

AGENDA WITH COMMENTARY

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

**MONDAY
JULY 11, 2016
7:00 P.M.**

AGENDA:

- 1. Call to Order**
- 2. Roll Call**
- 3. Establish a Quorum**
- 4. Pledge of Allegiance**
- 5. Moment of Silence**
- 6. Comments to the Board by:**
 - A. Citizens registered to speak to the Board**
 - B. Board Members**
- 7. Superintendent's Reports**
- 8. Consent Agenda:.....Pages 7-106
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 13, 2016**
 - B. Minutes of special meeting held on June 21, 2016**
 - C. Treasurer's Report**
 - D. Activity Fund Fundraisers as per attached list**
 - E. Activity Fund Transfers as per attached list**
 - F. Activity Fund End of Year Transfers as per attached list**

G. Encumbrances for 2015-2016 Building Fund #'s 147-148, Bond Fund # 3 and 2016-2017 General Fund #'s 1-153, Building Fund #'s 1-45, Child Nutrition Fund #'s 1-19 and listed change orders and Activity Fund Reports

**H. Out-of-State Trip Requests:
Rob Blackburn, Bill Perring, Aubrey Ross, Samantha Hoffman and students to Band and Choir Trip-Orlando, FL-May 30, 2017 through June 4, 2017**

I. Declare listed items as surplus

J. Contracts/Agreements under \$10,000

1. Discussion, motion and possible action to approve or not to approve entry into an agreement with the Cooperative Council for Oklahoma School Administration (CCOSA) to participate in the CCOSA District Level Services Program for the 2016-17 fiscal year.....Pages 100-106

Commentary:

This agreement is for participation in CCOSA's Financial Assistance Program. We have previously utilized CCOSA's Legal Assistance Program. This program emphasizes assistance in providing advisory services to school leaders regarding school budgets and legal issues. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

9. Business Agenda:

A. Recommendation, consideration and action upon application for conducting cooperative activities program with St. Mary's Catholic School of Guthrie

Page 107

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

B. Recommendation, consideration and action upon School Bus Rider's Handbook for 2016-2017.....Pages 108-120

Commentary:

Deletions in the handbook are noted with a strike through and changes or additions are in red. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

C. Recommendation, consideration and action upon School Bus Driver’s and Monitor’s Handbook for 2016-2017.....Pages 121-146

Commentary:

Deletions in the handbook are noted with a strike through and changes or additions are in red. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

D. Recommendation, consideration and action upon Activity Fund Handbook for 2016-2017.....Pages 147-181

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

E. Recommendation, consideration and action upon Jr. High School Student Handbook for 2016-2017.....Pages 182-216

Commentary:

This handbook was previously approved at the June 2016 Board Meeting. The changes presented represent added guidance topics. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

F. Recommendation, consideration and action upon Guthrie High School/Faver Alternative School Student Handbook for 2016-2017.....Pages 217-246

Commentary:

This handbook was previously approved at the June 2016 Board Meeting. The changes presented represent current graduation requirements in compliance with legislative updates. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

G. Recommendation, consideration and action upon Guthrie High School Course Description Handbook for 2016-2017.....Pages 247-273

Commentary:

This handbook was previously approved at the June 2016 Board Meeting. The changes presented represent current graduation requirements in compliance with legislative updates. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

H. Recommendation, consideration and action upon loan agreement with Child Nutrition Fund for 2016-2017.....Page 274

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 2016-2017 school year. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

I. Recommendation, consideration and action upon renewal agreement with Great Plains Coca-Cola Bottling Company for 2016-2017.....Pages 275-281

Commentary:

We have contracted with Great Plain Coca-Cola for a number of years. The agreement is only for one year and may be renewed each year for a five year period. This is the fourth year of the agreement. In addition to commission on sales, we receive an additional \$4,000.00 in cash and products each year for granting them exclusive vending rights. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

J. Recommendation, consideration and action upon renewal agreement with Imperial Vending for snack vending for 2016-2017.....Pages 282-284

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 fourth year of the agreement. In addition to commission on sales, we receive an additional \$1,500.00 annually. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

K. Recommendation, consideration and action upon renewing contract with Image Works of Oklahoma, Inc. for District copiers.....Pages 285-290

Commentary:

This is a 48 month lease agreement for Kyocera copiers for the district with Image Works of Oklahoma, Inc. This is the third year of the agreement. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- L. Receive bids for the purchase of \$11,000,000 Building Bonds, Series 2016 of the District and vote to award said bonds to the lowest bidder complying with the Notice of Sale and Instructions to Bidders**
- M. Consider and vote on a resolution providing for the issuance of general obligation bonds in the sum of \$11,000,000 by Independent School District Number 1, Logan County, Oklahoma, authorized at an election called and held for such purpose; prescribing form of bonds; designating bonds as "Building Bonds, Series 2016"; providing for the registration thereof; approving the form of a Continuing Disclosure Certificate; providing for the levy of an annual tax for the payment of principal of and interest on the same; and fixing other details of the issue.....Pages 291-301**
- 10. Proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, Support Personnel Handbook for 2016-2017, Administrator’s Handbook and Salary Schedule for 2016-2017 and teacher negotiations for 2016-2017, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2 and 7**
 - A. Vote to go into executive session**
 - B. Acknowledge Board’s return to open session**
 - C. Statement of minutes of executive session**
- 11. Vote on action as set out on the Personnel Reports.....Page 302**
- 12. Recommendation, consideration and action upon Support Personnel Handbook for 2016-2017.....Pages 303-341**

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 13. Recommendation, consideration and action upon Administrator’s Handbook and Salary Schedule-not including the Superintendent-for 2016-2017.....Pages 342-352**

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 14. Recommendation, consideration and action to accept any resignations offered since the posting of the agenda**

15. Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting

16. Adjourn

Dr. Mike Simpson
Superintendent

jf

Posted by: _____

Date: _____ Time: _____

Place: _____

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
REGULAR MEETING
JUNE 13, 2016**

MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION REGULAR MEETING HELD AT 7:00 P.M. IN THE OFFICE OF THE BOARD, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON JUNE 13, 2016

Board Members Present: Gail Davis, Terry Pennington, Travis Sallee, Tina Smedley and Sharon Watts

Board Members Absent: Jennifer Bennett-Johnson and Janna Pierson

District Level School Officials Present: Dr. Mike Simpson, Superintendent
Dennis Schulz, Ass't Superintendent
Doug Ogle, Executive Director of Personnel/Secondary Ed
Carmen Walters, Executive Director of Federal Programs/Elementary Ed
Eldona Woodruff, Director of Special Education
Jerry Gammill, Director of Facilities
Dee Benson, Director of Technology
Cody Thompson, Director of Operations
Jean Watts, Deputy Minutes Clerk

1. The meeting was called to order by President Watts.
2. Members Gail Davis, Terry Pennington, Travis Sallee, Tina Smedley, and Sharon Watts were present for roll call.

Members Jennifer Bennett-Johnson and Janna Pierson were not present for roll call.
3. A quorum was established.
4. President Watts asked everyone present to stand and join her in the Pledge of Allegiance.
5. President Watts asked everyone present to join her in a Moment of Silence.
6. President Watts asked for the presentation of Veterans of Foreign Wars Teacher of the Year Award.

Commander Watts presented Ms. Kim Barrett, GHS Social Studies teacher, with the Citizen Education Teacher Award from Post 4578. This award is given to teachers that integrate citizen education into their curriculum. Ms. Barrett won on the local and district level.

- 7A. President Watts asked the Superintendent if there were any citizens registered to speak to the Board.**

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

- 7B. President Watts called for any comments to the Board by Board members.**

President Watts congratulated Dr. Simpson for being named the 2016 OASA District #3 Superintendent of the Year.

- 8. President Watts called for the Superintendent's Reports.**

Superintendent Simpson reported on the following:

Stated that Career Tech received a budget cut which in-turn affects GPS. The projections show we will lose program money rather than salary money. These cuts will be approximately \$6,400 which are funds that would be used for supplies in those classrooms.

Reported the ACE Technology Revolving Fund received a reduction in budget of almost \$81,000 due to underperformance of this fund. Total losses for GPS for 2015-2016 to date are \$1.3 million.

Explained the funds for textbooks have always been allocated as a separate line item. These funds have recently been zeroed out and moved to another place in the State formula. We have already ordered text books for 2016-2017 and will be using available funds from our 2015-2016 budget to fund them.

Announced construction has begun at Central Elementary in the replacing of the central heat and air units.

- 9. President Watts called for any items to be removed on the Consent Agenda for discussion.**

Agenda Item 9A, Minutes of regular meeting held on May 9, 2016, was pulled from the Consent Agenda by Sallee and Agenda Item 9B, Minutes of special meeting held on May 23, 2016, was pulled from the Consent Agenda by Davis.

A motion was made by Pennington and seconded by Davis to approve the Consent Agenda excluding Item 9A, Minutes of regular meeting held on May 9, 2016 and Item 9B, Minutes of special meeting held on May 23, 2016.

The motion carried with 5 ayes and 0 nays.

A motion was made by Smedley and seconded by Pennington to approve Agenda Item 9A of the Consent Agenda.

The motion carried with 4 ayes and 1 abstention-Member Sallee abstaining.

A motion was made by Pennington and seconded by Davis to approve the Agenda Item 9B of the Consent Agenda.

The motion carried with 3 ayes and 2 abstentions-Members Smedley and Davis abstaining.

- 10A. President Watts called for recommendation, consideration and action upon renewal of financial advisor services agreement with Municipal Finance Services, Inc. for 2016-2017.**

A motion was made by Sallee and seconded by Smedley to approve renewal of financial advisor services agreement with Municipal Finance Services, Inc. for 2016-2017.

The motion carried with 5 ayes and 0 nays.

- 10B. President Watts called for recommendation, consideration and action upon 2015-2016 Supplemental Appropriations for Child Nutrition Fund for Form 150 and Form 307.**

A motion was made by Davis and seconded by Smedley upon approval of 2015-2016 Supplemental Appropriations for Child Nutrition Fund for Form 150 and Form 307.

The motion carried with 5 ayes and 0 nays.

- 10C. President Watts called for recommendation, consideration and action upon Temporary Appropriations for 2016-2017 for the General Fund, Building Fund, Child Nutrition Fund, Gifts and Endowments Fund and Insurance/Casualty Fund.**

A motion was made by Smedley and seconded by Davis to approve Temporary Appropriations for 2016-2017 for the General Fund, Building Fund, Child Nutrition Fund, Gifts and Endowments Fund and Insurance/Casualty Fund.

The motion carried with 5 ayes and 0 nays.

- 10D. President Watts called for agreement with NORTHchurch, Inc. for facility use for 2016-2017.**

A motion was made by Pennington and seconded by Sallee to approve agreement with NORTHchurch, Inc. for facility use for 2016-2017.

The motion carried with 5 ayes and 0 nays.

- 10E. President Watts called for recommendation, consideration and action upon renewal with OSIG for property, general liability, fleet vehicle and errors and omissions coverage for 2016-2017.**

A motion was made by Pennington and seconded by Smedley to approve renewal with OSIG for property, general liability, fleet vehicle and errors and omissions coverage for 2016-2017.

The motion carried with 5 ayes and 0 nays.

- 10F. President Watts called for recommendation, consideration and action upon renewal with OSAG for workers' compensation insurance coverage for 2016-2017.**

A motion was made by Pennington and seconded by Smedley to approve renewal with OSAG for workers' compensation insurance coverage for 2016-2017.

The motion carried with 5 ayes and 0 nays.

- 10G. President Watts called for recommendation, consideration and action upon renewal agreement with Aurora Learning Community Association (ALCA) for 2016-2017.**

A motion was made by Smedley and seconded by Davis to approve renewal agreement with Aurora Learning Community Association (ALCA) for 2016-2017.

The motion carried with 5 ayes and 0 nays.

- 10H. President Watts called for recommendation, consideration and action upon the Elementary Student Handbook for 2016-2017 and Handbook Supplements for Central, Cotteral, Fogarty and GUES for 2016-2017.**

A motion was made by Smedley and seconded by Sallee to approve the Elementary Student Handbook for 2016-2017 and Handbook Supplements for Central, Cotteral, Fogarty and GUES for 2016-2017.

The motion carried with 5 ayes and 0 nays.

- 10I. President Watts called for recommendation, consideration and action upon the Jr. High School Student Handbook for 2016-2017.**

A motion was made by Davis and seconded by Smedley to approve the Jr. High School Student Handbook for 2016-2017.

The motion carried with 5 ayes and 0 nays.

- 10J. President Watts called for recommendation, consideration and action upon Guthrie High School/Faver Alternative School Student Handbook for 2016-2017.**

A motion was made by Smedley and seconded by Davis to approve the Guthrie High School/Faver Alternative School Student Handbook for 2016-2017.

The motion carried with 5 ayes and 0 nays.

- 10K. President Watts called for recommendation, consideration and action upon Guthrie High School Course Description Handbook for 2016-2017.**

A motion was made by Davis and seconded by Smedley to approve the Guthrie High School Course Description Handbook for 2016-2017.

The motion carried with 5 ayes and 0 nays.

10L. President Watts called for recommendation, consideration and action upon renewal agreement with Ms. Teresa Ewing to provide Physical Therapy Services for 2016-2017.

A motion was made by Pennington and seconded by Davis to approve the renewal with Ms. Teresa Ewing to provide Physical Therapy Services for 2016-2017.

The motion carried with 5 ayes and 0 nays.

10M. President Watts called for recommendation, consideration and action upon agreement with Beth McLean for Occupational Therapy for 2016-2017.

A motion was made by Smedley and seconded by Pennington to approve the agreement with Beth McLean for Occupational Therapy for 2016-2017.

The motion carried with 5 ayes and 0 nays.

10N. President Watts called for recommendation, consideration and action upon renewal agreement with Logan County Health Department for nursing services for 2016-2017.

A motion was made by Smedley and seconded by Davis to approve the renewal agreement with Logan County Health Department for nursing services for 2016-2017.

The motion carried with 5 ayes and 0 nays.

10O. President Watts called for recommendation, consideration and action on the following appointments for 2016-2017:

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

A motion was made by Sallee and seconded by Davis to approve the following appointments for 2016-2017:

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

The motion carried with 5 ayes and 0 nays.

10P. President Watts called for recommendation, consideration and action to accept each bid as listed for lawn services for Guthrie Public Schools for 2016-2017.

A motion was made by Pennington and seconded by Smedley to accept each bid as listed for lawn services for Guthrie Public Schools for 2016-2017.

The motion carried with 5 ayes and 0 nays.

- 10Q. President Watts called for recommendation, consideration and action to accept lease purchase financing for Oklahoma LED project.**

A motion was made by Pennington and seconded by Davis to approve lease purchase financing for Oklahoma LED project.

The motion carried with 4 ayes and 1 nay-Member Sallee voting nay.

- 10R. President Watts called for recommendation, consideration and action to approve the findings of the Internal Revenue Service and make the associated required payment.**

A motion was made by Smedley and seconded by Davis to approve the findings of the Internal Revenue Service and make the associated required payment.

The motion carried with 5 ayes and 0 nays.

- 10S. President Watts called to consider and vote to approve a resolution pertaining to the district's \$11,000,000 Building Bonds, Series 2016; including fixing the amount of bonds to mature each year; fixing the time and place the bonds are to be sold; approving the preliminary official statement and authorizing distribution of same; authorizing the clerk to give notice of said sale as required by law; and approving other matters related to the issuance of bonds.**

A motion was made by Pennington and seconded Smedley by to approve a resolution pertaining to the district's \$11,000,000 Building Bonds, Series 2016; including fixing the amount of bonds to mature each year; fixing the time and place the bonds are to be sold; approving the preliminary official statement and authorizing distribution of same; authorizing the clerk to give notice of said sale as required by law; and approving other matters related to the issuance of bonds.

The motion carried with 5 ayes and 0 nays.

- 10T. President Watts called to consider and vote to approve a contract with BancFirst, Oklahoma City, Oklahoma, to serve as registrar and paying agent on the district's \$11,000,000 Building Bonds, Series 2016.**

A motion was made by Pennington and seconded by Sallee to approve a contract with BancFirst, Oklahoma City, Oklahoma to serve as registrar and paying agent on the district's \$11,000,000 Building Bonds, Series 2016.

The motion carried with 5 ayes and 0 nays.

- 11. President Watts 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, employment of temporary contract teachers as listed for 2016-2017, employment of career and probationary contract teachers as listed for 2016-2017, employment of support employee as listed for 2016-**

2017, extra-duty assignments as listed for 2016-2017, and teacher negotiations for 2016-2017, 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.

11A. A motion was made by Pennington and seconded by Sallee to go into executive session.

The motion carried with 5 ayes and 0 nays. Executive session began at 7:44 p.m.

11B. President Watts acknowledged the Board's return to open session at 8:28 p.m.

11C. President Watts stated that in executive session only those items listed in Agenda Item 11 were discussed and no votes were taken.

12. President Watts called for a vote on action as set out on the Personnel Reports.

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

The motion carried with 5 ayes and 0 nays.

13. President Watts called for action upon recommendation to employ temporary contract teachers as listed for 2016-2017.

A motion was made by Smedley and seconded by Davis to approve temporary contract teachers as listed for 2016-2017.

The motion carried with 5 ayes and 0 nays.

14. President Watts called for action upon recommendation to employ career and probationary contract teachers as listed for 2016-2017.

A motion was made by Pennington and seconded by Sallee to approve employing career and probationary contract teachers as listed for 2016-2017.

The motion carried with 5 ayes and 0 nays.

15. President Watts called for action upon recommendation to employ support employee as listed for 2016-2017.

A motion was made by Pennington and seconded by Sallee to employ support employee as listed for 2016-2017.

The motion carried with 5 ayes and 0 nays.

16. President Watts called for action upon recommendation of extra-duty assignments as listed for 2016-2017.

A motion was made by Smedley and seconded by Davis to approve extra-duty assignments as listed for 2016-2017.

The motion carried with 5 ayes and 0 nays.

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

Superintendent Simpson stated he had received no resignations.

- 18. President Watts 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.

- 19. A motion was made by Smedley and seconded by Davis to adjourn the meeting.**

The motion carried with 5 ayes and 0 nays.

The meeting adjourned at 8:31 p.m.

Jana Frey, Minutes Clerk

E. Sharon Watts, Board President

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
SPECIAL MEETING
JUNE 21, 2016**

MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION SPECIAL MEETING HELD AT 6:00 P.M. IN THE OFFICE OF THE BOARD, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON JUNE 21, 2016

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

Board Member Absent: Terry Pennington

District Level School Officials Present: Dr. Mike Simpson, Superintendent
Dennis Schulz, Ass't Superintendent
Carmen Walters, Executive Director of
Federal Programs/Elementary Ed
Eldona Woodruff, Director of Special Education
Dee Benson, Director of Technology
Jerry Gammill, Director of Facilities
Jessica Callaway, Director of Child Nutrition
Cody Thompson, Director of Operations
Dale Dorsey, Interim Director of Transportation
Jean Watts, Deputy Minutes Clerk
John Moyer, District Legal Counsel

1. The meeting was called to order by President Watts.
2. Members Jennifer Bennett-Johnson, Gail Davis, Janna Pierson, Travis Sallee, Tina Smedley and Sharon Watts were present for roll call.

Member Terry Pennington was not present for roll call.
3. A quorum was established.
4. President Watts asked everyone to stand and join her in the Pledge of Allegiance.
5. President Watts asked everyone to join her in a Moment of Silence.
6. President Watts called for Presentation of Superintendent's Recommendation calling for a reduction in the minimum number of contract days for all GPS support personnel employed for the 2016-2017 school year, including: Sonata Boyce; Doyle Caldwell; Ann Eaks; Kimberly Evans; Mick Fredrickson; Leola Gilstrap; Donna Goodwin; Robert Hall; Michele Hamby; Manwana Harvey; Mary Horton; Kendra James; Kary Jarred; Pam

Johnson Fields; Brenda Lane; Cody Lewellyn; Heather McDonald; Delta Rains; Jackie Scannell; Linda Tucker; Nita Wainscott; Maxine West; Denise Wohldmann; Lawrence Wohldmann; LaDonna Brooks; Sheryl Miles; Lisa Woods; and those listed on SCHEDULE A, due to lack of funds resulting from the financial crisis facing Oklahoma schools.

John Moyer presented the information on behalf of the Superintendent in order to advise the Board and the public on the action being considered. He explained a presentation would be made regarding the recommendation as well as instruction on how the meeting would proceed. He asked Dr. Simpson if the words presented accurately stated Dr. Simpson's recommendation to which Dr. Simpson affirmed. Mr. Moyer presented handouts to Board members and all GPS support personnel registered to speak regarding GPS finances as well as a copy of the letter sent to all GPS support personnel on June 1, 2016. Dr. Simpson confirmed the letter presented was the one sent to GPS support personnel. He explained the recommendation would guarantee GPS support personnel a minimum of 160 working days for 2016-2017 but agreed with Mr. Moyer that he believed the GPS support personnel would still be able to work the same amount of days as they did for 2015-2016.

- 7. President Watts called for questions, if any, of the Superintendent by: Sonata Boyce; Doyle Caldwell; Ann Eaks; Kimberly Evans; Mick Fredrickson; Leola Gilstrap; Donna Goodwin; Robert Hall; Michele Hamby; Manwana Harvey; Mary Horton; Kendra James Kary Jarred; Pam Johnson Fields; Brenda Lane; Cody Lewellyn; Heather McDonald; Delta Rains; Jackie Scannell; Linda Tucker; Nita Wainscott; Maxine West; Denise Wohldmann; Lawrence Wohldmann; LaDonna Brooks; Sheryl Miles; and Lisa Woods.**

Jackie Scannell asked if taking away 20 days will affect retirement?

Dr. Simpson explained as long as the employee works the full amount of days on his or her contract they will still be considered having worked a full year and the employee's retirement will not be affected. This information was verified with TRS.

Ann Eaks asked how this recommendation will affect her paycheck?

Dr. Simpson explained the District is not planning to reduce anyone's pay. This action is being recommended so that the option is available to reduce 1-5 days of work if need be. Tonight is about setting a guaranteed minimum number of days worked for GPS support employees.

- 8. President Watts called for Presentations by: Sonata Boyce; Doyle Caldwell; Ann Eaks; Kimberly Evans; Mick Fredrickson; Leola Gilstrap; Donna Goodwin; Robert Hall; Michele Hamby; Manwana Harvey; Mary Horton; Kendra James; Kary Jarred; Pam Johnson Fields; Brenda Lane; Cody Lewellyn; Heather McDonald; Delta Rains; Jackie Scannell; Linda Tucker; Nita Wainscott; Maxine West; Denise Wohldmann; Lawrence Wohldmann; LaDonna Brooks; Sheryl Miles; and Lisa Woods, subject to questions by the Superintendent or his designee.**

Mick Fredrickson requested that any decision that affects him also be applied to his Army Instructor who is in the same situation and circumstance as he is. He explained that half of his salary is paid for by the U.S. Army and he would want to make sure GPS is not

overpaid by them if, in fact, GPS support personnel are furloughed any days.

Mr. Moyer explained that he has drafted a proposed motion for item #11 and that any changes can be made as the Board so desires.

Member Sallee asked how significant of a budget reduction by the State would call for a reduction of work days and how would the reduction be applied? Would it be applied the same number of days across the board or would it begin with 12 month employees and go from there?

Dr. Simpson explained if that situation arose, a discussion would be had with the entire Board and the intent would depend on the severity of the economic crisis. He would hope that decision would be made as early as possible so the employee would not be impacted as significantly in their paychecks. This would be a Board decision.

Mr. Moyer stated this situation is extremely difficult to speculate on as we do not know which time of year the loss of revenue may occur or whether or not there will be a loss of other funds. Any other step regarding a cut in days worked would have to be Board approved as it is essentially affecting the school calendar.

Member Bennett-Johnson asked if there was Board Policy regarding carryover funds.

Mr. Schulz advised that Board Policy states every effort must be made to maintain a fund balance carryover of 12% each year. If that amount drops below 8% then all resources will be used to restore that fund balance to 12%.

9. President Watts called for rebuttal and surrebuttal if necessary.

There were no rebuttals or surrebuttals.

10. President Watts called for proposed executive session for the purpose of discussing the employment of: Sonata Boyce; Doyle Caldwell; Ann Eaks; Kimberly Evans; Mick Fredrickson; Leola Gilstrap; Donna Goodwin; Robert Hall; Michele Hamby; Manwana Harvey; Mary Horton; Kendra James; Kary Jarred; Pam Johnson Fields; Brenda Lane; Cody Lewellyn; Heather McDonald; Delta Rains; Jackie Scannell; Linda Tucker; Nita Wainscott; Maxine West; Denise Wohldmann; Lawrence Wohldmann; LaDonna Brooks; Sheryl Miles; Lisa Woods and those listed on SCHEDULE A, as authorized by 25 OKLA STAT Section 307 B 1.

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

The motion carried with 6 ayes and 0 nays. Executive session began at 6:26 p.m.

10B. President Watts acknowledged the Board's return to open session at 7:06 p.m.

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

11. President Watts called for discussion and vote by the Board to accept or reject the

Superintendent's Recommendation for a reduction in the minimum number of contract days for all GPS support personnel employed for 2016-2017 school year due to lack of funds resulting from the financial crisis facing Oklahoma schools and recitation of the facts supporting this action.

The following motion was made by Bennett-Johnson and seconded by Sallee:

Having heard the presentations, testimony and evidence presented, I move that the Superintendent's recommendation for a reduction in the minimum number of contract days to 160 days for all Guthrie Public Schools support personnel employed for the 2016 – 2017 school year due to lack of funds resulting from the financial crisis facing Oklahoma schools be approved and that the following Findings of Fact upon which this decision is based be adopted.

- 1. On or about June 1, 2016, Sonata Boyce; Doyle Caldwell; Ann Eaks; Kimberly Evans; Mick Fredrickson; Leola Gilstrap; Donna Goodwin; Robert Hall; Michele Hamby; Manwana Harvey; Mary Horton; Kendra James; Kary Jarred; Pam Johnson Fields; Brenda Lane; Cody Lewellyn; Heather McDonald; Delta Rains; Jackie Scannell; Linda Tucker; Nita Wainscott; Maxine West; Denise Wohldmann; Lawrence Wohldmann; LaDonna Brooks; Sheryl Miles; Lisa Woods; and all those Guthrie Public Schools support employees listed on SCHEDULE A, were provided written notification of the Superintendent's recommendation for a reduction in the minimum number of contract days for all GPS support personnel employed for the 2016 – 2017 school year due to lack of funds resulting from the financial crisis facing Oklahoma schools.**
- 2. Sonata Boyce; Doyle Caldwell; Ann Eaks; Kimberly Evans; Mick Fredrickson; Leola Gilstrap; Donna Goodwin; Robert Hall; Michele Hamby; Manwana Harvey; Mary Horton; Kendra James; Kary Jarred; Pam Johnson Fields; Brenda Lane; Cody Lewellyn; Heather McDonald; Delta Rains; Jackie Scannell; Linda Tucker; Nita Wainscott; Maxine West; Denise Wohldmann; Lawrence Wohldmann; LaDonna Brooks; Sheryl Miles; and Lisa Woods replied that they would be attending this hearing.**
- 3. A serious financial crisis in Oklahoma has resulted in the Guthrie Public Schools suffering a substantial reduction in state aid of in excess of \$1.6 million dollars from 2014 - 2015 to 2015 - 2016 school year and a forecast of further reductions for and during the 2016 - 2017 school year. In addition, GPS revenue per student declined in 2015 - 2016 to \$5,939 from \$6,399 in 2014 - 2015; a \$460 per student drop representing a 7.189 % decrease year over year.**
- 4. Assuming the reemployment of all support personnel identified in Finding # 1 above, Guthrie Public Schools does not have the guaranteed resources necessary to fund all 2016 - 2017 support employee contracts at the 2015 - 2016 school year levels. Guthrie Public Schools is required by the Oklahoma Constitution to balance its budget annually and is committed to doing so.**
- 5. It is in the best interest of Guthrie Public Schools that all support employee contracts for the 2016 - 2017 school year provide for a minimum of 160 days.**
- 6. The Findings set out above are supported by a preponderance of the evidence.**

- 7. All support personnel identified in Finding #1 above, including those listed on Schedule A, are hereby assured employment for 2016 – 2017, subject to execution of a written contract consistent with these Findings.**

And that any reduction in days from the 2015-2016 school year levels due to financial shortfalls would require Guthrie Public Schools Board approval.

The motion carried with 6 ayes and 0 nays.

- 12. President Watts called for recommendation, consideration and action to accept any resignations tendered since the posting of the agenda.**

President Watts stated there were no resignations received.

- 13. A motion was made by Smedley and seconded by Sallee to adjourn the meeting.**

The motion carried with 6 ayes and 0 nays.

The meeting adjourned at 7:07 p.m.

Jana Frey, Minutes Clerk

E. Sharon Watts, Board President

**TREASURER'S REPORT
JUNE 30, 2016**

BANK BALANCES

FARMERS & MERCHANTS

General Fund	\$ 3,028,847.28
Building Fund	648,171.96
Sinking Fund	84,226.13
ILR Fund	63,348.21
G&E Fund	21,215.67
Child Nutrition Fund	201,124.51
Activity Fund	440,367.46
School Age-Care Fund	75,619.14
Bond Fund	<u>1,136,867.39</u>

TOTAL **\$ 5,699,787.75**

RECEIPTS

GENERAL FUND:

Logan County	\$ 96,705.29
State of Oklahoma	816,386.22
Okla. Tax Comm.	160,684.67
School Land Earn.	38,435.67
R.O.T.C.	5,704.62
Misc Receipts	178,424.10
Correcting Entry(-)	
General Acct. Int.	2,442.80
Minus (-) Bank Fees	<u>133.55</u>

TOTAL **\$ 1,298,649.82**

BUILDING FUND

Logan County	\$ 9,586.07
Bldg. for Champs	<u>20.00</u>

TOTAL **\$ 9,606.07**

SINKING FUND:

\$0.13

CHILD NUTRITION FUND:

\$115,492.14

INS.LOSS RECOVERY FUND

\$3,629.17

BOND FUND

\$460.15

WARRANTS PAID

GENERAL FUND:

2014-2015 \$ 0.00
2015-2016 \$3,561,905.11

GIFTS & ENDOWMENTS FUND:

INS. LOSS RECOVERY FUND:

BUILDING FUND:

2014-2015 \$ 0.00
2015-2016 \$ 64,654.55

CHILD NUTRITION FUND:

2014-2015 \$ 0.00
2015-2016 \$ 255,171.11

BOND FUND:

\$24,115.22

SCHOLARSHIPS:

89ers & Smithson – F&M Bank
Balance \$ 7,902.33

Keri Fisher – F&M Bank
Balance \$ 5,000.00

Paula Bearden – F&M Bank
Balance \$ 6,313.34

Randy Biggs - F&M Bank
Balance \$ 2,000.00

Total Monies in F&M Bank \$ 5,699,787.75

Pledged \$ 250,000.00 FDIC
Pledged \$ 9,495,000.00
\$ 250,000.00 FDIC

**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST
July 11, 2016**

- | | |
|--------------------------|-------------------------------------|
| a. NJHS, 822 | Club dues |
| b. JH Yearbook, 832 | Yearbook & school picture sales |
| c. HS Cheer, 853 | Car wash for donations |
| d. HS Cheer, 853 | Sonic car hops for donations |
| e. HS Cheer, 853 | Regional/State T-shirt sales |
| f. HS Cheer, 853 | Bluejay Nation car decal sales |
| g. HS Cheer, 853 | Gift card basket raffle |
| h. HS Cheer, 853 | “Pie a Cheerleader” Buckets |
| i. HS Cheer, 853 | Little cheer clinic & T-shirt sales |
| j. HS Cheer, 853 | Yankee Candle catalog sales |
| k. Band, 859 | Band dues |
| l. Class of 2017, 861 | Class dues |
| m. Class of 2018, 862 | Prom date tickets |
| n. Class of 2019, 863 | Class dues |
| o. English Club, 869 | Club dues |
| p. Speech, #873 | Club dues/T-shirt |
| q. FFA Booster Club, 876 | Membership dues |
| r. FFA, 877 | Sale of shop projects |

s. FFA, 877	Plant sale
t. Foreign Language, 879	Club dues/T-shirt
u. Running Club, 882	Host Cross Country Meet
v. Running Club, 882	Club dues
w. Heritage Club, 883	Club dues/T-shirt
x. Journalism, 888	Newspaper ad sales
y. Soccer, 897	Snack & drink sales
z. Soccer, 897	Fan Cloth fundraiser
aa. HS Stuco, 899	Fall Homecoming T-shirt sales & Parade entry fees
bb. HS Stuco, 899	Faculty T-shirt sales
cc. HS Stuco, 899	Club Dues/T-shirt
dd. Vocal, 902	Lab fee
ee. Vocal, 902	Musical Production #1
ff. HS Yearbook, 904	Business ad sales
gg. Hall of Fame, 927	Golf Tournament
hh. Transportation, 934	Drink/Snack vending



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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6-1-2016 Site Name: Jr. High

Acct. Name & #: NJHS 822 Current Unobligated Account Balance: 1978.¹⁰

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Dues from each member of \$25.00 (T-shirt w/ paid dues)

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:
Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies, soda)

Manufacturer: _____
Purpose for which funds will be used:

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

Name of Vendor: _____
Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: 1300.00
- b. Less Estimated EXPENSE: 1200.00
- c. Estimated PROFIT: 100.00

NOTES:

First day of Fundraiser: August 2016 Last Day of Fundraiser: May 2017

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

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

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

Sponsor's Signature: [Signature] Date: 6-7-16

Principal's Signature: [Signature] Date: 6-1-16

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

Board of Education Approval Date: _____



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b.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: July 1, 2016 Site Name: JH Yearbook

Acct. Name & #: JH Yearbook 832 Current Unobligated Account Balance: 0 1495.⁹⁰

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

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

Sale yearbooks for the 2016-2017, school pictures for 2016-2017

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

Manufacturer:

Purpose for which funds will be used:

Purchase yearbooks for the 2016-2017 school year

Name of Vendor: Jostens

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

Items to be purchased in order to conduct the fundraiser:

Yearbooks

- a. Estimated INCOME: 5000.00
- b. Less Estimated EXPENSE: 4000.00
- c. Estimated PROFIT: 1000.00

NOTES:

First day of Fundraiser: August 2016 Last Day of Fundraiser: May 2017

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

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

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

Sponsor's Signature: [Signature] Date: 6-7-16

Principal's Signature: [Signature] Date: 6-1-16

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

Board of Education Approval Date: _____

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6-13-16

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

C.

Date of Request: 6/13/16 Site Name: High School

Acct. Name & #: 853 Current Unobligated Account Balance: 2,147⁰³/16

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Donations from the community- Car Wash

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

Manufacturer: N/A

Purpose for which funds will be used:
Competition, Uniforms, Cheer Mats

Name of Vendor: N/A

Address of Vendor: N/A

Items to be purchased in order to conduct the fundraiser:

N/A

a. Estimated INCOME: 500.00
b. Less Estimated EXPENSE: 0
c. Estimated PROFIT: 500.00

NOTES: Items used to wash cars will be donated

First day of Fundraiser: 7/1/16 Last Day of Fundraiser: 8/31/16

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

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

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

Sponsor's Signature: Sam Johnson Fitch's Date: 6/13/16

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): [Signature] Date: 6/13/16

Board of Education Approval Date: _____



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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6/13/16 Site Name: High School

Acct. Name & #: 853 Current Unobligated Account Balance: 2147⁰⁰ d

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Donations from the community- The GHS Cheerleaders will car hop at Sonic for tips.

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

Manufacturer: N/A

Purpose for which funds will be used:
Competition, Uniforms, Cheer Mats

Name of Vendor: N/A

Address of Vendor: N/A

Items to be purchased in order to conduct the fundraiser:

N/A

- a. Estimated INCOME: 500.00
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: 500.00

NOTES:

First day of Fundraiser: 7/1/16 Last Day of Fundraiser: 8/31/16

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

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

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

Sponsor's Signature: Sam Johnson Fields Date: 6/13/16

Principal's Signature: [Signature] Date: 6/13/16

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

Board of Education Approval Date: _____



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6-13-16

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

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Date of Request: 6/13/16 Site Name: High School

Acct. Name & #: 853 Current Unobligated Account Balance: 2,147.63

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Cheerleading Regional/ State T-Shirt

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

Manufacturer: N/A

Purpose for which funds will be used:
Competition, Uniforms, Cheer Mats

Name of Vendor: T-Shirt Nerds

Address of Vendor: 314 W Oklahoma Ave Guthrie, OK 73044

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

- a. Estimated INCOME: 1000.00
- b. Less Estimated EXPENSE: 500.00
- c. Estimated PROFIT: 1000.00

NOTES:

First day of Fundraiser: 8/1/16 Last Day of Fundraiser: 9/30/16

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

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

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

Sponsor's Signature: Pam Johnson Fields Date: 6/13/16

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): [Signature] Date: 6/13/16

Board of Education Approval Date: _____



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6-13-16

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

F.

Date of Request: 6/8/16 Site Name: HS

Acct. Name & #: Cheer #853 Current Unobligated Account Balance: 2,147⁶³₀₈

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Bluejay Nation Car Decals- Car decals will be sold for \$5

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

Manufacturer: N/A

Purpose for which funds will be used:

Competition, Uniforms, Cheer Mats, and any other unforeseen

Name of Vendor: Boost Promotional Group

Address of Vendor: 1192 Draper Pkwy #515 Draper Utah 84020

Items to be purchased in order to conduct the fundraiser:

none

- a. Estimated INCOME: 300.000
- b. Less Estimated EXPENSE: _____
- c. Estimated PROFIT: 300.00

NOTES: Decals were purchased a previous year and not all were sold.

First day of Fundraiser: 8/1/16 Last Day of Fundraiser: 8/31/16

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

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

Are school district facilities required? yes If yes, a facility use permit must be completed.

Sponsor's Signature: Pam Johnson Fields Date: 6/8/16

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): [Signature] Date: 6-13-16

Board of Education Approval Date: _____



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6-13-16

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6/13/16 Site Name: High School

Acct. Name & #: 853 Current Unobligated Account Balance: 2147⁶³/₈

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Gift Card Basket Raffle- tickets will be sold to win a basket containing several gift cards

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

Manufacturer: N/A

Purpose for which funds will be used:
Competition, Uniforms, Cheer Mats

Name of Vendor: N/A

Address of Vendor: N/A

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

- a. Estimated INCOME: 500.00
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: 500.00

NOTES: Gift cards will be donated for the fundraiser.

First day of Fundraiser: 8/1/16 Last Day of Fundraiser: 8/31/16

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

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

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

Sponsor's Signature: Sam Johnson Treble Date: 6/13/16

Principal's Signature: [Signature] Date: 6/13/16

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

Board of Education Approval Date: _____



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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

h

Date of Request: 6/8/16 Site Name: HS

Acct. Name & #: Cheer #853 Current Unobligated Account Balance: 2,147.⁶³00

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

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

"Pie a Cheerleader" - Money will be collected in buckets. The cheerleader that raises the most money will receive a pie in the face.

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

N/A

Manufacturer: N/A

Purpose for which funds will be used:

Competition, Uniforms, Cheer Mats, and any other unforeseen

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

none

- a. Estimated INCOME: 100.00
- b. Less Estimated EXPENSE: _____
- c. Estimated PROFIT: 100.00

NOTES:

First day of Fundraiser: 10/1/16 Last Day of Fundraiser: 10/31/16

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

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

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

Sponsor's Signature: Pam Johnson Fields Date: 6/8/16

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): [Signature] Date: 6/13/16

Board of Education Approval Date: _____



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6-13-16

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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6/8/16 Site Name: HS

Acct. Name & #: Cheer #853 Current Unobligated Account Balance: \$2,147⁶³/₀₈

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

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

Little Cheer Clinic & T-shirts : The high school cheerleaders will teach children grades Pre-K through 6th grade a cheer and a dance that will be performed during the Friday "Pink Week" football game. \$25 fee includes a t-shirt for child. parents and purchase additional shirts for \$ 10.

