Classes Resume
 18 - Martin Luther King Day
 26 and 28 - P/T Conf (Elementaries)

FEBRUARY
 15 - Teacher In-Service

MARCH
 12 - End of 3rd Quarter
 15-19 Spring Break
 23 and 25 - P/T Conf (GHS,GJHS,GUES)

MAY
 25 - Last Day of Classes
 26 - Snow Make-Up Day 1*
 27 - Snow Make-Up Day 2*
 31 - Memorial Day

Administration - 282-8900
 High School - 282-5906
 Faver Alternative - 282-5941
 Junior High - 282-5936
 Upper Elementary - 282-5924
 Fogarty Elementary - 282-5932
 Charter Oak Elementary - 282-5964
 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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14	15	16	17	18	19	20					
21	22	23	24	25	26	27					
28											

March

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14	15	16	17	18	19	20					
21	22	23	24	25	26	27					
28	29	30	31								

April

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18	19	20	21	22	23	24		
25	26	27	28	29	30			

May

S	M	T	W	T	F	S
						1
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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 1/13/2020

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

Clubs & Organizations

Academic Team
Art Stars
Builders Club
FCCLA
Honor Society
Math Counts
Sequoyah Club
Speech / Drama Club

Track
Wrestling

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 Statute 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 215 Fairgrounds Road Guthrie, OK 73044 405-282-3485	Daily ---- Monday thru Friday 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.guthrieps.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~~ **Todd Bramwell**
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

TO: Guthrie Board of Education

From: Juana Benson, Faver Alternative School

Date: June 16, 2020

RE: 2020-2021 Parent-Student Handbook

Please find attached the 2020-2021 Faver Parent-Student Handbook. Below is the summary of changes made.

p. 2 Updated Board Members, and will update after reorganization

p. 4 Updated School Calendar

Throughout, update dates to 2020-2021.



FAVER ALTERNATIVE SCHOOL

1002 EAST PERKINS

Home of the Bluejays



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ADMINISTRATION

BOARD OF EDUCATION

Tina Smedley, President
Janna Pierson, 1st Vice President
Gina Davis, Board Clerk
Jennifer Bennett-Johnson, Deputy Board Clerk
Ron Plagg, Member
Travis Sallee, Member
Chris Schroder, Member

DISTRICT OFFICE: 282-8900

Dr. Mike Simpson, Superintendent of Schools
Mr. Doug Ogle, Assistant Superintendent
Ms. Carmen Walters, Executive Director of Federal Programs / Elementary Education
Mrs. Michelle Chapple, Chief Financial Officer

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
Dusty Throckmorton, 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 / FAVER SCHOOL PARENT-STUDENT-TEACHER COMPACT

We at Guthrie High School and Faver Alternative 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 2020-2021

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
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30	31					

September

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October

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November

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29	30					

December

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1st Quarter 38+4
 2nd Quarter 41
 3rd Quarter 48+1
 4th Quarter 48
 175 Days Taught
 5 Professional Days
 180 Days Total
 *School will be dismissed
 if not used for bad weather

AUGUST
 17, 18, & 19 Teacher In-Service
 20 - First Day of Classes

SEPTEMBER
 7 - Labor Day
 11 - Homecoming (2:10 PM Dismissal)
 21 - Teacher In-Service

OCTOBER
 14 - End of First Quarter
 15 and 16 Fall Break
 20 - P/T Conf (Elementaries)
 22 - P/T Conf (GHS,GJHS, GUES)
 27 - P/T Conf (All Sites)

NOVEMBER
 23-27 Thanksgiving Break

DECEMBER
 18 - End of 2nd Quarter
 Dec 21- Jan 1 Winter Break

JANUARY
 4 - Classes Resume
 18 - Martin Luther King Day
 26 and 28 - P/T Conf (Elementaries)

FEBRUARY
 15 - Teacher In-Service

MARCH
 12 - End of 3rd Quarter
 15-19 Spring Break
 23 and 25 - P/T Conf (GHS,GJHS,GUES)

MAY
 25 - Last Day of Classes
 26 - Snow Make-Up Day 1*
 27 - Snow Make-Up Day 2*
 31 - Memorial Day

Administration - 282-8900
 High School - 282-5906
 Faver Alternative - 282-5941
 Junior High - 282-5936
 Upper Elementary - 282-5924
 Fogarty Elementary - 282-5932
 Charter Oak Elementary - 282-5964
 Cotteral Elementary - 282-5928
 Central Elementary - 282-0352
 Child Nutrition - 282-5952
 Maintenance - 282-5944
 Technology - 282-5959
 Transportation - 282-5919

January

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31						

February

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March

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April

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May

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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 1/13/2020

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:
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 - 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., leaving your tray/plate on the table, leaving your table dirty, throwing objects, taking the food of others, etc.) will result in the appropriate disciplinary action.
- No food deliveries will be allowed on campus during the school day with the exception of parents delivering food to the office for their own student at the beginning of the lunch period.

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.

Faver Alternative School operates under a closed campus policy. Leaving campus without permission will result in disciplinary action from the Office

DANCES

Dances will be held periodically during the school year under the direction of various Guthrie High School organizations. Only those students enrolled at Guthrie High School are eligible to attend; junior high school age students will not be allowed to attend. All students wanting to attend prom who do not attend Guthrie Schools must be pre-approved by the principal.

Any student attending a school-sponsored dance, including the Junior-Senior Prom, 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.

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.
 - 2. **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

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 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 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.

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.

Beginning with the Class of 2023, candidates for valedictorian may not have a grade below an A in any on-level class and must not have a grade below a B in any Advanced Placement (AP) or college concurrent course.

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.

VANDALISM, THEFT, 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 three (3) days, to 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. **A vehicle registration form with a copy of driver's license is to be completed and filed with the school office.**

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 with a valid ID through the SchoolSafeID system**, 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 an announcement via intercom.

EARTHQUAKE – The alert for earthquake will be an announcement via intercom.

LOCK IN-- The alert for Lock In will be announcement via intercom..

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 a 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. 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.guthriepls.net.



GUTHRIE HIGH SCHOOL
200 Crooks Drive

Home of the Bluejays



~~2019-2020~~ 2020-2021 Student-Parent

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
Chris Schroder, Member

DISTRICT OFFICE: 282-8900

Dr. Mike Simpson, Superintendent of Schools
Mr. Doug Ogle, Assistant Superintendent
Ms. Carmen Walters, Executive Director
Mrs. Michelle Chapple, Chief Financial Officer

HIGH SCHOOL OFFICES

Main & South Office	282-5906
North Office (Attendance)	282-5913
Chris LeGrande, Principal	282-5906
Bret Stone, Assistant Principal	282-5906
Dusty Throckmorton, 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.	

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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

8:15	--	9:02	1st Hour
9:07	--	9:54	2nd Hour
9:59	--	10:46	3rd Hour
10:51	--	11:39	4th Hour
11:39	--	12:04	Power Hour Blue
12:09	--	12:34	Power Hour White
12:39	--	1:26	5th Hour
1:31	--	2:18	6th Hour
2:23	--	3:10	7th Hour

Bell Schedule - Assembly

8:15	--	8:57	1st Hour
9:02	--	9:44	2nd Hour
9:49	--	10:31	3rd Hour
10:36	--	11:18	4th Hour
			Assembly
11:54	--	12:19	Power Hour Blue
12:24	--	12:49	Power Hour White
12:54	--	1:36	5th Hour
1:41	--	2:23	6th Hour
2:28	--	3:10	7th Hour

HIGH SCHOOL PARENT-TEACHER CONFERENCES

OCTOBER ~~24th & 29th~~ 22nd & 27th 4 p.m. – 7 p.m.

MARCH ~~10th & 12th~~ 23rd & 25th 4 p.m. – 7 p.m.

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 [or administrative approval](#).

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~~ **may** count as an unexcused absence, which counts towards administrative failure.

- Documentation must be turned in within five days of the absence or it ~~will~~ **may** 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 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 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.

Ten Day Drop:

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.

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~~ meal 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 Office. Any phone number changes for the School Messenger 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 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.

Any student attending a school-sponsored dance, including the Junior-Senior Prom, 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.

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.
 2. **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

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.

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 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 definition. A student that has been suspended out of school may be required to attend a conference with the principal before the 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 frequently 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~~ [under Departments, Health Information and Forms, Medications at School](#) 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~~
- **Images in electronic format**

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. 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 a **documented** 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 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 a virtual setting.
- The course level is incorrect or an enrollment error is evident.
- 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 **unless an extenuating circumstance gains administrative approval**. 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.

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.

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.

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

20-21 GHS Parent Student Handbook

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 an A in any on level class and must not have a grade below a B in any Advanced Placement (AP) or college concurrent course.