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

Manufacturer: _____

Purpose for which funds will be used:

Competition, Uniforms, Cheer Mats, and any other unforeseen

Name of Vendor: T-Shirt Nerds

Address of Vendor: 314 W Oklahoma Ave Guthrie, OK 73044

Items to be purchased in order to conduct the fundraiser:

t-shirts

- a. Estimated INCOME: 2000.00
- b. Less Estimated EXPENSE: 600.00
- c. Estimated PROFIT: 1400.00

NOTES:

First day of Fundraiser: 10/1/16 Last Day of Fundraiser: 10/31/16

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

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

Are school district facilities required? yes If yes, a facility use permit must be completed.

Sponsor's Signature: Pam Johnson Fields Date: 6/8/16

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): [Signature] Date: 6/13/16

Board of Education Approval Date: _____



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6-13-16

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

J

Date of Request: 6/13/16 Site Name: High School

Acct. Name & #: 853 Current Unobligated Account Balance: 2,147⁶³/₀₉

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Yankee Candle Fundraising- candles and decorative items will be sold from an catalog.

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

N/A

Manufacturer: N/A

Purpose for which funds will be used:

Competition, Uniforms, Cheer Mats

Name of Vendor: Yankee Candle Fundraising

Address of Vendor: PO Box 110 South Deerfield, MA 01373

Items to be purchased in order to conduct the fundraiser:

N/A

- a. Estimated INCOME: 4200.00
- b. Less Estimated EXPENSE: 2100.00
- c. Estimated PROFIT: 2100.00

NOTES:

First day of Fundraiser: 11/1/16 Last Day of Fundraiser: 11/30/16

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

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

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

Sponsor's Signature: Sam Johnson Inleb^x Date: 6/13/14

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): [Signature] Date: 6/13/16

Board of Education Approval Date: _____



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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6-20-16 Site Name: Band- High School
Acct. Name & #: Band 859 Current Unobligated Account Balance: 9,958.⁷⁵/₁₀₀

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

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

HS Band Dues - Collection of Band Dues

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

Manufacturer: _____

Purpose for which funds will be used:

T Shirt, Uniform Cleaning,s, Transportaion, Music and any other un-foreseen expenses

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

None

- a. Estimated INCOME: \$5400.00
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: 5400.00

NOTES:

First day of Fundraiser: July 15th, 2016

Last Day of Fundraiser: May 30th, 2017

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

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

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

Sponsor's Signature: [Signature] Date: 6-20-16

Principal's Signature: [Signature] ^{DS} Date: 6-20-16

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016



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6-8-16

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

l.

Date of Request: 5/31/2016 Site Name: GHS

Acct. Name & #: Class of 2017 #861 Current Unobligated Account Balance: 4292.93 *ap*

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

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

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:
Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies, soda)

Manufacturer: _____
Purpose for which funds will be used:
T-Shirts, sound equipment, decorations, paint, calendars, programs, plates, cups and such for banquets, substitutes, bus fees, diplomas, cards, paper, ink, memorabilia related to graduation and performances, flowers

Name of Vendor: None
Address of Vendor: _____

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

a. Estimated INCOME: 8000
b. Less Estimated EXPENSE: 0
c. Estimated PROFIT: 8000

NOTES:

First day of Fundraiser: 8/16 **Last Day of Fundraiser:** 5/17

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

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

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

Sponsor's Signature: Bill [Signature] **Date:** 6-2-16

Principal's Signature: [Signature] **Date:** 6-6-16

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

Board of Education Approval Date: _____

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6-5-16 Site Name: GHS

Acct. Name & #: Class of 2018#862 Current Unobligated Account Balance: 4713.76 ^{m.}

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Sales of Prom Date Tickets

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:
Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies, soda)

Manufacturer: _____

Purpose for which funds will be used:
Prom Expenses

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: 2500.00
- b. Less Estimated EXPENSE: 0.00
- c. Estimated PROFIT: 2500.00

NOTES:

First day of Fundraiser: March 19, 2017 Last Day of Fundraiser: April 27, 2017

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

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

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

Sponsor's Signature: Michelle Reclus Date: 6-5-16

Principal's Signature: Chris [Signature] ^{DS} Date: 6-6-16

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

Board of Education Approval Date: _____

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM



RECEIVED

6-20-16

n.

Date of Request: 6-16-16 Site Name: Guthrie High School

Acct. Name & #: Class of 2019 #863 Current Unobligated Account Balance: \$2315.95 *af*

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

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

Sophomore Class Dues

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

Manufacturer: _____

Purpose for which funds will be used:

class t-shirts, homecoming expenses, and any other unforeseen class expenses

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: 3500.00
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: 3500.00

NOTES:

First day of Fundraiser: 8/10/16 Last Day of Fundraiser: 5/23/17

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

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

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

Sponsor's Signature: *[Signature]* Date: 6-16-16

Principal's Signature: *[Signature]* Date: 6-20-16

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

Board of Education Approval Date: _____



RECEIVED
6-23-16

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

O.

Date of Request: 6-22-16 Site Name: Guthrie High School

1428.33
~~1418.35~~ B

Acct. Name & #: English Club 869 Current Unobligated Account Balance: 1418.35

Select One: Soliciting in school only Soliciting in school and 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 School's nutritional standards that went into effect across the country July 1st 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards: <https://foodplanner.healthiergeneration.org/calculator/>

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

Manufacturer: _____

Purpose for which funds will be used:

club t-shirts, substitute and transportation reimbursement, field trip costs, and any unforeseen expenses.

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: 500.00
- b. Less Estimated EXPENSE: 0.00
- c. Estimated PROFIT: 500.00

NOTES:

First day of Fundraiser: 8-15-16 Last Day of Fundraiser: 5-1-17

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

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

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

Sponsor's Signature: Angela McNeill Jones Date: 6-22-16

Principal's Signature: Chris Grande DS Date: 6-22-16

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016



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6-23-16 *af*

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

p.

Date of Request: 6-22-16 Site Name: Guthrie High School

Acct. Name & #: Speech #873 Current Unobligated Account Balance: 503.25 *af*

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

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

Club Dues & T-Shirts

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

Manufacturer: _____

Purpose for which funds will be used:

club t-shirts, dinner theatre night, Pollard Theatre tickets, general office/classroom supplies, substitute/transportation reimbursement, and any other unforeseen expenses.

Name of Vendor: T-Shirt Nerds

Address of Vendor: 314 W. Oklahoma, Guthrie, OK 73044

Items to be purchased in order to conduct the fundraiser:

club t-shirts

- a. Estimated INCOME: 500.00
- b. Less Estimated EXPENSE: 350.00
- c. Estimated PROFIT: 150.00

NOTES:

First day of Fundraiser: 8-19-16 Last Day of Fundraiser: 10-31-16

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

What will happen to any items that are not sold? there will be no unsold items

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

Sponsor's Signature: Joyce Allen *DS* Date: 6-22-16

Principal's Signature: Chris L. Grand Date: 6-22-16

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

Board of Education Approval Date: _____



RECEIVED

6-8-16 g

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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 05/27/2016 Site Name: High School

Acct. Name & #: 876 - FFA Booster Club Current Unobligated Account Balance: \$ 39,965.31 g

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

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

Membership Dues.

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

N/A

Manufacturer: N/A

Purpose for which funds will be used:

Funds will be used to help fund student needs, chapter needs, scholarships, meals, trips, awards and other expenses of the Guthrie FFA Booster Club.

Name of Vendor: N/A

Address of Vendor: N/A

Items to be purchased in order to conduct the fundraiser:

N/A

- a. Estimated INCOME: 750.00
- b. Less Estimated EXPENSE: 0.00
- c. Estimated PROFIT: 750.00

NOTES:

First day of Fundraiser: 2016 School Year 7/1/16 Last Day of Fundraiser: 2017 School Year 6/30/17

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

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

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

Sponsor's Signature:  Date: 5-27-16

Principal's Signature:  Date: 6-6-16 DS

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016



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6-8-16

R.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5-27-16

Site Name: High School

Acct. Name & #: FFA 877

Current Unobligated Account Balance: ~~6,600~~ 12697.⁰⁷ 8

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

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

Manufacturing and selling metal and wood projects made by the Ag mechanics Class

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

Manufacturer:

Purpose for which funds will be used:

Trips, awards, equipment, meals

Name of Vendor: Railroad Yard, Ace Hardware

Address of Vendor: 5915 South Perkins road, Stillwater, OK 74074; 512 S. division, Guthrie, OK 73044

Items to be purchased in order to conduct the fundraiser:

metal, fasteners, bolts

- a. Estimated INCOME: 7,500
- b. Less Estimated EXPENSE: 3,500
- c. Estimated PROFIT: 4,000

NOTES:

First day of Fundraiser: Sept 15, 2016

Last Day of Fundraiser: May 10, 2017

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

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

Are school district facilities required? Yes If yes, a facility use permit must be completed.

Sponsor's Signature: Clay [Signature] Date: 6-6-16

Principal's Signature: Chris [Signature] DS Date: 6-6-16

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

6-8-16 ag

S.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5-27-16 Site Name: High School

Acct. Name & #: FFA 877 Current Unobligated Account Balance: 0-500 12,697.07

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

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

Growing and selling flowers raised by the Horticulture class

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

Manufacturer:

Purpose for which funds will be used:

Trips, awards, equipment, meals

Name of Vendor: Ball Horticulture Company

Address of Vendor: 622 Town Rd, West Chicago, IL 60185

Items to be purchased in order to conduct the fundraiser:

flowers, seeds, vegetables

- a. Estimated INCOME: 5,500
- b. Less Estimated EXPENSE: 2,700
- c. Estimated PROFIT: 2,800

NOTES:

First day of Fundraiser: April 1, 2017 Last Day of Fundraiser: May 10, 2017

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

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

Are school district facilities required? Yes If yes, a facility use permit must be completed.

Sponsor's Signature: Clay Deane Date: 5-6-16

Principal's Signature: Chris D. [Signature] Date: 6-6-16

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

Board of Education Approval Date: _____



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6/27/16 CB

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

t.

Date of Request: 6/27/16 Site Name: Guthrie High School

Acct. Name & #: Foreign Language Club #879 Current Unobligated Account Balance: \$1647.23 *ap*

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Spanish Club dues and shirts

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:
Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies, soda)

Manufacturer: _____

Purpose for which funds will be used:
club dues, field trips, sub/fuel reimbursement, class parties, t-shirts

Name of Vendor: Body Billboards

Address of Vendor: 2403 S Division St Guthrie, OK 73044

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

- a. Estimated INCOME: \$1700
- b. Less Estimated EXPENSE: \$910
- c. Estimated PROFIT: ~~\$800~~ 790.00 *ap*

NOTES:

First day of Fundraiser: 8/25/16 Last Day of Fundraiser: 5/20/17

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

What will happen to any items that are not sold? give to children in need

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

Sponsor's Signature: *[Signature]* Date: 6/27/16

Principal's Signature: *[Signature]* Date: _____

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

Board of Education Approval Date: _____

U.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6/20/16 Site Name: HS

Acct. Name & #: Running Club/882 Current Unobligated Account Balance: 2875⁰⁰ 00

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

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

Cross Country Meet(s)

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

Manufacturer: _____

Purpose for which funds will be used:

Funds raised will help cover the cost of athlete uniforms, athletic equipment, and various needs throughout the running season.

Name of Vendor: City of Guthrie, Walmart s, Body Billboards

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

Tent Poles, medals, winning plaques , Use of Facility

- a. Estimated INCOME: 1800.00
- b. Less Estimated EXPENSE: 500.00
- c. Estimated PROFIT: 1300.00

NOTES:

First day of Fundraiser: August 2016 Last Day of Fundraiser: November 2016

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

What will happen to any items that are not sold? Stored away for next year.

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

Sponsor's Signature: [Signature] Date: 6/20/16

Principal's Signature: _____ Date: DS

Athletic Director's Signature (if applicable): [Signature] Date: 6-20-16

Board of Education Approval Date: _____

V.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6/20/16 Site Name: HS

Acct. Name & #: Running Club/882 Current Unobligated Account Balance: 2875⁰⁰

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

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

Student Dues

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

Manufacturer: _____

Purpose for which funds will be used:

Funds raised will help cover the cost of student warm-ups and meet supplies.

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: 800⁰⁰
b. Less Estimated EXPENSE: ~~700.00~~ 0
c. Estimated PROFIT: ~~100.00~~ 800⁰⁰

NOTES:

First day of Fundraiser: August 2016 Last Day of Fundraiser: May 2017

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

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

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

Sponsor's Signature: [Signature] Date: 6/20/16

Principal's Signature: _____ Date: _____

Athletic Director's Signature (if applicable): [Signature] Date: 6/20/16

Board of Education Approval Date: _____



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6-22-16

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

W.

Date of Request: 6-22-16 Site Name: Guthrie High School

Acct. Name & #: Heritage Club #883 Current Unobligated Account Balance: 943.77

Select One: [checked] Soliciting in school only [] Soliciting in school and community [] Community Only

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

Club Dues & T-Shirts

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

Manufacturer:

Purpose for which funds will be used:

club t-shirts, general office/classroom supplies, substitute/transportation reimbursement, and any other unforeseen expenses.

Name of Vendor: T-Shirt Nerds

Address of Vendor: 314 W. Oklahoma, Guthrie, OK 73044

Items to be purchased in order to conduct the fundraiser:

club t-shirts

- a. Estimated INCOME: 650.00
b. Less Estimated EXPENSE: 450.00
c. Estimated PROFIT: 200.00

NOTES:

First day of Fundraiser: 8-19-16 Last Day of Fundraiser: 10-31-16

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

What will happen to any items that are not sold? there will be no unsold items

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

Sponsor's Signature: Joyce Allen Date: 6-22-16

Principal's Signature: Chris L. ... Date: 6-22-16

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

Board of Education Approval Date:



RECEIVED
6-21-16

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

X.

Date of Request: June 20, 2016 Site Name: Guthrie High School

Acct. Name & #: Journalism, 888 Current Unobligated Account Balance: 387.30

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

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

Selling ads to put in newspaper

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

Manufacturer: _____

Purpose for which funds will be used:

Offset the cost of printing the newspaper, training staff, supplies

Name of Vendor: None

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

None

- a. Estimated INCOME: \$5,000.00
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: \$5,000.

NOTES:

First day of Fundraiser: Aug. 1, 2016 Last Day of Fundraiser: May 31, 2017

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

What will happen to any items that are not sold? There is nothing to purchase so this is not a problem

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

Sponsor's Signature: [Signature] Date: June 20, 2016

Principal's Signature: [Signature] Date: 6-20-16

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

Board of Education Approval Date: _____



RECEIVED
6-28-16

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

ry.

Date of Request: 06/27/2016 Site Name: HS

Acct. Name & #: Soccer #897 Current Unobligated Account Balance: 1500.00 [#] 1,711.14 / 28

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Sell snacks and drinks to students approved by USDA guidelines.

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies, soda)
Granola bars, nuts, animal crackers, diet sports drinks, and water.

Manufacturer: _____

Purpose for which funds will be used:
Equipment and uniforms.

Name of Vendor: Sams Club

Address of Vendor: 1117 West I-35 Frontage Rd Edmond OK 73034

Items to be purchased in order to conduct the fundraiser:

Granola bars, nuts, animal crackers, diet sports drinks, and water.

- a. Estimated INCOME: 2000.00
- b. Less Estimated EXPENSE: 1000.00
- c. Estimated PROFIT: 1000.00

NOTES:

First day of Fundraiser: 08/19/2016 Last Day of Fundraiser: 05/19/2017

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

What will happen to any items that are not sold? Given away to students.

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

Sponsor's Signature: _____ Date: 06/27/2016

Principal's Signature: Chris [Signature] ^{DS} Date: 6-27-16

X Athletic Director's Signature (if applicable): [Signature] Date: 6-29-16

Board of Education Approval Date: _____

RECEIVED
6-30-16

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

2.

Date of Request: 6/27/2016 Site Name: HS

Acct. Name & #: Soccer #897 Current Unobligated Account Balance: \$1711.14

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Sell merchandise to students and community through the fundraising company Fan Cloth

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

Manufacturer: _____

Purpose for which funds will be used:
Equipment and uniforms

Name of Vendor: Fan Cloth

Address of Vendor: 4201 Cambridge Rd Ft. Worth TX 76155

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: 3000
- b. Less Estimated EXPENSE: 1500
- c. Estimated PROFIT: 1500

NOTES:

First day of Fundraiser: 8/19/2016 Last Day of Fundraiser: 1/31/2017

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

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

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

Sponsor's Signature: [Signature] Date: 6/27/2016

Principal's Signature: [Signature] Date: 6-30-16

Athletic Director's Signature (if applicable): [Signature] Date: 6-30-16

Board of Education Approval Date: _____



RECEIVED

6-21-16 ab

aa.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6/20/16 Site Name: HS

Acct. Name & #: Student Council/ 899 Current Unobligated Account Balance: 3743.51 3944.⁹⁰/₀₈

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

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

Fall Homecoming (shirts, parade fees)

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

N/A

Manufacturer: N/A

Purpose for which funds will be used:

Funds will be used to cover cost of event shirts and help cover Student Council yearly expenses.

Name of Vendor: Gandy Ink, Body Billboards, T-Shirt Nerds

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

Event Shirts

- a. Estimated INCOME: 2000.00
- b. Less Estimated EXPENSE: 1400.00
- c. Estimated PROFIT: 600.00

NOTES:

First day of Fundraiser: August 2016 Last Day of Fundraiser: December 2016

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

What will happen to any items that are not sold? Given away to visiting Alumni.

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

Sponsor's Signature: Matthew [Signature] Date: 6/20/16

Principal's Signature: Chris [Signature] DS Date: 6-20-16

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

Board of Education Approval Date: _____



RECEIVED
6-21-16

bb.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6/20/16 Site Name: HS

Acct. Name & #: Student Council/ 899 Current Unobligated Account Balance: 3743.51 3944.90

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

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

Faculty Shirts

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

Manufacturer: N/A

Purpose for which funds will be used:

Funds will be used to purchase t-shirts sponsored by Student Council.

Name of Vendor: Gandy Ink, Body Billboards, T-Shirt Nerds

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

Event Shirts

- a. Estimated INCOME: 3500.00
- b. Less Estimated EXPENSE: 3500.00
- c. Estimated PROFIT: 0

NOTES:

First day of Fundraiser: August 2016 Last Day of Fundraiser: May 2017

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

What will happen to any items that are not sold? Given away as gifts to new personal

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

Sponsor's Signature: [Signature] Date: 6/20/16

Principal's Signature: [Signature] Date: 6-20-16

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

Board of Education Approval Date: _____



RECEIVED
6-21-16

CC.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6/20/16 Site Name: HS

Acct. Name & #: Student Council/ 899 Current Unobligated Account Balance: 3743.51 3,944.⁹⁰₀₀

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

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

Student Council dues and ^{Stuco} event shirts w/ paid dues

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

Manufacturer: N/A

Purpose for which funds will be used:

Funds will be used to purchase t-shirts sponsored by Student Council and help cover district entrance fees.

Name of Vendor: Gandy Ink, Body Billboards, T-Shirt Nerds

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

Event Shirts

- a. Estimated INCOME: 1500.00
- b. Less Estimated EXPENSE: 1500.00
- c. Estimated PROFIT: 0

NOTES:

First day of Fundraiser: August 2016 Last Day of Fundraiser: May 2017

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

What will happen to any items that are not sold? Given away as gifts to new personal

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

Sponsor's Signature: [Signature] Date: 6/20/16

Principal's Signature: [Signature] Date: 6-21-16

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

Board of Education Approval Date: _____



RECEIVED
6-22-16

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

dd.

Date of Request: 6/22/2016 Site Name: GHS

Acct. Name & #: Vocal 902 Current Unobligated Account Balance: 391005
3679.32

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

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

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:
Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies, soda)

Manufacturer: _____

Purpose for which funds will be used:
Uniforms and Costume Supplies, Set Supplies, Musical Supplies, Office Supplies, Banquet Supplies, Class Instructional Supplies, Sound and Light Supplies, Water, Software, Program Costs, _____

Name of Vendor: None

Address of Vendor: None

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

- a. Estimated INCOME: 2000
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: 2000

NOTES:

First day of Fundraiser: 8/19/2016 Last Day of Fundraiser: 5/22/2017

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

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

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

Sponsor's Signature: Bill Penz Date: 6-22-16

Principal's Signature: Chris Salgado DS Date: 6-22-16

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

Board of Education Approval Date: _____



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6-3-16



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6-7-16

el.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5/31/2016 Site Name: GJHS

Acct. Name & #: Vocal 902 Current Unobligated Account Balance: 3484,3789 ³²/₀₀

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Musical Production #1

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:
Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies, soda)

Manufacturer: _____

Purpose for which funds will be used:
See Attached List

Name of Vendor: GHS Vocal TBA
Address of Vendor: 200 Crooks Dr. TBA

Items to be purchased in order to conduct the fundraiser:
Play materials and Royalties

- a. Estimated INCOME: 800
- b. Less Estimated EXPENSE: 300
- c. Estimated PROFIT: 500

NOTES:

First day of Fundraiser: 12/16 Last Day of Fundraiser: 1/17

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

What will happen to any items that are not sold? All Returned or Saved

Are school district facilities required? Yes If yes, a facility use permit must be completed.

Sponsor's Signature: Bill [Signature] Date: 6-6-16

Principal's Signature: [Signature] ^{DS} Date: 6-1-16

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

Board of Education Approval Date: _____

Uniforms, T-Shirts, Costumes, Material for clothing, set pieces, lumber, screws, power tools for building, sound equipment, decorations, paint, books, music (sheet and recorded), computer software for shows and productivity, calendars, programs, plates, cups and such for banquets, banquets, substitutes, bus fees, entry fees, diplomas, cards, paper, ink, makeup, royalties, water, dispensers, items necessary for producing concerts and musicals, memorabilia related to graduation and performances, lights, items needed in making and designing lighting, rentals for shows, videos used in class and performance, recording equipment, flowers, tickets



RECEIVED

6-21-16 a0

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

ff.

Date of Request: June 20, 2016 Site Name: Guthrie High School

Acct. Name & #: Yearbook 904 Current Unobligated Account Balance: ~~\$808.30~~ 799.⁰⁹/₀₈

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

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

Selling business ads

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

Manufacturer: _____

Purpose for which funds will be used:

Selling business ads will help offset the cost of printing the yearbook and make the yearbook more affordable to patrons, it will also be used to train staff and purchase any supplies needed.

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

None

- a. Estimated INCOME: \$10,000.00
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: \$10,000

NOTES:

First day of Fundraiser: July 11, 2016 Last Day of Fundraiser: May 31, 2017

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

What will happen to any items that are not sold? Nothing is being purchased

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

Sponsor's Signature: [Signature] Date: June 20, 2016

Principal's Signature: [Signature] Date: 6-20-16

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

Board of Education Approval Date: _____

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

99

Date of Request: 6/20/2016 Site Name: HOF Banquet-GHS

Acct. Name & #: 927, Hall of Fame Current Unobligated Account Balance: \$700 736³⁴
9

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

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

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

If the fundraiser involves selling food and/or beverage items, please supply the following information:
Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies, soda)

Manufacturer: _____

Purpose for which funds will be used:

Buy Plaques and food for ~~social~~ Inductees social
for Hall of Fame
Inductees

Name of Vendor: TBA

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

None

- a. Estimated INCOME: \$2500
- b. Less Estimated EXPENSE: -0-
- c. Estimated PROFIT: \$2500

NOTES:

First day of Fundraiser: Aug. 6th Last Day of Fundraiser: _____


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

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

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

Sponsor's Signature: _____ Date: 6/20/16

Principal's Signature: _____ Date: 6/20/2016

Athletic Director's Signature (if applicable):  Date: 6/20/2016

Board of Education Approval Date: _____



GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

hh.

Date of Request: 6/28/16 Site Name: Transportation

Acct. Name & #: 934, Transportation Current Unobligated Account Balance: \$3966.81

Select One: [checked] Soliciting in school only [] Soliciting in school and community [] Community Only

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

We purchase snack goods and drinks from Walmart and Sam's to resale.

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's nutritional standards that went into effect across the country July 1st 2014.

If the fundraiser involves selling food and/or beverage items, please supply the following information:

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

Candy. Cookies. Pastries. Sodas. Water. Crackers. Chips. Fruit Cups. Sandwiches. Icecream

Manufacturer: Various

Purpose for which funds will be used:

purchase vending supplies for resale, inservice luncheons/meetings, staff luncheons, staff bereavement flowers

Name of Vendor: Sam's, Walmart

Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

See above food list

- a. Estimated INCOME: 8700.00
b. Less Estimated EXPENSE: 7100.00
c. Estimated PROFIT: 1600.00

NOTES:

First day of Fundraiser: 7/16/16 Last Day of Fundraiser: 6/30/17

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

What will happen to any items that are not sold? Held for resale 7/1/17

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

Sponsor's Signature: [Signature] Date: 6-28-16

Principal's Signature: [Signature] Date: 6/28/16

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

Board of Education Approval Date:

TRANSFERS FOR BOARD APPROVAL
July 11, 2016

TO:	FROM:	REASON	\$AMOUNT
925, GF Refund	859, Band	Postage for mailing	\$ 33.02



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

Amount \$33.02

Date Requested 6-22-16

Transfer to: 925 General Fund
Account Name & Number

Transfer from: 859 Band
Account Name & Number


State Reason for Transfer Below

Mailing	71 @ 46.5
---------	-----------

Sponsor's Signature: 

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: 

Transfer # _____

Board Approved _____

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND TRANSFER OF EXCESS FUNDS

Transfer all activity accounts and activity balances as of 06/30/2016 to the new school year 2016-2017. (See 6/30/16

ACCOUNT #	ACCOUNT NAME	ACCOUNT BALANCE (AS OF 06/30/2016)
801	CENTRAL FACULTY	\$ 99.00
802	CENTRAL ACTIVITY	\$ 13,164.38
803	CENTRAL PTO	\$ 6,206.67
804	COTTERAL PTO	\$ 4,516.70
805	COTTERAL ACTIVITY	\$ 11,679.87
806	COTTERAL FACULTY	\$ 418.06
808	FOGARTY PTO	\$ 10,936.99
809	FOGARTY ACTIVITY	\$ 14,263.95
810	FOGARTY FACULTY	\$ 163.37
812	GUES ACTIVITY	\$ 18,608.42
813	GUES FACULTY	\$ 676.42
815	GUES PTO	\$ 18,975.08
816	GHS SPECIAL KIDS	\$ 64.65
817	ART JUNIOR HIGH	\$ 309.56
818	JH BUILDERS CLUB	\$ 311.54
819	ATHLETICS JUNIOR HIGH	\$ 8,080.09
820	GOLF JUNIOR HIGH	\$ 1,960.31
821	FHA JUNIOR HIGH	\$ 1,196.85
822	HONOR SOCIETY JR HIGH	\$ 1,978.10
823	JR HIGH ACCOUNT	\$ 2,634.14
824	JR HIGH FACULTY	\$ 724.36
825	LIBRARY JR HIGH	\$ 6,028.30
826	LEARN 2 LOVE	\$ 2,281.37
827	CHEERLEADERS JR HIGH	\$ 7,388.04
830	STUCO JH	\$ 3,041.32
831	T.S.A. JR HIGH	\$ 1,960.45
832	YEARBOOK JR HIGH	\$ 1,495.90
834	ACADEMIC TEAM JR HIGH	\$ 170.74
850	ACADEMIC TEAM HS	\$ 40.10
851	ART CLUB HS	\$ 6,846.81
852	ATHLETICS HS	\$ 46,082.54
853	HS CHEER	\$ 3,146.38
854	FOOTBALL CAMP	\$ 1,182.25
855	TENNIS HS	\$ 11,928.78
856	GHS LIBRARY	\$ 1,641.54
857	YOUTH & GOVERNMENT HS	\$ 51.94
858	GHS LINK CREW	\$ 185.99
859	BAND(OPERATING) HS	\$ 9,838.75
860	CLASS OF 2016 HS	\$ 1,132.55
861	CLASS OF 2017 HS	\$ 4,292.93
862	CLASS OF 2018 HS	\$ 4,713.76
863	CLASS OF 2019 HS	\$ 2,315.95
864	GHS ALUMNI ACCOUNT	\$ 1,126.77

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND TRANSFER OF EXCESS FUNDS

Transfer all activity accounts and activity balances as of 06/30/2016 to the new school year 2016-2017. (See 6/30/16

869	ENGLISH CLUB HS	\$	1,428.33
870	HS FACULTY/COURTESY ACCOUNT	\$	1,565.30
871	HS STUDENT PANTRY	\$	3,041.65
872	CLASS OF 2020 HS	\$	-
873	SPEECH HS	\$	503.25
875	ROBOTICS/STEM	\$	-
876	FFA/4H BOOSTER CLUB HS	\$	42,806.37
877	FFA HS	\$	14,229.23
878	FCCLA(FHA) HS	\$	429.14
879	FOREIGN LANGUAGE SPANISH HS	\$	1,647.23
882	GUTHRIE RUNNING CLUB HS	\$	2,875.00
883	HERITAGE CLUB HS	\$	943.77
884	HIGH SCHOOL ACCOUNT	\$	12,342.93
886	HONOR SOCIETY HS	\$	1,638.29
888	JOURNALISM HS	\$	387.30
889	KEY CLUB HS	\$	464.67
892	MATH OF FINANCE	\$	18.18
893	MU ALPHA THETA HS	\$	382.99
895	JROTC HS	\$	6,633.92
896	S.A.D.D. HS	\$	40.02
897	SOCCER CLUB HS	\$	1,711.14
898	SCIENCE CLUB HS	\$	6,557.27
899	STUDENT COUNCIL HS	\$	3,944.90
900	CAMPUS BEAUTIFICATION HS	\$	7,916.89
902	VOCAL HS	\$	3,910.05
904	YEARBOOK HS	\$	799.09
907	HS MEMORIAL FUND	\$	73.92
908	VOCAL TRIP ACCOUNT HS	\$	440.94
911	FFA BUILDING FUND	\$	17,539.67
912	GHS BUSINESS PROF OF AMERICA	\$	597.44
913	DRAMA HS	\$	1,519.39
921	BANQUET ACCOUNT	\$	309.01
922	COURTESY COMMITTEE ADMIN	\$	108.87
927	HALL OF FAME BANQUET	\$	736.17
929	SPECIAL OLYMPICS	\$	28,865.80
930	DISTRICT ELEMENTARY PTO	\$	175.34
933	FAVER C&C	\$	70.08
934	TRANSPORTATION C&C	\$	3,966.81
935	VENDING MACHINE ADMIN	\$	393.20
936	GUES HONOR CHOIR	\$	628.91
937	FAVER ACTIVITY	\$	415.81
938	NATIVE AMERICAN PARENT COMM	\$	205.72
940	ADMINISTRATION MISC	\$	9,245.87
	TOTAL TRANSFERRED	\$	415,371.53

Purchase Order Register

Options: Year: 2015-2016, Fund: Building, Date Range: 7/1/2015 - 6/30/2016, PO Range: 147 - 148

PO No	Date	Vendor No	Vendor	Description	Amount
147	06/16/2016	16749	SIMPLEX GRINNELL	FIRE ALARM REPAIRS AT GUES	2,957.23
148	06/21/2016	15587	AUTOMATED BUILDING SYSTEMS, INC.	HVAC CONTROLS REPAIRS AT GUES	400.00
Non-Payroll Total:					\$3,357.23
Payroll Total:					\$0.00
Report Total:					\$3,357.23

Purchase Order Register

Options: Year: 2015-2016, Fund: BOND FUND, Date Range: 7/1/2015 - 6/30/2016, PO Range: 3 - 3

PO No	Date	Vendor No	Vendor	Description	Amount
3	06/13/2016	43782	JENCO CONSTRUCTION COMPANY	HVAC/WINDOW REPLACEMENT/CENTRAL	1,070,000.00
Non-Payroll Total:					\$1,070,000.00
Payroll Total:					\$0.00
Report Total:					\$1,070,000.00

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 6/7/2016 - 6/30/2016, PO Range: 1 - 1048, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount	
1	07/01/2015	10611	CITY OF GUTHRIE	WATER/SEWER/GARBAGE FOR 2015-1	1,128.46	
				06/01/2016	06/28/2016	-11,371.54
				06/28/2016		12,500.00
3	07/01/2015	12892	O.N.G.	NATURAL GAS/GAS TRANSPORTATION	103.00	
				06/01/2016	06/30/2016	-546.23
				06/30/2016		649.23
4	07/01/2015	17419	CLEARWATER ENTEPRISES	NATURAL GAS FOR 2015-16	-2,216.70	
				05/06/2016	06/15/2016	-2,677.60
				06/15/2016		210.90
				06/15/2016		250.00
10	07/01/2015	13181	PITNEY BOWES CREDIT CORP.	POSTAGE MACHINE/SUPPLIES 2015-	105.00	
				05/31/2016	06/22/2016	-147.00
				06/22/2016		252.00
12	07/01/2015	13431	ROSENSTEIN FIST & RINGOLD	ATTORNEY FEES FOR 2015-16	4,326.17	
				04/28/2016	06/14/2016	-5,673.83
				06/03/2016	06/15/2016	-3,081.46
				06/14/2016		10,000.00
				06/15/2016		3,081.46
13	07/01/2015	11201	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES FOR 20	17.60	
				07/01/2015	06/28/2016	-24.10
				06/28/2016		41.70
15	07/01/2015	42573	LOGAN COUNTY COURIER	SUBSCRIPTIONS/ADS/INFO FOR 20	20.00	
				07/01/2015	06/15/2016	-140.00
				06/15/2016		160.00
16	07/01/2015	14316	AHP OF OKLAHOMA	SUBSCRIPTION/ADS/INFO FOR 201	111.49	
				04/06/2016	06/28/2016	-50.00
				06/28/2016		46.00
				06/28/2016		115.49
17	07/01/2015	10081	AMERICAN FIDELITY ASSURANCE CO	FICA FOR 2015-16	571.65	
				05/13/2016	06/16/2016	-32.90
				05/17/2016	06/14/2016	-157.98
				06/14/2016		137.70
				06/14/2016		9.69
				06/16/2016		32.90
				06/16/2016		51.26
				06/16/2016		29.84
				06/30/2016		501.14
19	07/01/2015	42029	AFPLANSERV	ADMINSTRATIVE FEE FOR 2015-16	-29.00	
				07/01/2015	06/14/2016	-363.00
				06/14/2016		167.00
				06/27/2016		167.00
20	07/01/2015	10018	IMAGE WORKS OF OKLAHOMA, INC	COPY MAINTENANCE FOR 2015-16	-4,145.78	

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PO No	Date	Vendor No	Vendor	Description	Amount	
		037-1000-430-100-1050-000-130		09/09/2015	06/27/2016	-246.03
		037-1000-430-430-0000-000-710		09/09/2015	06/27/2016	-61.23
		037-1000-440-100-1050-000-130		09/09/2015	06/27/2016	-45.30
		037-1000-440-430-0000-000-710		09/09/2015	06/27/2016	-1.20
		037-2620-440-000-0000-000-050		09/09/2015	06/27/2016	-42.23
		037-2511-430-000-0000-000-050		04/05/2016	06/27/2016	-232.96
		037-1000-430-100-0000-000-610		05/04/2016	06/27/2016	-281.25
		037-1000-430-100-0000-000-705		05/04/2016	06/27/2016	-247.12
		037-1000-430-100-1024-000-120		05/04/2016	06/27/2016	-921.04
		037-1000-430-100-1050-000-110		05/04/2016	06/27/2016	-35.72
		037-1000-430-100-1050-000-125		05/04/2016	06/27/2016	-120.45
		037-2511-440-000-0000-000-050		05/04/2016	06/27/2016	-1,758.84
		037-2740-430-000-0000-000-050		06/02/2016	06/27/2016	-3.16
		037-1000-430-100-1050-000-125		06/27/2016		174.20
		037-2511-440-000-0000-000-050		06/27/2016		27.20
		037-2319-430-000-0000-000-050		12/07/2015	06/27/2016	-69.01
		037-2319-440-000-0000-000-050		12/07/2015	06/27/2016	-281.64
24	07/01/2015	15124	COOPERATIVE COUNCIL FOR OKLAHOMA LEGAL ASSIST/REGISTRATION FOR			100.00
		006-2573-860-000-0000-000-050		03/09/2016	06/16/2016	-2,500.00
		006-2573-860-000-0000-000-050		06/16/2016		2,600.00
31	07/01/2015	13229	QUILL CORPORATION	SUPPLIES FOR 2015-16		-135.94
		041-2511-619-000-0000-000-050		03/09/2016	06/20/2016	-135.94
33	07/01/2015	17940	ROSPERITY BANK	REGISTRATION/TRAVEL/SUPPLIES		-292.02
		031-2573-580-000-0000-000-050		07/01/2015	06/20/2016	-29.99
		031-2573-580-000-0000-000-050		07/01/2015	06/20/2016	-40.00
		031-2573-580-000-0000-000-050		05/06/2016	06/20/2016	-220.00
		031-2321-619-000-0000-000-050		06/20/2016		40.00
		031-2511-653-000-0000-000-050		06/20/2016		29.99
		136-2511-619-000-0000-000-050		03/09/2016	06/20/2016	-72.02
34	07/01/2015	14665	OKLAHOMA STATE UNIVERSITY	REGISTRATION FOR 2015-16		-195.00
		006-2573-860-000-0000-000-050		05/06/2016	06/20/2016	-195.00
35	07/01/2015	83465	MICHAEL L SIMPSON	EXPENSE REIMB. FOR 2015-16		274.83
		031-2573-580-000-0000-000-050		05/03/2016	06/14/2016	-300.00
		031-2573-580-000-0000-000-050		06/14/2016		574.83
36	07/01/2015	81424	DENNIS EUGENE SCHULZ	EXPENSE REIMB. FOR 2015-16		-24.50
		031-2573-580-000-0000-000-050		05/06/2016	06/28/2016	-24.50
37	07/01/2015	83596	DOUGLAS ALLEN OGLE	EXPENSE REIMB. FOR 2015-16		-264.16
		031-2573-580-000-0000-000-050		07/01/2015	06/13/2016	-612.48
		031-2573-580-000-0000-000-050		06/13/2016		348.32
38	07/01/2015	83489	CARMEN L WALTERS	EXPENSE REIMB. FOR 2015-16		172.26
		031-2573-580-000-0000-000-050		06/14/2016		172.26
39	07/01/2015	82483	ANITA K PAUL	EXPENSE REIMB. FOR 2015-16		-16.74
		031-2511-580-000-0000-000-050		06/01/2016	06/30/2016	-61.56
		031-2511-580-000-0000-000-050		06/30/2016		44.82
40	07/01/2015	83452	JANA LYNN WANZER	EXPENSE REIMB. FOR 2015-16		-11.40
		031-2313-580-000-0000-000-050		06/01/2016	06/30/2016	-22.20
		031-2313-580-000-0000-000-050		06/30/2016		10.80
52	07/01/2015	11201	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES FOR		-21.25

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PO No	Date	Vendor No	Vendor	Description	Amount
				SUPPLIES FOR 2015-16	-21.25
		136-2620-619-000-0000-000-705			
54	07/01/2015	17980	TRANSPAR GROUP INC.	TRANSPORTATION MANAGEMENT FOR	-2,000.00
				TRANSPORTATION MANAGEMENT FOR 2015-16	-12,852.00
		018-2720-310-000-0000-000-050			
		018-2720-310-000-0000-000-050			10,852.00
60	07/01/2015	43518	OKLAHOMA CENTER FOR COMMUNICATION	PUBLIC RELATIONS FOR 2015-16	-2,350.00
				PUBLIC RELATIONS FOR 2015-16	-2,350.00
		132-2560-340-000-0000-000-050			
61	07/01/2015	81425	JAMES D BENSON	EXPENSE REIMB. FOR 2015-2016	-690.80
				EXPENSE REIMB.FOR 2015-2016	-690.80
		026-2580-580-000-0000-000-050			
62	07/01/2015	82236	GREGORY DUANE SULLAWAY	EXPENSE REIMB. FOR 2015-16	-1,030.68
				EXPENSE REIMB. FOR 2015-16	-1,030.68
		026-2230-580-000-0000-000-050			
63	07/01/2015	81192	MARIA E WILSON	EXPENSE REIMB. FOR 2015-16	-984.54
				EXPENSE REIMB. FOR 2015-16	-984.54
		026-2230-580-000-0000-000-050			
64	07/01/2015	83714	TREVOR LEE MOWDY	EXPENSE REIMB. FOR 2015-16	-1,847.12
				EXPENSE REIMB. FOR 2015-16	-1,847.12
		026-2230-580-000-0000-000-050			
71	07/01/2015	16667	CDW DIRECT LLC	BLANKET FOR SUPPLIES/TECHNOLOG	-388.56
				BLANKET FOR SUPPLIES/TECHNOLOGY	-388.56
		026-2230-653-000-0000-000-050			
72	07/01/2015	43320	CHICKASAW	NETWORK SUPPORT FOR 2015-16	-500.00
				ON SITE SUPPORT OF NETWORK	-500.00
		026-2230-430-000-0000-000-050			
74	07/01/2015	43408	SCOTT NORRIS COMPANY, INC.	IPAD & PHONE REPAIRS	-1,164.10
				BLANKET FOR REPAIRS AND PARTS	-2,000.00
		026-2640-430-000-0000-000-050			
		026-2640-430-000-0000-000-050			835.90
75	07/01/2015	15926	DELL MARKETING L.P.	BLANKET FOR SUPPLIES/TECHNOLOG	-5,120.23
				BLANKET FOR PARTS, SUPPLIES & EQUIPMENT	-5,120.23
		026-2230-653-000-0000-000-050			
78	07/01/2015	11169	ENDEX OF OKLAHOMA, INC.	BLANKET FOR PARTS/REPAIRS/TECH	-500.00
				BLANKET FOR PARTS/REPAIRS/TECH	-500.00
		026-2230-430-000-0000-000-050			
79	07/01/2015	11201	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES/TECHNO	-224.70
				MACHINE RENTAL/SUPPLIES/TECHNOLOGY	-224.70
		026-2620-619-000-0000-000-050			
84	07/01/2015	42601	LIGHTSPEED TECHNOLOGIES, INC.	BLANKET FOR PARTS/SUPPLIES/TEC	-80.00
				BLANKET FOR PARTS AND SUPPLIES	-80.00
		026-2230-653-000-0000-000-050			
86	07/01/2015	42330	NEW EGG BUSINESS, INC	BLANKET FOR PARTS/TECHNOLOGY	-1,520.89
				BLANKET FOR PARTS/TECHNOLOGY	-1,910.57
		026-2230-653-000-0000-000-050			
		026-2230-653-000-0000-000-050			389.68
87	07/01/2015	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES/TECHNOLOG	-633.17
				BLANKET FOR SUPPLIES/TECHNOLOGY	-633.17
		026-2230-619-000-0000-000-050			
88	07/01/2015	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES/TECHNOLOG	-414.08
				BLANKET FOR	-416.07
		026-2230-618-000-0000-000-050			

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PO No	Date	Vendor No	Vendor	Description	Amount
				SUPPLIES/TECHNOLOGY 026-2230-618-000-0000-000-050 06/29/2016	1.99
91	07/01/2015	42240	PERSONAL COMPUTER SYSTEMS, INC.	BLANKET FOR PARTS/TECHNOLOGY	15.00
				BLANKET FOR PARTS/TECHNOLOGY 026-2230-653-000-0000-000-050 03/29/2016 06/21/2016	-475.00
				026-2230-653-000-0000-000-050 06/21/2016	490.00
98	07/01/2015	13832	SYNERGY DATACOM, INC.	BLANKET FOR PARTS/TECHNOLOGY	-132.08
				BLANKET FOR PARTS/TECHNOLOGY 026-2230-653-000-0000-000-050 03/29/2016 06/29/2016	-132.08
100	07/01/2015	16395	UPS	SHIPPING FOR 2015-16	-802.01
				SHIPPING FOR 2015-16 026-2560-530-000-0000-000-050 07/01/2015 06/29/2016	-802.01
121	07/01/2015	17289	A-1 RADIATOR SERVICE, INC.	BLANKET FOR REPAIRS/SUPPLIES F	-500.00
				BLANKET FOR SUPPLIES AND REPAIRS 018-2740-430-000-0000-000-070 07/01/2015 06/08/2016	-400.00
				FOR 2015-16 018-2740-612-000-0000-000-070 07/01/2015 06/08/2016	-100.00
124	07/01/2015	12936	OKLA. ASSOC. FOR PUPIL TRANS.	BUS DRIVERS TRAINING FOR 2015-	-865.00
				BLANKET FOR ONLINE TRAINING FOR 018-2573-810-000-0000-000-070 07/01/2015 06/28/2016	-865.00
				NEW DRIVERS FOR 2015-16	
134	07/01/2015	11933	JOHN VANCE MOTORS, INC.	BLANKET FOR SUPPLIES FOR 2015	-176.95
				BLANKET FOR PARTS AND SUPPLIES 018-2650-612-000-0000-000-070 07/01/2015 06/28/2016	-176.95
				FOR 2015-16	
138	07/01/2015	16410	MCBRIDE CLINIC ORTHOPEDIC HOSPITAL,	BLANKET FOR DRUG/ALCOHOL TESTI	-211.00
				BLANKET FOR DRUG AND ALCOHOL 018-2574-336-000-0000-000-070 04/29/2016 06/28/2016	-211.00
				TESTING FOR 2015-16	
142	07/01/2015	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES FOR 2015-	-405.21
				BLANKET FOR OFFICE SUPPLIES FOR 018-2740-619-000-0000-000-070 07/01/2015 06/08/2016	-405.21
				2015-16	
145	07/01/2015	17940	ROSPERITY BANK	BLANKET FOR OUT OF TOWN FUEL F	-269.57
				BLANKET FOR OUT OF TOWN FUEL 018-2650-625-000-0000-000-070 02/24/2016 06/28/2016	-269.57
				FOR 2015-16	
160	07/01/2015	14201	WALKER TIRE	BLANKET FOR TIRES/REPAIRS FOR	17.38
				BLANKET FOR TIRES AND REPAIRS 018-2650-430-000-0000-000-070 07/02/2015 06/28/2016	-447.50
				FOR 2015-16 018-2650-612-000-0000-000-070 07/02/2015 06/28/2016	-382.00
				018-2650-612-000-0000-000-070 06/28/2016	846.88
164	07/01/2015	17336	CUMMINGS SOUTHERN PLAINS, LTD	BLANKET FOR REPAIRS FOR 2015-1	-287.57
				BLANKET FOR REPAIRS FOR 2015-16 018-2740-430-000-0000-000-070 07/01/2015 06/08/2016	-287.57
167	07/01/2015	14112	UNITED HOLDINGS LLC.	BLANKET FOR REPAIRS FOR 2005-1	-1,000.00
				BLANKET FOR REPAIRS FOR 2015-16 018-2740-430-000-0000-000-070 07/01/2015 06/08/2016	-1,000.00
168	07/01/2015	43510	HOOTEN OIL COMPANY, INC	BLANKET FOR SUPPLIES FOR 2015-	-1,200.00
				BLANKET FOR DIESEL EMISSIONS 018-2740-612-000-0000-000-070 07/01/2015 06/08/2016	-1,200.00
				FLUID	
176	07/01/2015	12173	LAMPTON WELDING SUPPLY COMPANY, INC	BLANKET FOR PROPANE/BOTTLE LEA	15.20
				BLANKET FOR PROPANE AND PROANE 412-1000-621-311-8000-000-705 08/12/2015 06/13/2016	-213.55
				BOTTLE LEASE FOR 2015-16 SCHOOL 412-1000-621-311-8000-000-705 06/13/2016	228.75
				YEAR	
190	07/01/2015	83798	SONYA ALECIA ARNOLD	MILEAGE REIMB. FOR 2015-16	-61.76
				TRAVEL REIMBURSEMENT 044-2135-580-239-1050-000-050 05/10/2016 06/28/2016	-200.00
				044-2213-580-239-1050-000-050 06/28/2016	138.24
203	07/01/2015	42795	APRIL NEICHOLE KECK	VISUAL IMPAIRMENT CONTRACT FOR	-300.00

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PO No	Date	Vendor No	Vendor	Description	Amount
				VI SVC SUMMER SCHOOL JULY 2016	
		621-2180-320-239-1050-000-050		07/01/2015	06/29/2016
256	07/22/2015	43690	MERCY SPECIALIZED BILLING SERVICES	SPEECH THERAPY CONTRACT/2015-	-2,193.28
				SPEECH THERAPY CONTRACT FOR 2015-16	
		044-2152-320-239-0000-000-050		07/22/2015	06/28/2016
		044-2152-320-239-0000-000-050		06/28/2016	2,837.02
266	07/28/2015	17730	DR. DAWN'S CHIROPRACTIC CARE CENTER	PHYSICALS FOR DRIVERS	-50.00
				BLANKET FOR EMPLOYEE PHYSICALS	
		018-2574-332-000-0000-000-070		04/28/2016	06/08/2016
566	09/02/2015	80486	SHERYL D MILES	MILEAGE REIMB. FOR 2015-16	41.04
				MILEAGE REIMB. FOR 2015-16	
		031-2573-580-000-0000-000-050		06/13/2016	41.04
712	10/14/2015	17715	ALAN E ZERR	SPRINKLER REPAIRS/ATHLETICS/HS	-400.00
				SPRINKLER SYSTEM REPAIRS	
		119-2630-430-824-0000-000-705		10/14/2015	06/16/2016
720	10/15/2015	11097	EDMOND PUBLIC SCHOOLS	COMPUTERS/TECHNOLOGY	-1,250.00
				COMPUTERS	
		026-2230-653-000-0000-000-050		10/15/2015	06/29/2016
751	10/29/2015	43670	KRISTEN LEIGH TAM	OT SERVICES FOR 2015-16	-1,000.00
				OCCUPATIONAL THERAPY CONTRACT	
		044-2132-336-239-1050-000-050		06/01/2016	06/29/2016
762	11/06/2015	40791	APPLE, INC.	Supplies	1,794.00
				Supplies	
		026-2230-653-000-0000-000-050		11/06/2015	06/29/2016
		421-1000-653-332-8000-000-705		06/21/2016	2,470.72
		026-2230-653-000-0000-000-705		06/29/2016	38.27
		421-1000-653-332-8000-000-705		06/29/2016	38.01
792	11/24/2015	80130	JON CHAPPELL	MILEAGE REIMB. FOR 2015-16	-1.72
				MILEAGE REIMB. FOR 2015-16	
		031-2199-580-000-0000-000-705		11/24/2015	06/14/2016
		031-2573-580-000-0000-000-705		11/24/2015	06/14/2016
		031-2199-580-000-0000-000-705		06/14/2016	793.26
		031-2573-580-000-0000-000-705		06/14/2016	123.12
799	12/01/2015	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES/TRANSPORTATION	-25.34
				BLANKET FOR BUS AND SHOP SUPPLIES	
		018-2740-612-000-0000-000-070		12/01/2015	06/08/2016
823	12/14/2015	17940	ROSPERITY BANK	SECURE VISITOR BADGES	-15.01
				SHIPPING	
		026-2660-619-000-0000-000-050		03/09/2016	06/20/2016
830	12/16/2015	16371	TWOTREES TECHNOLOGY, LLC	BLANKET FOR SUPPLIES/FIREWALL	350.00
				BLANKET FOR SUPPLIES/FIREWALL	
		026-2230-653-000-0000-000-050		12/16/2015	06/15/2016
		026-2230-653-000-0000-000-050		06/15/2016	1,745.00
838	12/18/2015	13752	BRENDA WILKINS	REPAIRS/TRANSPORTATION	-100.00
				REPAIR TO S-10 DOOR HINGE	
		018-2650-430-000-0000-000-070		12/18/2015	06/28/2016
871	01/13/2016	42234	CHALK'S TRUCK PARTS, INC.	BLANKET FOR PARTS/TRANSPORTATION	-1,987.97
				BLANKET FOR BUS PARTS	
		018-2740-612-000-0000-000-070		01/13/2016	06/28/2016
885	01/22/2016	12682	MIDWEST BUS SALES, INC.	BLANKET FOR BUS PARTS/TRANSPORTATION	-1,446.70
				BLANKET FOR BUS PARTS	
		018-2740-612-000-0000-000-070		05/11/2016	06/28/2016
902	02/02/2016	43580	DIGI SECURITY SYSTEMS LLC	Blanket for Parts and Repairs	-318.75
				Blanket for Parts & Repairs	
		026-2230-653-000-0000-000-050		02/02/2016	06/29/2016
904	02/08/2016	17996	CHRISTINE E HAYES	SPEECH THERAPY SERVICE CONTRACT	-207.69
				SPEECH THERAPY	
		044-2152-320-239-0000-000-050		05/24/2016	06/29/2016
		044-2152-320-239-0000-000-050		06/29/2016	1,792.31

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PO No	Date	Vendor No	Vendor	Description	Amount	
910	02/10/2016	11849	JERRY D JONES	BLANKET FOR TOWING SERVICE	-1,551.75	
				BLANKET FOR WRECKER AND TOWING SERVICES		
		018-2740-340-000-0000-000-070		02/10/2016	06/28/2016	-313.50
		018-2740-340-000-0000-000-070		04/26/2016	06/28/2016	-1,238.25
928	02/16/2016	10707	COUNTRY FORD MERCURY	BLANKET FOR PARTS/TRANSPORTATION	-500.00	
				BLANKET FOR PARTS		
		018-2740-612-000-0000-000-070		02/16/2016	06/28/2016	-500.00
934	02/18/2016	43489	PIRAINO CONSULTING, INC.	BLANKET FOR PARTS/TECHNOLOGY	-1,000.00	
				Blanket for Parts & Supplies		
		026-2230-653-000-0000-000-050		02/18/2016	06/29/2016	-1,000.00
938	02/23/2016	17289	A-1 RADIATOR SERVICE, INC.	BLANKET FOR PART/REPAIRS/TRANSPORTATION	-330.00	
				BLANKET FOR PARTS AND PART REPAIRS		
		018-2740-430-000-0000-000-070		03/08/2016	06/08/2016	-75.00
		018-2740-612-000-0000-000-070		03/08/2016	06/08/2016	-255.00
944	02/24/2016	17336	CUMMINGS SOUTHERN PLAINS, LTD	DIAGNOSIS FOR BUS 2/TRANSPORTATION	-286.00	
				DIAGNOSIS FOR BUS 2		
		018-2740-430-000-0000-000-070		02/24/2016	06/08/2016	-286.00
985	03/31/2016	42541	TERESA EWING	PHYSICAL THERAPY	-9,240.00	
				PT		
		044-2170-336-239-1050-000-050		03/31/2016	06/29/2016	-11,280.00
		044-2170-336-239-1050-000-050		06/29/2016		2,040.00
995	04/04/2016	14377	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS/LIBRARY/HUDSON/HS	-78.47	
				BOOKS FOR LIBRARY - LIST SENT SEPARATELY		
		097-2220-641-100-0000-000-705		04/04/2016	06/22/2016	-1,956.04
		097-2220-641-100-0000-000-705		06/22/2016		1,881.02
				CATALOGING AND PROCESSING		
		097-2220-641-100-0000-000-705		04/04/2016	06/22/2016	-87.63
		097-2220-641-100-0000-000-705		06/22/2016		84.18
1003	04/20/2016	16611	ACT HOLDCO	BLANKET FOR PARTS/TRANSPORTATION	-1,428.06	
				BLANKET FOR PARTS		
		018-2740-612-000-0000-000-070		04/20/2016	06/28/2016	-2,000.00
		018-2740-612-000-0000-000-070		06/28/2016		571.94
1012	04/26/2016	15678	SCHOLASTIC READING COUNTS	SUPPLIES/FOUNDATION GRANT/BALL/GUES	-1.19	
				SUPPLIES AS PER ATTACHED		
		061-1000-619-100-1050-000-125		04/26/2016	06/27/2016	-1.19
1026	05/03/2016	12899	O'REILLY AUTOMOTIVE INC.	BLANKET FOR PARTS	-143.00	
				BLANKET FOR PARTS		
		018-2650-612-000-0000-000-070		05/27/2016	06/28/2016	-143.00
1030	05/06/2016	10707	COUNTRY FORD MERCURY	FRONT END ALIGNMENT FOR MAINT. TRUCK	-10.05	
				ALIGNEMENT FOR TRUCK #74		
		018-2650-430-000-0000-000-070		05/06/2016	06/14/2016	-10.05
1041	05/18/2016	80796	JAMIE LYNN MUNGAI	MILEAGE FOR HOMEBOUND	-47.02	
				HOMEBOUND MILEAGE REIMBURSEMENT		
		044-1000-580-239-1050-000-125		05/19/2016	06/30/2016	-47.02
1042	05/18/2016	13131	PAUL PENLEY OIL COMPANY, INC.	FUEL PER BID/TRANSPOTATION	-27.60	
				7000 GALLONS DIESEL FUEL @1.5020		
		019-2740-623-000-0000-000-070		05/18/2016	06/14/2016	-24.01
		019-2740-625-000-0000-000-070		05/18/2016	06/14/2016	-3.59
		@1.7933				
1043	05/19/2016	13991	THOMPSON SCHOOL BOOK	MATH TEXTBOOKS/COTTERAL/CENTRAL/FOGARTY	0.01	
				1% HANDLING FEE		
		023-1000-644-100-2200-000-110		05/19/2016	06/07/2016	-70.51
		023-1000-644-100-2200-000-110		06/07/2016		70.52

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 6/7/2016 - 6/30/2016, PO Range: 1 - 1048, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
				Non-Payroll Total:	(\$47,489.02)
				Payroll Total:	\$0.00
				Report Total:	(\$47,489.02)

Project Totals

006	DUES/MEMBERSHIPS/REGIST.	-124.00
009	NATURAL GAS	-2,113.70
011	WATER/SEWER/GARBAGE	1,128.46
018	TRANSPORTATION	-14,756.79
019	FUEL	-27.60
023	TEXTBOOKS	0.01
026	DIRECTOR OF TECHNOLOGY	-18,966.45
028	LEGAL SERVICES	4,326.17
029	POSTAGE/FREIGHT	105.00
031	PROFESSIONAL TRAVEL	-50.39
037	COPIERS/DUPLICATORS	-4,145.78
041	ADMINISTRATION	13.15
044	SPECIAL ED. DIR.	-12,749.75
046	3RD PARTY SICK LEAVE	571.65
061	GUTHRIE ED. FOUNDATION GRANT	-1.19
097	HS LIBRARY BUDGET	-78.47
119	ATHLETICS	-400.00
132	PUBLIC COMMUNICATION	-2,350.00
136	SUPPLIES FOR DISTRICT	-93.27
412	VOC.PROG.INCENTIVE GRANTS	15.20
421	SECONDARY	2,508.73
621	FLOW THRU P.L. 105-17 IDEA PTB	-300.00

Unit Totals

000	ALLOCATIONS	-3,081.46
050	DISTRICT WIDE	-32,382.71
070	TRANSPORTATION	-12,733.13
110	FOGARTY	-35.71
120	COTTERAL	-921.04
125	GUES	486.40
130	CENTRAL	-291.33
610	JR. HIGH	-281.25
705	HIGH SCHOOL	1,813.64
710	FAVER	-62.43

Change Order Listing

Options: Fund: Building, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 6/7/2016 - 6/30/2016, PO Range: 1 - 146,
Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
3	07/01/2015	16626	JOHN HUDSON	BLANKET FOR MOWING FOR 2015 -16	-3,250.00
		013-2630-426-000-0000-000-050		07/01/2015 06/30/2016	-3,250.00
4	07/01/2015	17988	GUTHRIE LAWN CARE LLC	BLANKET FOR MOWING FOR 2015 -16	3,350.00
		013-2630-426-000-0000-000-050		07/01/2015 06/23/2016	-2,075.00
		013-2630-426-000-0000-000-050		06/23/2016	5,425.00
5	07/01/2015	17249	S. T. BOLDING III	BLANKET FOR ELECTRICAL REPAIRS	-567.63
		013-2620-430-000-0000-000-050		07/01/2015 06/23/2016	-1,602.34
		013-2620-430-000-0000-000-050		06/23/2016	1,034.71
7	07/01/2015	42501	EARTHSMART CONTROLS	BLANKET FOR HVAC CONTROL REPAR	-2,132.49
		013-2620-430-000-0000-000-705		05/09/2016 06/28/2016	-2,132.49
14	07/01/2015	12324	LOCKE SUPPLY	BLANKET/ELECT/PLUMBING SUPPLIE	-722.10
		013-2630-618-000-0000-000-050		07/01/2015 06/21/2016	-883.31
		013-2630-618-000-0000-000-050		06/21/2016	161.21
16	07/01/2015	16749	SIMPLEX GRINNELL	FIRE ALARM INSPECTIONS&REP	-316.18
		013-2640-430-000-0000-000-050		07/01/2015 06/15/2016	-876.18
		013-2640-430-000-0000-000-050		06/15/2016	560.00
18	07/01/2015	41813	OKLAHOMA DEPARTMENT OF LABOR	STATE INSPECTIONS	-700.00
		013-2640-430-000-0000-000-050		07/01/2015 06/14/2016	-700.00
26	07/01/2015	80241	JERRY GAMMILL	EXPENSE REIMB. FOR 2015-16	-886.50
		013-2620-580-000-0000-000-050		07/01/2015 06/15/2016	-886.50
27	07/01/2015	12066	KATHY BERTWELL	EXPENSE REIMB. FOR 2015-16	-253.40
		013-2620-580-000-0000-000-002		07/01/2015 06/28/2016	-253.40
28	07/01/2015	17277	EDMOND SAFE & LOCK, INC.	KEY BLANKS AND LOCK REPAIR	-27.50
		013-2620-618-000-0000-000-050		07/01/2015 06/28/2016	-27.50
30	07/01/2015	10234	MAKER'S GLASS, INC.	BLANKET FOR SUPPLIES & REPAIRS	-1,160.01
		013-2620-430-000-0000-000-050		07/01/2015 06/28/2016	-200.00
		013-2620-618-000-0000-000-050		07/01/2015 06/28/2016	-1,016.82
		013-2620-430-000-0000-000-050		06/28/2016	56.81
36	07/01/2015	17695	MECHANICAL SALES OF OKLAHOMA, INC.	BLANKET FOR SUPPLIES FOR 2015-	-1,214.79
		013-2640-618-000-0000-000-050		05/06/2016 06/21/2016	-1,214.79
37	07/01/2015	10129	AUTO PARTS & MACHINE	BLANKET FOR SUPPLIES FOR 2015-	-180.96
		013-2620-618-000-0000-000-050		07/01/2015 06/28/2016	-180.96
42	07/01/2015	11453	W. W. GRAINGER	BLANKET FOR SUPPLIES FOR 2015-	373.73
		013-2620-618-000-0000-000-050		06/29/2016	373.73
57	08/12/2015	17959	GLYNES LARUE	INTERCOM/BELL REPAIRS AT GUES	-3,737.50
		013-2640-430-000-0000-000-125		08/12/2015 06/08/2016	-3,737.50
76	09/22/2015	17277	EDMOND SAFE & LOCK, INC.	REKEY/ STADIUM	382.50

Change Order Listing

Options: Fund: Building, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 6/7/2016 - 6/30/2016, PO Range: 1 - 146,
Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
				REKEY STADIUM	
		013-2620-430-000-0000-000-050		09/22/2015	06/15/2016
		013-2620-430-000-0000-000-050		06/15/2016	802.50
80	10/05/2015	16934	BRANCH'S HEATING & AIR	DISTRICT HEAT/AIR REPAIRS	-325.45
		013-2620-430-000-0000-000-050		05/09/2016	06/28/2016
					-325.45
90	11/10/2015	42205	THE PUBLIC GROUP, LLC	FEEES FOR ONLINE AUCTION SERVICE	-662.00
		013-2490-340-000-0000-000-050		11/10/2015	06/08/2016
		013-2490-340-000-0000-000-050		11/10/2015	06/22/2016
		013-2490-340-000-0000-000-050		11/10/2015	06/22/2016
		013-2620-810-000-0000-000-050		06/22/2016	177.58
		013-2620-810-000-0000-000-050		06/22/2016	160.42
92	11/19/2015	17906	CHRISTOPHER S EVANS	DISTRICT FIRE EXTIN & HOOD INSPECTIONS AND SERVICE	-5,000.00
		013-2640-430-000-0000-000-050		11/19/2015	06/08/2016
					-5,000.00
97	12/03/2015	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT SUPPLIES	-3,595.00
		013-2620-618-000-0000-000-050		12/03/2015	06/29/2016
					-3,595.00
98	12/03/2015	17447	HUNTER MECHANICAL & CONTROLS, INC.	HVAC REPAIRS AND SERVICE	-103.04
		013-2640-430-000-0000-000-050		12/03/2015	06/30/2016
					-103.04
104	01/07/2016	17152	TIME SPENT LLC	DISTRICT CARPET CLEANING	-1,597.00
		013-2620-420-000-0000-000-050		01/07/2016	06/28/2016
					-1,597.00
115	02/15/2016	11658	HURLEY PLUMBING COMPANY, INC	DISTRICT PLUMBING REPAIRS	-637.15
		013-2620-430-000-0000-000-050		03/29/2016	06/28/2016
		013-2620-618-000-0000-000-050		03/29/2016	06/28/2016
					-442.50
					-194.65
123	02/29/2016	42951	AM SAN	BLANKET FOR DISTRICT CUSTODIAL SUPPLIES	-402.52
		013-2620-618-000-0000-000-050		02/29/2016	06/28/2016
					-402.52
125	03/21/2016	41794	CARRIER CORPORATION	DISTRICT HVAC REPAIRS & SERVICE	-1,627.50
		013-4300-430-000-0000-000-050		03/21/2016	06/21/2016
					-1,627.50
127	03/29/2016	16654	BEN CHADD	MOWING FOR HIGH SCHOOL, GUES, CENTRAL	2,300.00
		013-2630-426-000-0000-000-002		03/29/2016	06/28/2016
		013-2630-426-000-0000-000-002		06/28/2016	5,750.00
133	04/12/2016	17719	TKE CORPORATION	ELEVATOR REPAIRS	-1,174.25
		013-2640-430-000-0000-000-610		04/12/2016	06/14/2016
					-1,174.25
134	04/19/2016	11163	H-I-S PAINT MFG. CO, LLC	SUMMER PAINT SUPPLIES	-165.07
		013-2620-618-000-0000-000-050		04/19/2016	06/08/2016
		013-2620-618-000-0000-000-050		06/08/2016	5,664.40
137	04/28/2016	15969	SOUTHWEST PAPER	DISTRICT CUSTODIAL SUPPLIES	372.40
		013-2620-618-000-0000-000-050		04/28/2016	06/15/2016
		013-2620-618-000-0000-000-050		06/15/2016	477.90
142	05/04/2016	43749	TREAT'S SOLUTIONS, LLC	SUMMER SUPPLIES	9.15
		013-2620-618-000-0000-000-050		05/04/2016	06/14/2016
		013-2620-618-000-0000-000-050		06/14/2016	104.69

Non-Payroll Total: (\$23,650.26)

Payroll Total: \$0.00

Report Total: (\$23,650.26)

Change Order Listing

Options: Fund: Building, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 6/7/2016 - 6/30/2016, PO Range: 1 - 146,
Include Negative Changes: True

Project Totals

013	MAINTENANCE/CUSTODIAL	-23,650.26
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Unit Totals

002	MAINTENANCE	2,046.60
050	DISTRICT WIDE	-18,652.62
125	GUES	-3,737.50
610	JR. HIGH	-1,174.25
705	HIGH SCHOOL	-2,132.49

Change Order Listing

Options: Fund: CHILD NUTRITION FUND, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 6/7/2016 - 6/30/2016, PO Range: 1 - 40, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
12	07/01/2015	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES FOR 2015-	-245.02
			BLANKET FOR SUPPLIES FOR 2015-16 763-3140-617-700-0000-000-050	02/10/2016 06/28/2016	-245.02
15	07/01/2015	11603	HILAND DAIRY FOODS COMPANY, LLC	BLANKET FOR MILK FOR 2015-16	-1,027.29
			BLANKET FOR MILK FOR 2015-16 763-3150-630-700-0000-000-050	06/03/2016 06/28/2016	-1,500.49
			766-3150-630-700-0000-000-050	06/28/2016	473.20
16	07/01/2015	11864	CHRIS COX	BLANKET FOR PRODUCE FOR 2015	-15,567.84
			BLANKET FOR FRUITS AND VEGGIES FOR 2015-16 763-3150-630-700-0000-000-050	07/01/2015 06/16/2016	-15,567.84
18	07/01/2015	17902	LABATT INSTITIONAL SUPPLY COMPANY	BLANKET FOR FOOD/SUPPLIES FOR	-2,500.00
			BLANKET FOR FOOD AND SUPPLIES FOR 2015-16 000-3110-630-700-0000-000-050	09/11/2015 06/21/2016	-3,471.02
			000-3110-630-700-0000-000-050	09/11/2015 06/21/2016	-1,543.26
			763-3150-630-700-0000-000-050	09/11/2015 06/21/2016	-47,695.46
			763-3150-630-700-0000-000-050	09/11/2015 06/21/2016	-36,990.87
			763-3150-630-700-0000-000-050	09/11/2015 06/21/2016	-35,700.28
			764-3150-630-700-0000-000-050	09/11/2015 06/21/2016	-14,918.10
			000-3110-617-700-0000-000-050	04/06/2016 06/21/2016	-4,253.52
			763-3140-617-700-0000-000-050	06/02/2016 06/28/2016	-110.60
			764-3140-618-700-0000-000-050	06/02/2016 06/28/2016	-175.82
			763-3150-630-700-0000-000-050	06/03/2016 06/28/2016	-2,213.58
			000-3155-630-700-0000-000-050	06/21/2016	1,744.21
			763-3110-617-700-0000-000-050	06/21/2016	4,253.52
			763-3110-630-700-0000-000-050	06/21/2016	23,847.73
			763-3110-630-700-0000-000-050	06/21/2016	26,797.85
			763-3110-630-700-0000-000-050	06/21/2016	18,495.44
			763-3150-630-700-0000-000-050	06/21/2016	23,847.73
			763-3150-630-700-0000-000-050	06/21/2016	8,902.43
			763-3150-630-700-0000-000-050	06/21/2016	18,495.43
			764-3110-630-700-0000-000-050	06/21/2016	1,543.26
			764-3110-630-700-0000-000-050	06/21/2016	3,471.02
			764-3150-630-700-0000-000-050	06/21/2016	13,173.89
19	07/01/2015	17817	SOUTHWEST FOODSERVICE EXCELLENCE	FOOD SERVICE MGT. FOR 2015-16	-7,703.60
			BLANKET FOR FOOD SERVICE MANAGEMENT FOR 2015-16 764-3190-570-700-0000-000-050	04/06/2016 06/29/2016	-8,994.44
			764-3190-570-700-0000-000-050	04/06/2016 06/30/2016	-22,689.39
			763-3190-570-700-0000-000-050	06/29/2016	504.87
			764-3190-570-700-0000-000-050	06/29/2016	8,489.57
			764-3190-570-700-0000-000-050	06/30/2016	14,985.79
32	02/11/2016	43694	MIDSTATE RESTAURANT SERVICES, INC	BLANKET FOR REPAIRS	-1,838.67
			blanket po for repairs 763-3190-430-700-0000-000-050	06/06/2016 06/28/2016	-1,838.67
37	04/07/2016	15100	KRAUS SERVICE, INC.	EQUIPMENT REPAIRS	-600.00
			EQUIPMENT REPAIRS 000-3140-430-700-0000-000-050	05/16/2016 06/09/2016	-600.00

Non-Payroll Total: (\$29,482.42)
Payroll Total: \$0.00
Report Total: (\$29,482.42)

Project Totals	
000	-8,123.59
763 LUNCHES	-16,717.81
764 BREAKFASTS	-5,114.22

Change Order Listing

Options: Fund: CHILD NUTRITION FUND, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 6/7/2016 - 6/30/2016, PO Range: 1 - 40, Include Negative Changes: True

766	SUMMER FOOD SERVICE	473.20
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Unit Totals

050	DISTRICT WIDE	-29,482.42
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Unpaid Encumbrances

Options: Year: 2015-2016, Fund: GEN FUND-FOR OP, As Of Date: 6/30/2016, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2015	10611	CITY OF GUTHRIE	WATER/SEWER/GARBAGE FOR 2015-1	12,573.38
				WATER/SEWER/GARBAGE FOR 2015-16	73.38
				125-2620-410-000-0000-000-710	
				011-2620-410-000-0000-000-050	12,500.00
2	07/01/2015	12886	O G & E	ELECTRICAL SERVICE FOR 20105-1	36,444.60
				ELECTRICAL SERVICE FOR 2015-16	36,225.97
				008-2620-624-000-0000-000-050	
				125-2620-624-000-0000-000-710	218.63
3	07/01/2015	12892	O.N.G.	NATURAL GAS/GAS TRANSPORTATION	767.64
				NATURAL GAS FOR 2015-16 AND TRANSPORTATION OF GAS FOR HS, JH, GUES, FOGARTY AND COTTERAL FOR 2015-16	118.41
				125-2620-627-000-0000-000-710	
				009-2620-627-000-0000-000-050	649.23
4	07/01/2015	17419	CLEARWATER ENTERPRISES	NATURAL GAS FOR 2015-16	500.00
				ADMINISTRATION FEES FOR 2015-2016	250.00
				009-2620-627-000-0000-000-050	
				NATURAL GAS FOR 2015-16 FOR HS/JH/GUES/FOGARTY AND COTTERAL	250.00
				009-2620-627-000-0000-000-050	
6	07/01/2015	10407	A T & T MOBILITY II LLC	CELL PHONE SERVICE FOR 2015-16	3,238.46
				CELL PHONE SERVICE FOR 2015-2016	3,238.46
				012-2620-530-000-0000-000-050	
12	07/01/2015	13431	ROSENSTEIN FIST & RINGOLD	ATTORNEY FEES FOR 2015-16	10,000.00
				ATTORNEY FESS FOR 2015-16	10,000.00
				028-2317-354-000-0000-000-050	
16	07/01/2015	14316	AHP OF OKLAHOMA	SUBSCRIPTION/ADS/INFO FOR 201	161.49
				ADS FOR 2015-16	46.00
				041-2511-530-000-0000-000-050	
				041-2560-530-000-0000-000-050	115.49
17	07/01/2015	10081	AMERICAN FIDELITY ASSURANCE CO	FICA FOR 2015-16	501.14
				DISIBILITY FICA FOR 2015-16	501.14
				046-1000-231-100-1050-210-125	
19	07/01/2015	42029	AFPLANSERV	ADMINISTRATIVE FEE FOR 2015-16	167.00
				ADMINISTRATIVE SERVICE FEE FOR 2015-16	167.00
				006-2511-810-000-0000-000-050	
108	07/01/2015	17363	TRAK-1 TECHNOLOGY	BACKGROUND CHECKS	16.00
				BLANKET PO FOR BACKGROUND CHECKS 2015-2016	16.00
				045-2571-340-000-0000-000-050	
126	07/01/2015	13173	OTA PIKEPASS CUSTOMER SERVICE	BLANKET FOR TOLL FEES FOR 2015	150.64
				BLANKET FOR TOLL FEES FOR 2015-16	150.64
				018-2740-810-000-0000-000-070	
828	12/16/2015	10161	BARLOW EDUCATION MANAGEMENT	NEGOTIATION CONTRACT FOR 2016-2017	4,902.70
				NEGOTIATION CONTRACT FOR 2016-2017	4,902.70
				015-2316-333-000-0000-000-050	
1025	04/29/2016	14693	SCHOLASTIC, INC.	BOOKS/FOUNDATION GRANT/BROWN/FOGARTY	44.97
				BOOKS AS PER ATTACHED	44.97
				061-1000-641-100-1130-000-110	
1028	05/04/2016	17940	ROSPERITY BANK	DVD PACKAGE	192.75
				HEALING FAMILIES DVD PACKAGE	185.00
				054-2194-615-000-0000-000-120	
				SHIPPING	7.75
				054-2194-615-000-0000-000-120	
1029	05/04/2016	17398	EDMOND MUSIC, INC.	ROB BLACKBURN - GRANT PURCHASE	6,800.00
				ZOOM Q8 HD VIDEO/AUDIO RECORDER	400.00
				127-1000-655-100-3000-000-705	
				EASTMAN EBB534 PRO 4/4 TUBA	6,400.00
				127-1000-655-100-3000-000-705	

Unpaid Encumbrances

Options: Year: 2015-2016, Fund: GEN FUND-FOR OP, As Of Date: 6/30/2016, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
1036	05/16/2016	43633	OKLAHOMA STATE UNIVERSITY	REGISTRATION/PLTW TRAINING/JH	3,500.00
			REGISTRATION FOR TERRY DARCY AND SCOTT PETERMAN TO ATTEND PLTW TRAINING IN STILLWATER,OK JULY 11-15, 2016	412-2213-860-317-8700-000-610	2,500.00
			LODGING FOR TERRY DARCY AND SCOTT PETERMAN FOR PLTW TRAINING IN STILLWATER, OK JULY 11 -15	412-2213-580-317-8700-000-610	1,000.00
1037	05/16/2016	83903	TERRANCE M DARCY	MILEAGE & MEAL PER DIEM FOR PLTW/JH	100.00
			MILEAGE REIMB. AND MEAL PER DIEM FOR PLTW TRAINING IN STILLWATER, OKJULY 11-15, 2016	412-2213-580-317-8700-000-610	100.00
1038	05/16/2016	83966	SCOTT W PETERMAN	MILEAGE/MEAL PER DIEM/JH	100.00
			MILEAGE REIMB. AND MEAL PER DIEM FOR PLTW TRAINING IN STILLWATER, OKJULY 11-15, 2015	412-2213-580-317-8700-000-610	100.00
1040	05/16/2016	83903	TERRANCE M DARCY	Mileage Reimbursement	250.00
			Mileage reimbursement for training in Norman, OK July 31st - August 5th, 2016.	075-2573-580-317-8700-000-610	250.00
1044	05/19/2016	12993	ARCHWAY TEXTBOOK DEPOSITORY	TEXTBOOKS/GUES/JH/HS	137,235.90
			MIRR & WIND SE + OL 6 YEAR	333-1000-643-100-4400-000-705	21,811.60
			MIRR & WIND SE + OL 6 YEAR	023-1000-643-100-2200-000-610	64.68
				333-1000-643-100-2200-000-610	21,508.77
			MIRR & WIND SE + L 6 YEAR	333-1000-643-100-2200-000-610	18,307.35
			MIRR & WIND SE + OL 6 YEAR	333-1000-643-100-4400-000-705	21,138.25
			1% HANDLING FEE	333-1000-643-100-2200-000-125	474.69
				333-1000-643-100-2200-000-610	474.69
				333-1000-643-100-4400-000-705	474.70
			MIRR & WIND SE + OL 6 YEAR	333-1000-643-100-4400-000-705	15,741.25
			MIRR & WIND SE + OL 6 YEAR	333-1000-643-100-2200-000-125	21,057.75
			MIRR & WIND SE + OL 6 YEAR	333-1000-643-100-4400-000-705	22,779.05
			LESS AMOUNT PAID FOR DIGITAL TEXTBOOKS FROM BUILDING FUND PO#146	333-1000-643-100-2200-000-125	-6,596.88
1045	05/19/2016	13991	THOMPSON SCHOOL BOOK	TEXTBOOKS/COTTERAL/CENTRAL/ FOGARTY/GUES	85,612.79
			CORE READING SYSTEM + 6 YEAR	023-1000-643-100-1024-000-120	11,839.29
				333-1000-643-100-1024-000-120	12,675.99
			COMPREHENSIVE PACKAGE + 6 YEAR	023-1000-643-100-2200-000-130	43,774.20
			COMPREHENSIVE PACKAGE + 6 YEAR	023-1000-643-100-2200-000-110	27,788.67
			LESS DIGITAL PORTION OF TEXTBOOKS PAID BY BUILDING FUND PO#145	023-1000-643-100-1024-000-120	-12,257.64
				023-1000-643-100-2200-000-110	-28,905.48
				023-1000-643-100-2200-000-125	-20,440.80
				023-1000-643-100-2200-000-130	-21,799.20
			COMPREHENSIVE PACKAGE + 6 YEAR	023-1000-643-100-2200-000-125	16,060.85
				333-1000-643-100-2200-000-125	4,004.20
			1% HANDLING	023-1000-643-100-1024-000-120	418.35
				023-1000-643-100-2200-000-110	418.36
				023-1000-643-100-2200-000-125	418.36
				023-1000-643-100-2200-000-130	418.35
			COMPREHENSIVE PACKAGE + 6 YEAR	023-1000-643-100-2200-000-125	20,966.85