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 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.guthriepls.net.

GUTHRIE HIGH SCHOOL

COURSE CATALOG

2020-2021



200 Crooks Drive

405-282-5906 Main Office

405-282-5913 North / Counseling Office

www.guthrieps.net

GUTHRIE PUBLIC SCHOOL DISTRICT MISSION STATEMENT

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

OUR BELIEFS

The Guthrie Public School District believes in the worth and dignity of each individual, because people are our greatest resource and children are our future. The following beliefs are based on this premise:

Learning:

All people can learn, given appropriate opportunity and support.

Prevention is preferable to remediation.

Teaching:

High expectations produce high achievers.

The teaching-learning process is the primary function of this district.

Learning Environment:

Everyone is entitled to a safe, caring educational environment.

Education is a partnership with student, home, school, and community.

Mutual trust will exist within the school environment.

EXIT OUTCOMES

Our Vision of a Well-Educated Student

Have positive self-esteem.

Be effective communicators.

Have a strong knowledge base.

Be creative and complex thinkers.

Show concern for the welfare of others.

Be problem solvers.

Be self-directed, lifelong learners.

Be cooperative learners and workers.

Be productive members of society.

LEGAL NOTICE

The Guthrie School District hereby agrees that it will comply with Title IX of the Education Amendments of 1972, which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. The school district is an equal opportunity employer. It is, therefore, the policy of the Guthrie Independent School District No. I-1 to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to Title IX Coordinator, Guthrie Public Schools, 802 East Vilas, Guthrie, Oklahoma 73044; Telephone 405-282-8900.

INTRODUCTION

The purpose of this booklet is to help GHS students in planning their high school schedule. This booklet contains information on state and local graduation requirements, course offerings, course descriptions, and aptitude tests. Counselors will be available for curriculum planning assistance. Students and parents are expected to review this information and carefully make their course selections.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

- A. A parent or eligible student of the Guthrie Public School System has a right to:
- inspect and review the student's educational records.
 - request the amendment to any student's educational records to insure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
 - consent to disclosure of personally identifiable information contained in the student's records, except to the extent that the Act and the regulations in this part authorize disclosure without consent.
 - file with the U.S. Department of Education a complaint under 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the Act and this part: and,
 - Obtain a copy of the policy adopted under 99.64.
- B. Copies of the policy adopted under 99.64 are located at the Administration Building, 802 East Vilas.
- C. Guthrie Public District will send this notice home with each student to inform the parents and eligible students of their rights.
- D. Guthrie Public School District shall provide an interpreter to effectively notify parents of students who have a primary or home language other than English.

REGISTRATION

The Oklahoma State Health Department requires all students to be immunized. The Guthrie Public Schools, in accordance with these laws, requires that every student enrolling have proof of immunization. Immunization requirements can be found on the Guthrie Public Schools website or at the local health department.

Students are required to be legal residents of Guthrie School District I-1 or have on file in the Superintendent's office the necessary transfer forms from districts outside of Guthrie Public Schools District I-01. Any student, who has a legal residence in another district, will not be allowed to enroll without a transfer from the district in which the student resides. A transfer can be canceled at any time. Students enrolling in Guthrie Public Schools from a school or situation not accredited by the State Department of Education (i.e., private school, home school) will be required to test in each subject for which they wish to obtain credit. Credit is issued for classes that are passed with a score of 90 or higher. Testing is arranged by making an appointment in the Counselor's Office with the grade level counselor.

GUIDANCE

Students are encouraged to see a counselor to discuss schedule changes, the number of units accumulated, course selections, career choices, and college planning. Students should see their designated counselor for these services.

Mrs. Annie Chadd

Ms. Maggie Wade

Mrs. Kristi Blakemore

Sophomores A-L & All Seniors

Sophomores M-Z & All Juniors

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				
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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: FAIRY TALES, 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 Fairy Tales, Folktales, and Fables from around the world. Students will be examining stories told by the Grimm Brothers, Hans Christian Andersen, Aesop and many others and making comparisons to the fairytales they were told as children by Disney. We will also be examining folktales and fables that have been told and retold for hundreds of years and students will decipher the

morals and meanings. Each student will be expected to write compare and contrast essays that examine in detail the way different cultures use these stories as warnings and life lessons.

NEWSPAPER I, II, III

Program Eligibility: Oklahoma's Promise

(Fine Arts course)

Grade Level: 10, 11, 12

Prerequisite: Keyboarding, Introduction to Journalism, Instructor Permission

Synopsis: Students use Adobe® InDesign® to create the BlueLine, Guthrie High School's student newspaper. Students are responsible for writing and editing stories, taking photos for stories, preparing page layouts, selling advertising, and distributing the final product. This course also covers advertising, photojournalism, and writing reviews, columns and editorials. Strong writing skills, dependability, and a good work ethic are crucial. After-school work is required

SHAKESPEARE AND HIS PLAYS

Program Eligibility: Oklahoma's Promise, NCAA

(One semester course) (Fine Arts course)

Grade Level: 10, 11, 12

Synopsis: This class will be a study of William Shakespeare, his times, the Globe Theatre, and his plays. Works studied during this semester will include histories, tragedies, and comedies with an emphasis on the comedies as well as sonnets. Some performance work will be done in class. Students will also be expected to write analytical essays on the material, engage in outside reading, and complete a research project. This class is a preparatory class for college-bound students and supports work done in the AP classes.

SPEECH I

Program Eligibility: Oklahoma's Promise, NCAA

(One semester course) (Fine Arts course)

Grade Level: 9, 10, 11, 12

Prerequisite: None

Synopsis: The student will learn to communicate with ease and self-confident whether addressing a small or large group. Speech will provide students the skills needed for communicating in real life situations, strategies used for public speaking and individual/group discussion; formal vs. informal speaking, leadership skills, oral presentations, and projects.

YEARBOOK I, II, III

Program Eligibility: Oklahoma's Promise

(Fine Arts course)

Grade Level: 10, 11, 12

Prerequisite: Instructor Permission

Synopsis: Students in this course produce Guthrie High School's student yearbook, the Kynewisbok. Students practice advanced photography, design, editing, and writing techniques. Josten's YearTech® Online program is used to create the yearbook. A strong work ethic, flexibility, dependability, and the ability to meet deadlines are crucial to this course. After-school work is required.

SCIENCE

BIOLOGY I

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 9, 10

Synopsis: Biology is the study of life. All living things, both animal and plant, are considered. The course is planned to develop appreciation and concepts of scientific procedure as applied to the biological structure and function of animals and plants. Emphasis is placed on the methodology in problem solving, through laboratory work, as the important factor that leads to understanding.

PRE-AP BIOLOGY I

Program Eligibility: Oklahoma's Promise

Grade Level: 9,10

Prerequisite: 9th Gr. Algebra I and/or 10th Gr. Pre-AP Science

Lab Fee: \$20

Teacher recommendation accompanied by signature of the science teacher.

Synopsis: This course is recommended for those students who express a special interest in life science.

Topics include biochemistry, cell structure and reproduction, genetics, animal behavior, and ecology.

Emphasis is on use of the scientific method, problem solving, investigation, inquiry and group discussions.

An interest in an intellectually challenging atmosphere is a necessary qualification for this course. Because Pre-AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.

AP BIOLOGY

Program Eligibility: Oklahoma's Promise, NCAA

(This class requires two class periods)

Grade Level: 11, 12

Prerequisite: Biology I and Chemistry I

Lab Fee: \$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 analysis. 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 concurrent enrollment in Pre-Calculus.

Math teacher signature required for student enrollment.

Lab Fee: \$20

Synopsis: Physics is the most fundamental science. It describes, often at the mathematical level, the behavior of the physical world. This course covers Newtonian physics through the modern view of light, nuclear physics, and quantum mechanics. Problem solving, laboratory discovery, and an enrichment project are employed as methods of instructions.

PRE-ENGINEERING AND ROBOTICS (A STEM Education Class)

Program Eligibility: None

Grade Level: 10, 11, 12

Prerequisite: Algebra II "B" or better, signature for teacher approval.

Synopsis: STEM is an acronym for Science, Technology, Engineering and Mathematics. There are a tremendous number of subjects that fall into those terms, but we will specifically look at Computer Science, Mechanical Design, and Robotics and how they are applied in the various fields available for careers. We

will address questions involved in these disciplines including blueprint design and reading, drafting, and the building of robots as well as a chosen mechanical apparatus that we use on a daily basis. (Bridges, buildings, cars, etc). We will also look into the world of computers and how they not only drive our current industries and play a very large role in many, if not all, fields of employment. This course will bring together the four major parts of study we will read about, write about and build these chosen items and also employ the math and science involved in developing working models.