Unpaid Encumbrances

Options: Year: 2015-2016, Fund: GEN FUND-FOR OP, As Of Date: 6/30/2016, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
				COMPREHENSIVE PACKAGE + 6 YEAR	30,232.44
		023-1000-643-100-2200-000-110			

Non-Payroll Total:	\$303,259.46
Payroll Total:	\$0.00
Report Total:	\$303,259.46

Project Totals

006	DUES/MEMBERSHIPS/REGIST.	167.00
008	ELECTRICITY	36,225.97
009	NATURAL GAS	1,149.23
011	WATER/SEWER/GARBAGE	12,500.00
012	TELEPHONE	3,238.46
015	NEGOTIATIONS	4,902.70
018	TRANSPORTATION	150.64
023	TEXTBOOKS	68,997.28
028	LEGAL SERVICES	10,000.00
041	ADMINISTRATION	161.49
045	PERSONNEL DIRECTOR	16.00
046	3RD PARTY SICK LEAVE	501.14
054	CREC GRANT	192.75
061	GUTHRIE ED. FOUNDATION GRANT	44.97
075	MERIDIAN TECH. GRANT	250.00
125	ALT. SCHOOL INSTRUCTION	410.42
127	CARMICHAEL FOUNDATION GRANT	6,800.00
333	STATE TEXTBOOK	153,851.41
412	VOC.PROG.INCENTIVE GRANTS	3,700.00

Unit Totals

050	DISTRICT WIDE	68,360.85
070	TRANSPORTATION	150.64
110	FOGARTY	29,578.96
120	COTTERAL	12,868.74
125	GUES	36,446.16
130	CENTRAL	22,393.35
610	JR. HIGH	44,305.49
705	HIGH SCHOOL	88,744.85
710	FAVER	410.42

Unpaid Encumbrances

Options: Year: 2015-2016, Fund: Building, As Of Date: 6/30/2016, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
103	12/18/2015	11442	GOOCH SMITH ELECTRIC, INC.	ELECTRICAL WIRING/AG FARM	3,267.60
			QUOTED FOR POWER TO AND WIRING OF 2 METAL VO-AG BUILDINGS	014-2620-430-000-0000-000-705	3,267.60
144	05/12/2016	12930	OKLAHOMA CORRECTIONAL INDUSTRIES	REFURBISHING OF DESKS/HS	4,366.00
			REFURBISHING OF DESKS	014-2620-430-000-0000-000-705	4,366.00
145	05/19/2016	13991	THOMPSON SCHOOL BOOK	DIGITAL PORTION OF TEXTBOOKS	83,403.12
			DIGITAL PORTION OF TEXTBOOKS	023-1000-653-100-1024-000-120	12,257.64
				023-1000-653-100-1130-000-110	28,905.48
				023-1000-653-100-1130-000-125	20,440.80
				023-1000-653-100-1130-000-130	21,799.20
146	05/19/2016	12993	ARCHWAY TEXTBOOK DEPOSITORY	DIGITAL PORTION OF TEXTBOOKS	6,596.88
			DIGITAL PORTION OF TEXTBOOKS	023-1000-653-100-1130-000-125	6,596.88
147	06/16/2016	16749	SIMPLEX GRINNELL	FIRE ALARM REPAIRS AT GUES	2,957.23
			FIRE ALARM REPAIRS AT GUES PER QUOTE	013-2640-430-000-0000-000-125	2,957.23
148	06/21/2016	15587	AUTOMATED BUILDING SYSTEMS, INC.	HVAC CONTROLS REPAIRS AT GUES	400.00
			GUES HVAC CONTROL REPAIRS	013-2640-430-000-0000-000-125	400.00

Non-Payroll Total:	\$100,990.83
Payroll Total:	\$0.00
Report Total:	\$100,990.83

Project Totals		
013	MAINTENANCE/CUSTODIAL	3,357.23
014	BLDG. MAINT. PROJECTS	7,633.60
023	TEXTBOOKS	90,000.00

Unit Totals		
110	FOGARTY	28,905.48
120	COTTERAL	12,257.64
125	GUES	30,394.91
130	CENTRAL	21,799.20
705	HIGH SCHOOL	7,633.60

Unpaid Encumbrances

Options: Year: 2015-2016, Fund: CHILD NUTRITION FUND, As Of Date: 6/30/2016, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
19	07/01/2015	17817	SOUTHWEST FOODSERVICE EXCELLENCE	FOOD SERVICE MGT. FOR 2015-16	14,985.79
			BLANKET FOR FOOD SERVICE MANAGEMENT FOR 2015-16	764-3190-570-700-0000-000-050	14,985.79

Non-Payroll Total:	\$14,985.79
Payroll Total:	\$0.00
Report Total:	\$14,985.79

Project Totals

764	BREAKFASTS	14,985.79
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Unit Totals

050	DISTRICT WIDE	14,985.79
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Unpaid Encumbrances

Options: Year: 2015-2016, Fund: BOND FUND, As Of Date: 6/30/2016, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
1	08/24/2015	17929	THE STACY GROUP	ARCHITECT FEES/ROOFING/RENOVAT	33,369.29
			ARCHITECT FESS FOR ROOFING AND RENOVATION	000-4400-332-000-0000-000-050	33,369.29
3	06/13/2016	43782	JENCO CONSTRUCTION COMPANY	HVAC/WINDOW REPLACEMENT/CENTRAL	1,070,000.00
			HVAC/WINDOWS REPLACEMNET/CENTRALARCHITECT'S PROJECT #1515	013-4300-450-000-0000-000-130	1,070,000.00

Non-Payroll Total:	\$1,103,369.29
Payroll Total:	\$0.00
Report Total:	\$1,103,369.29

Project Totals

000		33,369.29
013	MAINTENANCE/CUSTODIAL	1,070,000.00

Unit Totals

050	DISTRICT WIDE	33,369.29
130	CENTRAL	1,070,000.00

Unpaid Encumbrances

Options: Year: 2015-2016, Fund: GIFTS FUND, As Of Date: 6/30/2016, Include Only Certified: False

PO No	Date	Vendor No	Vendor	Description	Amount
1	05/18/2016	43770	MOLLIE KENDAL SWARTZBAUGH	RANDY BIGGS SCHOLARSHIP	2,000.00
			RANDY BIGGS SCHOLARSHIP	206-2199-880-000-0000-000-705	2,000.00
2	05/19/2016	43772	TRISTA LEGRANDE	89ER/SMITHSON SCHOLARSHIP	1,000.00
			89ER/SMITHSON SCHOLARSHIP	204-2199-880-000-0000-000-705	1,000.00
3	05/19/2016	43773	JASON SALAZAR	89ER/SMITHSON SCHOLARSHIP	1,000.00
			89ER/SMITHSON SCHOLARSHIP	204-2199-880-000-0000-000-705	1,000.00
4	05/19/2016	43774	ZANE MALTZ	PAULA BEARDEN SCHOLORSHIP	1,000.00
			PAULA BEARDEN SCHOLARSHIP	203-2199-880-000-0000-000-705	1,000.00
5	05/19/2016	83734	JESSE GARRET MATHEWS	PAULA BEARDEN SCHOLARSHIP	1,000.00
			PAULA BEARDEN SCHOLARSHIP	203-2199-880-000-0000-000-705	1,000.00
6	05/19/2016	43776	MADELINE BALSIGER	KERI FISHER SCHOLARSHIP	2,500.00
			KERI FISHER SCHOLARSHIP	202-2199-880-000-0000-000-705	2,500.00
7	05/19/2016	43777	KACI CAREY	KERI FISHER SCHOLARSHIP	2,500.00
			KERI FISHER SCHOLARSHIP	202-2199-880-000-0000-000-705	2,500.00

Non-Payroll Total:	\$11,000.00
Payroll Total:	\$0.00
Report Total:	\$11,000.00

Project Totals		
202	KERI FISHER	5,000.00
203	PAULA BEARDEN	2,000.00
204	89ER SCHOLARSHIP	2,000.00
206	RANDY BIGGS SCHOLARSHOP	2,000.00

Unit Totals		
705	HIGH SCHOOL	11,000.00

Purchase Order Register

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PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2016	10611	CITY OF GUTHRIE	WATER/SEWER/GARBAGE FOR 2016-17	150,000.00
2	07/01/2016	12886	O G & E	ELECTRIC SERVICE FOR 2016-17	325,000.00
3	07/01/2016	12892	O.N.G.	NATURAL GAS FOR 2016-17	32,000.00
4	07/01/2016	17419	CLEARWATER ENTEPRISES	NATURAL GAS FOR 2016-17	32,000.00
5	07/01/2016	42860	COX COMMUNICATIONS, INC	PHONE SERVICE FOR 2016-17	38,000.00
6	07/01/2016	10407	A T & T MOBILITY II LLC	CELL PHONE SERVICE FOR 2016-17	22,000.00
7	07/01/2016	12744	MUNICIPAL ACCOUNTING SYSTEMS, INC.	DATA PROCESSING FOR 2016-17	46,764.50
8	07/01/2016	42812	PUTNAM & COMPANY, PLLC	AUDIT SERVICES FOR 2016-17	7,700.00
9	07/01/2016	14135	UNITED STATES POSTAL SERVICE	POSTAGE FOR 2016-17	8,000.00
10	07/01/2016	13181	PITNEY BOWES CREDIT CORP.	POSTAGE METER RENTAL FOR 2016-17	1,510.00
11	07/01/2016	15132	POSTMASTER	BULK MAIL FOR 2016-17	1,132.00
12	07/01/2016	13431	ROSENSTEIN FIST & RINGOLD	ATTORNEY FEES FOR 2016-17	65,000.00
13	07/01/2016	11201	EUREKA WATER CO., INC.	MACHINNE RENTAL/SUPPLIES FOR 2016-17	610.00
14	07/01/2016	13939	THE OKLAHOMAN	SUBSCRIPTIONS/ADS FOR 2016-17	569.00
15	07/01/2016	42573	LOGAN COUNTY COURIER	SUBSCRIPTION FOR 2016-17	160.00
16	07/01/2016	14316	AHP OF OKLAHOMA	SUBSCRIPTION/ADS/PUBLICATIONS FOR 2016-17	940.00
17	07/01/2016	42267	AMERICAN FIDELITY	FICA FOR 2016-17	2,000.00
18	07/01/2016	15661	OKLAHOMA EMPLOYMENT SECURITY COMM	UNEMPLOYMENT FOR 2016-17	12,000.00
19	07/01/2016	42029	AFPLANSERV	ADMINISTRATION FEE FOR 2016-17	2,000.00
20	07/01/2016	10018	IMAGE WORKS OF OKLAHOMA, INC	COPY LEASE/MAINT. FOR 2016-17	55,500.00
21	07/01/2016	12933	OKLAHOMA ASBO	MEMBERSHIP FOR 2016-17	825.00
22	07/01/2016	13021	OSSBA	MEMBERSHIP/ONLINE POLICY/REG. FOR 2016-17	5,600.00
23	07/01/2016	15124	COOPERATIVE COUNCIL FOR OKLAHOMA	LEGAL ASSIST/REGISTRATION FOR 2016-17	4,000.00
24	07/01/2016	10931	GUTHRIE CHAMBER OF COMMERCE	MEMBERSHIP FOR 2016-17	300.00
25	07/01/2016	16091	USSA	MEMBERSHIP FOR 2016-17	1,100.00
26	07/01/2016	42370	VERNON FLORENCE CONSULTIN CO. INC.	SUBSCRIPTION FOR 2016-17	120.00
27	07/01/2016	13496	G.E. MONEY BANK	MEMBERSHIP/SUPPLIES FOR 2016-17	300.00
28	07/01/2016	14207	WALMART COMMUNITY	SUPPLIES FOR 2016-17	100.00
29	07/01/2016	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES FOR 2016-17	1,000.00
30	07/01/2016	13229	QUILL CORPORATION	BLANKET FOR SUPPLIES FOR 2016-17	2,000.00
31	07/01/2016	12686	TERESA JONES	BLANKET FOR PRINTING FOR 2016-17	1,000.00
32	07/01/2016	17940	ROSPERITY BANK	TRAVEL/REGISTRATION/SUPPLIES FOR 2016-17	1,500.00
33	07/01/2016	14665	OKLAHOMA STATE UNIVERSITY	REGISTRATION FOR 2016-17	975.00
34	07/01/2016	12332	LOGAN COUNTY HEALTH DEPT	NURSING SERVICES FOR 2016-17	12,000.00

Purchase Order Register

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PO No	Date	Vendor No	Vendor	Description	Amount
35	07/01/2016	83465	MICHAEL L SIMPSON	EXPENSE REIMB. FOR 2016-17	3,500.00
36	07/01/2016	81424	DENNIS EUGENE SCHULZ	EXPENSE REIMB. FOR 2016-17	800.00
37	07/01/2016	83596	DOUGLAS ALLEN OGLE	EXPENSE REIMB. FOR 2016-17	1,500.00
38	07/01/2016	83489	CARMEN L WALTERS	EXPENSE REIMB. FOR 2016-17	800.00
39	07/01/2016	82483	ANITA K PAUL	EXPENSE REIMB. FOR 2016-17	800.00
40	07/01/2016	83452	JANA LYNN WANZER	EXPENSE REIMB. FOR 2016-17	500.00
41	07/01/2016	80058	VICKI J BIGGS	EXPENSE REIMB. FOR 2016-17	250.00
42	07/01/2016	83501	JANA MARIE FREY	EXPENSE REIMB. FOR 2016-17	100.00
43	07/01/2016	81874	JEAN VANISE WATTS-LACINA	EXPENSE REIMB. FOR 2016-17	100.00
44	07/01/2016	82153	SANDRA JO SAVORY	EXPENSE REIMB. FOR 2016-17	100.00
45	07/01/2016	15950	DEWART-GUMERSON INSURANCE AGENCY	POSITIN BOND RENEWAL FOR 2016-17	378.00
46	07/01/2016	12505	MARTIN INSURANCE AGENCY	BOND RENEWAL FOR 2016-17	4,825.00
47	07/01/2016	42047	WALKER COMPANY	NATARY BOND RENEWAL FOR 2016-17	232.50
48	07/01/2016	16374	OKLAHOMA SCHOOL ASSURANCE GROUP	WORKERS' COMPENSATION FOR 2016-17	144,155.00
49	07/01/2016	17261	OKLAHOMA SCHOOLS INSURANCE GROUP	LIABILITY/PROPERTY/VEHICLE INS. FOR 2016-17	192,444.00
50	07/01/2016	17261	OKLAHOMA SCHOOLS INSURANCE GROUP	ADDITIONAL INSURANCE FOR 2016-17	500.00
51	07/01/2016	12335	LOGAN COUNTY TREASURER	RE-VAL FOR 2016-17	66,845.87
52	07/01/2016	12327	LOGAN CO. ELECTION BOARD	ELECTION EXPENSES FOR 2016-17	2,500.00
53	07/01/2016	17895	WILLOW CREEK	LEASE FOR 2016-17	1.00
54	07/01/2016	11201	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES FOR 2016-17	445.00
55	07/01/2016	17960	THE OKLAHOMA OBSERVER	SUBSCRIPTION FOR 2016-17	40.00
56	07/01/2016	17520	LOGAN COUNTY ECONOMIC BOARD	MEMBERSHIP FOR 2016-17	500.00
57	07/01/2016	81425	JAMES D BENSON	EXPENSE REIMB. FOR 2016-2017	2,500.00
58	07/01/2016	82236	GREGORY DUANE SULLAWAY	EXPENSE REIMB. FOR 2016-2017	1,500.00
59	07/01/2016	83714	TREVOR LEE MOWDY	EXPENSE REIMB. FOR 2016-2017	2,000.00
60	07/01/2016	81192	MARIA E WILSON	EXPENSE REIMB. FOR 2016-2017	1,000.00
61	07/01/2016	17723	FRONTLINE TECHNOLOGIES GROUP, LLC	SUBFINDER FOR 2016-2017	8,964.60
62	07/01/2016	17723	FRONTLINE TECHNOLOGIES GROUP, LLC	VERITIME FOR 2016-2017	6,666.67
63	07/01/2016	43647	ADMIN ARSENAL, INC	SOFTWARE/TECHNOLOGY	1,800.00
64	07/01/2016	14377	FOLLETT SCHOOL SOLUTIONS, INC	FOLLETT SOFTWARE SUPPORT	4,000.00
65	07/01/2016	17716	CISTERA NETWORKS, INC.,	SUPPORT MAINTENANCE RENEWAL	2,739.23
66	07/01/2016	16938	INTERNATIONAL SOCIETY FOR	DUES/FEES FOR 2016-2017	205.00
67	07/01/2016	42985	OKLAHOMA TECHNOLOGY ASSOCIATION	DUES AND FEES FOR 2016-2017	300.00
68	07/01/2016	17549	SCHOOLDUDE.COM, INC.	FEES AND SUPPORT FOR 2016-2017	2,829.75
69	07/01/2016	43784	WEST INTERACTIVE SERVICES CORP.	LICENSE RENEWAL/SOFTWARE SUPPLIES	4,366.25
70	07/01/2016	40791	APPLE, INC.	BLANKET FOR PARTS AND SUPPLIES	3,000.00
71	07/01/2016	17249	S. T. BOLDING III	BLANKET FOR ELECTRICAL REPAIRS	85 2,000.00

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PO No	Date	Vendor No	Vendor	Description	Amount
72	07/01/2016	43236	CDI COMPUTER DEALERS INC.	BLANKET FOR PARTS	5,000.00
73	07/01/2016	16667	CDW DIRECT LLC	BLANKET FOR SUPPLIES/TECHNOLOGY	10,000.00
74	07/01/2016	43408	SCOTT NORRIS COMPANY, INC.	IPAD & PHONE REPAIRS	2,000.00
75	07/01/2016	43320	CHICKASAW	NETWORK SUPPORT FOR 2016- 2017	1,000.00
76	07/01/2016	15926	DELL MARKETING L.P.	BLANKET FOR SUPPLIES/TECHNOLOGY	20,000.00
77	07/01/2016	43580	DIGI SECURITY SYSTEMS LLC	SUPPLIES/REPAIRS/TECHNOLOGY	5,000.00
78	07/01/2016	15905	E-FILLIATE, INC.	BLANKET FOR PARTS/TECHNOLOGY	1,000.00
79	07/01/2016	11201	EUREKA WATER CO., INC.	MACHINE RENTAL/SUPPLIES/TECHNOLOGY	750.00
80	07/01/2016	16105	GUITAR CENTER STORES, INC.	BLANKET FOR AUDIO VISUAL SUPPLIES	1,000.00
81	07/01/2016	43235	HARMAN PROFESSIONAL	BLANKET FOR EQUIPMENT REPAIRS	500.00
82	07/01/2016	43226	ID SPECIALISTS	BLANKET FOR BADGE SUPPLIES	5,000.00
83	07/01/2016	43361	KIMONO	SOFTWARE/TECHNOLOGY	891.50
84	07/01/2016	42601	LIGHTSPEED TECHNOLOGIES, INC.	BLANKET FOR PARTS/SUPPLIES/TECHNOLOGY	100.00
85	07/01/2016	17472	NETSOLUTIONS	BLANKET FOR PARTS/REPAIRS/TECHNOLOGY	1,000.00
86	07/01/2016	42330	NEW EGG BUSINESS, INC	BLANKET FOR PARTS/TECHNOLOGY	7,500.00
87	07/01/2016	12910	OFFICE DEPOT, INC.	BLANKET FOR SUPPLIES/TECHNOLOGY	1,000.00
88	07/01/2016	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES/TECHNOLOGY	1,000.00
89	07/01/2016	15532	ONENET	INTERNET SERVICES/TECHNOLOGY	300.00
90	07/01/2016	42240	PERSONAL COMPUTER SYSTEMS, INC.	BLANKET FOR PARTS/TECHNOLOGY	10,000.00
91	07/01/2016	13496	G.E. MONEY BANK	BLANKET FOR SUPPLIES/TECHNOLOGY	1,000.00
92	07/01/2016	43165	SOLARWINDS	SOFTWARE/MAINT/TECHNOLOGY	502.50
93	07/01/2016	43238	SOONER ACOUSTIC MUSIC, INC.	PARTS AND REPAIRS/TECHNOLOGY	500.00
94	07/01/2016	13832	SYNERGY DATACOM, INC.	BLANKET FOR PARTS/TECHNOLOGY	10,000.00
95	07/01/2016	16371	TWOTREES TECHNOLOGY, LLC	BLANKET FOR SUPPLIES/FIREWALL	20,940.00
96	07/01/2016	16371	TWOTREES TECHNOLOGY, LLC	VISION SOFTWARE	1,050.00
97	07/01/2016	16395	UPS	SHIPPING FOR 2016-2017	1,000.00
98	07/01/2016	11169	ENDEX OF OKLAHOMA, INC.	BLANKET FOR PARTS/REPAIRS/TECH	1,000.00
99	07/01/2016	43319	DIGICERT, INC	SSL CERTIFICATE/TECHNOLOGY	1,425.00
100	07/01/2016	43240	ENGHOUSE INTERACTIVE, INC	SOFTWARE SUPPORT/TECHNOLOGY	1,500.00
101	07/01/2016	43489	PIRAINO CONSULTING, INC.	SMART NOTEBOOK LICENSE	1,400.00

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PO No	Date	Vendor No	Vendor	Description	Amount
102	07/01/2016	12173	LAMPTON WELDING SUPPLY COMPANY, INC	TANK RENTAL FOR 2016-17	800.00
103	07/01/2016	12940	OKLA. CORP. COMMISSION	TANK REGISTRATION FEE FOR 2016-17	50.00
104	07/01/2016	17806	CPM INSURANCE	INSURANCE FOR MECHANICS TOOLS	400.00
105	07/01/2016	17541	FUEL MASTERS	MAINTENANCE AGREEMENT FOR 2016-17	495.00
106	07/01/2016	12936	OKLA. ASSOC. FOR PUPIL TRANS.	BLANKET FOR DRIVERS ONLINE TRAINING	450.00
107	07/01/2016	17596	PROPANE SALES INC.	BLANKET FOR PROPANE FOR 2016-17	500.00
108	07/01/2016	42156	CABLE AUTOMOTIVE EQUIPMENT	BLANKET FOR LIFT INSPECTION FEES FOR 2016-17	1,000.00
109	07/01/2016	41894	D & M FRIDAY ENTERPRISES	BLANKET FOR PIT CLEANING FOR 2016-17	500.00
110	07/01/2016	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES FOR 2016-17	500.00
111	07/01/2016	10707	COUNTRY FORD MERCURY	BLANKET FOR PARTS AND REPAIRS FOR 2016-17	500.00
112	07/01/2016	11933	JOHN VANCE MOTORS, INC.	BLANKET FOR PARTS AND REPAIRS FOR 2016-17	500.00
113	07/01/2016	13173	OTA PIKEPASS CUSTOMER SERVICE	BLANKET FOR TOLL FEES FOR 2016-17	1,000.00
114	07/01/2016	10234	MAKER'S GLASS, INC.	BLANKET FOR SUPPLIES FOR 2016-17	1,600.00
115	07/01/2016	17289	A-1 RADIATOR SERVICE, INC.	BLANKET FOR PARTS AND REPAIRS FOR 2016-17	2,000.00
117	07/01/2016	17336	CUMMINGS SOUTHERN PLAINS, LTD	BLANKET FOR PARTS FOR 2016-17	2,000.00
118	07/01/2016	10129	AUTO PARTS & MACHINE	BLANKET FOR PARTS AND SUPPLIES FOR 2016-17	2,000.00
119	07/01/2016	42884	LOYAL SUPPLY, INC.	BLANKET FOR PARTS AND SUPPLIES FOR 2016-17	2,500.00
120	07/01/2016	42235	OKLAHOMA KENWORTH, INC	BLANKET FOR PARTS AND SUPPLIES FOR 2016-17	3,000.00
121	07/01/2016	11849	JERRY D JONES	BLANKET FOR WRECKER SERVICES FOR 2016-17	3,000.00
122	07/01/2016	17908	MCBRIDE CLINIC ORTHOPEDIC HOSPITAL	BLANKET FOR DRUG /ALCOHOL TESTING FOR 2016-17	3,500.00
123	07/01/2016	16611	ACT HOLDCO	BLANKET FOR PARTS AND REPAIRS FOR 2016-17	5,000.00
124	07/01/2016	42234	CHALK'S TRUCK PARTS, INC.	BLANKET FOR PARTS FOR 2016-17	5,000.00
125	07/01/2016	17473	HYDROTEX PARTNERS LTD.	BLANKET FOR LUBRICANTS FOR 2016-17	5,000.00
126	07/01/2016	12899	O'REILLY AUTOMOTIVE INC.	BLANKET FOR PARTS AND SUPPLIES FOR 2016-17	5,000.00
127	07/01/2016	12682	MIDWEST BUS SALES, INC.	BLANKET FOR PARTS AND SUPPLIES FOR 2016-17	6,000.00

Purchase Order Register

Options: Year: 2016-2017, Fund: GEN FUND-FOR OP, Date Range: 7/1/2016 - 6/30/2017, PO Range: 1 - 153

PO No	Date	Vendor No	Vendor	Description	Amount
128	07/01/2016	17797	WIRELESS TECHNOLOGIES, INC.	TOWER USAGE FEE, SUPPLIES AND REPAIRS FOR 2016-17	9,050.00
129	07/01/2016	13969	THE RAILROAD YARD, INC.	BLANKET FOR WELDING SUPPLIES	350.00
130	07/01/2016	15890	BERNARD LEE SHORT	BLANKET FOR REPAIRS FOR 2016-17	800.00
131	07/01/2016	17940	ROSPERITY BANK	BLANKET FOR OUT OF TOWN FUEL/EMERGENCY REPAIRS	500.00
132	07/01/2016	17358	STATEWIDE COMPLIANCE SERVICES, INC	COMPLIANCE TANK INSPECTION FOR 2016-17	300.00
133	07/01/2016	43550	SUMMIT HOLDINGS	BLANKET FOR TANK MONITORING FEES FOR 2016-17	480.00
134	07/01/2016	40123	SUMMIT	BLANKET FOR PARTS AND SUPPLIES FOR 2016-17	5,000.00
135	07/01/2016	41978	SOUTHERN TIRE MART, LLC	BLANKET FOR TIRES FOR 2016-17	5,000.00
136	07/01/2016	14201	WALKER TIRE	BLANKET FOR TIRES FOR 2016-17	3,000.00
137	07/01/2016	14107	UNIFIRST HOLDING INC.	BLANKET FOR CLEANING OF UNIFORMS FOR 2016-17	3,000.00
138	07/01/2016	12910	OFFICE DEPOT, INC.	BLANKET FOR OFFICE SUPPLIES FOR 2016-17	250.00
139	07/01/2016	13496	G.E. MONEY BANK	BLANKET FOR SUPPLIES FOR 2016-17	500.00
140	07/01/2016	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES FOR 2016-17	2,000.00
141	07/01/2016	10272	JOHN A RHINEHART	EMPLOYEE PLAQUES FOR 2016-17	500.00
142	07/01/2016	40923	OKLAHOMA STATE UNIVERSITY	JOB FAIR FEES FOR 2016-2017	150.00
143	07/01/2016	14122	STATE OF OKLAHOMA	JOB FAIR FEES FOR 2016-2017	125.00
144	07/01/2016	12336	LOGAN COUNTY COMMUNITY SERVICES	COUNSELING FOR STUDENT DRUG TESTING FOR 2016-17	1,000.00
145	07/01/2016	41905	FAMILY & CHILDREN'S CONSULTANTS, I	COUNSELING FOR STUDENT DRUG TESTING FOR 2016-17	1,000.00
146	07/01/2016	12635	MERIDIAN TECHNOLOGY CENTER	VIRTUAL CLASSROOM LICENSES FOR 2016-17	21,000.00
147	07/01/2016	42721	FORTITUDE DOG, INC.	CONTRABAND DETECTION SERVICE FOR 2016-17	2,670.00
148	07/01/2016	17363	TRAK-1 TECHNOLOGY	BACKGROUND CHECKS FOR 2016-17	1,200.00
149	07/01/2016	17296	NETCHEMIA	TALENT ED RECRUIT & HIRE FEE FOR 2016-17	3,524.69
150	07/01/2016	17727	PROJECT LEAD THE WAY	PARTICIPATION FEE FOR 2016-17	750.00
151	07/01/2016	17810	LEARNING SCIENCES INTERNATIONAL	iOBSERVATION RENEWAL FOR 2016-17	4,500.00
152	07/01/2016	17899	AURORA LEARNING COMMUNITY ASSOC.	ALCA STUDENT DATA MANAGEMENT FOR 2016-17	5,710.00
153	07/01/2016	43489	PIRAINO CONSULTING, INC.	Casio Remotes	137.00

Non-Payroll Total:	\$1,537,044.06
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Payroll Total:	\$0.00
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Report Total:	\$1,537,044.06
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Purchase Order Register

Options: Year: 2016-2017, Fund: Building, Date Range: 7/1/2016 - 6/30/2017, PO Range: 1 - 45

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2016	17549	SCHOOLDUDE.COM, INC.	MAINTENANCE DIRECT	2,995.00
2	07/01/2016	13013	ORKIN, INC.	TERMITE PLAN RENEWALS	4,760.61
3	07/01/2016	15842	TERMINIX INTERNATIONAL COMPANY LP	TERMITE RENEWAL PLANS	1,239.00
4	07/01/2016	41813	OKLAHOMA DEPARTMENT OF LABOR	DISTRICT INSPECTIONS	1,000.00
5	07/01/2016	16626	JOHN HUDSON	DISTRICT MOWING	10,000.00
6	07/01/2016	17988	GUTHRIE LAWN CARE LLC	DISTRICT MOWING	5,000.00
7	07/01/2016	43751	SOURCEONE MANAGEMENT SERVICES, INC.	DISTRICT MOWING	10,000.00
8	07/01/2016	17906	CHRISTOPHER S EVANS	FIRE EXTINGUISHER AND HOOD INSPECTIONS	5,000.00
9	07/01/2016	17249	S. T. BOLDING III	DISTRICT ELECTRICAL REPAIRS AND SERVICE	5,000.00
10	07/01/2016	16934	BRANCH'S HEATING & AIR	DISTRICT HEATING & AIR REPAIRS AND SERVICE	10,000.00
11	07/01/2016	42501	EARTHSMART CONTROLS	DISTRICT HVAC CONTROLS REPAIRS	4,000.00
12	07/01/2016	17152	TIME SPENT LLC	DISTRICT CARPET CLEANING	5,000.00
13	07/01/2016	11514	H & M CARPET CENTER LLC	DISTRICT FLOOR SUPPLIES	1,000.00
14	07/01/2016	11165	EMSCO ELECTRIC SUPPLY CO., INC.	DISTRICT ELECTRICAL SUPPLIES	2,000.00
15	07/01/2016	11658	HURLEY PLUMBING COMPANY, INC	DISTRICT PLUMBING REPAIRS AND SUPPLIES	5,000.00
16	07/01/2016	12324	LOCKE SUPPLY	DISTRICT PLUMBING SUPPLIES	3,000.00
17	07/01/2016	16749	SIMPLEX GRINNELL	DISTRICT FIRE SAFETY INSPECTIONS & REPAIRS	5,000.00
18	07/01/2016	17764	SOONER PEST MANAGEMENT	DISTRICT PEST CONTROL	2,915.00
19	07/01/2016	17570	WATER SERVICES COMPANY, INC.	DISTRICT BOILER TREATMENT	1,000.00
20	07/01/2016	42205	THE PUBLIC GROUP, LLC	FEES FOR ONLINE AUCTION SITE	1,000.00
21	07/01/2016	17277	EDMOND SAFE & LOCK, INC.	DISTRICT LOCK REPAIRS	300.00
22	07/01/2016	11169	ENDEX OF OKLAHOMA, INC.	DISTRICT PA AND BELL REPAIRS	2,000.00
23	07/01/2016	10234	MAKER'S GLASS, INC.	DISTRICT GLASS REPAIRS	3,000.00
24	07/01/2016	17491	ENGINEERED EQUIPMENT, INC.	DISTRICT FILTERS & SUPPLIES	4,000.00
25	07/01/2016	16002	AMSAN	DISTRICT CUSTODIAL SUPPLIES	2,000.00
26	07/01/2016	11163	H-I-S PAINT MFG. CO, LLC	DISTRICT PAINT SUPPLIES	1,000.00
27	07/01/2016	17695	MECHANICAL SALES OF OKLAHOMA, INC.	DISTRICT SUPPLIES	2,000.00
28	07/01/2016	10129	AUTO PARTS & MACHINE	DISTRICT SUPPLIES	1,000.00
29	07/01/2016	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT SUPPLIES	10,000.00
30	07/01/2016	15969	SOUTHWEST PAPER	DISTRICT SUPPLIES AND EQUIPMENT REPAIRS	6,000.00
31	07/01/2016	17380	WEDEL DISTRIBUTION, INC.	DISTRICT BATTERY SUPPLIES	1,000.00
32	07/01/2016	14189	VOSS ELECTRIC SUPPLY CO.	DISTRICT LIGHTS AND ELECTRICAL SUPPLIES	500.00
33	07/01/2016	43749	TREAT'S SOLUTIONS, LLC	DISTRICT SUPPLIES	5,000.00
34	07/01/2016	11453	W. W. GRAINGER	DISTRICT SUPPLIES	1,000.00
35	07/01/2016	14207	WALMART COMMUNITY	DISTRICT SUPPLIES	300.00
36	07/01/2016	16370	QUICK SERVICE STEEL	MATERIAL FOR SMART BOARD MOUNTS	400.00

Purchase Order Register

Options: Year: 2016-2017, Fund: Building, Date Range: 7/1/2016 - 6/30/2017, PO Range: 1 - 45

PO No	Date	Vendor No	Vendor	Description	Amount
37	07/01/2016	17447	HUNTER MECHANICAL & CONTROLS, INC.	DISTRICT HVAC SERVICE AND REPAIRS	5,000.00
38	07/01/2016	41794	CARRIER CORPORATION	DISTRICT HVAC CONTROLS REPAIRS	2,000.00
39	07/01/2016	12326	LOGAN COUNTY ASPHALT CO.,INC.	DISTRICT SAND, GRAVEL, PAVING MATERIAL	2,000.00
40	07/01/2016	17387	BRADFORD INDUSTRIAL SUPPLY	DISTRICT SUPPLIES	1,000.00
41	07/01/2016	11941	JOHNSTONE SUPPLY OF OKLAHOMA CITY,	DISTRICT SUPPLIES	2,000.00
42	07/01/2016	14288	WINSUPPLY OF OKLAHOMA CITY	DISTRICT PLUMBING SUPPLIES	1,000.00
43	07/01/2016	16654	BEN CHADD	DISTRICT SPRAYING	5,000.00
44	07/01/2016	43783	ANDREW J FARL	JR HIGH ROOF REPAIRS	900.00
45	07/01/2016	15587	AUTOMATED BUILDING SYSTEMS, INC.	GUES HVAC CONTROL REPAIRS	2,000.00
Non-Payroll Total:					\$145,309.61
Payroll Total:					\$0.00
Report Total:					\$145,309.61

Purchase Order Register

Options: Year: 2016-2017, Fund: CHILD NUTRITION FUND, Date Range: 7/1/2016 - 6/30/2017, PO Range: 1 - 19

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2016	12744	MUNICIPAL ACCOUNTING SYSTEMS, INC.	LUNCH ROOM DATA PROCESSING FOR 2016-17	7,076.00
2	07/01/2016	42264	FARMERS AND MERCHANTS BANK	BLANKET PO FOR START UP MONEY	1,300.00
3	07/01/2016	16261	ONE STOP COPY	BLANKET PO FOR FREE AND REDUCED APPLICATION COPIES	2,000.00
4	07/01/2016	16199	DEPARTMENT OF HUMAN SERVICES	USDA COMMODITY FEES FOR 2016-17	3,150.00
5	07/01/2016	13768	BUSINESS WORLD	BLANKET FOR MAINTENANCE FOR 2016-17	700.00
6	07/01/2016	12967	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES FOR 2016-17	1,000.00
7	07/01/2016	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES FOR 2016-17	3,500.00
8	07/01/2016	15100	KRAUS SERVICE, INC.	BLANKET FOR REPAIRS FOR 2016-17	5,000.00
9	07/01/2016	43694	MIDSTATE RESTAURANT SERVICES, INC	BLANKET FOR REPAIRS FOR 2016-17	5,000.00
10	07/01/2016	10130	AUTO-CHLOR SERVICES, LLC	BLANKET FOR SUPPLIES FOR 2016-17	16,000.00
11	07/01/2016	43636	SUNSHINE SWEETS, LLC	BLANKET FOR FOOD FOR 2016-17	15,000.00
12	07/01/2016	11603	HILAND DAIRY FOODS COMPANY, LLC	BLANKET FOR MILK/DAIRY FOR 2016-17	125,000.00
13	07/01/2016	17966	FLOWERS BAKING COMPANY OF DENTON	BLANKET FOR BREAD PRODUCTS FOR 2016-17	26,000.00
14	07/01/2016	10177	GREAT PLAINS COCA COLA BOTTLING	BLANKET PO FOR DRINKS FOR 2016-17	20,000.00
15	07/01/2016	11864	CHRIS COX	BLANKET FOR FRUIT/VEGETABLES FOR 2016-17	30,000.00
16	07/01/2016	17817	SOUTHWEST FOODSERVICE EXCELLENCE	BLANKET FOR FOOD SERVICE CONTRACT FOR 2016-17	225,000.00
17	07/01/2016	14352	OKLAHOMA STATE DEPARTMENT	SCHOOL LICENSES FOR 2016-17	600.00
18	07/01/2016	17764	SOONER PEST MANAGEMENT	BLANKET FOR PEST MANAGEMENT FOR 2016-17	4,500.00
19	07/01/2016	17902	LABATT INSTITUTIONAL SUPPLY COMPANY	BLANKET FOR FOOD & SUPPLIES FOR 2016-17	390,000.00
				Non-Payroll Total:	\$880,826.00
				Payroll Total:	\$0.00
				Report Total:	\$880,826.00

ACTIVITY FUND – FUND 60
BANK RECONCILIATION – FARMERS & MERCHANTS BANK
06/30/2016

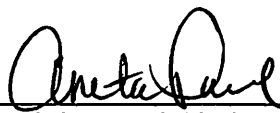
GENERAL LEDGER ACCOUNT

BANK RECONCILIATION

Balance (06/01/16)	\$494,672.65	Balance per bank statement as of (06/30/16)	\$440,367.46
Add Receipts	\$ 17,397.26	Add Deposits in Transit	\$
Less Checks Written	\$96,698.38	less O/S Checks	\$ 24,995.93
Adjustments	\$	*Adjustments	\$
		Bank correction	\$
Balance per Ledger	\$415,371.53	Balance per Ledger	\$415,371.53

Adjustment/Correction explanations:

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



 Activity Fund Clerk

7-1-16

 Date

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2016 - 6/30/2016

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$188.50	\$15.95	\$0.00	\$105.45	\$99.00	\$0.00	\$99.00
802 CENTRAL ACTIVITY	\$13,428.67	\$453.00	\$0.00	\$717.29	\$13,164.38	\$0.00	\$13,164.38
803 CENTRAL PTO	\$6,927.09	\$0.00	\$0.00	\$720.42	\$6,206.67	\$0.00	\$6,206.67
804 COTTERAL PTO	\$7,425.70	\$0.00	\$0.00	\$2,909.00	\$4,516.70	\$2,382.00	\$2,134.70
805 COTTERAL ACTIVITY	\$16,233.24	\$1,362.88	\$0.00	\$5,916.25	\$11,679.87	\$0.00	\$11,679.87
806 COTTERAL FACULTY	\$399.71	\$18.35	\$0.00	\$0.00	\$418.06	\$0.00	\$418.06
808 FOGARTY PARENTS ORG.	\$11,031.43	\$0.00	\$0.00	\$94.44	\$10,936.99	\$0.00	\$10,936.99
809 FOGARTY ACTIVITY	\$14,192.37	\$766.86	\$0.00	\$695.28	\$14,263.95	\$0.00	\$14,263.95
810 FOGARTY FACULTY	\$107.22	\$56.15	\$0.00	\$0.00	\$163.37	\$0.00	\$163.37
812 GUES ACTIVITY	\$22,661.81	\$300.00	\$0.00	\$4,353.39	\$18,608.42	\$0.00	\$18,608.42
813 GUES FACULTY	\$687.15	\$28.25	\$0.00	\$38.98	\$676.42	\$0.00	\$676.42
815 GUES PARENTS ORG.	\$23,343.86	\$0.00	\$0.00	\$4,368.78	\$18,975.08	\$0.00	\$18,975.08
816 GHS SPECIAL KIDS	\$64.65	\$0.00	\$0.00	\$0.00	\$64.65	\$0.00	\$64.65
817 ART JUNIOR HIGH	\$309.56	\$0.00	\$0.00	\$0.00	\$309.56	\$0.00	\$309.56
818 JH BUILDERS CLUB	\$311.54	\$0.00	\$0.00	\$0.00	\$311.54	\$0.00	\$311.54
819 ATHLETICS JUNIOR HIGH	\$8,821.09	\$0.00	\$0.00	\$741.00	\$8,080.09	\$1,705.90	\$6,374.19
820 GOLF JUNIOR HIGH	\$2,888.31	\$572.00	(\$1,500.00)	\$0.00	\$1,960.31	\$0.00	\$1,960.31
821 FHA JUNIOR HIGH	\$1,196.85	\$0.00	\$0.00	\$0.00	\$1,196.85	\$0.00	\$1,196.85
822 HONOR SOCIETY JR HIGH	\$1,978.10	\$0.00	\$0.00	\$0.00	\$1,978.10	\$0.00	\$1,978.10
823 JR HIGH ACCOUNT	\$8,520.51	\$0.00	(\$5,886.37)	\$0.00	\$2,634.14	\$0.00	\$2,634.14
824 JR HIGH FACULTY	\$724.36	\$0.00	\$0.00	\$0.00	\$724.36	\$0.00	\$724.36
825 LIBRARY JR HIGH	\$9,222.30	\$0.00	\$3,775.00	\$6,969.00	\$6,028.30	\$2,359.50	\$3,668.80
826 LEARN 2 LOVE	\$160.00	\$10.00	\$2,111.37	\$0.00	\$2,281.37	\$0.00	\$2,281.37
827 CHEERLEADERS JR HIGH	\$4,338.04	\$3,850.00	\$0.00	\$800.00	\$7,388.04	\$0.00	\$7,388.04
830 STUCO JH	\$3,100.53	\$0.00	\$0.00	\$59.21	\$3,041.32	\$0.00	\$3,041.32
831 T.S.A. JR HIGH	\$1,960.45	\$0.00	\$0.00	\$0.00	\$1,960.45	\$0.00	\$1,960.45
832 YEARBOOK JR HIGH	\$1,495.90	\$0.00	\$0.00	\$0.00	\$1,495.90	\$0.00	\$1,495.90
834 JR HIGH ACADEMIC TEAM	\$170.74	\$0.00	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74
850 ACADEMIC TEAM HS	\$40.10	\$0.00	\$0.00	\$0.00	\$40.10	\$0.00	\$40.10
851 ART CLUB HS	\$6,840.70	\$70.00	\$0.00	\$63.89	\$6,846.81	\$0.00	\$6,846.81
852 ATHLETICS HS	\$58,395.37	\$1,207.25	\$1,500.00	\$15,020.08	\$46,082.54	\$15,557.20	\$30,525.34
853 HS CHEER	\$6,697.79	\$2,252.60	\$0.00	\$5,804.01	\$3,146.38	\$0.00	\$3,146.38
854 FOOTBALL CAMP	\$2,102.25	\$0.00	\$0.00	\$920.00	\$1,182.25	\$0.00	\$1,182.25
855 TENNIS HS	\$11,628.78	\$300.00	\$0.00	\$0.00	\$11,928.78	\$0.00	\$11,928.78
856 GHS LIBRARY	\$1,641.54	\$0.00	\$0.00	\$0.00	\$1,641.54	\$0.00	\$1,641.54
857 YOUTH & GOVERNMENT HS	\$51.94	\$0.00	\$0.00	\$0.00	\$51.94	\$0.00	\$51.94
858 GHS LINK CREW	\$185.99	\$0.00	\$0.00	\$0.00	\$185.99	\$0.00	\$185.99
859 BAND (OPERATING) HS	\$9,793.75	\$55.00	\$0.00	\$10.00	\$9,838.75	\$0.00	\$9,838.75
860 CLASS OF 2016 HS	\$7,409.36	\$0.00	\$0.00	\$6,276.81	\$1,132.55	\$0.00	\$1,132.55
861 CLASS OF 2017 HS	\$4,292.93	\$0.00	\$0.00	\$0.00	\$4,292.93	\$0.00	\$4,292.93
862 CLASS OF 2018 HS	\$4,713.76	\$0.00	\$0.00	\$0.00	\$4,713.76	\$0.00	\$4,713.76
863 CLASS OF 2019 HS	\$2,315.95	\$0.00	\$0.00	\$0.00	\$2,315.95	\$0.00	\$2,315.95
864 GHS ALUMNI ACCOUNT	\$0.00	\$0.00	\$1,126.77	\$0.00	\$1,126.77	\$0.00	\$1,126.77
867 CLASS OF 2014 HS	\$127.28	\$0.00	(\$127.28)	\$0.00	\$0.00	\$0.00	\$0.00
868 CLASS OF 2015	\$999.49	\$0.00	(\$999.49)	\$0.00	\$0.00	\$0.00	\$0.00
869 ENGLISH CLUB	\$1,753.33	\$0.00	(\$205.00)	\$120.00	\$1,428.33	\$0.00	\$1,428.33
870 HS FACULTY/COURTESY ACCOUNT	\$1,579.75	\$55.55	\$0.00	\$70.00	\$1,565.30	\$0.00	\$1,565.30
871 HS STUDENT PANTRY	\$500.00	\$0.00	\$3,000.00	\$458.35	\$3,041.65	\$0.00	\$3,041.65
873 SPEECH HS	\$503.25	\$0.00	\$0.00	\$0.00	\$503.25	\$0.00	\$503.25
876 FFA 4H BOOSTER CLUB HS	\$49,499.56	\$0.00	\$0.00	\$6,693.19	\$42,806.37	\$0.00	\$42,806.37
877 FFA HS	\$19,620.30	\$170.00	\$0.00	\$5,561.07	\$14,229.23	\$0.00	\$14,229.23
878 FCCLA (FHA) HS	\$429.14	\$0.00	\$0.00	\$0.00	\$429.14	\$0.00	\$429.14
879 FOREIGN LANGUAGE SPAN HS	\$1,647.23	\$0.00	\$0.00	\$0.00	\$1,647.23	\$0.00	\$1,647.23
882 GUTHRIE RUNNING CLUB HS	\$2,875.00	\$0.00	\$0.00	\$0.00	\$2,875.00	\$0.00	\$2,875.00

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 6/1/2016 - 6/30/2016

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
883 HERITAGE CLUB HS	\$943.77	\$0.00	\$0.00	\$0.00	\$943.77	\$0.00	\$943.77
884 HIGH SCHOOL ACCOUNT	\$16,039.88	\$359.25	(\$3,455.00)	\$601.20	\$12,342.93	\$0.00	\$12,342.93
886 HONOR SOCIETY HS	\$1,638.29	\$0.00	\$0.00	\$0.00	\$1,638.29	\$0.00	\$1,638.29
888 JOURNALISM HS	\$387.30	\$0.00	\$0.00	\$0.00	\$387.30	\$0.00	\$387.30
889 KEY CLUB HS	\$464.67	\$0.00	\$0.00	\$0.00	\$464.67	\$0.00	\$464.67
892 MATH OF FINANCE	\$18.18	\$0.00	\$0.00	\$0.00	\$18.18	\$0.00	\$18.18
893 MU ALPHA THETA HS	\$382.99	\$0.00	\$0.00	\$0.00	\$382.99	\$0.00	\$382.99
895 JROTC HS	\$6,633.92	\$0.00	\$0.00	\$0.00	\$6,633.92	\$0.00	\$6,633.92
896 S.A.D.D. HS	\$40.02	\$0.00	\$0.00	\$0.00	\$40.02	\$0.00	\$40.02
897 SOCCER CLUB HS	\$1,711.14	\$0.00	\$0.00	\$0.00	\$1,711.14	\$0.00	\$1,711.14
898 SCIENCE CLUB HS	\$6,207.27	\$350.00	\$0.00	\$0.00	\$6,557.27	\$0.00	\$6,557.27
899 STUDENT COUNCIL HS	\$3,944.90	\$0.00	\$0.00	\$0.00	\$3,944.90	\$0.00	\$3,944.90
900 CAMPUS BEAUTIFICATION HS	\$7,916.89	\$0.00	\$0.00	\$0.00	\$7,916.89	\$0.00	\$7,916.89
902 VOCAL HS	\$4,157.33	\$100.00	\$0.00	\$347.28	\$3,910.05	\$0.00	\$3,910.05
904 YEARBOOK HS	\$4,100.59	\$390.00	\$660.00	\$4,351.50	\$799.09	\$0.00	\$799.09
907 HS MEMORIAL FUND	\$73.92	\$0.00	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$440.94	\$0.00	\$0.00	\$0.00	\$440.94	\$0.00	\$440.94
911 FFA BUILDING FUND	\$17,679.96	\$0.00	\$0.00	\$140.29	\$17,539.67	\$2,889.44	\$14,650.23
912 GHS BUSINESS PROF OF AMERICA	\$597.44	\$0.00	\$0.00	\$0.00	\$597.44	\$0.00	\$597.44
913 DRAMA HS	\$1,519.39	\$0.00	\$0.00	\$0.00	\$1,519.39	\$0.00	\$1,519.39
921 BANQUET ACCOUNT	\$309.01	\$0.00	\$0.00	\$0.00	\$309.01	\$0.00	\$309.01
922 COURTESY COMMITTEE ADMIN	\$148.87	\$0.00	\$0.00	\$40.00	\$108.87	\$0.00	\$108.87
925 GENERAL FUND REFUND	\$7,685.60	\$70.00	\$0.00	\$7,755.60	\$0.00	\$0.00	\$0.00
927 HALL OF FAME BANQUET	\$736.17	\$0.00	\$0.00	\$0.00	\$736.17	\$0.00	\$736.17
929 SPECIAL OLYMPICS	\$30,039.75	\$0.00	\$0.00	\$1,173.95	\$28,865.80	\$0.00	\$28,865.80
930 DISTRICT ELEM. PTO	\$175.34	\$0.00	\$0.00	\$0.00	\$175.34	\$0.00	\$175.34
932 SUMMER SCHOOL HS	\$7,925.00	\$3,825.00	\$0.00	\$11,750.00	\$0.00	\$0.00	\$0.00
933 FAVER C&C	\$70.08	\$0.00	\$0.00	\$0.00	\$70.08	\$0.00	\$70.08
934 TRANSPORTATION C&C	\$3,994.09	\$425.00	\$0.00	\$452.28	\$3,966.81	\$0.00	\$3,966.81
935 VENDING MACHINE ADMIN	\$359.40	\$109.16	\$0.00	\$75.36	\$393.20	\$0.00	\$393.20
936 GUES HONOR CHOIR	\$628.91	\$0.00	\$0.00	\$0.00	\$628.91	\$0.00	\$628.91
937 FAVER ACTIVITY	\$415.81	\$0.00	\$0.00	\$0.00	\$415.81	\$0.00	\$415.81
938 NATIVE AMERICAN PARENT COM	\$205.72	\$0.00	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72
940 ADMINISTRATION MISC	\$9,345.89	\$201.76	\$0.00	\$301.78	\$9,245.87	\$0.00	\$9,245.87
942 C.N. CLEARING ACCT	\$200.00	\$23.25	\$0.00	\$223.25	\$0.00	\$0.00	\$0.00
Total	\$494,672.65	\$17,397.26	\$0.00	\$96,698.38	\$415,371.53	\$24,894.04	\$390,477.49



**GUTHRIE PUBLIC SCHOOLS
FIELD TRIP REQUEST
Effective 2-08**

Today's Date 6/23/2016 Date of Activity 5/30/2017-6/4/2017

Destination Orlando, FL

Class & Grade Level GHS 9-12 Band and Choir

Teacher(s) Rob Blackburn and Bill Perring

Names of teacher assistants or other adults attending:

Aubrey Ross and Samantha Hoffman

Number of students 110 Number of sponsors 20

Leave Time TBA Return Time TBA

Event Beginning Time if different TBA Event Ending Time if different TBA

Emergency Phone Contact Number 405-820-9365 (Bill) 405-306-3990 (Rob)


Cost to be paid per student \$1550 Due when? March 16 Cost to district \$0

Paid for by Activity Fund Yes No

Sub needed? Yes No (If yes, please complete sub request.)

Transportation request completed? Yes No

Activity information e-mailed to activities@guthrie.k12.ok.us (Send as an Attachment) Yes No


Principal Signature

6-23-16
Date

If special needs students are involved, the Special Education Director must approve.

Special Education Director

Date

Every student must have a signed consent, indemnity and release form on file before going on any activity.

List the PASS objective and the educational objective to be addressed by this field trip:



EMPLOYEE TRIP REQUEST

Check if Out of State

Bill Perring

6/23/2016

Name of Employee _____

Date _____

Employee's Current Assignment GHS Vocal

Title of Conference or Activity GHS Band and Choir Trip

Location Orlando, FL Date(s) of Conference 5/30/2017-6/4/2017

Full Legal Name (for air travel) NA

Submit copy of Driver's License for flights - it must match the boarding pass.

Departure Date 5/30/2017 AM PM (check one) Return Date 6/4/2017 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.

Every Four year trip for choir and band students

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. Air and Bus/Activity Fund

Travel*	\$	<u>600.00</u>	(mileage, air, ground, parking & toll) see below
Registration	\$	<u>550.00</u>	
Lodging	\$	<u>400.00</u>	
Meals	\$		(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$		(calculate @ \$65 per day)
Total	\$	<u>1,550.00</u>	

All Activities/Activity Fund
Hotel/Activity Fund

Will a substitute be needed? Yes No (Remember to complete your sub request)

Principal's Approval Chris Perring Signature 6-23-16 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

Rob Blackburn

6/23/2016

Name of Employee _____

Date _____

Employee's Current Assignment GHS Band

Title of Conference or Activity GHS Band and Choir Trip

Location Orlando, FL

Date(s) of Conference 5/30/2017-6/4/2017

Full Legal Name (for air travel) NA

Submit copy of Driver's License for flights - it must match the boarding pass.

Departure Date 5/30/2017 AM PM
(check one)

Return Date 6/4/2017 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.

Every Four year trip for choir and band students

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.
Air and Bus/Activity Fund

Travel*	\$	<u>600.00</u>	(mileage, air, ground, parking & toll) <i>see below</i>
Registration	\$	<u>550.00</u>	
Lodging	\$	<u>400.00</u>	
Meals	\$		(overnight stay required; calculate at \$30 per day in state; \$50 out of state)
Substitute	\$		(calculate @ \$65 per day)
Total	\$	<u>1,550.00</u>	

All Activities/Activity Fund

Hotel/Activity Fund

Will a substitute be needed? Yes No (Remember to complete your sub request)

Principal's Approval 6-23-16
Signature Date

Program Director's Approval _____
Signature Date

Board of Education Approval _____
Date

*Refund for toll fees, parking and ground travel requires receipt.

Band and Choir Proposal for our 3rd Orlando Trip in 2017

Information Sheet

Tour Company: Super Holiday Tours

We are planning on using the same company we used on the previous trips.

Dates

We will once again be going after the end of school in the spring of 2017 and after Memorial Day so as to not conflict with Rainbow events or any school activities. We of course will not be missing any school days as well. We are planning on leaving on May 30 and returning on June 4, a Tuesday – Sunday.

Chaperones: 10 to 15 depending on the number of students.

We typically travel with at least 1 chaperone for every 10 students. The parents who go as chaperones are required to pay for the trip.

Cost: \$1550 (based on quad occupancy)

This includes air flight, hotel and transport in Florida, park entrances and some meals.

Trip Payments:

We will be setting up trip ledgers for the chaperones and students after Board approval.. There will be a series of due dates starting in the fall. We will use a combination of fundraisers and personal contributions to pay for each individual.

Conclusion:

This will be the third time we have taken this trip with the first two being very successful. We always perform in some way at Disney and anticipate doing this once again.



Staking A Claim in Our Students' Future

Jerry Gammill
Director of Facilities

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

To: Dr. Mike Simpson and
Board of Education

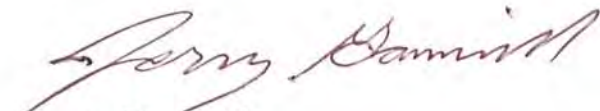
Date: June 29, 2016

We would like to declare the following surplus:

IPhone 6

8 boxes of microscopes from GUES

Thank you,



Jerry Gammill



CCOSA's NEW District Level Services Program Agreement

June 20, 2016

Dear Superintendent:

Five years ago CCOSA took its first steps in offering services to school districts by launching the Legal Assistance Program. Two years ago CCOSA launched a second service program called the Financial Assistance Program. Both programs were designed to save districts money while providing advisory services to school leaders regarding school budgets and legal issues.

Our goal is to support education leaders by offering exceptional services for Better Schools.

School budgets continue to be reduced by the state, and greater resources are needed in order for school districts to continue serving students well. Against this backdrop, CCOSA will do more to support our members while being mindful of the important services other Oklahoma organizations currently provide to rural and suburban school districts as well as to boards of education.

I am excited to announce CCOSA's new District Level Services Program, which will officially launch on July 1st of this year. This new program will offer school districts support and services in the following areas:

- **Legal and Financial Services:** Legal advisory services will be provided by Andrea Kunkel, Hayley Jones, and Ryan Owens. School budget planning and advisory services will be provided by Dr. Pam Deering, Steven Crawford, and Vernon Florence.
- **I.T. Services:** CCOSA partner [United Systems, Inc.](#) will provide 1:1 planning frameworks, I.T. job descriptions, and monthly webinars and updates.
- **School Facilities, Security, and Safety:** CCOSA partner [kerr 3 design group, inc.](#) and [Red Sky Constructors, LLC](#) will offer advisory services to districts with questions relating to building design, infrastructure, building permits, bidding, and construction. The [Oklahoma School Security Institute](#) will provide no-cost safety inspections of schools, and highly qualified trainers will help districts create local emergency operation plans.
- **Professional Development and Communication:** CCOSA will host regional professional development days and periodic webinars on hot topics and provide a monthly newsletter with the most current information on issues affecting the work of education leaders.
- **Website Offering:** CCOSA partner [SOCS](#) will offer exclusive discounts to participating districts for website services.
- **Student Achievement:** CCOSA partner [Renaissance Learning](#) will help districts accelerate student gains in Reading and Mathematics by offering exclusive discounts to participating districts for professional development, instructional coaching, software startup fees, and data integration (RDI) fees.
- **State-Level Education Analytics:** CCOSA has partnered with [Forecast5 Analytics](#) to provide state-level education budget and personnel data analytics to school districts. In the fall of 2016, participants will be able to compare their district to other districts and critically evaluate how local expenditures are used to impact student achievement and employee performance.

District Name: _____

Page 1 of 7

100



Districts that formerly participated in CCOSA’s Legal and/or Financial Assistance Program(s) will have the option to continue membership in those programs. However, to retain your current benefits and access these additional benefits, districts must join the new District Level Services Program. **Participation in a former program (Legal and/or Financial Assistance) and the new District Level Services Program is NOT required.**

This letter sets out the Agreement between the Cooperative Council for Oklahoma School Administration (CCOSA) and _____ School District No. __ of _____ County, Oklahoma (District) concerning the District’s participation in **CCOSA’s District Level Services Program** (Program) for the fiscal year ending June 30, 2017.

The District understands that CCOSA’s District Level Services Program emphasizes assistance in the areas of school finance, education law, school facilities, school security and safety, information technology, and student achievement. The District understands that CCOSA and/or its partners will be unable to provide assistance in some areas and with some issues. The District understands that, in those situations, CCOSA and/or its partners may recommend that the District seek advice, assistance, and services beyond those offered by this Program, which may cause the District to incur expenses that are not covered by this Program. **This Program is ADVISORY ONLY and CCOSA and/or its partners do not warrant or guarantee any specific outcome related to the advisory services provided. CCOSA reserves the right to refuse participation to school districts and to remove school districts from participation in the Program.**

Cost to Participating School Districts
(based upon each district’s size in ADM for the preceding fiscal year)

<u>ADM</u>	<u>COST</u>	<u>WORKSHOP REGISTRATIONS</u>
25,000 plus	\$ 4,000	18
10,000 to 24,999	\$ 3,000	18
5,000 to 9,999	\$ 2,500	12
1,500 to 4,999	\$ 2,000	12
500 to 1,499	\$ 1,800	12
499 or less	\$ 1,500	12

For participating Oklahoma cooperatives, interlocals, and technology centers, the cost of participation will be determined based upon the total 2015-16 ADM for all school districts that participated in the cooperative, interlocal, or technology center during the 2015-16 school year.

The District may designate two district administrators who are authorized to initiate requests for assistance from CCOSA and/or its partners. Districts with an ADM of 10,000 and above may designate three district administrators. The District may include additional school personnel in conference calls, on-site visits, and training sessions.

Enclosed is a list of approved events from which the District may select for the contract term. Please indicate the number of participants who will be attending the event(s).

District Name: _____



COOPERATIVE
COUNCIL FOR
OKLAHOMA
SCHOOL
ADMINISTRATION

2901 North Lincoln Boulevard
Oklahoma City, OK 73105
405-524-1191 office
405-524-1196 fax
www.ccosa.org

The term of this Agreement begins on the date it is approved by the District's Board of Education and ends on June 30, 2017. Either the District or CCOSA may terminate this Agreement upon notice in writing to the other party.

If this letter meets with your approval, please place the following item on an upcoming Board agenda:

Discussion, motion and possible action to approve or not to approve entry into an agreement with the Cooperative Council for Oklahoma School Administration (CCOSA) to participate in the CCOSA District Level Services Program for the 2016-17 fiscal year.

When the Board approves the agreement, please return a completed copy of the enclosed forms to **Laura Crabtree** (laura@ccosa.org) or fax to 405.524.1196 (ATTN: Laura Crabtree) keep a copy for your District files.

We look forward to working with you. Please contact CCOSA Associate Executive Director Dr. Pam Deering (deering@ccosa.org), General Counsel Andrea Kunkel (kunkel@ccosa.org), Deputy General Counsel Hayley Jones (hayley@ccosa.org), Laura Crabtree (laura@ccosa.org), or me (owens@ccosa.org) if you have questions about this Agreement or the Program.

Sincerely,

Ryan Owens
CCOSA Executive Director

District Name: _____

Page 3 of 7



P.O. CALCULATION GRID

County Name: _____

County Number: _____

District Name: _____

District Number: _____

P.O. CALCULATION GRID

<u>ADM</u>	<u>COST</u>
25,000 plus	\$ 4,000
10,000 to 24,999	\$ 3,000
5,000 to 9,999	\$ 2,500
1,500 to 4,999	\$ 2,000
500 to 1,499	\$ 1,800
499 or less	\$ 1,500

ADM (prior year)	TOTAL

Purchase Order Number: _____

Purchase Order Amount: _____

****Please attach a copy of the purchase order when submitting completed forms****

District Name: _____



DESIGNATED ADMINISTRATOR CONTACT FORM

Eligible Administrators

(based upon each district's size in ADM for the 2015-16 school year)

<u>ADM</u>	<u># of eligible administrators</u>
10,000 +	3
1 to 9,999	2

<u>ADMINISTRATOR</u>	<u>PHONE NUMBER</u>	<u>EMAIL ADDRESS</u>
*		

*only if ADM exceeds 10,000



WORKSHOP REGISTRATION

Below is a list of approved professional development workshops from which your District may select at no cost as part of your participation in the CCOSA District Level Services Program (“Program”). Please indicate the number of free registrations your District will use when attending selected events.

Finance Workshop Names

- Basic School Finance (CCOSA / Crawford Consulting, LLC)
- Managing School Activity Accounts (CCOSA)
- Advanced School Finance (CCOSA / Crawford Consulting, LLC)

Legal Workshop Names

- School Law for Administrators
- ODSS Fall Conference
- OASA Legislative Conference

Please use the following information to determine the number of free registrations your District receives as part of your participation in the Program.

<u>ADM</u>	<u>WORKSHOP REGISTRATIONS</u>
10,000 or more	18
1 to 9,999	12

Please complete the following form to indicate the workshop(s) District personnel would like to attend and the number of free registrations you plan to use for the workshop(s) you identify.

WORKSHOP NAME	NUMBER OF REGISTRATIONS



2901 North Lincoln Boulevard
Oklahoma City, OK 73105
405-524-1191 office
405-524-1196 fax
www.ccosa.org

SUPERINTENDENT CERTIFICATION OF PARTICIPATION

I certify that on the _____ day of _____ 20___, the Board of Education of _____ Public Schools voted to allow our school district to participate in the CCOSA District Level Services Program. The _____ Board of Education has encumbered \$_____ for the purpose of participating in the CCOSA District Level Services Program. The Board of Education acknowledges that participation in the Program will result in the provision of **advisory services** to designated administrators with _____ Public Schools.

Signature of Superintendent

Date

Please send a copy of the completed forms to Laura Crabtree (laura@ccosa.org) or fax to 405.524.1196 (ATTN: Laura Crabtree). Keep one copy for your records.

District Name: _____

Page 7 of 7

GUTHRIE HIGH SCHOOL

200 Crooks Drive
Guthrie, Oklahoma 73044

(405) 282-5906
FAX (405) 282-8823

"Home of Champions"

DR. MIKE SIMPSON
SUPERINTENDENT

CHRIS LEGRANDE
PRINCIPAL

BRET STONE
ASSISTANT PRINCIPAL

DUSTIN THROCKMORTON
ASSISTANT PRINCIPAL

JON CHAPPELL
ATHLETIC DIRECTOR

To: Dr. Mike Simpson and Guthrie Board of Education

St. Marys Catholic School of Guthrie would like to coop with Guthrie Schools in the following sports.

1. Jr High Football
2. Jr High Boys and Girls Cross Country
3. Jr High Wrestling
4. Jr High Boys and Girls Track
5. Jr High Boys and Girls Golf

For 2016-2017 School Year

Thank You

A handwritten signature in black ink, appearing to read "Jon Chappell", written in a cursive style.

Jon Chappell



2016-2017

***School Bus Rider Handbook
with Rules and Guidelines***

Revised 6-30-2016



Guthrie Public Schools Department of Transportation School Bus Rider Guidelines

PARENT/GUARDIAN: Please keep these guidelines for future reference.

The Guthrie Board of Education realizes that school bus transportation is an integral part of the modern day educational process. At the same time, the State of Oklahoma has determined that school bus transportation is to be considered a **privilege** and **not a right** of the students attending the state's public schools (70 OS 9-101). Because of these ~~two~~ facts, and because the Board has decided to extend transportation privileges to those who are eligible, the following procedures have been established to facilitate safe transportation of the district's students.

These procedures are not in place to create a hardship on parents or guardians. They are in place to provide for the safety of all students who are transported by bus. They will not supersede, but are in addition to all Board adopted policies, and building level student handbooks as the bus is an extension of the classroom.

We carry the most precious cargo in the world: our children. We ask that you appreciate the efforts being put forth to care for your children and to cooperate with school administrators in their pursuit of safe transportation.

Registration of Riders

Each student must be registered as a bus rider before they can ride a school bus. The GPS Transportation Department Student Bus Rider Registration Form is available at the Transportation Office and on the school website (<http://www.guthrie.k12.ok.us> **click on Departments then Transportation**). 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. **Your signature on the Student Rider Registration Form that accompanies this handbook acknowledges that you have received been advised where to locate the Guthrie Public Schools Bus Rider Handbook, and that you and your student will comply with the rider policies which have been approved by the GPS Board of Directors.**

Transportation Transfers Shuttle and Route 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 will only get on and off the bus at their assigned stop. Permission may be granted to ride another bus or get off at another stop on a case by case basis and only in an emergency.

An Emergency Rider Waiver form must be filled out and approved at GPS Transportation before changes are permitted.

In town students will have the option of riding as a school-to-school **transfer/shuttle** rider. A school-to-school transfer rider is a student who rides in the morning, from the school closest to his or her home to the school he or she is enrolled in for the school day and to return in the evening from the school he or she attends to the school that is closest to his or her home. Students riding shuttles inside the no ride zone from one school to another may only ride to their designated school and may not ride the bus to a stop outside of the no ride zone unless an Emergency Rider Waiver has been granted.

~~Transfer students must be at the pickup location at least 5 minutes before the scheduled pickup time and be prepared to immediately board the bus when it arrives. Transfer/Shuttle students should not be dropped off at the pick-up site more than 15 minutes before 7:00 A.M. the scheduled pick-up and never earlier later than 7:20 7:15 A.M.~~ When the transfer students return in the afternoon they must immediately leave the school premises.

Transfer/Shuttle students are subject to all the rules and requirements for riding the bus. Since transfer students are only on the bus a short time (10 -15 minutes) they are subject to a **3 strikes and you are off the bus for the rest of the semester rule**. Once they have received a third write up they will be denied bus riding privileges for the remainder of the semester. The student **may will** be reinstated his or her bus privileges at the beginning of the second semester and **may will** have one last chance to **follow District policies** ~~behave correctly~~ on the bus.

If a **Route** student does not ride for **two** (2) consecutive ~~days~~ **mornings**, the bus will not return or stop until you notify the Transportation Office (405-282-5919) that the student will again be riding.

BUSTER SAYS
**SEAT TO SEAT – BACK TO BACK
STAY SEATED – ARMS AROUND BACKPACK!**

BUS DISCIPLINE

It is our goal at Guthrie Public Schools to provide an orderly and safe transportation experience. Riding the bus is a privilege and as such can be granted or taken away based on the students' conduct and behavior.

Discipline is the responsibility of parents, students, teachers, bus drivers and administrators.

The student is responsible for his/her individual conduct. Because not every problem that may arise can be foreseen, students should use good common sense to govern their behavior. They should treat each other, the bus driver, faculty, staff and property with respect. They should be aware that when their behavior distracts from the ability to provide safe transportation services a consequence and or punishment will result.

It is the responsibility of the parent to instill in their child the value of appropriate behavior, good conduct, and to reinforce the policies and goals of the school.

It is the bus driver's responsibility to set high standards for student behavior and to enforce the rules as they relate to transporting students.

It is the responsibility of the administrator to take disciplinary action when general transportation rules and school policies have been disregarded or when crimes under Oklahoma Statutes have been committed.

The administrators will also step in; after all other possibilities have been exhausted, to administer more severe consequences to those students who continually disrupt the quality or safety of the transportation experience.

The disciplinary process is cumulative throughout the school year. Students are held responsible to be good bus citizens over the entire course of the school year.

1. Students are expected to:
 - a. behave well while on the bus
 - b. board the bus quietly,
 - c. take their assigned seats,
 - d. remain seated, sitting forward
 - e. converse quietly with their nearest neighbor.
2. The bus driver is in charge of the bus.
3. The bus driver will assign seats.
4. Student behavior is expected to be like that in the classroom.

The Rules

The violation of any of the following rules will immediately place the student into the bus discipline system.

THE BUS DRIVER IS IN CHARGE OF THEIR BUS
(Just like the teacher in a classroom)

Student behavior is expected to be like that in the classroom

1. Cell phones and some other electronic devices (for music, and other appropriate uses) are allowed only if headphones / ear-buds are used and it does not create a disturbance on the bus. Cameras and any other electronic device, that may disturb or distract the driver or students are not allowed to be used on the bus.

2. ~~The driver is in full charge of the bus and the students. The driver and the rules must be obeyed at all times.~~ Disrespect, defiant conduct, or obscene language, or gestures directed toward the driver **or students** can result in the student's suspension or expulsion from the bus.
3. A student will sit where he/she is **asked or told** to sit either permanently or temporarily at the driver's discretion.
4. Students shall ride only their assigned bus. **Students will only be allowed to get on or off at their assigned stop location. Permission may be granted to ride another bus or get on or off at another location on a case by case basis however, this requires a parent/guardian signed form and approved by Transportation BEFORE a change can take place.**
5. When requested by the driver, students must immediately and correctly identify themselves. **Failure to do so will result in a 3 day suspension from ALL buses.**
6. Students must arrive at the bus stop ten (10) minutes prior to designated bus pick-up time and wait in a safe and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a complete stop and are signaled by the driver to board the bus.
7. Students must enter and leave the bus in an orderly manner in view of the driver. If they must cross the road, they must do so in front of the bus (never behind it) **and wait for** the driver to ~~indicate~~ **signal the student** when it is safe to cross.
8. ~~Students who live in town may ride the bus as a transfer/shuttle rider but they also must obey all rules.~~
9. Students are to remain properly seated (seat to seat: back to back) facing the front of the bus at all times. No standing, no moving from seat to seat, no facing backward, no sitting on your knees, no sitting on your back pack or other personal items.
10. No student shall at any time extend head, hands, arms, or any body part out of the windows whether the school bus is in motion or standing still.
11. Students will reimburse the school district for damage to

school buses resulting from student misconduct and may be subject to loss of riding privileges and suspension or expulsion from school.

12. Students will refrain from excessive noise, shouting, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment, sexual misconduct and bullying.
13. Students must not have anything in their possession that might cause injury to another, no weapons of any kind, including but not limited to knives, guns, sharps, fighting gear, etc.
14. No smoking, **vaping**, chewing, or spitting of tobacco or use of any type of flame or sparking devices. Illegal substances or alcoholic materials or their paraphernalia are not allowed on school buses.
15. Eating or drinking on a school bus is not permissible: no gum, no candy, no pop, no pastries, no other types of food or confectionaries. In hot weather, one bottled water is permitted per student. **Exceptions to this rule only apply to documented medical needs.** Students must maintain clean bus interiors by keeping trash off the floor. Students may **not** throw refuse out of the windows.
16. **Aisles must be kept clear.** Personal belongings, books, instruments, projects, etc. must be held on a student's lap.
17. Large items which cannot be held in the student's lap will not be transported on the school bus; **this includes large band instruments.**
18. If a student does not ride for two (2) consecutive ~~days~~ **mornings**, the bus will not return or stop until you notify the Transportation Office that the student will again be riding.
19. No hats, no hoodies or other garment that makes it difficult to identify the student is allowed to be worn on the bus.
20. No wearing gang colors, displaying gang tags, or making gang symbols.
21. No personal hygiene items such as body spray, cologne,

perfume, or items that may affect allergies.

22. No animals, reptiles, fish, or fowl are permitted on the bus

23. No teasing, bullying, cyber bullying, no sexual misconduct, no loud talking, no unacceptable language, no standing or moving while on the bus.

Disciplinary process: Improper Conduct (Minor Offense)

For **any offense**, the bus driver may choose to re-assign the student to a specific seat, confer with the student, or call the parent. If a verbal warning **from the driver** fails to improve the student's behavior, the offense will be written up by the driver and submitted to a **Transportation Supervisor**. When a write up is issued, the following **progressive discipline** process will be in effect: ~~these first-time offenses which might be categorized as "minor", such as those in the list below, for, changing seat assignments, or other discipline attempts~~ the Transportation Director.

~~If the driver is not successful in stopping the students' poor behavior a write up will be issued.~~

1st offense – ~~Transportation Director or designee may have a conference with the student and a~~ **Driver issues bus citation to the student for parent notification**. A letter could be sent or a phone call placed to the parent or guardian by the Transportation Department. ~~notifying them of the offense.~~

2nd offense ~~Transportation Director or designee~~ A letter will be sent or a phone call placed to the parent or guardian. May require a conference with the student and/or parent. May also issue a mandatory suspension from **all** buses from **three (3) to five (5) days**. The parent or guardian will be notified of this by Transportation.

3rd offense – ~~Transportation Administrator~~ May require a

conference with the student and/or parent. May also issue a mandatory suspension from all buses from **six (6) days up to the remainder of the semester**. The parent or guardian will be notified of this by Transportation

4th offense - **May issue a mandatory suspension from all buses for the remainder of the school year and possibly extended to the following school year.** The parent or guardian will be notified of this by Transportation.

~~**3rd offense** — Transportation Director or designee may require a conference with the student and issue a mandatory suspension from all buses of five (5) days. The parent or guardian will be notified of this by Transportation.~~

~~**5th offense** — Transportation Administrator will have a conference with the student and issue a mandatory suspension for the rest of the semester. The parent or guardian will be notified of this by Transportation~~

Any of the above steps may be skipped **dependent on the severity of the offense**. ~~is revealed to be of a major or severe offense.~~ Punishments will be designed to coordinate with the appropriate building level student handbook.

Examples of Improper Conduct (All Offenses) (Minor Offenses)

Examples include ~~This category could include~~, but are not restricted to, any of the following:

1. Yelling, or screaming
2. Putting your feet or other items in the aisle
3. Rude, disrespectful to anyone on the bus
4. Using bad words, cursing or profanity of any kind
5. Throwing things on the bus
6. Shouting or yelling out of the window.