ZOOLOGY

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11, 12

Prerequisite: Grade of "C" or higher in Biology I, "C" or higher in Algebra I.

Lab Fee: \$20

Synopsis: This is a year-long, advanced science class. It is geared toward students with a deep interest in animals and diversity of life. Topics will include classification of species, adaptations and the members of the animal kingdom. First semester will include Biology/Zoology foundation with lab building exercises. Second semester will include dissections with live and preserved species.

FOREIGN LANGUAGES

Foreign language may be a requirement at certain comprehensive universities. Please check with your counselor if you have any questions.

GERMAN I

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 9, 10, 11, 12

Synopsis: The goal of this course is to develop basic abilities in interpersonal, interpretive and presentational communication in German using the four skill areas of listening, speaking, reading and writing focusing on daily life and interests, and provide experience and information leading to a basic understanding of the culture. Students will participate in German-speaking communities at home and around the world.

GERMAN II

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 10, 11, 12

Prerequisite: German I

Synopsis: The goal of this course is to continue the development of interpersonal, interpretive and presentational communication in German using the four skill areas of listening, speaking, reading and writing initiated in German I focusing on daily life and interests, and further learners' understanding and appreciation of the culture. Students will participate in German-speaking communities at home and around the world.

SPANISH I

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 9, 10, 11, 12

Prerequisite: Grade of "C" or better in English

Synopsis: The goals of Spanish I are to present the following: a language in an interesting and stimulating context, a realistic view of all aspects of Hispanic cultures, varied exercises to provide personalized manipulation of the language, and a progression from spoken to written language.

SPANISH II

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 10, 11, 12

Prerequisite: Grade of "C" or better in both semesters of Spanish I

Synopsis: A continuation of Spanish I with added emphasis on speaking, reading comprehension, and composition.

Pre-AP SPANISH (Level III)

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11, 12

Prerequisite: Spanish I & Spanish II with a "B" or better both semesters in both courses. Teacher recommendation required.

Synopsis: Spanish III provides a wide variety of topics and exercises to present all aspects of language learning including vocabulary development, reading comprehension, literature, civilization and culture, grammar review and enrichment, discussion and composition, and everyday conversational skills.

MATHEMATICS

ALGEBRA I

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 9, 10, 11, 12

Prerequisite: Pass 8th grade math with a "C" average or better

Synopsis: This course will cover the Oklahoma Algebra I content standards, which include the following: Relationships between quantities, reasoning with equations, linear & exponential relationships, descriptive statistics, expressions & equations, and quadratic functions & modeling.

ALGEBRA I SUPPORT

Program Eligibility: None

Grade Level: 9

Synopsis: Students who fail to obtain a satisfactory score on the 9th grade Curriculum Reference Test (CRT) will be enrolled in Algebra I Support in conjunction with Algebra I. Algebra I Support reinforces Pre-Algebra skills and provides small group/individualized instruction with Algebra I concepts.

INTERMEDIATE ALGEBRA

Program Eligibility: None

Grade Level: 10, 11, 12

Prerequisite: Algebra I (Instructor Approval)

Synopsis: Extends Algebra I with an emphasis on a review of the fundamental concepts covered in Algebra I: properties of numbers, linear equations and inequalities, systems of equations, factoring, exponents, radicals, graphing, matrices and rational expressions.

ALGEBRA II

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 10, 11, 12

Prerequisite: Algebra I

Synopsis: This course will cover the Oklahoma Algebra II content standards, which include the following: Number Sense and Algebraic Operations, Relations and Functions, Data Analysis, Probability, and Statistics. A graphing calculator is essential. See instructor before purchasing one.

ALGEBRA III

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11, 12

Prerequisite: Algebra II with a "C" average or better; Instructor/Administrator Approval

Synopsis: This course will cover the content standards aligned with College Algebra. This is not an AP course, but will act as a college preparatory course for any college bound student. The content covered in this course includes the following: Real & imaginary numbers, quadratic functions, polynomials, systems of linear equations, parabolas, ellipses, hyperbolas, fundamental theorems of algebra, and graphing on a Cartesian plane.

MATH OF FINANCE

Program Eligibility: None

Grade Level: 9, 10, 11, 12

Synopsis: Students will use the basic concepts of arithmetic, algebra, and geometry as they apply to a broad spectrum of real-life problem situations. Students will obtain knowledge in personal banking, investments, credit, taxes, purchases, and vacation planning. Students will also receive information on how math is used in a variety of occupations.

PLANE GEOMETRY

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 9, 10, 11, 12

Prerequisite: Algebra I

Synopsis: This course will cover the Oklahoma Geometry content standards, which include the following: Logical Reasoning, Properties of 2-Dimensional Figures, similar & congruent figures, Trigonometric Ratios, Properties of 3-Dimensional Figures, and Coordinate Geometry.

PRE-AP CALCULUS

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11, 12

Prerequisite: Algebra II with a "C" average or better; Instructor/Administrator approval

*Synopsis: Pre-calculus is for above average students who would like a solid preparation for college mathematics, a review for College Board examinations, or simply further enrichment of their mathematical backgrounds. Throughout the course, applications of mathematics to various fields are stressed in both the text and the exercises. Throughout the course, written exercises stress graphic applications because of their importance and relevance in preparing students for Calculus. A scientific calculator is **required** for this class; see instructor before purchasing. Because Pre-AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.*

AP CALCULUS AB

Program Eligibility: Oklahoma's Promise, NCAA

Grade Level: 11, 12

Prerequisite: Pre-calculus with a "C" average or better; Instructor/Administrator approval

Synopsis: Calculus AB is a yearlong course roughly equivalent to a first semester college calculus course devoted to topics in differential and integral calculus. The AP course covers topics in these areas, including concepts and skills of limits, derivatives, definite integrals, and the Fundamental Theorem of Calculus. Students approach calculus concepts and problems represented graphically, numerically, analytically, and verbally, and make connections among these representations. Students also learn how to use technology to solve problems, experiment, interpret results, and support conclusions.

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 system 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 anthropology, archaeology, geography of the state, and 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 students, 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

Program Eligibility: None

(One semester course)

Grade Level: 12

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

Program Eligibility: None

(One semester course)

Grade Level: 9, 10, 11, 12

Synopsis: This course develops touch operation of keyboard characters through skill building for techniques, speed and accuracy. Students will produce documents for personal, business and academic activities. This course, or a prior equivalency, is required for admission to computer applications classes.

PERSONAL FINANCIAL LITERACY

Program Eligibility: None

(One semester course)

Grade Level: 12

Synopsis: The intent of personal financial literacy education is to inform students how individual choices directly influence when learned earlier in life. The fourteen areas of instruction designated in the Passport to Financial Literacy Act of 2007 (70 O.S. § 11-103.6h) are designed to provide students with the basic skills and knowledge needed to effectively manage their personal finances. Passage of all 14 module exams required of all graduates.

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

Program Eligibility: Oklahoma's Promise

(One semester course)

Grade Level: 9, 10, 11, 12

Synopsis: This is a music performance enhancement course. It is open to any student enrolled in band or choir. Non-band and non-choir students may audition for enrollment at the discretion of the instructor. The focus of the class is on the development of musical technique and effective performance through daily individual practice. Students are required to follow a practice regimen tailored to their individual talent and skill levels. Students are required to participate in various solo and ensemble contests throughout the year. Students are also required to try out for appropriate honor groups such as All-State Choir or Band designated by the music staff. Each student in the class will have biweekly private evaluations with appropriate music staff members. Students will also be expected to mentor younger students at the

beginning and intermediate levels of the music program. Evaluation will consist of a series of performance examinations and the fulfillment of the mentoring and tryout requirements.

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)

Program Eligibility: Oklahoma's Promise

Grade Level: 10, 11, 12

Prerequisite: Approval of Director

Synopsis: This course is designed to prepare the student for college theory through music analysis and the teaching of the rudiments of song and part writing.

PIED PIPERS

Program Eligibility: Oklahoma's Promise

Grade Level: 9, 10, 11, 12

Prerequisite: Audition and Approval of Director

Lab Fee: \$75

*Synopsis: A Children's Improvisational Musical Drama troupe. The Pipers will be improvisational, with every performance being a different and delightful blend of familiar fairy and folk tales, nursery rhymes, poems, games and songs. Every performance is designed for the age and number of children. The exposure to the world of children's literature ranges from Mother Goose to Shel Silverstein, Aesop to Sendak. Emphasis will be placed on performance and memorization and the ability to interact with kids and each other in a positive atmosphere. **This course is by audition only in the spring.***

GHS SHOW CHOIR (To Be Named)

Program Eligibility: Oklahoma's Promise

Grade Level: 10, 11, 12

Prerequisite: Approval of Director

Synopsis: A musical ensemble incorporating singing and dancing with entertaining music. Students should be able to move rhythmically while maintaining a part in a choral song. Designed primarily for grades 10-12. There will be a cost for costumes.