7. Obscene gestures to other passengers or outside the bus.
8. Taking pictures or videos or making voice recordings on the bus of another person (device may be confiscated).
9. Wearing a hat, a hoodie, or other garment if it makes it difficult to identify the student.
10. Touching or putting hands on another student in an aggressive manner.
11. Violation of safety procedure that could endanger anyone.
12. Any instance of 'horseplay'
13. Arguing with or showing disrespect to the driver
14. Not sitting in their assigned seat
15. Others as identified by transportation personnel.
16. Failure to immediately correctly identify themselves, to the driver.
17. Smoking, chewing, or possession of **drugs** or tobacco products
18. Vandalizing or damaging bus property is prohibited and students who do so will be responsible for payment to cover the cost of damages.
19. Tampering with bus emergency or safety equipment, video cameras or DVRs.
20. Physical assault of another person.
21. Inappropriate displays of affection.
22. Improperly clothed or inappropriately changing or removing clothes, displaying gang colors, gang tags, or making gang symbols. School dress code, per student handbooks, applies to the bus.
23. Picking on other students
24. Getting on or off the bus at an incorrect location.
25. Others as identified by transportation personnel.
26. Any instance of major fighting (Taking part in a violent struggle involving the exchange of physical blows where punches were either thrown or landed or weapons were used).
27. Sexual misconduct (Sexual misconduct encompasses sexual assault, and any conduct of a sexual nature that is without consent, or has the effect of threatening or

intimidating the person against whom such conduct is directed. For Example: exposing his or her genitals; soliciting or requesting another person to engage in sexual conduct under circumstances in which he knows that their requests or solicitation is likely to cause affront or alarm; forcing a victim to touch, directly or through clothing, another person's genitals, breast, groin, thighs or buttocks) or sexual harassment (the making of unwanted sexual advances or obscene remarks; intentional touching without consent, requests for sexual favors, or other verbal or physical conduct of a sexual nature to such an extent that it alters the conditions of the person's environment.)

28. Possession of an object that may be considered dangerous or used as a weapon Verbal (to include cursing), threats of violence, or physical assault of the driver or other transportation official by a student or his or her parent, guardian, or representative will result in immediate termination of riding privileges.

~~The disciplinary process is cumulative throughout the school year. Students are held responsible to be good bus citizens over the entire course of the school year.~~

Disciplinary process: Major Offense

~~For those first-time **Major** Offenses which might be categorized as "Major," such as those in the list below, the bus driver will immediately issue a write-up and submit it to the Transportation **Supervisor** Administrator.~~

~~This category could include, but is not restricted to, any of the following:~~

Disciplinary process: Severe Offense

A few offenses are considered severe and will result in the ~~loss of bus riding privileges for the rest of the school year~~. For those offenses which might be categorized as "SEVERE," such as those in the list below, the bus driver will immediately issue a write-up and submit it to the Transportation Director.

~~This category could include, but is not restricted to, any of~~

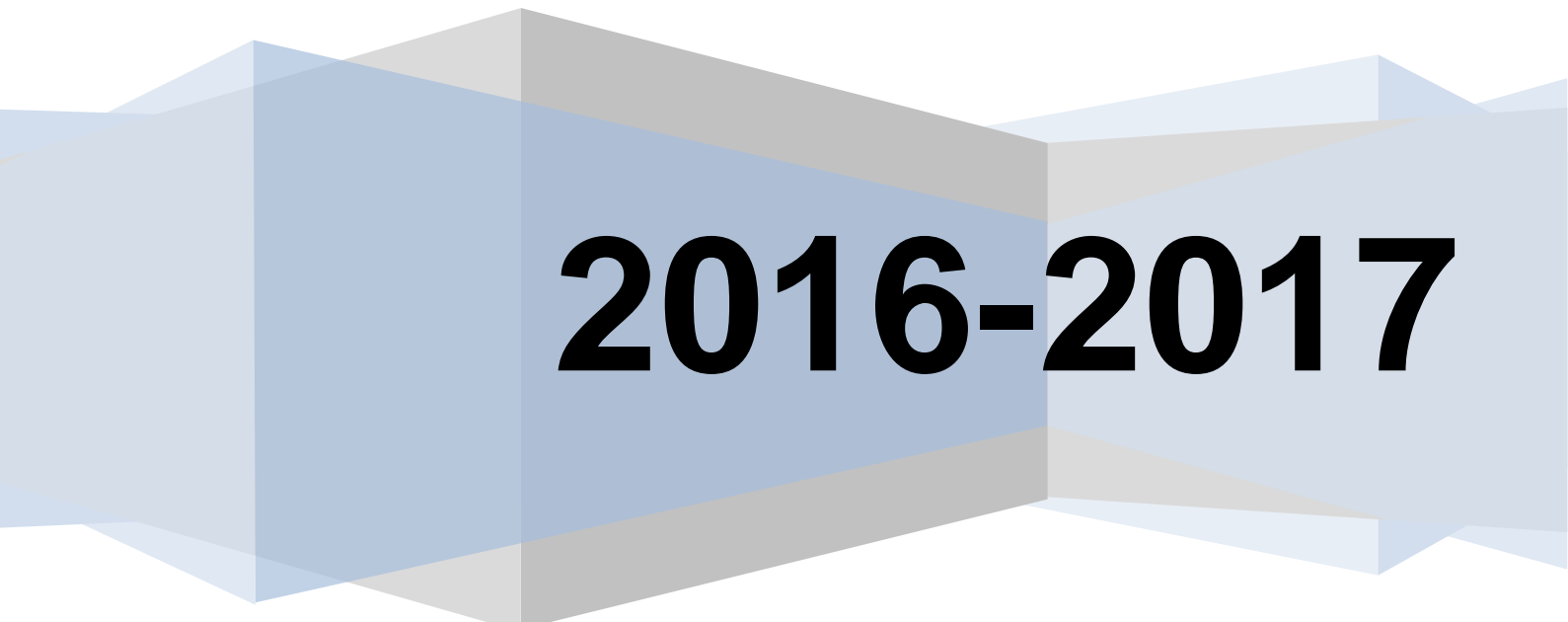
~~There is no excuse for any of the five offense listed as severe and they will not be tolerated and will result in immediate termination of riding privileges.~~

When a severe violation is believed to have occurred, bus riding privileges can be revoked immediately and indefinitely for safety purposes. A parent or guardian and the appropriate school principal will be notified by Transportation. The future disposition of the student's riding status will be determined after a thorough investigation is completed by the Transportation and School Administration.

GPS Driver Handbook

School Bus Driver's and Monitor's Handbook

**Transportation Department
Guthrie Public Schools**



2016-2017

Edited/Updated 06/22/2016

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**Guthrie Public School District is a Totally Tobacco Free Environment –Smoking, Dipping, Chewing or Other Use of Tobacco or Tobacco Products is Strictly Prohibited In or Around Any School Building, School, Grounds, or School Vehicles.
THIS INCLUDES VAPOR PRODUCED BY AN ELECTRONIC CIGARETTE OR SIMILAR DEVICE**

DRAFT

Aim

To transport students safely and efficiently to and from schools and activities.

Applicability

The contents of this manual apply to all employees of the Guthrie Public School system, regardless of position or title, who drive a Guthrie Public School bus.

Requirements for Guthrie Public Schools School Bus Driver

1. Hold a valid Oklahoma School Bus Driver's Certificate and CDL with appropriate endorsements.
2. Demonstrate to the ~~Transportation~~ **Director of Operations or Route Supervisor**, or someone he/she appoints, the ability to operate a school bus to the Director's satisfaction.
3. Have an acceptable moral character.
4. Be a responsible driver.
5. Must comply with all laws, policies, rules, and regulations set forth by the legislature, State Board of Education, local Board of Education, local administration, and Transportation Department.
6. Be willing to accept necessary modifications to assigned routes.
7. Must maintain a standard school bus driver's certification.
8. Attend meetings called by the ~~Transportation~~ **Director of Operations or Route Supervisor**.
9. Show proper care and respect for equipment **at all times**.
10. Show proper respect for the students.
11. Carry a watch or timepiece of some kind at all times while on duty and keep its time correct.
12. Fill out all applicable forms completely, accurately, and in a timely manner.
13. Be neat in appearance, courteous to parents and students, and cooperate with all transportation staff, principals, teachers, and other school officials.
 - a. Maintain acceptable **dress code standards** for drivers **and monitors**.
 - b. **Must** wear shoes while on a school bus. All shoes must be secured to the feet at the heel and have **closed toe**. No open **toe shoes for either drivers or monitors are allowed**.
 - c. Every driver must wear a shirt. No tank top or sleeveless undershirt **on school property**. Clothing which reveals undergarments or clothing of a similar nature is unacceptable.
 - d. If shorts are worn, they must be of Bermuda or walking short length. **No ripped jeans, shorts or cut offs, unless hemmed, are allowed**.
 - e. Vulgar or suggestive language, pictures, or symbols shall not appear on any clothing worn by the driver.
 - f. Tight fitting pants or clothing so tight as to be considered "revealing" is unacceptable.
 - g. No halter-tops or tube tops.
 - h. No pajama pant.

Expected Conduct for Transportation Employees

1. Be on time for work.
2. Drivers are expected to report to the dispatch office immediately upon arrival for work **and register their attendance.**
3. Drivers will clock-in:
 - a. AM: Within 5 minutes of the designated start time listed on your assigned route sheet
 - b. PM: No earlier than 2:10 and no later than 2:20pm
 - c. Or, as specified by the Route Supervisor or the Director.
4. Drivers will clock-out:
 - a. AM: Within 5 minutes of exactly 3 hrs after designated start time listed on your assigned route sheet.
 - b. PM: No earlier than 5:10 and no later than 5:20pm
 - c. Or, as specified by the Route Supervisor or the Director.
 - d. Drivers are to register their attendance only for themselves.
 - e. **YOU MAY NOT CLOCK ANYONE ELSE IN OR OUT.**
5. A minimum of two (2) hours notification to a Supervisor is required for any absence. If less than two (2) hours is provided, you will be considered a “no-show” unless the absence is considered an approved emergency as determined by the Director.

REMEMBER: Advance notice does not guarantee time off.

6. When an emergency arises, contact a **Supervisor** as soon as possible. ~~Emergencies at home, unavoidable schedule conflicts, and sickness are understandable reasons for missing work.~~ **Emergency absence approval is at the discretion of the Director.** Drivers are placed on their honor to not abuse this accommodation. Absences for personal convenience or excessive absences **could result in corrective action up to and including termination.**
7. The Transportation Office and Maintenance Shop are business areas. Please do not carry on unnecessary conversation with the office personnel and the mechanics. ~~Let them get their work done. Excessive noise in the dispatch office not only hampers the dispatcher's ability to carry out their job; it also gives the public the impression we run an unorganized operation. Their impression of our department affects how they will interact with you on route~~
8. **NO SMOKING OR TOBACCO USE IS ALLOWED ON SCHOOL PROPERTY. THIS INCLUDES VAPOR PRODUCED BY AN ELECTRONIC CIGARETTE OR SIMILAR DEVICE.**
9. Profane, vulgar, or suggestive language is not permitted **on the bus**, during or around any school activity or on school property.
10. No drivers are allowed beyond the yellow line in the garage. This is a safety violation and could result in a fine from OSHA. Drivers are not permitted to congregate in the garage. The driver's lounge is provided for drivers' use prior to, and after running, their bus routes.
11. Report all school related injuries that happen either to yourself or to a student, immediately **to a supervisor.** An accident/incident form is available in the **Transportation** office.

Use of Cellular Phones

Most drivers carry cellular phones; however, they are not to be used while the bus is in motion. They are to be used only for an emergency situation that may arise during the time the route is being driven. If a cellular phone must be used, pull over at a safe location, secure the bus, and then make the call or text (H.B. 1965 & S.B.183) **Driver headsets and/or Bluetooth items are not permitted on a bus.**

Child Check Procedure

Before exiting the bus, the driver will make a walk-through of the bus to inspect for sleeping students, lost or forgotten items, vandalism, or other damage to the interior of the bus. **LEAVING A CHILD ON A BUS ALONE COULD RESULT IN CORRECTIVE ACTION UP TO AND INCLUDING TERMINATION.**

Parking

Parking spaces will be provided for all school bus drivers along the drive. Please do not park in the grass alongside the bus lot.

All school buses are to be parked in the designated spaces only. No buses are to be left unattended in and around the office and garage area. This area can become quite congested which increases the possibility of an accident.

Personal vehicles are to be parked in the lot on the west side of the football field or the upper parking lot to the east of the garage area. Cars may be parked temporarily in the office parking area while signing in or out in the dispatch office. Cars may not be left in this parking area otherwise. This area is reserved for office personnel and visitors. No double parking. Please Park in the Designated Areas Only.

Bus Assignments

Buses are assigned to routes by the **Route Supervisor** and are subject to change at any time. . ~~Consideration is given to the buses' age, number of miles it has been driven, and the length of the route. Mileage on each bus must be regulated to ensure the maximum amount of miles with no major mechanical malfunction~~ **Proper care and/or lifespan of any bus are key factors when assigning or changing buses.** All drivers are required to maintain their bus in excellent condition including cleanliness (inside and out), pre & post trip inspections, proper fluid and fuel levels at all times and submit work orders for any shop work when needed.

All drivers are required to fully clean their bus (per Directors instructions) at the end of school year and submit it for inspection approval. Drivers will be paid up to 4 hours extra for cleaning their assigned bus at the end of the school year after approval of inspection is obtained.

Route Assignments

Routes are assigned to drivers by the Route Supervisor and are subject to change at any time. Drivers will be consulted as a part of the change process, but must be willing to gracefully accept any **required** change in their route. ~~The Route Supervisor assigns drivers to routes. Every route is subject to change at any time through the school year. Changes may vary from adding or deleting a stop, or adding or deleting a complete route. As few changes as possible will be made to the route.~~

Route Openings

The following procedures are the method by which the Transportation Department will attempt to fill open routes. It should be noted, however, that this procedure is subject to change when deemed necessary. Openings will be posted for **three** days. At the end of **three** days, **at 5:00pm**, the posting will be closed.

1. Drivers desiring an open route will sign the **Open Route posting**.

2. Selection will be based on ~~seniority*~~ **attendance history**, driving skills, accident record, **adherence to District policies, professionalism**, legitimate complaints received **and student management**, though not weighted in that order.
3. ~~*Seniority is defined as the total length of uninterrupted service as a school bus driver within the District.~~
4. The Director of Operations or designee will make the final selection after review.

Substitute & Trip Drivers

Substitute and Trip drivers carry the same responsibilities as a regular driver and are subject to the same rules and regulations.

There are two categories of substitutes:

1. Full time substitutes - drivers who report to the dispatch office at a specific time each day. They will be able to drive any route assigned to them by the dispatch office.
2. ~~On-Call~~ **Part time** substitutes - drivers who **report to the dispatch office at a specific time each day. They will be able to drive any route assigned to them by the dispatch office.** ~~are used on an "as needed" basis, driving a specific route as assigned by the dispatch office.~~

Registration of Riders

Each student must be registered as a bus rider before they can ride a school bus. The GPS Transportation Department Student Bus Rider Registration Form is available at the Transportation Office and on the school website (<http://www.guthrie.k12.ok.us>). Proof of residency is required, see the "Parent's Backpack" on the website for more information. Parents must complete this form and return it to the transportation office.

Student Rider Sheets

Every student riding a bus is required to have a **"Student Bus Rider Registration Form"** on file. These **must be carried on the bus during each route and** used to verify the rider list and create a bus seating chart. **They are returned to the driver's inbox after each trip. Do not leave them on the bus.**

Evaluations & Bus Observations & Discipline

All drivers will undergo a written evaluation of their performance annually. The Director of Operations will conduct this written evaluation. Drivers who are found deficient in any area will be put on a plan of improvement. **Bus Observations may be conducted by the Director, a Supervisor or their assigns anytime and are used as part of the evaluation process.**

Discipline procedures will follow a progressive pattern as follows:

- A. 1st Offense, Verbal Warning is issued and documented in Personnel File
- B. 2nd Offense, Written warning is issued with possible suspension without pay
- C. 3rd Offense, Written warning, corrective action up to and including termination.

Driving Regular Bus Routes

Regular bus route, as used in this handbook, refers to any regularly scheduled trip a bus makes for which there is a printed schedule. All bus routes have a printed schedule with designated stops, a list of students riding by stop, and a corresponding map. Keeping these documents current is the responsibility of the driver **and a Supervisor**

Dry runs, (practicing assigned routes on a bus) is mandatory within three (3) days prior to the first day of school. Check directions, timing and stops listed on your route sheet to ensure

on-time performance and route information integrity. If edits are required, please see a supervisor immediately to set an appointment for revisions needed.

General Information and Requirements

Drivers will follow the designated route **exactly** as printed and will make no changes. Exceptions to this are roadwork/**construction areas**, accident, weather factors **or an emergency as determined by a Supervisor**. When this happens, the Transportation Office will be notified **immediately** and an alternate route **may be** formulated. When the exception is cleared, the designated route will again be followed.

1. Drivers will make their first stop exactly at the time printed on the **route sheet** and subsequent stops as printed or a couple of minutes later but never early. **Update routes often with a supervisor.**
2. Drivers will not arrive at the first school before 7:15~~8~~ a.m. and will not unload students **until an office radio all-call is made to release students** at 7:20 AM.
3. In the afternoon, **NO drivers** will leave the bus lot before 3:00PM unless prior approval is obtained from a Supervisor.
4. **No drivers** will leave any school before 3:17pm after an office radio all-call is made authorizing departure for all buses.
5. Stop for students to get on or off the bus only at the location designated by the route sheet. **Once departed, Drivers will not go back to schools or stops (AM&PM) without prior approval from a Supervisor. CALL DISPATCH FOR PERMISSION**
6. Drivers will never pass a waiting bus without prior approval from a Supervisor. **CALL DISPATCH FOR PERMISSION**
7. Seat assignments are mandatory on all regular route buses. A seating chart must be provided to the Transportation office, kept on file and up to date as seating charts change.

NO DRIVER MAY CHANGE A ROUTE ON HIS OR HER OWN. ALL CHANGES WILL BE MADE BY A SUPERVISOR ONLY.

8. Drivers must wear their seat belts when driving a bus. Cited violations are the driver's responsibility.
9. All students **must be** seated before moving the bus.
10. Let no student on or off of the bus except at designated stops. The Transportation Office must approve any exception in advance. Should a student insist on disembarking at a stop that is not his own, do not physically try to stop the student. Follow district disciplinary procedures upon returning to the office.
11. Drivers should make every effort to control the students on their bus. Enforcement of the bus rules should be consistent and carried out in a timely manner.
12. Students **are never** ~~should not be~~ allowed to sit in the driver's seat or operate any of the bus equipment.
13. Drivers do not have the authority to remove a student from the bus or deny them riding privileges if they are properly registered on that route. The District discipline policy will be followed to remove a student from the bus.

**DRIVERS CANNOT DISCHARGE A STUDENT FROM
A BUS FOR DISCIPLINARY REASONS. THIS
VIOLATION COULD RESULT IN TERMINATION.**

14. All drivers must use extreme caution about touching students. Unless it is absolutely necessary and **for safety purposes only**, bus drivers should never touch a student.
 - a. Document all counseling done with students.
 - ~~b. If you must counsel with a student of either sex, try to conduct it on school grounds in the morning and in the presence of two witnesses. In the event that you must counsel with a student at a stop, do so in the presence of at least two witnesses, preferably three. Under no circumstances should you counsel with students alone, particularly those of the opposite sex. **Note: This is unrealistic. Drivers often counsel students on the bus only for a minute or two when others have left... Customary practice and works well.**~~
15. Never swing, point, or throw any object at a student, or threaten to strike a student.
16. Observe all traffic laws.
17. If you exit the bus for any reason, turn the ignition off and take the key with you.
18. Backing a school bus **requires prior approval from a Supervisor, except when backing into the bus lot. CALL DISPATCH FOR PERMISSION**
19. Drivers are expected to abide by the same rules as the students in regard to eating and drinking on the bus. Drivers may **only** take bottled water on the route with them. **Exceptions for students and drivers are for documented medical reasons only that may require food.**

Traffic Violations

~~School bus drivers are responsible for the safety of all the students riding their bus and violating traffic laws is considered a serious hindrance to that safety. All traffic violations are considered a serious matter and will be reviewed by the Director. **Note: addressed in other locations in doc.**~~

In addition to the regulations in effect under the State Department of Education and the State Department of Public Safety (which enforces the federal Commercial Driver's License – CDL - regulations), the following policies will be in effect as well:

1. Drivers who receive citations or failure to devote full time and attention to driving while in the execution of their duties are subject to suspension or dismissal upon a plea of guilty, a forfeiture of bond, or conviction. Verified, formal complaints of the same will merit the same treatment.
2. Drivers who lose their CDL through Department of Public Safety action will immediately be suspended, pending investigation, and are subject to dismissal.
3. All other traffic violations not mentioned above will be addressed on a case-by-case basis, using these policies as guidelines.
- 4. Drivers must report any citation received, either on or off duty, immediately to their Supervisor. Failure to do so could result in corrective action up to and including termination.**

Pre-Trip & Post-Trip

Before starting out, the driver must be satisfied that the motor vehicle is in safe operating condition. If the last vehicle inspection report notes any deficiencies, the driver should review and sign, noting that necessary repairs have been completed.

Safety is the most important reason you inspect your vehicle. Safety for yourself and for other road users.

Federal and state laws require that drivers inspect their vehicles prior to each trip. (FMCSR Part 396 Inspection and Repair) **Failure to inspect your vehicle, as required by law, could result in corrective action up to and including termination.** Federal and state inspectors may also inspect your vehicles. If they judge the vehicle to be unsafe, they will put it "out of service" until it is fixed.

Daily Report Trip Sheets & Work Orders

1. Fill out a Daily Trip Sheet for your regular routes each day. Complete it fully and place it in the basket located on the dispatcher's counter.
2. If you discover something on your bus that needs immediate attention, write the problem on a work order and notify a mechanic, if a discussion is needed.
3. **NO WORK ORDER = NO REPAIR**

Use of Two-Way Radios

Radios are to be used for school business only; personal use is not only against policy, it is also illegal. Your radio **must be turned on with volume up** at all times when **you're in the bus**. Always identify yourself when beginning and ending your conversation, i.e., "Bus 29 to Base" and "Bus 29 Clear".

1. Adjust the volume and squelch on your radio and leave them at that setting.
2. Leave the microphone in its hanger unless you are using it.
3. Do not say anything over the radio that would compromise our position as a school district or that could impact **anyone** in a negative way. Do not make jokes or wise cracks. Always be professional.

Two-way radios are to be used for the following:

1. To report heavy traffic congestion.
2. To report vehicle accidents.
3. To report severe discipline problems -- on and off the bus.
4. To report breakdowns.
5. To report difficult or hazardous road conditions.
6. To ask for directions.
7. To report or receive rider information.
8. To report or receive weather conditions.
9. To report an angry patron approaching or attempting to board the bus.
10. To report bus loading zone problems.
11. To report or receive field trip information or problems.
12. To report vandalism.
13. To report medical problems.
14. To report questionable behavior on the part of a patron.
15. To report or receive route information.

These reasons are not all inclusive but should provide parameters by which the driver can properly use the system.

Accidents

ANY time a bus or another vehicle is damaged in ANY way, it is considered an accident.

If and when a driver is involved in an accident, these steps are required:

1. Stop and secure the vehicle - do not let your vehicle become involved in another accident or be the cause of another accident.
2. Render aid - first to your students and then to any other injured people.
3. **Call 911 immediately when injuries are present. Always** notify the Transportation **Office** ASAP. The Transportation **Office** will **always** notify Administration. **The school site and law enforcement is notified when deemed necessary.**
4. Do not leave the students unattended.
5. Do not release students to leave the bus until released by **law enforcement** and then only to their parents (you must have positive identification and approval of the Director or Route Supervisor).
6. Drivers are required to know and follow emergency procedures.
7. Exchange information with the other people involved. Insurance and vehicle information is located in the first aid box.
8. Make statements **only** to the police, school personnel, or our insurance company.
9. A report **must** be made, in writing, on all accidents no matter how minor the damage.
10. Failure to report an accident will be grounds for dismissal.
11. Be sure to properly place the reflective triangles.

Mechanical Breakdown

1. Secure the bus in a safe location, if possible. Let the students know you are having mechanical problems. Place the reflective triangles according to state law. **CALL DISPATCH.** Try to have some idea of the problem and relay that information.
2. Do not allow anyone to attempt any mechanical repair except school personnel or their designees.
3. If the bus is stuck do not allow anyone to attempt to pull it out except school personnel or their designees.
4. Under no circumstance should you leave the location until Transportation personnel have arrived.
5. Do not release students to anyone except their parents or guardians (you must have positive identification and approval of the Director or Route Supervisor).
6. Do not allow students to walk home.
7. Take special care in the transferring of the students from your bus to the replacement bus.

Drug Testing

In compliance with the Omnibus Transportation Employee Testing Act of 1991, the Guthrie Public Schools has implemented Drug and Alcohol Testing as of January 1, 1995. Compliance will consist of the following:

1. Pre-employment drug and alcohol testing - every applicant who is offered employment with the district as a school bus driver will be tested for the presence of alcohol and drugs, as defined by the Testing Act. A positive result will be grounds for the withdrawal of the offer of employment.

2. Random testing - **all district drivers** who hold an Oklahoma Commercial Driver's License will be put into a pool from which the random selections will be made. Selections are computer generated. Once the selection for that particular test is made, those names will go back into the pool this means that it is possible that a driver could be tested two times in a row.

Note: Testing will be conducted without prior notice. As a rule, testing will be conducted at the Transportation Office.

3. Post-accident - under certain conditions, post-accident drug and alcohol testing is required when an accident is involved. Contact the Transportation Office immediately after every accident for further instructions.
4. Reasonable suspicion - Supervisors have received intensive training to recognize symptoms of drug and alcohol abuse. Drivers who exhibit unusual behavior will be subject to drug and alcohol testing.

For further information regarding the policies and procedures, ask for a copy of the district drug and alcohol testing policy.

The Following Offenses could result in corrective action up to and including termination.

1. Excessive Absenteeism
2. Using a cell phone while driving a bus, **includes headsets, Bluetooth and other distracting technology devices.**
3. Using tobacco, alcohol or drugs while on school property, whether students are present or not.
4. Giving students cigarettes or tobacco in any form.
5. Knowingly allowing students to use tobacco, alcohol, drugs on school property at any time.
6. Giving students alcohol or drugs in any form.
7. Leaving school sites before the scheduled departure time in the afternoon.
8. Altering bus routes without prior approval, unless the roads are impassable.
9. Excessive accidents.
10. Knowingly letting a student off of or on the bus at any place except their assigned bus stop.
11. Failing to perform driver pre- and post-trip inspections and fluid level checks.
12. Any other offense as addressed by District policy.
13. Failure to report an accident in which the driver is involved.
14. Failure to report any **traffic violation, on and off duty**, or driver's license suspension.
15. Careless or reckless driving of a school bus.
16. Insubordination

Addendum A

Philosophy

Guthrie Public Schools buses are operated as a service to transport students to and from school, and other Board approved functions safely and efficiently. Were it not for this, there would be no need for buses, drivers, or a Transportation Department.

Driving a bus should not be an interruption in our day, and it is our intent that the experience students have with the Transportation Department is a pleasant one.

We will attempt, within our capabilities and resources, to treat everyone equally. Any service provided for one student, school, or patron will be provided for all others under similar circumstances.

The school district intends for all school bus drivers to be treated fairly. Every effort will be made to make the bus driver's job as pleasant as possible. A cooperative effort on the part of the driver, site principals, and Central Office personnel should result in a smooth operation of the Transportation Department.

All the rules and regulations concerning school bus operations were made for a reason. Some are required by law and others by the school board. None are made without serious thought, and ALL must be adhered to strictly both for the safety of the riders and the functionality of the equipment.

Today, it costs over \$80,000 to purchase one bus. Therefore, we are all responsible for carrying out our jobs in performing the inspections and maintenance of buses, being careful and safe drivers, and controlling our students so that our buses enjoy a long and safe life.

Addendum B

Beyond Driving

Few people realize that school bus drivers and the Transportation Department as a whole are most vital to the education of students and also to the school system's public relations program. Transportation is so vital that school will be dismissed if the buses cannot run their routes. Since approximately eighty percent (80%) of Guthrie School students are transported, school bus drivers have a great opportunity to enhance public relations with the district's patrons. Also, those taxpayers who have no children riding the bus come in contact almost daily with school buses on the streets. Because of this, the Transportation Department, as much or more than any other single department, affects public opinion toward our schools.

School bus drivers should be aware at all times that they are very conspicuous when driving a big, yellow vehicle. Everyone connected with the schools represents the school system. Often, public attitude toward the system is determined by the actions of a single representative, and because school buses have district identification on the sides of them, public opinion may be swayed by the action of one bus. Drivers who are especially courteous create a good image for their school district. Please think before you act. Common sense, courtesy and good judgment will prevent or solve most problems before they develop into a crisis.

The bus driver is the first school representative a student meets each morning. If it is a pleasant meeting and a pleasant ride to school, the student has a much greater opportunity for a successful learning experience that day. If the bus ride is unpleasant, the student often begins the day with a negative or hostile attitude toward school.

Likewise, since the last school representative a bus rider sees in the afternoon is the driver, we can send him or her home with a pleasant feeling toward school by making the trip home a positive experience. It is advantageous for all transportation personnel to make every effort to see that a student's time on the bus is as pleasant as possible.

This handbook is intended to provide Guthrie Public Schools bus drivers with the basic information, rules and regulations necessary to effectively operate and maintain a school bus. The information contained in this book is to be used in conjunction with [the District Support Personnel Handbook](#), [School Bus Rider Handbook](#), [Special Transportation Services Parent/Student Rider Handbook](#), the School Bus Driver Manual published by the State Department of Education and the Oklahoma Commercial Driver's Manual published by the Oklahoma Department of Public Safety.

Addendum C

State Department of Education Requirements for School Bus Drivers in Oklahoma

School Bus Driver Certification Standard Certificate

Qualifications of a School Bus Driver

Certification Requirements (Excerpts from OAC 210:30-5-1)

(I) The employing school's Chief Administrative Officer or designee shall certify to the Oklahoma State Department of Education (OSDE) that **each applicant submitted for a Standard Five-Year Certification:**

- (i) Is at least 18 years of age.
- (ii) Has successfully completed a school bus driver certification course approved by the Oklahoma State Department of Education.
- (iii) Holds a valid Commercial Driver License (CDL) appropriate for the type of vehicle driven with P and S endorsements required by the Department of Public Safety.
- (iv) Has not been convicted, plead guilty or no contest to a felony during the last ten (10) years.
- (v) Has passed a driving record check, and **no certificate shall be issued** to a person who within the preceding three (3) years:
 - (I) Has had a license suspended or revoked, canceled, or withdrawn pursuant to the Implied Consent Laws at 47 O.S. § 751 et seq.
 - (II) Has a conviction for a violation of 47 O.S. § 11-902 which includes driving, operating or being in actual physical control of a vehicle while under the influence of alcohol or any intoxicating drug.
 - (III) Has been convicted or plead guilty to a violation of 47 O.S. § 761, operating a motor vehicle while impaired by consumption of alcohol.
 - (IV) Has been convicted of any municipal violation of driving under the influence of alcohol or drugs, or operating a motor vehicle while impaired, or being in actual physical control of a motor vehicle while impaired.
 - (V) Has had four (4) or more traffic violations (excluding parking tickets).

Addendum D

Purpose of the Position

The School Bus Driver is responsible for safely operating the school bus on a regular daily schedule.

Scope

The School Bus Driver is responsible for safely operating the school bus according to a set daily schedule. He/she must ensure that the school bus is in good operating condition at all times, pick up and drop off students as per the schedule, maintain order and security on the bus and obey all laws, regulations and rules of conduct.

The School Bus Driver must also deal with district patrons, parents, and other members of the public in a courteous and respectful manner. This includes receiving complaints about schedules and levels and quality of service. The School Bus Driver must make note of and report on any such complaints and respond in a courteous and respectful manner.

It is critical for School Bus Drivers to operate the School Bus in a safe manner.

Failure to ensure the safe passage of students to and from school may result in serious liabilities for the District. Operating in an unsafe manner may result in injury or even the loss of life, which would have tragic consequences for the community as a whole.

Knowledge, Skills & Abilities

(The knowledge, skills and attitudes required for satisfactory job performance)

Knowledge

The school bus driver must have proficient knowledge in the following areas:

- ✓ knowledge of highway and school bus regulation
- ✓ knowledge of how to deal with children
- ✓ knowledge of how to deal with children with special needs
- ✓ knowledge of scheduling system and procedures
- ✓ knowledge of record keeping system
- ✓ knowledge of equipment inspection standards and procedures

Skills

The school bus driver must demonstrate the following skills:

- ✓ ability to operate school bus in a safe and responsible manner
- ✓ patron and student service and public interaction skills
- ✓ team building
- ✓ analytical and problem solving skills
- ✓ decision making skills
- ✓ effective verbal and listening communications skills
- ✓ ability to read and write to record pickups and maintain daily records
- ✓ stress management skills
- ✓ time management skills

Personal Attributes

The school bus driver must demonstrate the following personal attributes:

- ✓ be honest and trustworthy
- ✓ be respectful
- ✓ possess cultural awareness and sensitivity
- ✓ be flexible
- ✓ demonstrate sound work ethics
- ✓ deal with the public in a positive, courteous and respectful manner

Routine Responsibilities of the Bus Driver

1. Operate the school bus in a safe and effective manner in order to minimize the risk of injury, property damage or loss of life
2. Perform and record your pre- and post-trip inspections. If any of the following conditions are found during the pre-trip inspection, notify the Transportation Office, and the bus will be taken out of service until repairs are made:
Fluid leaks; cracked or broken glass; service door and/or emergency exits not functioning properly; flat tire; separated tread or cords showing; head light, stop light, or turn signal light burned out; load lights not working.
3. When you fuel your bus, **stay with it**. When the tank is full, replace the fuel cap, hang up the hose, and move your bus. Please be very careful that the information put into the computer at the pumps is correct. Never put the tenths of a mile shown on your odometer into the computer.
4. **YOU MUST SUBMIT A WORK ORDER FOR ALL MAINTAINENCE NEEDS**
5. Maintain the accuracy of your **route sheets**, student rider list, route map **and seat assignments**.
6. Follow your route and schedule as printed. When you are unable to do so, report the reason you cannot so that proper adjustment(s) can be made. Be sure you do not leave your first stop early. It is much better to run one or two minutes late than to run even one minute early.
7. If a child does not know where to disembark from the bus, notify the office as soon as you have made your discovery and you will be instructed as to what you should do.
8. While students should know how to operate the emergency door, no student is to enter or exit through this door except during emergency drills or in the event of a real emergency.
9. No one other than your normal route students will be allowed on your bus.
10. No buses are to be parked in the office area, including in front of the garage, except when fueling. Park your bus at the end of each run and after trips in its assigned parking area only.
11. Close all windows, doors, and top vents, and lock the emergency door and the loading door at the end of each run and after returning from field trips.
12. Before you move your bus, look around to be sure you can begin to move without hitting something. Stay away from canopies at drive-in restaurants and service stations. Pay attention to what you are doing at all times.
13. Follow the prescribed 15-step loading/unloading procedure as per state law 47 OS 15-109:
 - 1) Start amber warning lights 300-100 feet before the bus stop.
 - 2) Turn on the right directional signal.
 - 3) Pull completely off the road or as far to the right as possible and stop.
 - 4) Set the parking brake and shift to neutral gear.
 - 5) Turn off right directional signal.
 - 6) Visual search.
 - 7) On older buses crack door, start red loading lights, on newer buses flip the appropriate toggle switch to start the red loading lights.
 - 8) Visual search.
 - 9) Open door.
 - 10) Visual search (direct students).
 - 11) Close door.
 - 12) Select gear and release parking brake.
 - 13) Visual search.
 - 14) Turn on left directional signal.
 - 15) Visual search, then proceed.

14. Check the interior of your bus after every run to make certain there are no sleeping children, or forgotten items, and to make sure that the bus is clean.
15. Place a box or suitable container for trash in the right front corner of the bus under the glove box. Keep this trash can empty and clean after each trip.
16. Every bus is to be swept a minimum of once each day. If two people drive the same bus, the bus should be swept after every trip. Trash is not to be swept onto the lot **or** the ground. Put it in a trash can!
17. If it is not necessary for you to fuel your bus each day, please fuel it when it reads **1/2 full**. Do not park a bus with less than **1/2** tank of fuel in it. There is no excuse for running out of fuel on your route.
18. Make certain your bus has a fire extinguisher, first-aid kit, clean up kit, and reflective triangles every time your bus leaves the bus lot. These items should be properly secured.
19. Inspect the fire extinguisher at least once a month to determine that it is still fully charged, if it is initial the tag. If the fire extinguisher is not charged notify a mechanic.
20. Never leave the ignition key in your bus while it is parked. If you must leave the bus unattended, even for a very short period of time, take the key with you.
21. If you are using a spare key return the key to the box after each trip. The only reason to take a spare key with you is if you have an after- hours trip. Regular drivers will have a key to their route bus issued to them, they are responsible for bringing and keeping the bus key.
22. The speed limit around the bus complex is 5 MPH.
23. Be sure your bus is parked in its proper place, the windows are closed, all lights are turned off, and all doors are locked.

Addendum E

Prohibited Items and Activities on the Bus

“The Rules”

The violation of any of the following rules will immediately place the student into the bus discipline system.

All rule violations are cumulative and carry over from first semester to second semester.

Please see the School Bus Rider’s Handbook for complete details, including procedures and penalties.

1. Students are expected to be well behaved Student’s behavior is expected to be like in the classroom. Cameras may disturb the driver and others; they are not to be used on the bus.
2. The driver is in full charge of the bus and the students. The driver and the rules must be obeyed at all times. Disrespect, defiant conduct, or obscene language or gestures directed toward the driver will result in the student’s suspension or expulsion from the bus.
3. A student will sit where he/she is told to sit either permanently or temporarily at the driver’s discretion. Assigned seating **is mandatory.**
4. Students shall ride only their regularly assigned bus and are not permitted to ride to anyone else’s home.
5. When requested by the driver, students must immediately and correctly identify themselves.
6. Students must arrive at the bus stop ten (10) minutes prior to designated bus pick-up time and wait in a safe and orderly manner out of the roadway and off private property. Students must not approach the bus until it has come to a complete stop and are signaled by the driver to board the bus
7. Students must enter and leave the bus in an orderly manner in view of the driver. If they must cross the road, they must do so in front of the bus, never behind it. The driver will indicate when it is safe to cross.
8. Students who live in town are in the “no ride zone” and are assigned to a bus for shuttle purposes therefore; in-town students may not ride a school bus to another person’s address
9. Students are to remain properly seated (seat to seat: back to back) facing the front of the bus at all times. No standing, no moving from seat to seat, no facing backward, no sitting on your knees, no sitting on your back pack or other personal items.
10. No student shall at any time extend head, hands, arms, or any body part out of the windows whether the school bus is in motion or standing still.
11. Students will reimburse the school district for damage to school buses resulting from student misconduct and may be subject to loss of riding privileges and suspension or expulsion from school.
12. Students will refrain from excessive noise, shouting, boisterous behavior, fighting, vulgar or obscene language or gestures, racial or sexual harassment, sexual misconduct, and bullying.
13. Students must not have anything in their possession that might cause injury to another, no weapons of any kind, including but not limited to knives, guns, sharps, fighting gear, etc.
14. No smoking, chewing, or spitting of tobacco or use of any type of flame or sparking devices. No illegal substances or alcoholic materials or other paraphernalia are allowed on school buses.
15. Eating or drinking on a school bus is not permissible: no gum, no candy, no pop, no pastries, no other types of food or confectionaries. In hot weather one bottled water is permitted per student. **Exceptions to this rule are for documented medical needs only, i.e. diabetic needs.** Students

must maintain clean bus interiors by keeping trash off the floor. Students may not throw refuse out of the windows.