ART

All courses in this section are classified as Fine Art credits.

3D ART SCULPTURE

Program Eligibility: Oklahoma's Promise

Grade Level: 10, 11, 12

Lab Fee: \$25

Prerequisite: 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

ADVANCED DRAWING/PAINTING

Program Eligibility: Oklahoma's Promise

Grade Level: 10, 11, 12

Lab Fee: \$25

Prerequisite: 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

AP ADVANCED ART/DRAWING

Program Eligibility: Oklahoma's Promise

Grade Level: 11, 12

Lab Fee: \$25

Prerequisite: 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
Baseball	9-12	Spring
Basketball-Boys	9-12	2 semesters
Basketball-Girls	9-12	2 semesters
Cross Country-Boys	9-12	Fall
Cross Country-Girls	9-12	Fall
Football	9-12	Fall
Golf-Boys	9-12	Spring
Golf-Girls	9-12	Spring
Off-season weights	9-12	Spring
Soccer-Boys	9-12	Spring
Soccer-Girls	9-12	Spring
Softball	9-12	Fall
Tennis-Boys	9-12	Spring
Tennis-Girls	9-12	Spring
Track-Boys	9-12	Spring
Track-Girls	9-12	Spring
Wrestling	9-12	2 semesters

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 I

Program Eligibility: None

*Grade Level: 9th grade (some substitutions can be made for sophomore depending on teacher approval)
A basic introductory course designed to introduce beginning students to Agricultural Education. This course includes agricultural career development, leadership, communications, general animal knowledge, horticulture, and agriculture mechanics. FFA and supervised experience will be required as well.*

AGRISCIENCE II

Program Eligibility: None

Prerequisite: Agriscience I

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. FFA and supervised experience will be required as well.

~~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.*~~

AGRICULTURE COMMUNICATIONS

Program Eligibility: None

Prerequisite: Ag I (unless an exception has been granted by the teacher)

Grade Level: 10, 11, 12

Synopsis: This course introduces the broad field of agricultural communications and provides for the development of knowledge and skill in specific areas related to communications theory and practice. Content will include the meaning and process of communication, the role and history of print and electronic media, news and feature writing, news photography, layout and design, and ethics in

agricultural communications. Content may also include web design and broadcast journalism in agriculture. FFA and supervised experience will be required as well.

INTRO TO AGRICULTURE POWER & TECHNOLOGY

Program Eligibility: None

Prerequisite: Ag I - due to the equipment used in this class, instructor approval is required.

Grade Level: 10, 11, 12

Synopsis: Intro to Agriculture Power & Technology is a course that introduces students to agricultural mechanics with emphasis on theory and technical skill development. Topics and skill areas include safety, tool identification, carpentry, electricity, plumbing, masonry, fencing, painting, and hot and cold metal skills as it relates to the welding process. FFA and supervised experience will be required as well.

AGRICULTURE POWER, DESIGN, & FABRICATION

Program Eligibility: None

Prerequisite: Ag I & Intro to Agriculture Power & Technology- due to the equipment used in this class, instructor approval is required.

Grade Level: 11, 12

Synopsis: In Agriculture Power, Design, and Fabrication, students will acquire knowledge and skills related to the design and fabrication of agricultural equipment. To prepare for careers in mechanized agriculture and technical systems, students must attain knowledge and skills related to agricultural equipment design and fabrication. To prepare for success, students reinforce, apply, and transfer their academic knowledge and technical skills in a variety of settings. FFA and supervised experience will be required as well.

AGRICULTURE STRUCTURES

Program Eligibility: None

Prerequisite: Ag I & Intro to Agriculture Power & Technology- due to the equipment used in this class, instructor approval is required

Grade Level: 11, 12

Synopsis: Agricultural Structures is designed to give students supervised practical application of knowledge and skills in agricultural mechanics as it relates to safety and skills in tool operation, electrical wiring, plumbing, carpentry, fencing, concrete, and metalworking techniques. To prepare for careers in agricultural power, structural, and technical systems, students will enhance their technical knowledge and skills related to power, structural, and technical agricultural systems and the industry; and develop knowledge and skills regarding career opportunities, entry requirements, industry certifications, and industry expectations. FFA and supervised experience will be required as well.

AGRICULTURE LEADERSHIP

Program Eligibility: None

Prerequisite: Agriscience I and Agriculture Communications (unless an exception has been granted by the teacher)

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 procedures are encouraged to take this class. FFA and supervised experience will be required as well.

ANIMAL SCIENCE I

Program Eligibility: None

Prerequisite: Agriscience I (unless an exception has been granted by the teacher)

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. FFA and supervised experience will be required as well.

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

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 (unless an exception has been granted by the teacher)

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. FFA and supervised experience will be required as well.

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. FFA and supervised experience will be required as well.

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 (unless an exception has been granted by the teacher)

Synopsis: Instruction focuses on ornamental horticulture, landscape design, interior plant-scapes, 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. FFA and supervised experience will be required as well.

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 (unless an exception has been granted by the teacher)

Synopsis: This class will provide students with practical knowledge about greenhouses that will make them better equipped to be successful in the workplace. It is designed for the more serious horticulture student. FFA and supervised experience will be required as well.

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*

Prerequisite: Ag I (unless an exception has been granted by the teacher)

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. FFA and supervised experience will be required as well.

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 is 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, 2020 through June 30, 2021.
- Payment Terms:** **Meridian Technology Center** will disburse funds in two increments: the first installment to be paid on or before October 1, 2020 and the second installment paid on or before February 1, 2021.
- 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 2020-2021 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.

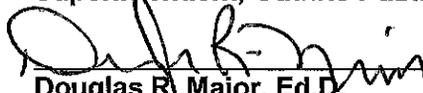
Guthrie Public Schools will be responsible for the following:

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

6-23-2020

Date

LOAN AGREEMENT FOR CHILD NUTRITION FUND DEFICITS

This contract and agreement, made and entered into the 13th day of July, 2020 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, 2021.

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, 2020 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	\$1.25
Large Single Serve Chips	\$1.25
Pastry - mandated product	\$1.50
Beef Jerky	\$2.25

Standard Set – Teacher Lounge:

Chips	\$1.25
Candy	\$1.35
Large Candy	\$1.75
Pastry - non-mandated	\$1.75
Beef Jerky	\$2.25

ALL PRICING ABOVE IS GUARANTEED UNTIL JULY 2021

- 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



Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education

From: Carmen Walters, Executive Director

Date: July 6, 2020

Re: Renaissance Star 360 Agreement

Attached is a copy of the 2020-2021 agreement between Guthrie Public Schools and Renaissance. Renaissance Star 360 is for students enrolled in grades Pre-K - 4th. Renaissance Star assessments are computer adaptive and curriculum based measurement assessments. These assessments help educators quickly and accurately measure student performance and find the appropriate instructional path for each student learner. With the data from these assessments educators can accurately assess students' development to better target instruction and intervention to each student learner's specific needs.

Star assessments can be used for multiple purposes such as universal screening (including characteristics of dyslexia), progress monitoring, and goal setting. Star assessments are available in reading and mathematics. Data from the Star assessments can also be used as a predictor to state assessments and is aligned to state standards.

Renaissance Star is a state approved benchmark assessment to determine whether students enrolled in kindergarten through third grade are reading at grade level. The Reading Sufficiency Act (RSA) law requires that each student enrolled in kindergarten, first, second, and third grade be assessed at the beginning, middle, and the end of each academic school year using a screening instrument approved by the State Board of Education.

The cost for the 2020-2021 Renaissance Star assessments web-based program is \$23,476.86. General funds will be utilized to cover the cost of the program.

I recommend approval of the license agreement between Guthrie Public Schools and Renaissance.

PO Box 8036, Wisconsin Rapids, WI 54495-8036
Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

Guthrie Public Schools - 216907

802 E Vilas Ave
Guthrie, OK 73044-5228
Contact: Marsha Todd - (405) 282-5932
Email: marsha.todd@guthrieips.net

Reference ID: 439304

Created: 05/29/2020

Quote Summary

School Count: 4

Renaissance Products & Services Total	\$25,565.25
Applied Discounts	\$(2,088.39)
Shipping and Processing	\$0.00
Sales Tax	\$0.00
Grand Total	USD \$23,476.86

This quote includes: Renaissance Star 360.

To receive applicable discounts, all orders included on this quote must be received at the same time.