16. Aisles must be kept clear. Personal belongings, books, instruments, projects, etc. must be held on a student's lap. Large items which cannot be held in the student's lap will not be transported on the school bus.
17. Students will get on and off the bus only at the stop to which they are assigned.
18. If a student does not ride for **two (2)** consecutive days, the bus will not return or stop until you notify the Transportation Office that the student will again be riding
19. No hats, no hoodies or other garment that makes it difficult to identify the student. is allowed to be worn on the bus.
20. No wearing gang colors, displaying gang tags, or making gang symbols.
21. No personal hygiene items such as body spray, cologne, perfume, or items that may affect allergies.
22. No animals, reptiles, fish, or fowl are permitted on the bus
23. No teasing, no unacceptable language, no loud talking, shouting or yelling, no horseplay, no standing or moving while on the bus.

Any violation of these rules may be sufficient reason to discontinue bus transportation privileges to the student involved and may cause suspension or expulsion from school.

Addendum F

Transportation for Special Needs, IEP's, and Other Student Concerns

An orientation for transporting students with special needs, **IEP's and other student concerns** will be scheduled at the beginning of each school year. The transportation orientation will include ~~special-needs~~ student information pertinent to the school bus driver regarding the student's physical, mental, and emotional needs to assure a successful bus ride for their assigned students.

The district's special needs staff should be aware of the individual concerns of those students riding a school bus and should share such information with the bus drivers. Some common concerns are listed below, but it is not an all-inclusive list.

1. A communication system must be clearly defined so that information can be shared quickly and efficiently, even on a day-to-day basis if necessary, between drivers and personnel responsible for the educational program of students with special needs **and other concerns**.
2. Prior to the first bus run, drivers should be told of students with any type of disability who may require a driver's assistance to get on/off the bus due to braces, prosthesis, vision, hearing, etc.
3. The parent (or their designee) is responsible for "door-to-curb," "curb-to-door," and "street crossing" of the child to the loading and unloading point, and should be advised to use extreme caution.
4. The bus driver needs to be told of their passengers with **autism, allergies, behavior concerns**, epilepsy, diabetes, cerebral palsy, etc. Specific procedures for pupils with such conditions should be clearly outlined and understood by the driver in case of a medical emergency on the bus.
5. Bus drivers should be trained in the proper way of lifting students with orthopedic braces, etc., and the techniques for strapping such students in the bus seat to assure a safe ride in consideration of their specific needs.
6. **If there is a student riding a school bus who needs social support or emotional support (for any reason), their district's teachers should communicate the student's needs with the bus driver and develop techniques to ensure the daily commute to and from school is safe and successful**
7. **Socialization is necessary for all children. Bus drivers should share in the responsibility of assisting children and youth with disabilities to remain as "normalized" as possible with other students by developing a posture of expectation, kindness, and understanding of each individual's need while under their responsibility to and from school or other school-related activities.**

Responsibilities of the Monitor

The driver is in charge of the bus at all times. As the monitor, you are there to assist the driver and take care of the needs of the passengers.

Bus monitors are responsible for assisting children with getting on and off of the bus safely. They must also make sure that children are in their assigned seats. They must make sure that children get off of the bus at the correct stops and that they are being released to the correct guardians.

Duties of the Monitor

The duties of a bus monitor include making sure that children remain safely seated while the bus is in motion, maintaining order on the bus, understanding and following written and oral instructions, following basic principles of childhood development and establishing good relationships with the children, the bus driver, the parents and other staff. They must also make sure that there aren't any children left behind after the bus route is completed and pick up any trash left behind on the buses

1. Make sure your attention is on the children. You will not have time to sleep, read, or do other things that take your attention away from the children.
2. Enforce the bus rules.

- a. Keep feet out of the aisle.
 - b. Make sure students are sitting correctly.
 - c. Eating, drinking, or chewing gum is not allowed, **except for documented medical needs.**
 - d. No inappropriate language.
 - e. Make sure behavior towards others is not antagonistic.
3. Help students on and off the bus when necessary.
 4. Make yourself available to all students; move about the bus as needed.
 5. Check seats for damage or items left on the bus.
 6. When you return to the lot, lock rear doors and help put up the windows.
 7. The Special Needs monitors need to make sure seat belts are fastened properly and help with the harness.
 8. Help with the tie down on the wheelchairs.

If you need any help or have a question, ask the driver.

You need to be aware of the route pattern and its stops in case you have a substitute driver. You also need to be familiar with all the equipment on the bus and be able to do the pre-trip and start the bus. You must know how to operate the lift on the wheelchair buses.

Skills needed to be a Bus Monitor

The skills required to become a bus monitor consist of active listening skills, instructing skills, speaking skills, and oral expression skills. Bus monitors should be able to give full attention to what children, parents or other staff are saying. They should be able to teach children how to do things, like put their seat belts on or sit back and follow procedures. Speaking skills come into play when communicating with children, the bus driver, parents or other staff. Bus monitors have to be able to convey information effectively. Bus monitors should also be able to communicate information that others understand which will be easier with oral expression skills. Bus monitors should also possess social perceptiveness, problem sensitivity, speech clarity and inductive reasoning skills. They need to be able to speak clearly, tell when something is wrong, be aware of others' reactions and understand why they react the way that they do. Being able to combine pieces of information to form general rules or conclusions is of utmost important when caring for children.

Knowledge needed to be a Bus Monitor

Bus monitors should have knowledge of the English language, public safety and security policies and procedures, psychology, and personal service. Assessing the needs of children and others around them is important for a bus monitor. Having knowledge of human behavior and performance is imperative in dealing with children and their parents, as well as other staff. Being able to safely and securely carry out safety procedures when it comes to children is the most important thing to consider as a bus monitor. They should have knowledge of relevant equipment, policies, procedures and strategies.

Working Conditions

Bus monitors have hours and a work schedule that are determined on an annual basis. They may have to deal with loud and unruly children and harsh weather conditions when helping children on and off the bus. Bus monitors usually work part-time and sometimes on a seasonal basis, as they only work when school is in session. They usually are off on the holidays.

Addendum G

Pre-Trip Inspection

Oklahoma SDE Pre-Trip and Post Trip School Bus Inspection Report

This report is required each time students are transported in a school bus for any reason. Keep on file for at least ninety (90) days. *OAC 210:30-5-1*

Date _____ Time _____ School/District _____ Bus
Number _____

Mileage _____ Beginning and ending mileage is recommended.

Driver/Designee Performing this Bus Inspection

(Print) _____

These 14-steps are taken from the *SDE Oklahoma School Bus Driver Manual*. If any bus defect is found:

(1) Document details on the back of this form; (2) Report defects to the school district's designated supervisor; (3) Keep documentation of completed bus repairs.

"Initial" in each box below to indicate the step has been completed. In the right column, Indicate with an "X" if a repair is needed. **PRE-TRIP**

1. Raise the bus hood and check all fluid levels, each belt, and each hose. REPAIR NEEDED ____
2. Examine each tire for proper inflation, adequate tread, and any wheel or tire damage. REPAIR NEEDED ____
3. Check the exhaust system for leaks, fumes or defects. The exhaust pipe should be flush with the back bumper, or if it is located behind the rear wheel, flush with the side of the bus. REPAIR NEEDED ____
4. Inside Bus: emergency reflectors, fire extinguisher, first-aid kit, bodily fluids clean-up kit (not expired) REPAIR NEEDED ____
5. Check that each bus seat and cushion is secure and has no tears or protruding metal. REPAIR NEEDED ____
6. Check that the bus's Emergency Exits open easily and the warning buzzers are operable. REPAIR NEEDED ____
7. Turn on all bus lights. Use an assistant as needed to verify all are operable: (a) loading lights (b) directional signals (c) head-lights (d) tail-lights (e) clearance lights (f) reverse lights. REPAIR NEEDED ____
8. From the driver seat, check that these items are operable: (a) windshield wipers (b) washer fluid (c) horn (d) parking brake (e) foot brake/air brakes (f) heater (g) defroster (h) steering/steering wheel (i) gauges REPAIR NEEDED ____
9. Check each mirror for damage and assure each is properly adjusted. Check the driver's seat belt. REPAIR NEEDED ____

SPECIAL EQUIPMENT (when applicable): Check the operation of the bus's wheelchair lift, adaptive equipment and straps. Verify that a "strap/belt cutter" is located within reach of the bus driver. REPAIR NEEDED ____

POST TRIP

10. Inside: **The driver must walk the bus isle front-to-back and look in each seat for a child left onboard** (possibly asleep).
11. Inside: Check each seat cushion for tears, cuts, or protruding metal. REPAIR NEEDED ____
12. Inside: Check each bus window, and the windshield, for any defects and for cleanliness. REPAIR NEEDED ____
13. Outside: Examine each tire for proper inflation and for defects/damage to wheels. REPAIR NEEDED ____
14. Secure the bus according to district policy. Leaving **the keys in the bus is strongly discouraged**. REPAIR NEEDED ____

Addendum H

Post-Trip inspections

A post trip inspection should be conducted at the end of each trip, day. This inspection will help your mechanics determine the need for any repairs. Drivers are required to prepare a daily written post trip inspection report at the end of each driving day.

Post Trip Inspection (A.M. & P.M.)

1. Turn off all lights and accessories before stopping the engine (allow it to run 2-3 minutes before shutting it off.)
2. Make sure all defects are written down on the daily report sheet.
3. **Submit a Work Order for all maintenance needs.**
4. Check seats for vandalism and any students left on the bus.
5. Close windows, vents, and lock doors.
6. Return the ignition key (after each trip) to the box. (Drop key in the door slot after hours.)

Field Trip Pre-Trip and Post Trip Inspection

Each driver is required by law to perform a pre-trip inspection on his or her vehicle before leaving on a field trip. The procedures for field trip pre and post trip inspections are exactly the same as for a route bus.

Addendum I

Activity Trips

1. Activity trips are part of your job responsibilities, and as such, are not subject to the same parameters. Trips will be dealt with as much fairness as possible while making sure that the trips are covered in the best way possible.
2. **ALL activity trip drivers are required by law to conduct a pre-trip and post-trip inspection for every trip, including filling out the inspection sheet.** Make sure you have all of the required emergency equipment on your bus.
3. Drivers taking a trip after normal working hours should take all the steps necessary to be prepared to drive, i.e., taking keys, fueling bus, checking fluid levels, getting directions, checking out a credit card, etc.
4. Teachers, coaches, and sponsors are responsible for the discipline of the students on the trips and **for the cleanliness of the bus when the trip is over.** Make sure your sponsor understands what kind of conduct is expected.
5. It is the driver's responsibility to know the pickup times and directions to get to the destination; if the sponsor has a particular route they desire to go, have a cooperative attitude.

**Please remember:
You are hauling the most precious cargo in the world!
Drive carefully!**

6. If you experience a breakdown, try to contact the Transportation Office or one of its designees. Emergency numbers are located in the first aid box.

Note: No charges are to be made to the school district except those on a district credit card. Do not expect reimbursement for any other expenditure.

7. No activity trip is to be made unless there is an adult sponsor on the bus. The site Principal and Route Supervisor may approve certain exceptions.
8. Drivers will take the group only to the destination(s) indicated on the trip sheet. If a sponsor asks to be taken to additional destinations, politely inform him/her that only the destination(s) on the sheet have been approved.
9. Drivers will drive their own buses unless assigned another bus.
10. Close all windows, doors, and top vents after the bus is parked.
11. When more than one bus is assigned to a group, the buses will travel in a caravan. Each bus should stay within sight of the others however; state law requires that you remain at least 300 feet behind the bus in front of you. **DO NOT TAILGATE** In event of a breakdown or other problem, help is readily available.
12. Avoid parking your bus where you may hit something when you drive out. Walk around your bus before you get in it to drive so that you can be sure of where everything is located.
13. Permit no one to sit on the hood or the roof of the bus, or swing or hang from the service or emergency door.
14. Do not back your bus without a spotter.
15. Your time belongs to your sponsor. You are there to help as much as possible. While the driver is not to "babysit" the bus and its contents, he/she will be expected to be reasonably

accommodating. Let your sponsor know where you will be and be available if needed in an emergency. **You are not to leave the venue to which you have traveled.**

16. Overnight trips:

- a. Mileage will continue until the bus returns to the Transportation Office. Time will run until the bus returns to the Transportation Office, less eight hours for sleep. Room and board is to be provided by the sponsoring group.
- b. Multiple-night trips - Time and mileage will begin at the normal place and time. Mileage will continue until the bus returns to the Transportation Office. Time will begin at the normal time and end that night when the group is settled in at their hotel and no longer require your services. On the day you are to return, time will start when they require your services and end upon your arrival at the Transportation Office. The sponsoring group is responsible for your room and board.
- c. The sponsoring group will provide private quarters for the drivers. Two drivers of the same gender may be asked to share a room with each other.

GUTHRIE PUBLIC SCHOOLS

Activity Fund Policies and Procedures Handbook

**Guthrie Activity Fund Office
Administration Building
802 East Vilas
Guthrie, Ok 73044
Phone 405-282-8900, Ext. 8947
Fax 405-282-5904**

REVISED JULY 2015⁶

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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 expenditures 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
- ~~Complete a Purchase Order Request, located on the GPS website Bluejay Bundle.~~
- A detailed description of items to be purchased is required and will assist in the OCAS coding required by the State Department of Education. (Ex. Resale/non-profit, resale fundraiser, instructional, field trip w/date of trip, etc.)
- Include shipping/handling charges in your total amount requested.
- ~~Email the completed purchase request to your financial secretary, unless requesting for a Booster club account. Then forward to your booster representative for approval. Representative can then send to financial secretary with a note stating the purchase is approved by the booster club.~~
- ~~The financial secretary will enter request and submit to supervisor for approval. Once approved by supervisor it will be forwarded to the Activity Fund clerk for processing.~~
- 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.
- 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. 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 ~~will~~ **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 will no longer accept the Wal Mart Community Card~~
- Sam’s Club accepts **Visa** ~~business check only~~.
- ~~All orders must be placed online by the AF clerk for Club Pickup.~~
- **Have Request** a Purchase Order to Sam’s Club-Edmond.
- ~~List item number, quantity & price per item or print off a cart and forward to AF Clerk to order. Include the date you would like to pick up your order.~~
- ~~AF will place the order and cut a check for the amount of the order.~~
- ~~You will be notified when~~ **Call or email the Activity Fund clerk to reserve** the Sam’s card & **VISA** ~~check will be ready to pick up~~.
- Sam’s will pull the order and you will have 48 hours to pick it up.
- 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.
- A check will be processed and sent in interagency mail for the date requested.
- Start change shall be returned at the end of the event along with deposit.

INSUFFICIENT FUND CHECKS

- In the event a check is returned to the District by the bank for insufficient funds, the Activity Fund Clerk will charge the check back to the proper sub-account and forward a receipt to the sponsor. Example page 31
- A letter will be sent to the patron notifying patron of returned check and instructions for paying. If there is no response a second letter will be sent after 1 week. If no response after 1 week of the second letter being sent, the check will be forwarded to the District Attorney's office for collection.
- Patrons should be referred to the Activity Fund Clerk with any questions or payments. Please do not collect on site unless instructed to by the Activity Fund Clerk.
- When funds are collected either from patron or the district attorney's office, they will be re-deposited into the sub-account, and a receipt will be forwarded to the sponsor. Example page 31
- A list will be sent to each site Financial Secretary periodically. If a check is accepted from a patron already on the "Do Not Accept" list, the check may be forwarded back to the sponsor that accepted the check for collection.
- All fees received from the collection of an insufficient check will be deposited into the Administration Misc. Account.

CASH INCENTIVES

- Monetary incentives are not an allowable expenditure.

GRATUITY

- 18% gratuity is allowable for student activity meals when out of district

GIFT CARDS

Gift Cards are not to be used as incentives or reward to staff/employees. When they are used in this manner, they become taxable income. They can be presented to teachers during the school year for the purchase of class supplies. All gift cards must be signed for on a roster. The roster should then be forwarded to the Activity Fund Office. In addition, individual must return receipts to the Activity Office for items purchased with the gift card.

CONCESSION SALES

- Money should be counted & recorded on a deposit slip. The money and slip should be signed by two individuals.
- After the collections are counted, the sponsor should issue a pre-numbered receipt.
- If concessions sales are after school hours, the deposit should be made in the same manner as the deposit for the athletic & special event gate sales noted previously.

INTERNAL CONTROL PROCEDURES

Receipting & depositing game & event admissions

- Issue a pre-numbered ticket (available through the Activity Fund Custodian) to each individual attending the event. (The tickets should be a different color for adults, children, senior citizens or other reduced tickets.) Documentation of the beginning ticket numbers should be maintained by the Activity Fund Custodian or Site Secretary.
- If making or purchasing tickets the AF clerk must be informed of the beginning & ending ticket numbers prior to the sale of tickets. Also if any tickets are given away or disposed of in any way a signature by the person accepting/or disposing of the tickets must be obtained on a separate ticket report.
- The admission fee should be collected and tickets issued by one individual and then a second individual should monitor the gate and collect the ticket stubs.
- At the end of the event, the collections should be reconciled to the tickets issued and signed by the individuals involved.
- The collections should be given to the designated individual to be placed in the bank's night depository. This individual should issue a receipt to the gate personnel.

TRAVEL/FIELD TRIP GUIDELINES

- All 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 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.
- Raffles are illegal. Tickets for drawings must be accompanied by the sale of some item. (Gum, sucker, etc.)
- School officials must be actively involved in supervising the drawing of the ticket stub or stubs.
- All funds received in connection with the drawing shall be accounted for in accordance with district activity fund procedures.
- Cash & non-cash prizes may be used as drawing winnings.
- Drawing participants should be notified that the proceeds of the drawing may be considered taxable income for state & federal tax purposes. The fair market value

of the winnings must be disclosed. The winning prize for drawings will be limited to a fair market value not to exceed \$5000.00.

- **Tax considerations must be followed.** If the fair market value of the winning cash prize is less than \$600 then there are no tax considerations to be followed. For cash or non-cash prizes that have a fair market value of \$600 or more and under \$5000 the winnings must be reported through the issuance of a 1099 to the IRS and the recipient. **Information such as name, address, and social security number must be obtained from the recipient for winnings greater than \$600.**
- Schools and affiliated organizations shall not conduct casino nights and other forms of gambling.

TRANSFERS

- Monies from school activity accounts may be transferred to other approved school account after Board approval. Transfers are only done monthly because they require Board approval. A “Request to Transfer” form can be found on the school district website under the heading of “Bluejay Bundle”. Request must be received in the Activity Fund office 1 week prior to the scheduled Board of Education meeting.

CASH ADVANCE FOR TRAVEL

- Cash advance for travel should be requested no later than a week prior to travel. The following forms should be completed:
 1. Request for Activity Fund Cash Advance Form, must be completed and signed by the administrator of the account. This form is available on the district website. Please read the form carefully before signing.
 2. A Purchase Order Request must be completed. The Vendor should be the name of the person accepting the cash advance.
 3. Original receipts must be turned into the Activity Fund clerk documenting travel expenses and unused monies re-deposited in the account immediately after the trip.

ACCOUNTS PAYABLE/CHECK PROCESSING

- Checks are processed every Thursday afternoon during the school year. Check requests for start change/cash advance should be in the Activity Fund office the day prior to processing. **“Please plan ahead”.**
- **DO NOT SIGN** contracts agreeing to “payment on receipt” as checks are not cut on demand.

STAFF REIMBURSEMENT

- Staff reimbursements are allowable for approved travel expenses.
- Complete a purchase request in your name prior to the date(s) of travel.
- Turn in all receipts for reimbursement upon return.
- Tax is not an allowable reimbursement.

STAFF EXPENDITURES

- Purchases of personal items for employees must be made from the faculty or PTO accounts only, with at least one non employee parent PTO officer's approval.
- Expenditures that provide personal benefit to staff **must** be reasonable in cost.
- Purchase of apparel used in the performance of an employee's duties are allowable from other accounts but must be inventoried and returned to the school district at the end of useful life or at the end of employment relationship.

DONATED EQUIPMENT, SUPPLIES AND MATERIALS

- All equipment, supplies & materials received through donation become district property and are governed by district policy & procedures
- This requirement also applies to donations received as a result of requests made on social media sites (ex. Donors Choose).
- A fundraiser request is required if donations are solicited either from local individuals and organizations or through social media.

SPONSOR RESONSIBILITIES

- 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, parties, ~~lunches, etc.~~ (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 (~~for staff from faculty or courtesy accounts only~~)
Fund raising expenses
Graduation expenses
Homecoming festivity expenses
In-service training & workshop fees (professional development)
Incentives/rewards (~~student or staff~~)
Library books, periodicals, & newspapers
Luncheons (~~student and staff from faculty account only~~)
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 ~~attending~~ **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 expensed 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 ~~paid from~~ the same net profit at the end of the process, all funds must still be deposited in and out of the school activity fund in order to have a proper audit trail. It is a good practice for sponsors to prepare a purchase request in their name for misc. reimbursements at the beginning of each semester. Therefore, in the case you are at a school event and additional items are needed, we recommend that a sponsor purchase the items with their personal funds. After the event, the sponsor can submit an original, itemized receipt to obtain reimbursement from the activity fund. However, we cannot reimburse sales tax. Adhering to this policy protects teachers and sponsors from accusations of theft and/or fraud.

Additional procedures include the following:

- A Fundraiser Request Form can be found on the Bluejay Bundle on the school district website and must be completed and signed by sponsor & site principal.
- All requests must be typed and turned into the Activity Fund Clerk 45 days prior to the date of the fundraiser.
- Request should be received by the Activity Fund Custodian no later than the last Friday of the month prior to each monthly Board Meeting.
- All Fundraisers require an After Sale Accountability Form be completed at the close of the fundraiser. If After Sale Accountability is not received by the Activity Fund Clerk within 30 day from the close of the fundraiser, no future fundraiser requests will be accepted for Board approval until form is received.
- Activity Fund money belongs to the school district and is under their guidelines for disbursement. Money earned through fund raising activities may not be earmarked as belonging to individual students. To allow students to earn money for their personal use through fundraising activities has been determined to be improper by our auditor.

**BOARD OF EDUCATION APPROVAL REQUIRED FOR INCOME
PRODUCING ACTIVITIES INCLUDING THE FOLLOWING:**

Advertising (ads, programs, sponsorships)
Bake sales
Banquets (if tickets are sold)
Bazaars
Book fair
Brochure sales
Candy sales
Calendars
Car Wash
Carnivals/Field Days
Compatibility Survey/Matchmakers
Concert (admission)
Concessions (excluding athletic events)
Cookbooks
Dances
Discount vendor cards
Donations (if solicited, including social media request such as Donors Choose)
DVD sales Face Painting
Firework Stand
Food sale (if conducted in school cafeteria must have Food Service Director & BOE approval)
Garage Sale/Yard Sale
Golf Tournaments
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. The decision of the Board of Education is final and non-appealable.
5. In order to maintain the status of a sanctioned program, association, or organization in accordance with this policy, the superintendent of schools or the Board of Education may require from any such program, association by an independent accounting firm at the expense of the sanctioned program,

- association or organization, on an annual basis, that a financial audit be performed on the program, association, or organization by an independent accounting firm at the expense of the sanctioned program, association, or organization. If required by the superintendent of schools or the Board of Education, the audit shall be submitted to the superintendent within ninety (90) days of the superintendent's request. The Board of Education shall review the audit submitted and determine if the program, association, or organization is entitled to continue to be sanctioned in accordance with this policy and if its funds should continue to be exempt from the statutory controls over student activity funds found in the Oklahoma School Code, OKLA.STAT. tit. 70 section 5-129. Otherwise, an annual financial report as defined by Board of Education regulations will be required. The financial report shall be submitted to the superintendent by September 1 of the year following the year of original approval and every year thereafter.
6. The superintendent of schools or the Board of Education may, at any time they deem warranted, request copies of any and all records maintained by the program, organization or association. Copies of records must be promptly provided upon request of the Board or superintendent.
 7. The Board may, at its discretion, withdraw sanctioning at any time it deems it is in the best interest of the School District. Any decision of the Board of Education to withdraw sanctioning is final and non-appealable.
 8. The organization may maintain bank, financial, and tax exempt status separate from the school. The organization will provide to the board of education, annually or upon request, a complete set of financial records or detailed treasurer's report.
 9. Any plan, project, or movement instituted to expand, modernize, renovate, or render maintenance to school-controlled and/or owned properties, or provide academic achievement awards and other educational recognition to students or student bodies will be presented to the board of education in official session for its consideration, comment, evaluation, approval, and sponsorship. This must be done before any public announcement is made.
 10. In no manner will board sanctioning of an organization preclude the organization from compliance with state and federal laws as they pertain to equal opportunity and treatment of all students. Gifts or services provided to the school should benefit both boys' and girls' activities.

Please let us know if any contact information changes from what was on your application. Anita Paul 282-8900 ext/ 8947, or anita.paul@guthrieeps.net .

Recommended Practices

- Annual election or affirmation of officers.
- Periodic meetings open to the membership
- Full financial disclosure to the membership
- Surety bonds for treasurer and others who handle money
- Officer liability insurance
- System of internal controls over cash, including segregation of duties as much as possible.

Segregation of Duties

Ideally,

- The person who orders/purchases an item should not be the one who pays for it.
- The person making the purchase should not be the one who approves it.
- The person who collects money should not be the one who deposits it.
- The person who reconciles the bank account should not be the one who takes the collections.
- The person who writes the checks should not be the one who reconciles the bank account.

Recommended Minimum Internal Controls-Receipts

- Money kept safe with controlled access.
- Collections listed when received.
- Money deposited intact by a person other than the one collecting it.
- Listed collections verified to deposit total.
- Bank account reconciled monthly.
- Bank reconciliations reviewed by another.

Recommended Minimum Internal Controls-Disbursements

- All purchases approved in advance by someone other than the person making the purchase.
- Goods checked to see they are received as ordered.
- Invoice checked to items received and order pricing; signed by person who accepts responsibility.
- Signature and countersignature required on checks.
- Check signer reviews documentation before signing check.
- Cancelled checks listed and accounted for.

Good business practices protect your assets, your officers, and your members!

What is Sanctioning?

- Allows organization to operate for benefit of students
- Board of Education has complete discretion in the sanctioning of organizations.

Sanctioning Does NOT Equal control

- Board of Education does not control funds
- Board of Education does not ensure that organization complies with applicable state and federal laws
- Organizations may NOT use school district's tax-free status

Common Mistakes made by 501(c) 3

- Form 990: Sanctioned Organizations must file IRS Form 990. This is the annual "Return of Organization Exempt Form Income Tax." IRS form 990N may be filed in lieu of form 990 when gross receipts are less than \$25,000.

- Many organizations overlook the need to report compensation of \$600 or more to the IRS. Awards, fees, and similar payments must be reported on Form 1099-MISC, which must be sent to the recipient no later than January 31st, and to the IRS, with a Form 1096 transmittal, no later than February 28.
Beware the IRS
- 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)
- ~~Consider not being sanctioned—participate in activity fund activities~~
- **Remain under the control of the school activity fund**

Additional recommendations

- **Club Treasurer should not be the coach/sponsor of organization**
- **Treasurer should countersign all checks**
- **Keep minutes of each club meeting on file.**

Guthrie Public Schools Sanctioned Organizations

Guthrie Bluejay Boys Basketball Booster Club
 Guthrie Lady Jays Golf Booster Club
 Guthrie Hole-In-One Club, Inc.
 Guthrie Lady Jays Softball Booster Club, Inc.
 Guthrie Band Boosters Association
 Guthrie Lady Jays Booster Club
 Guthrie Football Booster Club
 Guthrie VIP (Vocally Involved Parents)
 Guthrie Wrestling Booster Club
 Guthrie Bluejay Summer Baseball
 Guthrie High School Cheer Booster Club

OKLAHOMA STATE LAW & DEPARTMENT OF EDUCATION REGULATIONS

The following words and terms, when used in this section, shall have the following meaning, unless the context clearly indicates otherwise:

“School activities” means cocurricular or extracurricular activities. Cocurricular activities are school-sponsored activities, under the guidance and supervision of LEA staff, designed to provide students such experiences as motivation, enjoyment, and improvement of skills. Activities normally supplement the regular instructional program.

“Extracurricular activities” means all direct & personal services for public school pupils for their enjoyment that are managed & operated under the guidance of an adult or staff member. Extracurricular activities are usually not offered for school credit nor required for graduation; are conducted outside school hours, or a time agreed upon by the participants if partly during school hours and approved by school authorities; and their content of activities is determined primarily by the student participants.

The board of education of each school district shall exercise control over all funds on hand or hereafter received or collected, as herein provided, from student or other extracurricular or cocurricular activities conducted in the school district. Such funds shall be deposited to the activity fund. Deposit of funds subject to the requirements of school activity accounts shall be made daily; however, if cumulative deposits total less than One Hundred Dollars (\$100.00), a school district may provide for the deposit of such funds not less than one time per week. Disbursements from each of the activity subaccounts shall be by check countersigned by the school activity fund custodian and shall not be used for any purpose other than that for which the subaccount was originally created. The board of education, at the beginning of each fiscal year and as needed during each fiscal year, shall approve all school activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount can be expended. Provided, the board of education may direct by written resolution that any balance in excess of the amount needed to fulfill the function or purpose for which a subaccount was established may be transferred to another subaccount by the custodian.

The board of education of each school district may designate that any of the following revenue be deposited for the use of specific student activity subaccount, or to a general activity subaccount, within the school activity fund.

- 1. admissions to athletic contests, school or class plays, carnivals, parties, dances and promenades;*
- 2. sale of student activity tickets;*
- 3. concession sales, including funds received from vending concession contracts and school picture contracts approved by the district board of education , and cafeteria or lunchroom collections;*
- 4. dues, fees and donations to student clubs or other organizations, provided that membership in organizations shall not be mandatory;*
- 5. income or revenue resulting from the operation of student organizations or club projects, provided such revenue is not derived from the sale of property, supplies, products, or other assets belonging to the school district;*
- 6. deposit for or collection for the purchase of class pictures, rings, pins, announcements, annuals, banquets, student insurance, and other personal items; provided the cost of such items shall not be charged against other school district funds.*

7. *Income collected for use by school personnel and other school-related adult functions.*
8. *all other income, revenue, deposits or collections of any nature, including, but not limited to Indian education support funds (parental cost); laboratory fees; fees for the use of equipment owned or rented by the school district; deposits or assessments for breakage or supplies used in instructional courses; sale, exchange, lease or rent of property, supplies or products originally acquired from funds belonging to the school district or through the management, use or production of property belonging to the school district shall be deposited with the school district treasure in accordance with the provision of 62 O.S. 2001~335.*

The board of education of such district may establish, by board resolution, a general fund refund subaccount within the school activity fund. The balance in the subaccount shall be determined by need, and it shall be provided by refunds and reimbursements received, including, but not limited to , rental income, reimbursements for lost and damaged textbooks, summer school and adult tuition, overpayments, and tax refunds. The subaccount may be expended only for the refund of revenues previously received and deposited either into the subaccount or activity fund be financed by depositing all or part of the applicable collections and that all refunds be make from that account. Any remaining balance in the refund subaccount shall be transferred to the school district general fund on or before June 30 each year.

The board of education of each district may establish a petty cash account to be used only for the purpose making small expenditures, such as postage, freight or express changes, provided no single expenditure from the petty cash account shall be made in excess of Seventy-five Dollars (\$75.00) and the total expenditures during any one fiscal year shall not exceed Two Thousand Five Hundred Dollars (\$2,500.00). The school activity fund custodian shall initiate the petty cash account by filing a purchase order/encumbrance against the general fund of the school district for the authorized amount of the petty cash account which shall not exceed Two hundred Dollars (\$200.00). T he general fund warrant issued in payment of said claim shall be deposit in the petty cash account in the school activity fund.

All disbursements from the petty cash account shall be made in the same manner as other disbursements from the school activity fund, except no disbursement shall be make from the petty cash account unless a prenumbered, dated receipt be obtained and signed by the person receiving payment. A school board may designate a petty cash custodian to countersign petty cash checks in place of the school activity fund custodian. The school activity fund custodian shall file claims against the general fund of the school district for reimbursement of the petty cash account whenever the need shall arise. Each reimbursement to the petty cash account shall be coded to the appropriate function/object code as appropriate. Such claims shall be itemized in the same manner as other claims filed against the general fund, and shall have attached thereto the receipts covering each of the expenditures claimed for reimbursement. The total of the petty cash account balance and the receipts on hand awaiting reimbursement should equal at all item the authorized amount of the petty cash account.” (70 O.S. Supp 2001m ~5-129)

A prenumbered receipt shall be obtained when a check is drawn against the petty cash account, and all such prenumbered receipts shall be accounted for at the end of the fiscal year. If a prenumbered receipt is spoiled it should be marked “void” and attached along with others on which reimbursement is being claimed; the copy or stub should also be marked ‘void’ if one is being used.

None of the provisions pertaining to the petty cash account shall be construed to authorize the use of one fiscal year’s funds to pay obligations of another fiscal year. Therefore, any remaining balance in each petty cash account shall be transferred to the general fund on or before June 30 of each year.

The State Board of Education shall adopt appropriate rules and regulations and design standard forms for the proper conduct of the various student activity sub-accounts. (70 O.S. Supp. 2001, ~5-129).

The board of education of each district shall exercise control over all school activity funds except those funds which are collected by organizations chartered by the Oklahoma Congress of Parents and

Teacher, Junior Achievement programs, and parent-teacher associations that are incorporated as a nonprofit corporation. Board approval on school activity funds and sub-accounts shall be specific. However, the language for approval for the various methods for raising funds and the purpose for which they are to be expended can be a general nature, the board may delegate authority through a board policy to school administrators to approve specific fund-raising activities during the year to be approved by the board at the next regular board meeting.

Title 70 O.S. Supp. 2001, ~5-129.1 provides: “Those funds which are collected by programs for student achievement and by parent-teacher associations *and organizations that are sanctioned by the school district board of education shall be exempt from the provisions as outlined in Section 5-129 of this title.* Each school district board of education shall adopt policies provisions of this section. The guidelines may include but not be limited to examinations of financial and performance audits performed on each such organization and association.”

The board of education of each district may appoint a school activity fund custodian for each operational site within the district. If a school elects to have operational site school activity fund custodians, each site school activity fund custodian shall be bonded for no less than One Thousand Dollars (1,000.00). Each school activity fund custodian shall give a surety bond as determined by the board of education, but in no case less than One thousand Dollars (1,000.00). Such bond shall be filed with the clerk of the board of education (70 O.S. Supp. 2001, ~ 5-129).

Disbursements from the school activity fund shall be by check, countersigned by the school activity fund custodian and some other person or persons designated by the board of education. Deposits to or transfers from any account may be authorized by the board of education except the refund subaccount and petty cash accounts. The school activity fund custodian shall not use funds in one account for another purpose unless a transfer is granted as provide by law. Accounts may be established by the board of education of each district by whatever name or style it deems best suited to its needs for the revenue collected.

Purchases from activity funds for material or equipment shall not be paid for unless invoices or delivery tickets are furnished. Receipts for collections shall be given by the school activity fund custodian. *Pre-numbered tickets should be used for admissions in order to establish internal control. All tickets not sold by the gatekeeper should be accounted for at the end of each event and a written reconciliation made of tickets sold to actual revenues collected.* Reconciliation documents should be filed in date order as part of the documentation for the activity fund.

Standard forms are not prescribed. Many good forms are now in use and each board of education shall determine if its forms meet legal requirements. Sample forms are included in this manual as a reference only.

School districts shall report all school activity financial transactions using the Oklahoma cost Accounting System.

Specific procedures for all activity funds are as follows:

1. Pre-numbered school activity fund receipts shall be issued for every account for each fiscal year.
2. The secretary-treasurer of each organization or subaccount shall issue receipts and keep records of credits, debits and balances.
3. The books of each subaccount must reconcile with the records of the school activity fund.
4. Requisition or purchase request is presented to the school activity fund custodian or their designee.
5. Purchase order is then approved by purchasing agent and the order is placed with the vendor.
6. Checks will be issued only when invoice or supporting document and merchandise have been received.

7. All checks will be issued by the school activity fund custodian and countersigned. No check will be issued in excess of subaccount balance.
8. Record of all bad checks shall be kept and charged to proper sub-account.
9. School activity fund (Fund 60) shall be reported to the State Department of Education through curricular subject dimension of OCAS, where applicable. Reports will be transferred by magnetic media.
10. The school activity fund custodian shall furnish a report to the superintendent and board of education monthly this report shall show previous balance in each sub-account and total school activity fund balance.
11. Every teacher in the school system should be informed that all money received is to be turned into the school activity fund custodian.
12. The petty cash account is the only one that can be reimbursed from the general fund.
13. A general fund refund sub-account within the school activity fund may be established by board resolution.

(OAC 210:25-5-13)

GPS BOARD OF EDUCATION POLICY

C-20

ACTIVITY FUNDS

The Guthrie Board of Education shall exercise complete control over all activity funds and shall adopt appropriate rules and regulations for handling, expending, and accounting for all such funds.

At the beginning of each fiscal year and as needed during each fiscal year, the board shall approve all school activity fund subaccounts, all subaccount fund raising activities and all purposes for which the monies collected in each subaccount can be expended.

The superintendent shall cause the activity account to be audited annually by a certified public accountant that will be selected by the board. The audit shall be furnished to the board and the cost of the audit shall be paid from the general fund.

Every teacher and/or sponsor in the school system should be informed that all money received is to be turned in to the school activity fund custodian. Every teacher and/or sponsor shall receive a Guthrie Public School Activity Fund Procedure Handbook.

No expenditures shall be made from activity funds except by check and on the authorization of the sponsor of the group to whom the fund belongs. All such checks are to be issued and countersigned by the custodian of the activity fund and some other person or persons designated by the board of education. No checks will be issued in excess of a subaccount balance.

All activity monies shall be deposited daily with the activity fund custodian. Such funds shall be deposited to the credit of the account maintained for the benefit of the particular activity within the school activity fund. Deposits of funds shall be made daily by the activity fund custodian into an interest bearing checking account.

A record of all bad checks will be kept by the activity fund custodian. If the activity fund custodian is unsuccessful in collecting funds, the bad check will be charged back to the proper subaccount.

The activity fund custodian shall keep complete and accurate accounts of all activity funds, and shall see that monthly reports are made available to the activity fund subaccount sponsors. The activity fund custodian shall furnish a report to the superintendent and board of education each month. This report shall show the previous balance in each subaccount and the total district activity fund balance. The activity fund custodian shall reconcile the report to the superintendent and board of education.

The activity fund custodian, upon approval by the board of education, shall establish a petty cash account for each site to be used only for the purpose of making small cash expenditures, such as postage, freight or express charges. This account shall not exceed two hundred dollars (\$200) at one time, and no expenditure shall exceed seventy-five dollars (\$75). The total expenditures during any one fiscal year will not exceed two thousand five hundred dollars (\$2500) per school building.

The activity fund custodian will be appointed by the board of education. The custodian will provide a surety bond in an amount determined by the board, but not less than one thousand dollars (\$1000).

These provisions shall not apply to funds collected by student achievement programs or parent-teacher associations and organizations that are sanctioned by the board of education. Guidelines adopted by the board for the sanctioning of such organizations and associations may include, but not be limited to, examinations of financial and performance audits performed on each such organization and association.

The superintendent is directed to establish regulations governing activity funds. Such regulation, when approved by the board of education, shall become policy.