By signing below, you

- agree that this Quote, any other quotes issued to you during the Subscription Period and your use of the Applications, the Hosting Services and Services are subject to the Renaissance Terms of Service and License located at <https://doc.renlearn.com/KMNet/R003981304GH3CB5.pdf> which are incorporated herein by reference;
- consent to the Terms of Service and License; and
- consent to the collection, use, and disclosure of the personal information of children under the age of 13 as discussed in the US Privacy Notice located at <https://doc.renlearn.com/KMNet/R60990.pdf?int=https://www.renaissance.com/privacy/>.

To accept this offer and place an order, please sign and return this Quote.

Renaissance will issue an invoice pursuant to this Quote on the Invoice Date you specify below. If no Invoice Date is listed, Renaissance will issue an invoice within 30 days from the date of this Quote. If your organization requires a purchase order prior to invoicing, please check the box below and issue your purchase order to the Renaissance address below no later than 15 days prior to the Invoice Date. Payment is due net 30 days from the Invoice Date.

If your billing address is different from the address at the top of this Quote, please add that billing address below.

Please check here if your organization requires a purchase order prior to invoicing: []

Renaissance Learning, Inc.	Guthrie Public Schools - 216907
	By:
Name: Ted Wolf	Name:
Title: VP - Corporate Controller	Title:
Date: 05/29/2020	Date:
	Invoice Date:

Mail: PO Box 8036, Wisconsin Rapids, WI 54495-8036
Fax: (877)280-7642
Email: electronicorders@renaissance.com

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Phone: (800) 338-4204 | Fax: (877) 280-7642
Federal I.D. 39-1559474
www.renaissance.com

Phone: (877)444-3172

If changes are necessary, or additional information is required, please contact your account executive Nikki Hansen at (877)338-4204, Thank You.

Quote

2335227

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This quote is valid for 30 days. All quotes and orders are subject to availability of merchandise. Professional development expires one year from purchase date. Alterations to this quote will not be honored without Renaissance approval. Please note: Any pricing or discount indicated is subject to change with alterations to the quote. Tax has been estimated and is subject to change without notice. Unless you provide Renaissance with a valid and correct tax exemption certificate applicable to your purchase of product and the product ship-to location, you are responsible for sales and other taxes associated with this order.

United States government and agency transactions into Arizona: The Tax or AZ-TPT item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Arizona Transaction Privilege Tax ("TPT"). The incidence of the TPT is on Renaissance Learning for the privilege of conducting business in the State of Arizona. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Hawaii residents only: Orders shipped to Hawaii residents will be subject to the 4.666% (4.712% O'ahu Is.) Hawaii General Excise tax. United States government and agency transactions into Hawaii: The Tax or General Excise Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the Hawaii General Excise Tax. The incidence of the General Excise Tax is on Renaissance Learning for the privilege of conducting business in the State of Hawaii. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

New Mexico residents only: Orders shipped to New Mexico residents will be subject to the 5.125% (Location Code: 88-888) Gross Receipts tax. United States government and agency transactions into New Mexico: The Tax or Gross Receipts Tax item(s) listed on this quote and subsequent invoice(s) is a charge to recover the cost of the New Mexico Gross Receipts Tax. The incidence of the Gross Receipts Tax is on Renaissance Learning for the privilege of conducting business in the State of New Mexico. Since the tax is not directly imposed on the United States, the constitutional immunity of the United States does not apply.

Students can become their most amazing selves – only when teachers truly shine. Renaissance amplifies teachers' effectiveness in the classroom – transforming data into actionable insights to improve learning outcomes. Remember, we're here to ensure your successful implementation. Please allow 30-90 days for installation and set-up.

Quote Details				
Central Elementary School - 2450805				
Products & Services	Subscription Period	Quantity	Unit Price	Total
Renaissance Applications				
Star 360 Subscription	07/01/2020 - 06/30/2021	250	\$14.25	\$3,562.50
Platform Services				
Annual All Product Renaissance Platform	07/01/2020 - 06/30/2021	1	\$750.00	\$750.00
Professional Services				
Hourly Coaching		1	\$300.00	\$300.00
Virtual Learning Session - 90 mins		1	\$450.00	\$450.00
Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00
Central Elementary School Subtotal				\$5,062.50
Applied Discounts				\$(404.70)
Central Elementary School Total				USD \$4,657.80

Charter Oak Elementary School - 7283208				
Products & Services	Subscription Period	Quantity	Unit Price	Total
Renaissance Applications				
Star 360 Subscription	07/01/2020 - 06/30/2021	393	\$14.25	\$5,600.25
Platform Services				
Annual All Product Renaissance Platform	07/01/2020 - 06/30/2021	1	\$750.00	\$750.00
Professional Services				
Virtual Learning Session - 90 mins		1	\$450.00	\$450.00
Hourly Coaching		1	\$300.00	\$300.00
Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00
Charter Oak Elementary School Subtotal				\$7,100.25
Applied Discounts				\$(584.73)
Charter Oak Elementary School Total				USD \$6,515.52

Cotteral Elementary School - 216890				
Products & Services	Subscription Period	Quantity	Unit Price	Total
Renaissance Applications				
Star 360 Subscription	07/01/2020 - 06/30/2021	350	\$14.25	\$4,987.50
Platform Services				
Annual All Product Renaissance Platform	07/01/2020 - 06/30/2021	1	\$750.00	\$750.00
Professional Services				

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Hourly Coaching		1	\$300.00	\$300.00
Virtual Learning Session - 90 mins		1	\$450.00	\$450.00
Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00
Cotteral Elementary School Subtotal				\$6,487.50
Applied Discounts				\$(530.60)
Cotteral Elementary School Total				USD \$5,956.90

Fogarty Elementary School - 216909				
Products & Services	Subscription Period	Quantity	Unit Price	Total
Renaissance Applications				
Star 360 Subscription	07/01/2020 - 06/30/2021	380	\$14.25	\$5,415.00
Platform Services				
Annual All Product Renaissance Platform	07/01/2020 - 06/30/2021	1	\$750.00	\$750.00
Professional Services				
Virtual Learning Session - 90 mins		1	\$450.00	\$450.00
Hourly Coaching		1	\$300.00	\$300.00
Renaissance Smart Start Product Training (included with purchase)		1	\$0.00	\$0.00
Fogarty Elementary School Subtotal				\$6,915.00
Applied Discounts				\$(568.36)
Fogarty Elementary School Total				USD \$6,346.64

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Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education
From: Carmen Walters, Executive Director
Date: July 6, 2020
Re: Measures of Academic Progress (MAP Testing) Agreement

Attached is a copy of the 2021 agreement between Guthrie Public Schools and Northwest Evaluation Association. Measures of Academic Progress (MAP Testing) for students enrolled in grades 5th - 6th is an assessment published by Northwest Evaluation Association (NWEA). NWEA's computerized adaptive test provides educators the information needed to support effective teaching and learning. Educators use the growth and achievement data from Measures of Academic Progress (MAP) tests to develop targeted instructional strategies and to plan for overall school improvement. MAP testing results help educators make student-focused, data-driven decisions. MAP tests are available in reading, language, mathematics, and science. The tests are adaptive and provide an individual learning pathway for each student. MAP provides a suite of reports designed to give teachers and administrators data on which instructional decisions can be based. MAP data can also be used as a predictor to state assessments along with identifying Lexile ranges for students. MAP is aligned to state standards.

The cost for the 2021 MAP Testing web-based program is \$6,125.00, which is a decrease from the previous year. General funds will be utilized to cover the cost of the program.

I recommend approval of the license agreement between Guthrie Public Schools and Northwest Evaluation Association.



Schedule A

SALES ORDER

Company Address: 121 NW Everett Street
Portland, OR 97209
License Start Date: 07/01/2020
License End Date: 06/30/2021

Created Date: 06/30/2020
Quote Number: 00033297
Partner ID: 9595

Prepared By: Nivarni Narayan
Phone: 503-548-5060
Email: nivarni.narayan@nwea.org

Contact Name: Carmen Walters
Phone: (405)282-8900
Email: carmen.walters@guthrie.net

Bill To Name: Guthrie School District
Bill To Address: 802 East Vilas
Guthrie, OK 73044

Ship To Name: Guthrie School District
Ship To Address: 802 E Vilas Ave
Guthrie, OK 73044

Table with 6 columns: Product, List Price, Sales Price, Quantity, Total Price, Item Discount. Rows include MAP Growth K-12 and MAP Growth Science (Add-On).

Quote Discount -\$1,090.00
Quote Subtotal \$6,125.00
Estimated Tax \$0.00
Grand Total \$6,125.00

Notes

This quote is for grades 5 and 6 - MAP Growth and Science for 5th grade only. Science fee has been waived for FY21 for 5th graders.

Terms and Conditions

This Schedule A is subject to NWEA's terms and conditions located at: https://legal.nwea.org/. By signing this Schedule A you agree you have read and understood the terms and agree to them.

If this schedule includes virtually delivered professional learning or workshops, then cancellation is subject to the Virtual Workshop Cancellation Policy: at http://legal.nwea.org/supplementalterms.html.

Information about NWEA's collection, use, and disclosure of Student Information can be found here: https://legal.nwea.org/nwea-privacy-and-security-for-pii.html

NWEA's W9 can be found at: https://legal.nwea.org/nwea-w-9.html

Until this Schedule A is signed, the terms identified here are valid for 90 days from the date above. Please confirm the billing address, or specify changes to your account manager.

Signature

Signature: _____

Printed Name: _____

Date: _____

Title: _____



Price Quote for Services
 Guthrie Public Schools
 Guthrie OK
 Quote Number 158246
 Total \$40,000.00
 Date 6/9/2020

Edgenuity Inc.
 8860 E. Chaparral Road
 Suite 100
 Scottsdale AZ 85250
 877-725-4257

Payment Schedule		Contract Start	Contract End
		7/1/2020	6/30/2021

Qty	Description	Comment	End Date	Per Unit	Amount
GUTHRIE HIGH SCHOOL					
1	Digital Libraries 6-12 Comprehensive All Site License (MS and HS content for math, ELA, science, social studies, electives, AP, world languages, Virtual Tutors; excludes Sophia, eDynamic Learning and Purpose Prep)		06/30/2021	\$22,000.00	\$22,000.00
GUTHRIE JUNIOR HIGH SCHOOL					
1	Digital Libraries 6-12 Comprehensive All Site License (MS and HS content for math, ELA, science, social studies, electives, AP, world languages, Virtual Tutors; excludes Sophia, eDynamic Learning and Purpose Prep)		06/30/2021	\$18,000.00	\$18,000.00
				Subtotal	\$40,000.00
				Total	\$40,000.00

Edgenuity will audit enrollment count throughout the year. If more enrollments are found to be in use than purchased, Edgenuity will invoice the customer for additional usage.

This quote is subject to Edgenuity Inc. Standard Terms and Conditions ("Terms and Conditions"). These Terms and Conditions are available at <http://www.edgenuity.com/edgenuity-standard-terms-and-conditions-of-sale.pdf>, may change without notice and are incorporated by this reference. By signing this quote or by submitting a purchase order or form purchasing document, Customer explicitly agrees to these Terms and Conditions resulting in a legally binding agreement. To the fullest extent permitted under applicable law, all pricing information contained in this quote is confidential, and may not be shared with third parties without Edgenuity's written consent.

Guthrie Public Schools

Signature: _____
 Print Name: _____
 Title: _____
 Date: _____

Edgenuity Inc. Representative

Kate Baxter
 Account Executive
 480-772-9717
 kate.baxter@edgenuity.com

We appreciate the opportunity to serve you!

Not valid unless accompanied by a purchase order. Please specify a shipping address if applicable. Please e-mail this quote, the purchase order and order documentation to AR@edgenuity.com or fax to 480-423-0213.

RENEWAL QUOTE



Page	1
Quote#	7521378
Issue Date	06/02/2020
Expiration Date	10/31/2020
Customer#	3523588
Customer	GUTHRIE PUB SCHS

GUTHRIE PUB SCHS
802 E VILAS AVE
GUTHRIE OK 73044

Quote Summary	Payable in USD
Quote Total	\$7,297.50
Applicable taxes are NOT included	

NOTICE OF PAYMENT DUE

Mail Payment (Check)
Follett School Solutions, Inc.
91826 Collection Center Drive
Chicago, IL 60693 USA

Mail Purchase Order
Follett School Solutions, Inc.
1340 Ridgeview Drive
McHenry, IL 60050 USA
Email: FSSorders@follett.com
Fax: 800-852-5458

Quote Details

Item Number / Description	Renewal Months	Current Expiration Date	New Expiration Date	Amount
CHARTER OAK ELEM SCH - 3503074				
48206P DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	11/30/2020	11/30/2021	\$892.50
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	11/30/2020	11/30/2021	\$150.00
Site Total				\$1,042.50
COTTERAL ELEM SCH - 3500729				
48206P DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	11/30/2020	11/30/2021	\$892.50
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	11/30/2020	11/30/2021	\$150.00
Site Total				\$1,042.50
CTRL SCH - 3500728				
48206P DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	11/30/2020	11/30/2021	\$892.50
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	11/30/2020	11/30/2021	\$150.00
Site Total				\$1,042.50
FOGARTY SCH - 3500730				
48206P DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	11/30/2020	11/30/2021	\$892.50
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	11/30/2020	11/30/2021	\$150.00
Site Total				\$1,042.50
GUTHRIE HIGH SCH - 3500731				
48206P DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	11/30/2020	11/30/2021	\$892.50
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	11/30/2020	11/30/2021	\$150.00
Site Total				\$1,042.50
GUTHRIE JR HIGH SCH - 3523575				
48206P DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	11/30/2020	11/30/2021	\$892.50

If you have any questions about this quote, please contact us:
US: 708-884-5100 or email softwarecs@follett.com
Canada: 877-857-7870 or email canada@follett.com
Outside the US or Canada: email international@follett.com

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RENEWAL QUOTE



Page	2
Quote#	7521378
Issue Date	06/02/2020
Expiration Date	10/31/2020
Customer#	3523588
Customer	GUTHRIE PUB SCHS

Quote Details

Item Number / Description	Renewal Months	Current Expiration Date	New Expiration Date	Amount
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	11/30/2020	11/30/2021	\$150.00
Site Total				\$1,042.50
GUTHRIE UPR ELEM SCH - 3523717				
48206P DISTRICT MEMBER LM - HOSTED SERVICE RENEWAL	12	11/30/2020	11/30/2021	\$892.50
67058P TITLEPEEK ONLINE SERVICE RENEWAL - DESTINY DISTRICT MEMBER	12	11/30/2020	11/30/2021	\$150.00
Site Total				\$1,042.50

End of Quote

If you have any questions about this quote, please contact us:
 US: 708-884-5100 or email softwarecs@follett.com
 Canada: 877-857-7870 or email canada@follett.com
 Outside the US or Canada: email international@follett.com

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MEMORANDUM:

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

FROM: Angie Smedley, Director of Special Education

SUBJECT: Contractual Agreement with Betsy Chen, BCBA, for specialized services relating to the provision of educational and behavioral services for students.

DATE: July 1, 2020

Attached is an agreement with Betsy Chen, BCBA of BC Behavioral LLC to provide specialized services relating to the provision of educational and behavioral services for the 2020-2021 school year. Services provided by Ms. Chen may include, but are not limited to: review of records, participation in IEP meetings and other staffings, completion of forms/progress reports, classroom observations, coaching, consultation, direct intervention, progress monitoring of student programs, evaluations, and professional development for school district staff, parents and aides. A Behavioral Support Coach will also be provided throughout the length of the contract.

The fee for these services is agreed upon at and will be approximately \$20,000.

CONTRACT AGREEMENT

WHEREAS, **Guthrie Public Schools** has need for professional academic and behavioral consultation

WHEREAS, **Betsy Chen, BCBA** under **BC Behavioral LLC** will provide specialized services relating to the provisions of educational and behavioral services for **Guthrie Public Schools**

THEREFORE, in consideration of the mutual covenants set out below, the parties agree as follows:

BC behavioral LLC agrees to:

1. Provide services that may include, but not limited to the following: review and study of educational/confidential/assessments records, participation in Individualized Educational Program (IEP) meetings and other staffings, completion of forms/progress reports, classroom observations, coaching, consultation, direct intervention, progress monitoring of student programs (both at home and school environments to coordinated programs), evaluations, and professional development for school district staff, parents, and aides.

2. Submit statements of services performed

Guthrie Public Schools agrees to:

3. Bills will be paid after approval at the school board meeting following the bill/invoice being received and processed.

ALLOWABLE COST AND PAYMENT

The fee for these services is agreed upon at:

Board Certified Behavior Analyst (BCBA) \$150 per hour

Lead Behavioral Support Coach \$75.00 per hour

Behavioral Support Coach \$50 per hour

Mileage \$.58 per mile (BCBA only)

Sessions will consist of direct implementation with one lead behavioral coach training staff and additional support coaches if needed. BCBA will provide ample supervision to ensure safety of both RBTs and the client as well as programming on site.

SPECIAL PROVISIONS

The parties agree that **BC Behavioral LLC** staff are working under this contract as a private entity and are not employees of the school district and therefore not entitled to any employee benefits such as annual or sick leave, medical, or life insurance etc.

BC Behavioral LLC staff agrees to comply with all State and Federal law and regulations that are applicable to this agreement.

TERMS OF CONTRACT AND RENEWAL

The term of this contract shall commence on Aug 13, 2020 and expires on May 21, 2021, unless earlier terminated or extended by either party on 30 days' notice to the other party.

Approved by Guthrie Public Schools on the _____ day of _____

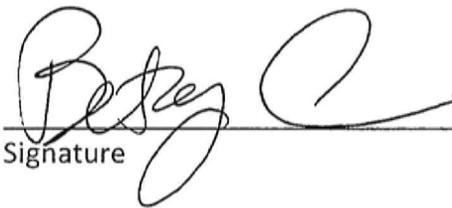
Signature

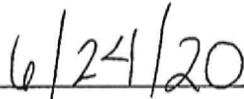
Date

Authorized LEA Representative

Print

Authorized LEA Representative


Signature

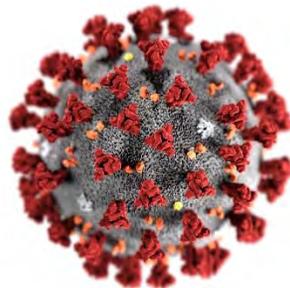

Date

Betsy Chen, MA, BCBA, LBA
BC Behavioral LLC
Treatment Director
3517 NW 164h Terrace
Edmond, OK 73013



GUTHRIE PUBLIC SCHOOLS

COVID-19 Protocols for 2020-21



How will School Start on August 20th?

Our number one priority is student and staff health and safety while also providing a safe and positive learning environment for all students. Guthrie Public Schools understands the importance of in-person instruction for our students and our goal is to start in person instruction on August 20th. We realize a need may arise when we have to close a classroom, school, or the entire district temporarily due to a rise in confirmed cases of COVID-19. If we must transition from in person instruction to distance learning overnight, we want to assure parents that our teachers and students are equipped with the resources and knowledge to conduct and participate in distance learning. Guthrie Public Schools will be using Google Classroom, Edgenuity Online Courseware for grades 6-12, and Exact Path Online Courseware for grades K-5. Our staff will be utilizing professional development days in August to be trained on implementing these options to assure there will be no loss of instruction if distance learning is needed.

As you might imagine, there will be some changes to a normal school day for a student. One of those changes will include more assigned seating, including on school buses. Parents are encouraged to take their child to school if possible. At this time, we are strongly encouraging wearing a mask when social distancing of six feet or more isn't possible. Parents will be required to screen their child daily before leaving home for COVID-19 symptoms. Staff will also be required to screen for the same COVID-19 symptoms. Any visitors to a school will be required to wear a mask at all times while on campus.

Online Options with BLUEJAY ACADEMY for Students 6-12

BLUEJAY ACADEMY is a fulltime virtual class with online curriculum for individual student success monitored by Guthrie Public Schools staff. Students in grades 6-12 will receive online instruction from district purchased Edgenuity Courseware that is individually tailored for each student. Students that meet eligibility requirements would also be able to participate in all Guthrie Public Schools extracurricular activities.

You can apply or learn more about the BLUEJAY ACADEMY by visiting www.guthrieeps.net or by clicking the link provided below.

<https://www.guthrieeps.net/vnews/display.v/SEC/Bluejay%20Academy>

COVID-19 PROTOCOL FOR GUTHRIE PUBLIC SCHOOLS

DAILY SCREENING

1. Parent screening using provided checklist; if parents send their child to school, they are certifying they have screened their child. It's the parent's responsibility to do the parent screening and it will be relied upon by the school district.
2. Staff also screen themselves; it is the staff member's responsibility to screen themselves before coming to work. By coming to work, ~~then~~ they are certifying they have screened themselves.
 - Checklist attached: At Home Checklist for Students and for Faculty/Staff
 - Communication to parents attached

AT SCHOOL PROCEDURES

Isolation Room: Any student or staff member who exhibits a fever of 100 degrees or more will be instantly isolated in a predetermined isolation room and immediately sent home.

After being sent home, the student or staff member cannot return to school until one of the following criteria is met:

- Without COVID testing, the student or staff member must not be present at school for 10 days from symptom onset. The student or staff member may return on 11th day if symptoms have resolved.
- After a negative COVID test, the student or staff member can return to physical school after 3 days of being fever free with no fever reducing medication.
- The student will become a distance learner at home until he/she can return to school.
- The student will be counted as present because distance learning will be provided.
- The student will be entered into a database accessible only to necessary school personnel.

POSITIVE CASE – ELEMENTARY CAMPUS

1. Consult with Logan County Health Department as they begin contact tracing.
2. Communicate to staff (*sample email/letter attached*).
3. Communicate to applicable parents depending on classroom arrangement (*letters attached*).
4. Thoroughly sanitize classroom.
5. Positive case classroom goes to distance learning for 14 days while those students are quarantined. If the student has siblings, the siblings will be quarantined.
6. If the attendance of campus learners at the site and/or district where the positive case occurs reaches a 35% absenteeism rate, the site and/or district (dependent on school size and structure) will go to distance learning for 14 days. The count starts on the first day of distance learning.
7. Grab and Go meals will be provided starting on Day 1 of distance learning. Delivery schedule will be dictated by the district's Child Nutrition capabilities.

POSITIVE CASE – SECONDARY LEVEL CAMPUS

1. Consult with Logan County Health Department as they begin contact tracing.
2. Communicate to staff (*sample email/letter attached*)
3. Communicate to parents at site about positive case (*letter attached*)
4. Logan County Health Department will decide which students must be quarantined and go to distance learning dependent on exposure level as determined by the county health officials.
5. If the attendance at the site and/or district where the positive case occurs reaches a 35% absenteeism rate, the site and/or district (dependent on school size and structure) will go to distance learning for 14 days. The count starts on the first day of distance learning.
6. Grab and Go meals will be provided starting on Day 1 of distance learning. Delivery schedule will be dictated by the Child Nutrition capabilities.

REQUIREMENTS FOR ALL ELEMENTARY AND SECONDARY TEACHERS

1. Maximize classroom space (remove reading nooks, center areas, etc.)
2. One directional seating (for all classrooms that don't have round tables)
3. Seating charts (required by all teachers for all classes)

BUS TRANSPORTATION

1. Recommend alternate transportation if possible for all bus riders.
2. Maximize air flow.
3. Seating chart required.
4. Additional bus routes (district decision)
 - Letter to parents about alternate transportation attached.

Response to COVID-19 Scenarios

1

Scenario

A student or staff member exhibits a temperature of 100 degrees or above (whether at school or at home)

Action

Student/staff must be sent, or remain, at home until one of the following conditions is met:

With a negative COVID test, he/she can return to school after being 3 days fever free with no fever reducing medication.

If not tested, the student/staff must remain at home for 10 days.

Site remains open.

Communication

No communication needed

2

Scenario

A student or staff member tests positive for COVID-19

Action

Health Department will be notified and conduct contact tracing

If the student/staff is in the elementary grade range, all individual class members will quarantine and go to distance learning for 14 days from last exposure and monitor any symptoms.

All other grade level actions will be dependent on contact tracing and decisions by the Health Department.

If at any time with the report of a positive case the absenteeism rate at a site/district reaches 35%, the site/district (dependent on size and school structure) will go to distance learning for 14 days.

Communication

To:

Applicable Staff

Applicable student families

Site, if necessary

District, if necessary



Board of Education Personnel Reports

Employment Request

<u>Classification Certified</u> Name	Site	Teaching Assignment	First Work Day	Hrs. Per Day	Replacing
Bennett, Elle	Charter Oak	4 th Grade	08-17-20	6	Allison Lowe
Prescott, Brenda	Fogarty	Kindergarten	08-17-20	6	Laura Beeby
Steffens, Lynora	Cotteral	4 th Grade	08-17-20	6	Jackie Ross
Watson, Blake	GUES	Music	08-17-20	6	Priscila Covarrubias
Wilson, Casey	JH	Counselor	08-03-20	6	Bethany Knight

<u>Classification Support</u> Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs. Per Day	Replacing
Lovato, Harley	Charter Oak	SpEdPara	08-17-20	3	7.5	Jasmine Parks
Melton, Jenie	JH	SpEdPara	08-17-20	6	7.5	Quiche Cooper
Yoselow, Claudia	Charter Oak	PreKPara-1/2 day	08-17-20	3	7.5	Leslie Shoemaker

FMLA Requests

Certified:

Support:

Transfer of Position Report

<u>Classification Certified</u> Name	Transferred From	Transferred To	Replacing
Lowe, Allison	C.O. – 4 th Grade	C.O. – 2 nd Grade	Macey Brown

<u>Classification Classified</u> Name	Transferred From	Transferred To	Replacing
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Board of Education Personnel Reports

Separation of Employment

<u>Classification Certified</u>		Teaching Assignment	Reason for Separation	Effective Date
Name	Site			

Brown, Macey	C.O.	2 nd Grade	resignation	06-23-20
Lee-Lucas, Allison	HS	Comp. Apps/German	resignation	06-17-20
Workman, Blair	HS	English	resignation	06-30-20
Yost, Shari	GUES	Interventionist	resignation	07-06-20

<u>Classification Classified</u>		Teaching Assignment	Reason for Separation	Effective Date
Name	Site			

Berg, John	Transportation	Spec. Needs driver	resignation	06-30-20
Main, Louise	Transportation	Bus Monitor	resignation	06-16-20
Terry, Ashlee	Junior High	Financial Secretary	resignation	06-09-20
Weeks, Bill	Maintenance	Maintenance	resignation	07-31-20

Guthrie Public Schools
Property Committee Meeting
July 6, 2020 5:00 p.m.

Attending Members: Dr. Mike Simpson, Doug Ogle, Michelle Chapple, Cody Thompson, Tina Smedley, Janna Pierson, Ron Plagg, and Linda Skinner.

Cody Thompson spoke on the following items:

Expenditure Reports:

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

Completed Projects:

- 112 Work-Orders completed by Maintenance Dept.
- Sold surplus items online including 8 buses, 3 trailers, 4 trucks, 1 car, and 1 van for approximately \$15,000 total.
- Fogarty HVAC project is underway on the 20 rooms, 4 restrooms, 2 hallways and the café. All units have been set in place.
- Installed the second compressor for the chiller at GUES.
- Repaired the air handler leak in the south hall at GUES.
- Completed the fencing project on the north property line at Charter Oak.
- Repaired a wall leak at the Fogarty gym.
- Poured a concrete pad for the Fogarty café HVAC unit and a drain well at Cotteral.
- Completed repairs and painted the siding and trim on the JH Football facility at Faver.
- Installed 2 large fans in the Transportation mechanics shop.
- Moved or installed smartboards at the HS and Central.
- 21 state audit required bus inspections have been completed for this year.
- Disinfecting athletic areas 2-3 times a week with our Clorox 360 machine.
- Repaired overhead doors to the AGED and Transportation buildings.

Maintenance Projects:

- Currently have 65 Maintenance work orders in progress
- Summer HVAC, Electrical and Plumbing repairs
- Deep clean Custodial projects at each site: Central-50%, Charter Oak-98%, Cotteral-20%, Fogarty-10%, GUES-85%, JH-85%, and the HS-65% completed.
- New playground equipment and mulch to the north area at Central-removal of sand/playground equipment in July. New equipment to be installed the first week August.
- Replace the older HVAC units at Fogarty
- Install a new Fire Alarm System in JH Gym-85% completed.
- Installation of new wood floor in HS North Gym is 98% completed

- Clean and sanitize carpet areas at all district facilities
- Installing 3 entry gates on the east side of Fogarty.
- Replace weather stripping to all entry doors at GUES.
- Complete the installation of the security film on the entry door and glass at Central and Fogarty.
- Restripe parking spaces at each site and repaint curbing where needed
- Complete State School Bus inspections on all of our yellow fleet
- Purchasing and installing sanitizing dispensers for athletics and each School site.

Maintenance Issues

- Chiller issues at GUES and JH
- Wire in the compressor to the chiller at GUES

Bond Projects Discussion:

Fogarty HVAC Project – installation of new units is in progress

2019 Bond Issue Projects:

Summer 2020 Projects:

- Fogarty – Demolition – completed
 - Offices framing and sheetrock installation – in progress
 - Restroom renovation – in progress
 - Auditorium flooring – in progress
- Central - Demolition – completed
 - Framing – in progress
- GUES - Demolition – completed
 - Framing and sheetrock – in progress
- HS - Demolition – completed
 - Framing – in progress
- JH - Demolition – completed
 - Framing and electrical – in progress

Dr. Simpson discussed the plans for Graduation for the Class of 2020 on July 17th.

Guthrie Public Schools

Finance Committee meeting

July 7, 2020

4:00 P.M.

In Attendance: Dr. Mike Simpson, Doug Ogle, Michelle Chapple, Carmen Walters, Angie Smedley, Dee Benson, Travis Sallee, Gina Davis, Chris Schroder, and Brandi Brown

Mrs. Chapple opened the meeting informing the committee the first items were routine financial reports, speaking briefly on the budget.

Comparative Financial Report

Budget information was given.

Fund Balance Projection Report

The fund balance report was given.

Activity Fund Handbook for 2020-2021

The activity fund handbook has a few updates.

Child Nutrition Loan for 2020-2021

The child nutrition loan is provided for each cafeteria site start up funds.

Child Nutrition Meal Increase for 2020-2021

Mrs. Chapple presented this agreement for a \$.10 increase on all district meals to help offset cafeteria expenses.

Renewal Agreement with Imperial Vending 2020-2021

Mrs. Chapple presented the agreement for the district vending machines and there was a slight increase on chips and soda.

Mr. Ogle spoke on the following:

Renewal agreement Edgenuity for 2020-2021

Mr. Ogle presented this agreement for secondary grades and for teachers' professional development to help assist with an online learning platform. The price increased.

Annual Agreement MOU with Meridian Tech for 2020-2021

Mr. Ogle presented the annual agreement for Jr. High S.T.E.M program and no price increase.

Ms. Walters spoke on the following:

Approval to Sign Federal Reimbursement Claims for 2020-2021

Ms. Walters presented the memo for her to sign federal claims reimbursements.

Renewal Agreement with Willow Creek Health Care, LLC for 2020-2021

Ms. Walters presented the agreement for Cotteral's Pre-K to use this facility and no price increase.

Renewal Agreement with Golden Age Nursing Home, LLC 2002-2021

Ms. Walters presented the agreement for Central's Pre-K to use this facility and no price increase.

Approval of Agreement with Renaissance Star for 2020-2021

Ms. Walters presented the agreement for all Pre-K through 4th grade students to help with assessments and RSA. This is a new program for the district.

Renewal Agreement with NWEA for 2020-2021

Ms. Walters presented this agreement for 5th & 6th grades to help with the Oklahoma State Testing Standards. The price decreased.

Ms. Smedley Spoke on the following:

Approval to Sign Special Ed Federal Reimbursement Claims for 2020-2021

Ms. Smedley presented the memo to allow her to sign Special Ed Federal Claims reimbursements.

Approval of Agreement of Behavioral Services with Betsy Chen for 202-2021

Ms. Smedley presented the agreement to help with special needs students. No price increase.

Approval of Agreement with Nikki Keck for Visual Impairment/Mobility Services 2020-2021

Ms. Smedley presented the agreement to help with autism students. No price increase.

Dr. Simpson spoke on the following:

Dr. Simpson said school will resume on August 20th with new COVID-19 guidelines. Graduation will be held on the football field with social distancing measures in place. All outside visitors will be required to wear a mask upon entering any school building.

Curriculum Committee Meeting Minutes

July 7, 2020

5:00 PM

Virtual Video Conference

In Attendance:

Dr. Mike Simpson, Doug Ogle, Carmen Walters, Angie Smedley, Gina Davis, Travis Sallee, Jennifer Bennett-Johnson, and Meghan Norton.

Agenda Items Discussed:

Ms. Walters:

- Ms. Walters presented the memo for authorizing her to sign all federal claims for reimbursement.
- MAPS testing for 5th and 6th graders was discussed. It was noted that the price has come down significantly over last year and that Science was added to the program gratis.
- A move from MAPS to Renaissance Star Program for PK-4th was discussed because it is a better assessment tool. The price was negotiated far below the normal price.
- The agreements for our Intergenerational Pre-K program at Willow Creek and Golden Age were discussed and it was noted that these students will probably start their year at their neighborhood school until the homes are prepared.
- Ms. Walters reported that Pre-K and K interest is up significantly as parents are utilizing the online survey and registration.
- Online enrollment will be implemented next week, however, there will also be on-site enrollment at the high school cafeteria for those who do not possess the required technology.

Mr. Ogle:

- Mr. Ogle presented a quote for Edgenuity, the online learning platform and professional development program for junior high and high school curriculum. Training for staff included 16 sessions. Training will begin in August.
- High school course selections were updated and new classes have been added.
- Mr. Ogle reported that the Meridian MOU for the Gateway program would be an action item at the board meeting.
- There were few changes to the Faver Student Handbook—a requirement for a driver's license for students who drive to school was the only major change.

- The Guthrie High School student handbook was discussed.
- The Junior High School student handbook was presented.
- The Junior High course selection was discussed.
- Mr. Ogle reports that GPS has 3 open certified positions and that a counselor for the Junior High has been hired.

Ms. Smedley:

- Ms. Smedley presented the memo that requests that she be authorized to manage and approve Federal Program purchases under her purview.