REFERENCE: 70 O.S. SECTION 5-129, SECTION 5-129.1

70 O.S. SECTION 5-135

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Section C

**GUTHRIE PUBLIC SCHOOLS PROJECT MASTER FILE LISTING
ACTIVITY FUND PROJECTS**

<u>PROJECT #</u>	<u>DESCRIPTION</u>
801	CENTRAL FACULTY
802	CENTRAL ACTIVITY
803	CENTRAL PTO
804	COTTERAL PTO
805	COTTERAL ACTIVITY
806	COTTERAL FACULTY
808	FOGARTY PARETNS ORG.
809	FOGARTY ACTIVTY
810	FOGARTY FACULTY
812	GUES ACTIVITY
813	GUES FACULTY
815	GUES PARENTS ORG.
816	GHS SPECIAL KIDS
817	JH ART CLUB
818	JH BUILDERS CLUB
819	JH ATHLETICS
820	JH GOLF
821	JH FCCLA
822	JH HONOR SOCIETY
823	JH ACCOUNT
824	JH FACULTY
825	JH LIBRARY
826	LEARN 2 LOVE
827	JH CHEER
830	JH STUCO
831	JH T.S.A.
832	JH YEARBOOK
834	JH ACADEMIC TEAM
850	HS ACADEMIC TEAM
851	HS ART CLUB
852	HS ATHLETICS
853	HS CHEER
854	FOOTBALL CAMP
855	TENNIS
856	HS LIBRARY
857	HS YOUTH & GOVERNMENT
858	GHS LINK CREW
859	BAND (OPERATING)
860	HS CLASS OF 2016
861	HS CLASS OF 2017
862	HS CLASS OF 2018
863	HS CLASS OF 2019
864	GHS ALUMNI ACCOUNT
865	HS CLASS OF 2012
866	HS CLASS OF 2013
867	HS CLASS OF 2014
868	HS CLASS OF 2015
869	ENGLISH CLUB
870	HS FACULTY COURTESY COMMITTEE
871	STUDENT PANTRY HS
872	CLASS OF 2020 HS
873	HS SPEECH

874	HS FACULTY LOUNGE
875	ROBOTICS/STEM
876	FFA 4H BOOSTER CLUB
877	HS FFA
878	HS FCCLA
879	HS FOREIGN LANGUAGE SPANISH
882	HS GUTHRIE RUNNING CLUB
883	HS HERITAGE CLUB
884	HIGH SCHOOL ACCOUNT
886	HS HONOR SOCIETY
888	HS JOURNALISM
889	HS KEY CLUB
892	MATH OF FINANCE
893	HS MU ALPHA THETA
895	HS JROTC
896	HS S.A.D.D.
897	HS SOCCER CLUB
898	HS SCIENCE CLUB
899	HS STUDENT COUNCIL
900	HS CAMPUS BEAUTIFICATION
902	VOCAL
904	HS YEARBOOK
907	HS MEMORIAL FUND
908	HS VOCAL TRIP ACCOUNT
911	FFA BUILDING FUND
912	GHS BUSINESS PROF OF AMERICA
913	HS DRAMA
921	BANQUET ACCOUNT
922	COURTESY COMMITTEE ADMIN
925	GENERAL FUND REFUND
927	HALL OF FAME BANQUET
929	DISTRICT SPECIAL OLYMPICS
930	DISTRICT ELEMENTARY PTO
932	HS SUMMER SCHOOL
933	FAVER C&C
934	TRANSPORTATION C&C
935	VENDING MACHINE ADMIN
936	GUES HONOR CHOIR
937	FAVER ACTIVITY
938	NATIVE AMERICAN PARENT
940	ADMINISTRATION MISC
941	SCHOOL AGE CARE
942	C.N. CLEARING ACCT

PROGRAM LISTING

<u>CODE</u>	<u>DESCRIPTION ATHLETICS PROGRAMS-COMPETITIVE</u>
801	Change/Change Return
802	Baseball
803	Basketball (Boys)
804	Basketball (Girls)
805	Football
806	Girls Golf
807	Soccer (Boys)
808	Soccer (Girls)
809	Tennis (Boys)
810	Track (Boys)
811	Wrestling
812	Cheerleaders
813	Tennis (Girls)
814	Track (Girls)
815	All Sport Passes
816	Golf (Boys)
817	Cross Country (Girls)
818	Playoffs
819	Cross Country (Boys)
820	Media Guide
821	Concessions
822	Misc. Fundraisers
823	Donations
824	Maintenance of Athletic Misc.
825	Vending
826	Advertising
827	Track Girls & Boys
828	All Sports
829	Sports summer camp
830	Basketball(Boys/Girls)
831	Girls Softball
832	Athletic Merchandise sold to students
833	Tennis (Girls & Boys)
834	Soccer (Girls & Boys)
835	Sub/Travel Reimbursement
836	Programs
837	Entry Fees
838	Sports Clinic
839	Game Security
840	Meals
841	Game Officials
842	Tournament Expenses
843	Gate Workers reimbursement
844	Coaches Uniforms
845	Equipment
846	Uniforms
847	Single Sport Passes
848	Student Sport Passes
849	Reserved Seats Passes
850	Athletics Misc.
851	Concession Worker reimbursement
852	Dues
853	Try Out Fee
854	Cross Country

<u>CODE</u>	<u>DESCRIPTION NON-ATHLETIC PROGRAMS</u>
901	Sucker/Lollipop/Candy sales
902	Student Incentives/Rewards
903	Book Fair
904	T-Shirts/Sweatshirts Sales
905	Picture Packages(Group/Individual)
906	Spring Fling Fundraiser
907	Postage
908	Book Orders
909	Field Trips
910	Mpact 4 Kids (Fundraiser)
911	Snacks(Popcorn/Capri Sun)
912	Field Day
913	ID Badges
914	Vending
915	Yearbook
916	Academic/ACT/PSAT Test
917	Magazine Subscription (Fundraiser)
918	Donations
919	Student Store/PTO Stores
920	Musical/Plays
921	Camp
922	Staff incentives/Awards
923	Weekly Readers/Time/Nat'l Geographic
924	-Holiday grams
925	Recycling
926	Student Projects
927	Great American (Fundraiser)
928	Grant Money
929	Lab Fees/Class Dues
930	Peanuts/Pecans(Durham Fundraiser)
931	Discount Cards
932	Scholarships
933	Garage Sales/Yard Sales
934	Fireworks
935	Calendars
936	Cookbooks
937	Carnival
938	Film/Film developing
939	Trophy Sponsor/Auction
940	Pork Chop Dinner
941	-Meat sales
942	Leadership Fees
943	Ag Mechanic Projects
944	Horticulture Projects
945	Car Wash
946	Silent Auction
947	-Spirit Ribbons
948	United Week Fundraiser
949	Special Olympics
950	Talent Show/Follies
951	Misc. Reimbursements
952	Compatibility Survey/Matchmaker
953	PaySchools fee
954	Start Change/Change Return
955	Dance/Prom

956	All State -fees
957	Travel Reimbursements
958	DVD's
959	Yearbook PDA
960	Raffle/Drawings
961	Homecoming (fees, shirts, supplies, etc.)
962	Concessions
963	Brochure/Catalog Fundraiser
964	Library Fines/Lost Library Books
965	Penny War/Coin Collections
966	Balloons
967	Read-a-thon/Spell-a-thon/Walk-a-thon
968	Newspaper
969	Band/Music Concert
970	Meals/Luncheons/Refreshments
971	Advertising/Program Ads/Yearbook Ads
972	Christman (Fundraiser)
973	Misc. Fundraisers
974	Cookie Dough
975	Plant Sale (Flowers/Bulbs/Etc.)
976	Pink Week Fundraiser
977	Registration/Membership Fees
978	Damage to school property
979	Boxtops for Education
980	Parking Permits
981	All Region Fees
982	Petty Cash
983	Interest
984	Insufficient Check Charge
985	Lost Text Books
986	Silent Auction
987	Copies
988	Supplies
989	Janitorial
990	Central
991	Cotteral
992	Fogarty
993	GUES
994	Misc. Activity
995	Banquet
996	Summer School/Drivers Ed.
997	Graduation expenses
998	Contest Entry Fees

SUMMARY

The goal of this manual is to provide each user of the Guthrie Public Schools Activity Fund a “how-to/hands-on” guide for collecting, depositing, and expending funds gathered for special purposes. The handling of all public funds is a sacred trust and many more audit tracks must be visible than in handling personal funds. The following are reminders to the sub-account sponsor’s for the most crucial procedures to follow:

1. All collections made by sponsors must first be receipted by the sponsor, be turned into the Site Financial Secretary each day and a receipt obtained from the secretary for all such collections.
2. There is no statutory authority for cashing personal checks from available collections, and, as a result, it is not legal to do so. Therefore, all sponsors, student groups and adult organizations who control sub-accounts within the school activity fund must clearly understand that this action is prohibited and do not cash personal checks under any circumstances.
3. Sufficient cash must be on hand to cover all outstanding checks, all unpaid bills, and all new indebtedness before any new debt can be incurred in any sub-account of the Activity Fund. If the sponsor is unsure, they must contact the School Activity Fund Custodian and acquire their net balance in the sub-account before any additional transactions or proposed new debt is incurred.
4. All bills incurred in any given sub-account of the Activity Fund should be promptly paid within one (1) month of the receipt of goods or services.
5. In the event of fund raisers, the Board of Education requires a complete and accurate accounting of all inventory received for sale from the time it is received on site until the last item is either sold or turned back in for credit. These procedures must include a requirement to account for every item or product, by name of student or sponsor, from the point they receive possession to the point they turn in sales collections or unsold product.

The school auditor will scrutinize funds very closely because most of the collections are in cash and most discrepancies that occur in school funds are within the activity fund. Spend a little more time; follow the law and this procedure manual, and fund-raising will be less stressful.

GUTHRIE PUBLIC SCHOOLS Receipt			
Date	Number	Amount	
6/25/2010	5039	\$295.00	
Received From: CHECK WRITER'S NAME NSF GK698			

Year	Fund	Type	Number	Receipt	Program	Project	Unit	Amount
2010	60	AR	1880	5039	845	853	705	\$275.00
2010	60	AR	1890	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			
Date	Number	Amount	
6/18/2010	5019	(\$178.00)	
Received From: CHECK WRITER'S NAME NSF CK698			

Year	Fund	Type	Number	Receipt	Program	Project	Unit	Amount
2010	60	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 Check 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. Request for Activity Fund Cash Advance
12. Request to Close/Void PO
13. PaySchools Product Listing Request
14. Non-Commercial Vendor Claim
15. Sponsor Affidavit of Responsibility form
16. Employee Affidavit of Responsibility form

FINANCIAL REPORT FOR SANCTIONED ORGANIZATIONS

(Must cover 12 month period, from July 1 to June 30 or months in existence if new organization)

		<i>Organization Name</i>	
A.	BEGINNING BALANCE as of _____		\$ _____ (A)
B.	REVENUES:		
	<i>Fun Raiser, Merchandise sales, Etc.:</i>		
	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
	<i>Donations:</i>		
	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
	<i>Contributions:</i>		
	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
	<i>Other:</i>		
	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
	Total Revenues	\$ _____	
(B)			
C.	TOTAL AVAILABLE (<i>A Plus B</i>)		\$ _____ (C)
D.	EXPENDITURES:		
	Fundraising Expenses	\$ _____	
	Supplies/Materials	\$ _____	
	Advertising	\$ _____	
	Postage, Mailings, Etc.	\$ _____	
	Equipment	\$ _____	
	Donations/Contributions	\$ _____	
	Other (list):	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
	_____	\$ _____	
	Total Expenditures	\$ _____	
(D)			
E.	ENDING BALANCE AS OF June 30, (<i>C minus D</i>)		\$ _____ (E)
	<i>Year end bank statement and reconciliation must accompany report.</i>		

BANK RECONCILIATION FOR SANTIONED ORGANIZATIONS

Balance per Bank Statement, June 30, 20____ \$ _____
(A)

ADD:

Deposits in Transit \$ _____
 \$ _____
 \$ _____

(B) Total Deposits in Transit \$ _____

DEDUCT:

Outstanding Checks \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

Total Outstanding Checks \$ _____ **(C)**

OTHER ADJUSTMENTS (+/-) \$ _____
 \$ _____

Total Adjustments \$ _____ **(D)**

BALANCE per financial records, June 30, 20____ \$ _____
 ===== **(E)**

$(A + B - C (+/-) D = E)$

ADMINISTRATION

BOARD OF EDUCATION

**Travis Sallee
Terry Pennington
Gail Davis
E. Sharon Watts
Jennifer Bennett-Johnson
Janna Pierson
Tina Smedley**



DISTRICT OFFICE

**Dr. Mike Simpson, Superintendent of Schools
Mr. Dennis Schulz, Assistant Superintendent
Ms. Carmen Walters, Executive Director of Federal
Programs and Elementary Education
Mr. Doug Ogle, Executive Director of Personnel and Secondary Education**

JUNIOR HIGH SCHOOL

Robbie Rainwater, Principal	282-5936
Ryan Dayton, Asst. Principal	282-5936
Teresa Barbour, Counselor	282-5936
Kristi Blakemore, Counselor	282-5936
JH Cafeteria	260-6327

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Guthrie Public Schools

School Calendar 2016-2017

August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST
 16-17-18 Teacher In-Service
 19 - First Day of Classes

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER
 5 - Labor Day
 26 - Professional Day

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

OCTOBER
 14 - End of First Quarter
 18 - P/T Conf (All Schools)
 21 and 24 Fall Break
 25 - P/T Conf (Elementaries)
 27 - P/T Conf (GHS and GJHS)

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

NOVEMBER
 23-25 Thanksgiving Break

October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER
 21 - End of 2nd Quarter
 Dec 22 - Jan 3 Christmas Break

March

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

JANUARY
 4 - Classes Resume
 16 - Martin Luther King Day
 19 and 24 - P/T Conf (Elementaries)

November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

FEBRUARY
 20 - Professional Day

MARCH
 10 - End of 3rd Quarter
 14 and 16 - P/T Conf (GHS and GJHS)
 17 - Snow Make-Up Day #1*
 20-24 Spring Break

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL
 21 - Snow Make-Up Day #2*

MAY
 23 - Last Day of Classes
 29 - Memorial Day

May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

1st Quarter 39+4
 2nd Quarter 44
 3rd Quarter 46+1
 4th Quarter 46
 175 Days Taught
 5 Professional Days
 180 Days Total

*School will be dismissed if not used for bad weather

- Administration - 282-8900
- High School - 282-5906
- Fayer Alternative - 282-5941
- Junior High - 282-5936
- Upper Elementary - 282-5924
- Fogarty Elementary - 282-5932
- Cottrel Elementary - 282-5928
- Central Elementary - 282-0352
- Child Nutrition - 282-5952
- Maintenance - 282-5944
- Technology - 282-5959
- Transportation - 282-5919

Professional Day

Vacation Day

Parent/Teacher Conferences
 (4:00 p.m. - 7:00 p.m.)

Snow Make-Up Day
 (To be used in numbered order if days are needed)

NOTE: Any additional increment weather days will be made up at the end of the school year

Guthrie Junior High School Title 1 School-Parent Compact

Guthrie Junior High School encourages parental involvement in the educational process and development of its students. The teachers and administrators of Guthrie Junior High School feel that the total educational experience is enhanced by a team effort with parents and school personnel working together to provide the best learning environment for each and every student. Guthrie Junior High School and the parents of students participating in activities, services, and programs funded by Title I agree that this compact outlines how the entire school staff, the parents, and the student share in the educational process. Each party involved will hold stock in the responsibility of improved student academic achievement. Furthermore, this compact will build and develop a school-parent partnership to help all students achieve the state's high academic standards.

Responsibilities of GJHS will include but not be limited to:

- *Provide high-quality curriculum and instruction in an appropriate learning environment that enables each student to achieve the state's high standards.*
- *Hold scheduled parent-teacher conferences during which your child's individual academic achievement will be discussed.*
- *Provide parents with frequent progress reports.*
- *Provide reasonable availability to parents for consultation with school staff.*
- *Provide opportunities for parents to volunteer, participate, and/or observe their child's classroom activities.*

Responsibilities of the parent/guardian will include but not be limited to:

- *See that my child attends school regularly and on time.*
- *Provide a home environment that encourages and is conducive to learning.*
- *See that my child's homework is completed.*
- *Monitor the amount of television my child watches at home.*
- *Promote positive use of my child's extracurricular time.*
- *Stay informed about my child's education and be aware of what my child is learning.*
- *Communicate regularly with the school staff about my child's educational experience at open house, conferences, or any other available time.*

Responsibilities of the student will include but not be limited to:

- *Attend school regularly and on time.*
- *Do my homework every day.*
- *Read at least 30 minutes every day outside of school time.*
- *Always give the appropriate effort to perform at exemplary standards in work and behavior.*
- *Respect other students as well as myself.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school.*

TO THE STUDENT:

The faculty/staff of Guthrie Junior High School welcomes you! We look forward to another exciting and challenging school year. We feel that the importance of each individual student is our primary concern. We have designed a program of studies and activities which we believe will meet these individual needs, and help prepare you for the future. As junior high students, we encourage you to be active learners and active participants in all that we do. We want the years you spend with us to be the very best in your school career. The following pages in this handbook explain what you will need to know to make these years a success. Take time to go over these pages with your parents. Working with you as a team as you prepare for your future is an opportunity that is important to all of us.

GUTHRIE PUBLIC SCHOOLS MISSION STATEMENT

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

EXIT OUTCOMES (Our Vision for a Well Educated Student)

Our student's will-

- have a positive self-esteem
- have a strong knowledge base
- show concern for the welfare of others
- be self-directed, life-long learners
- be productive members of society
- be effective communicators
- be creative and complex thinkers
- be problem solvers
- be cooperative learners and workers

GJHS SCHOOL SCHEDULE

Students are not allowed in the building before 8:00 a.m. If a **student** desires to enter before this time, he/she must have a hall pass signed by a teacher, sponsor, or administrator. Students who enter the building before 8:00 a.m. or remain in the building after 3:30 p.m. must be participating in a supervised activity. If the student is going to eat breakfast, or enter the building before 8:00 a.m., he/she may enter only at the east door on the "A" floor. In the event of inclement weather, students may enter through the east doors on A-floor at 7:40 a.m.

2016-17 Bell Schedule

8:00	First Bell/Transition Time
8:15-8:55	Homeroom/Flex Tutoring
8:59-9:44	1 st Hour
9:48-10:33	2 nd Hour
10:37-11:22	3 rd Hour
11:22-11:52	8 th Grade Lunch
11:26-12:11	4 th Hour for 7 th Grade
11:57-12:42	4 th Hour for 8 th Grade
12:11-12:42	7 th Grade Lunch
12:47-1:32	5 th Hour
1:36-2:21	6 th Hour
2:25-3:10	7 th Hour

Each class period is 45 minutes in length. GJH requires that the middle 25 minutes be utilized for non-interrupted instruction unless of an emergency. If a student needs to be picked up for an appointment, we ask parents to plan accordingly.

ABSENCES

Any student who is absent and does not have a parent call the school on the day of the absence will be placed on the do not admit list. Students will report to the "B" floor office and they will be required to explain the reason for their absence. Upon verification from a parent the student will be removed from the do not admit list. It is the student's responsibility to clear the absence.

An absence is recorded when the student has missed 10 or more minutes of a class. If a student is 10 minutes or more late for class, or is checked out during a class with 10 minutes or more remaining before the bell, the student will be counted as absent.

ASSIGNMENTS WHEN ABSENT

When a student is absent from class, work assignments may be requested by calling your student's counselor or attendance office in the morning. The assignments will be ready for pick up at 3:00 p.m. in the "B" office.

ATTENDANCE

School is preparation for future life, and it is important that habits of regular attendance be developed. Parents are asked to telephone the attendance secretary at 282-5936 by 9:30 a.m. the morning of the absence to avoid the absence being recorded as truancy.

Students of Guthrie Junior High School are expected to maintain excellent attendance. The following criteria for attendance has been established by the Board:

1. A student must attend a minimum of 90% to receive credit for any course. Any Guthrie Junior High School student taking courses for high school credit **must** abide by the Guthrie High School attendance policy to receive credit.
2. A student is absent whenever he/she misses any 10 minutes of a class period.
3. School activities are not included among the 9 absences allowed per semester.
4. A student will be given “no credit” in a class where the student has been absent 10 or more days.
5. Documented Absences
 - a. **Legal Documented** illness, injury, or death in the immediate family should be documented by physician, dentist, attorney, etc.
 - 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:

<i>Sports Activities</i>	<i>Clubs & Organizations</i>
Baseball	Academic Team
Basketball	Art Stars
Cheerleading	Builders Club
Cross Country Track	FCCLA
Football	Honor Society
Golf	Math Counts
Softball	Sequoyah Club
Tennis	Speech / Drama Club
Track	Student Council
Wrestling	Technology Student Assoc.
	Yearbook

Requirements for these organizations can be obtained from the sponsors. Students are encouraged to participate in activities in which they can excel because of special interest, talent and/or ability.

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten (10) for any one

class period of each school year. Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete. *Students participating in school activities will not be allowed to participate in these activities after missing class or a portion of a class during the day of the activity. If activities are completed prior to the end of the school day, students are required to return to school and complete the school day unless otherwise excused by the school principal.*

CHANGE OF ADDRESS

Any change of address or telephone number should be reported to the Attendance "B" Office.

CHEATING AND/OR FRAUD

Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or to answer by fraudulent means. The penalty will be a zero for the assignment or test. Forged documents will result in administrative action. Plagiarism will fall under this category.

CHECKING OUT PROCEDURE

If it is necessary for a student to leave school during the day, notification to the "B" floor office by the parent/guardian is required. The student must then report to the "B" floor office to check out before leaving campus. Upon returning to school, the student is required to check in through the same office. *Failure to comply with this procedure will result in disciplinary action.*

NOTICE OF NON-DISCRIMINATION

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

Name/Title: Superintendent of Guthrie Public Schools

Office Address: 802 E. Vilas, Guthrie, OK 73044

Phone Number (Voice/TDD): (405) 282-8900

Days/Hours Available: M-F 8:00 a.m. - 12:00 p.m. 1:00 p.m. - 4:30 p.m.

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

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

AVISO DE DECLARACION NO-DESCRIMINATORIA

Escuela Publica de Guthrie no discrimina raza, color, nacionalidad, genero, edad o incapacidad de admision a sus programas, servicios, o actividades, en acceso a ellas, en el

tratamiento a individuos, o en ningun aspecto de sus operaciones. La Escuela Publica de Guthrie tampoco discrimina en sus contratos o practicas de empleados.

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

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

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

CLASSROOM BEHAVIOR

The responsibility and authority for classroom management rest solely with the teacher. Any rules which are fair and enhance the educational process will be upheld. If problems persist to a degree that the classroom rules are being repeatedly ignored, then a referral may be made to the assistant principal where appropriate action will be taken.

The failure to abide by school rules may result in the following CONSEQUENCES: detentions, written assignments, loss of privileges, and in-school or out-of-school suspension. The consequence will be dependent upon the severity of the problem and the decision of the administrator.

CLOSED CAMPUS

We operate a closed campus. Students will not be allowed to leave campus after arrival in the morning or during lunch time. Leaving campus will be a violation of this policy. Any violation will result in disciplinary action.

DETENTIONS

Detentions given by a teacher for classroom misbehavior will be served with that teacher before school, during lunch, or after school.

Noon detentions given for misbehavior in the hallways or outside will be served with the noon detention teacher. Students serving noon detentions will bring lunch from home or obtain lunch from school cafeteria.

DISCIPLINE BEHAVIOR AND CONDUCT RESPONSIBILITIES

One of the most important lessons education should teach is discipline. It is a part of every class, and it's the training which develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people.

It is our goal at Guthrie Junior High School to provide an orderly and efficient atmosphere whereby the teaching and learning processes can take place. This can only be done through effective discipline. Discipline is the responsibility of parents, students, teachers, and administrators.

The student is responsible for his/her individual conduct. Because not every problem that may arise can be foreseen, students should use good common sense to govern their behavior. They should treat each other, faculty, staff and property with respect. They should be aware that when their behavior distracts from the basic purpose of school, which is learning, there will be consequences to face.

It is the responsibility of the parent to instill in their child the value of appropriate behavior, good conduct, and to reinforce the policies and goals of the school. Parents should communicate to school officials any concerns they may have regarding their child's social, as well as academic, performance while at school.

It is the teacher's responsibility to set classroom rules of conduct consistent with the goals of the school. Expectations can be communicated in writing with rules and consequences, as well as through the general atmosphere created by handling situations that may arise in a consistent manner.

It is the responsibility of the administrator to take disciplinary action when general school policies have been disregarded or when crimes under Oklahoma Statutes have been committed. The administrators will also step in, after all other possibilities have been exhausted, to administer more severe consequences to those students who continually disrupt the learning environment of the classroom.

DISCIPLINARY ACTIONS

Disciplinary actions which may be taken by a classroom teacher may include but may not be limited to: written assignments, detaining a student after class, conferencing with the student and/or parent, loss of privileges, or detentions assigned before school, after school, or at lunch.

Disciplinary action, which may be taken by an administrator, may include but may not be limited to: conferencing with student and parent, and/or suspension.

The administrator will take into consideration the severity and frequency of infractions when taking disciplinary action.

Disciplinary action to be taken:

- Conference with student and parent contact
- 1st serious infraction – In-School Supervision – 3 days
- 2nd serious infraction – In-School Supervision - 5 days
- 3rd serious infraction – Home Suspension - 3 days
- 4th serious infraction – Home Suspension – 5 days
- 5th serious infraction and every one thereafter – Home Suspension - 10 or more days

The proceeding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the administrator will take precedence.

DRESS CODE

Note to Parent(s)/Guardian(s): The main purpose of school is to give your student the best education possible. Trends and fashions have no bearing on this issue.

All students are expected to dress appropriately and modestly at all times during the school day and at school activities. Appropriate school clothes are conducive to better behavior in the classroom, in the halls, on campus, or any time students are actively representing the school. The dress code is applicable during the school day and at any school activity, home and away.

Examples of inappropriate attire are, ***but are not limited to:***

1. Headwear worn in the building including, but not limited to: hats, bandanas, sweatbands, scarves, earmuffs, hair picks. Hats and caps are only to be worn outside the building.
2. Any clothing that exposes the midriff. Shirts need to be long enough so that they can be tucked in or drop two (2) inches below the waistline without tugging on or stretching the shirt.
3. Clothing that allows undergarments to be visible. (See #19.)
4. Clothing that has obscene, profane, or suggestive language.
5. Sunglasses (including when worn as headwear.)
6. Garments that display alcohol, drug or tobacco logos or paraphernalia.
7. Mesh jersey or fishnet type clothing.
8. Jeans, shorts or other purposely-frayed clothing (including pants with holes cut out.)
9. All sleeveless shirts, blouses, and dresses whose straps are not at least one dollar bill's width and not fitted under the arm.
10. Scooped neck and / or low cut front and back necklines that are not modest.
11. Pants below the waistline (sagging and bagging).
12. Shorts that are not closer to the knee than the mid thigh (Bermuda short length). Boxer shorts should not be worn, other than in the appropriate athletic classes. Shorts must be hemmed.
13. Skirts/dresses that are not long enough so that the hem touches the knee (Bermuda short length). Skirts/dresses must be hemmed.
14. Bicycle pants/spandex shorts.
15. Clothing that is not worn in accordance with the design (such as both straps being worn on overalls or legs on pants being worn at their full length.)
16. Chains or "spikes" on clothing, with wallets, or worn as a necklace or bracelet.
17. Shoes must be worn at all times for health reasons. "House shoes" are not an acceptable alternative. Shoes with wheels imbedded in them are not acceptable as they are safety hazards.
18. Apparel identifying a student as "security" or "police" is not to be worn.
19. Showing of underwear (thongs/etc.) or posterior being exposed while sitting.
20. No Pajamas (loungewear pants/etc.)

Any clothing that disrupts the learning atmosphere of the school is prohibited. Clothing with possible implied meanings, such as exist with the rebel flag, intended or not, may be offensive and will fall under this policy.

When a student has worn inappropriate clothing to school, the parents of the students will be contacted. The students will be sent home to change clothing, or parents may be requested to bring appropriate clothing to school. If parents are unavailable, the student may be assigned to in-school supervision. Time missed in procuring appropriate clothing will count against the student's attendance in accordance with the attendance policy.

DRUGS AND ALCOHOL

It is the policy of the Guthrie Public Schools that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess or be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including as narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (turkey drugs), drug paraphernalia and chemicals which provide a mood-altering effect are included as controlled substances. Illicit drugs include steroids and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions on school transportation, on school premises, at school functions, school-sponsored activities, performances, contests, athletics competitions, during lunch, or while under the supervision of school personnel. This policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator. The administrator will notify the parents, impose appropriate consequences according to the discipline policy and report the incident to the local authorities. School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be sent to the Superintendent or his/her designee and to the Drug Free Schools office.

Any student violating this policy and his/her parents will be provided a list of resources and encouraged to obtain drug/alcohol education, counseling, and/or chemical dependence treatment as appropriate and at the parents expense.

Copies of this Policy shall be provided to all students and their parents at the beginning of each school year.

CONSEQUENCES FOR STUDENT VIOLATION OF DRUG/ALCOHOL POLICY

- A. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (for personal gain, monetary privilege or gain): Student will be suspended out of school for the remainder of the current semester and all of the succeeding semester.
- B. Possession/Use/Sharing/Being under the influence of Drug or Alcohol.

1. **First Offense:** 90 school days out of school suspension (equivalent to 1 semester).
 - a. A reduction to a 30 school days (6 weeks) out of school suspension may be granted if the student and the parent/guardians agree to the following:
 - i. To meet with the District Counseling Service representative
 - ii. To obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, treatment, and /or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc. will be the sole responsibility of the student's parent or guardian.
 - b. Nothing in this policy is intended to limit or restrict the ability of the school district to take other disciplinary action against a student in a particular case in accordance with other policies governing student discipline. A school principal or the principal's designee may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that planned of the superintendent, superintendent's designee, or principal for approval. If such disciplinary plan is approved by the superintendent, superintendent's designee, or principal it may be implemented for the student in question.
2. **Second Offense:** Suspension out of school for the remainder of the current semester and all of this is succeeding semester.

NOTE: Procedural Due Process Rights: For ALL out-of-school suspensions, the due process steps outlined in the GPS Policy Manual and this handbook will govern administrative procedures to be followed in the enforcement of this policy.

REPORTING STUDENT SUBSTANCE ABUSE

- A. The Board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances. This policy is adopted in compliance with Oklahoma Statue Title 70§24-138.
- B. When it appears to a teacher or administrator that a student may be under the influence of low-point beer, alcoholic beverages, or controlled dangers substances (drugs), the teacher or administrator will report the matter in writing to the school principal or his/her designee. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.
- C. The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances.

DUE PROCESS

A. SUSPENSION OF TEN DAYS OR LESS

1. An appeal to the building level Appeals Committee can be requested, by letter, to the school principal within five (5) calendar days after the principal's out-of-school suspension decision is received by the student and/or his or her parent. The out-of-school decision becomes final and non-appealable if a request for appeal is not received within the time frame described above.
2. Upon receipt of the appeal request, the principal shall confirm that the student's out-of-school suspension falls within the category out-of-school suspensions for which an appeal to the Appeals Committee is authorized to hear. If for any reason the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to the long-term out-of-school suspension must be followed.
3. The Appeals Committee will conduct an investigation, in an informal manner, and make a decision (by majority vote) as to the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. **The Appeals Committee reserves the right to amend, rescind, or alter the length of suspension based on its findings.**
4. The decision of the Appeals Committee shall be final and non-appealable.

B. SUSPENSION IN EXCESS OF TEN DAYS:

1. A parent or student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools.
2. An appeal must be submitted to the Superintendent of Schools at 802 East Vilas, Guthrie, OK.
3. If no appeal is received within five (5) calendar days by the parent or student, the principal's decision will be final.
4. The superintendent reserves the right to amend, rescind, or alter the length of suspension based on the findings of the investigation.

ELIGIBILITY

When co-curricular and/or interscholastic programs are scheduled during the school day, a student must be eligible according to the following guidelines of the Oklahoma Secondary Schools Activity Association:

A. ATTENDANCE REGULATIONS

1. School Activity: These are extra-curricular activities, whether sponsored by the school or outside agency, which removed the student from class for more than half a class period.
2. The total number of student activity absences allowed for one class period per student shall be ten.

3. Once a student has had ten student activity absences from any one class period, the student must be reported to the principal's office for consideration for further absences for student activities.
4. A student is expected to attend classes 90% of the time in order to participate in school sponsored activities.

B. SCHOLASTIC ELIGIBILITY

(Information from OSSAA RULES AND REGULATIONS)

Section 1: Semester Grades

- a. A student must have received a passing grade in all five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. This requirement would be classified as five school credits for the 7th and 8th grade students.
- b. If a student does not meet minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- d. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

Section 2: Student Eligibility During a Semester

- a. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, he/she will be ineligible to participate during the next one-week period. The eligibility periods will begin Monday and end on Sunday.
- c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Section 3. Special Provisions

- a. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.

- b. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision Rule 3, Section 3-c, if the incomplete grade was caused by an unavoidable hardship. (Example of such hardships would be illness, injury, death in family and natural disaster). (Board policy allows a maximum of two (2) weeks to apply this exception).
- c. Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

Section 4. Special Education Students

Special students who are enrolled in special education class, have an Individual Educational Plan and have been certified by the principal as doing a quality of work which may, with the approval of the Board of Directors, be accepted as eligible under this rule.

ENROLLMENT REGULATIONS

All students must be enrolled in seven hours per day. The only exception to this rule is a student on an IEP or those enrolled through the counselors' office in concurrent enrollment.

A **transfer student** is one who has a legal residence in a school district other than Guthrie and wishes to go to school in Guthrie. A transfer student **MUST PROVIDE:**

1. Proof of guardianship.
2. Signed transfer request originated in *sending* district and including signatures of the sending *and* receiving superintendents.
3. Complete immunization records.
4. Proof of legal withdrawal from sending district.
5. Transcripts from all schools in which student has attended.
6. Copy of Social Security card.

A **new resident student** is one that has established a legal residence within the school district.

New resident students **MUST PROVIDE:**

1. Proof of residence (utility bill, renter's agreement, real estate contract, etc.) & signed Enrollment Verification.
2. Proof of guardianship (legal document).
3. Complete immunization records.
4. Proof of legal withdrawal from sending district.
5. Transcripts from all schools which student has attended.
6. Copy of Social Security card.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

They are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents of eligible students should submit to the school

principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, D.C. 20202-4605

INCENTIVE TRIPS

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year. Students must be academically eligible to participate in any school activity. School dress code standards apply to all incentive trip activities. Inappropriate behavior on these trips may warrant severe disciplinary action. Students must ride the school bus to and from the activity.

During any trip, any major inappropriate behavior (such as curfew being broken) may result in the student:

1. Being sent home at their own expense.
2. Suspension from school for an appropriate amount of time.
3. Loss of the privilege to go on any future school trips.

FIGHTING

Fighting will not be tolerated at Guthrie Schools due to a chance of injury and/or property damage. Fighting is defined as any situation in which one student makes aggressive contact in

any manner on another student. Disciplinary action will be taken by the administrator if either persons involved fit the above definition. Infractions may be handled in the following manner for all students involved. If a student participates and/or is responsible for inciting, instigating, or encouraging a fight, the following will apply:

- 1st Offense - Suspension from school for five (5) days.
- 2nd Offense - Suspension from school for ten (10) days.
- 3rd Offense - Suspension from school for the remainder of the semester.

FINANCIAL OBLIGATIONS

It is the policy of the Guthrie Public Schools to not charge fees for classes. However, students may be expected to pay for special projects, materials, and activities (i.e. Art, Science, AP English, elective classes, etc.)

FIRE, TORNADO, 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 "A" Floor Office, and a parent/ guardian will be notified.

It is the policy of the Guthrie Public Schools that NO drugs or medication of any kind (including aspirin and similar products), except those prescribed by a physician, will be given to a pupil by school employees.

ILLNESS AND MEDICATION - We request that you adjust your child's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to use medication during the school day, the following procedure will be followed:

All medication is to be brought to the school secretary upon arrival and appropriately labeled by the pharmacy or physician as to the name of the medication, dosage instructions, doctor's name and prescription date. A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary. The Medication Authorization form is available on the District's website in the Parent Backpack or at the school's office.

Confirmed asthmatic patients with a note from the physician may keep their inhalers with them.

If you do not wish to send a large bottle of expensive medication to school, we suggest that you ask your pharmacist to label an additional container for use at school.

NON-PRESCRIPTION MEDICATION (for example, aspirin, stomach remedies, ointment, cold tablets or similar drugs) is not given without prior written permission of the physician. Medication must be in the original bottle (with the identification of the medication and dosage instructions) and a note signed and dated by the parent giving the child's name, medication, dosage instructions, and other necessary instructions must accompany the medication.

A log of the student's medication will be kept at the school office.

HOMEBOUND POLICY

Teachers are responsible for assigning adequate homework for their respective subjects. It is the student's responsibility to acquire the assignment and make up any work that is missed.

IMMUNIZATION

Oklahoma State Health Department requires all students to be immunized. The Guthrie Public Schools, in accordance with these laws, requires every student enrolling have proof of immunization.

State requirements are as follows:

Five (5) DPT/DTaP/Td/Tdap	Two (2) MMR
One (1) Tdap Booster	Two (2) Hepatitis A
Four (4) Polio	One (1) Varicella
Three (3) Hepatitis B	

Students will not be allowed to enroll without necessary immunizations. Should the Oklahoma State Department of Health change these requirements, their guidelines will supersede this list.

Free Clinics

Many insurance companies will pay for the required immunizations. If not covered by your insurance, there are free clinics available.

<u>Site</u>	<u>Hours</u>
Logan County Health Department	Daily ---- Monday thru

215 Fairgrounds Road
Guthrie, OK 73044
405-282-3485

Friday
8:00 a.m. – 11:00 a.m. and
1:00 p.m. – 4:00 p.m.

IN-SCHOOL SUPERVISION

In-school supervision will be used as an alternative to home suspension unless a student commits a serious violation (i.e., fighting, assault/verbal assault on school personnel, weapons violation, drug violation, etc.).

While serving in In-School Supervision (ISS), a student may not attend or take part in any school activity, including practice. A student is considered placed in ISS once the actual placement begins.

All ISS assignments must be completed in a satisfactory manner and cleared by the ISS instructor before the student will be allowed to return to the regular classroom

INSURANCE

Insurance is required for all student athletes, agricultural education students, industrial arts students, and vocational carpentry students before they take part in any practice, scheduled contest, or class. Students already covered by a family insurance policy may have a parent sign a waiver to this requirement. **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE SETTLEMENT OF CLAIMS.** *The school must have proof of insurance by the start of the eighth day of class or the student will be dropped from that class and assigned another class/subject. NO EXCEPTIONS!*

INTIMIDATION / HARASSMENT (No-Bully Law)

Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school, school activities, and other extra-curricular activities.

- 1st Offense: Parent conference/phone contact and suspension from school for three (3) days.
- 2nd Offense: Parent conference/phone contact and suspension from school for five (5) days.
- 3rd Offense: Suspension for the remainder of the semester and the following semester.

LEWD AND/OR IMMORAL BEHAVIOR

Immoral and/or lewd behavior will not be tolerated. Infractions will result in administrative disciplinary action.

Examples of inappropriate behavior are, but are not limited to:

1. Writings
2. Drawings
3. Pictures
4. Magazine

5. Internet / Computer / System Peripherals

LOCKERS

Lockers are provided and assigned by the school for your use and convenience. Listed are some tips and suggestions which may assist you in the proper use of the lockers.

- Once you have been assigned a locker, you should not change lockers without proper approval through one of the administrators in the office.
- Make sure you tag, label, or mark all your personal items.
- Clean, arrange, and organize your locker at least once during the week. Most locker confusion is caused by an accumulation of unnecessary debris.
- Do not leave coats, shoes, or other clothing at school and then bring more from home.
- Do not bring valuable items to school. Even though you may believe they will be safe in your locker, they will be safer at home!
- Lockers are to be utilized for items you must have and will use during your classes. Items that do not positively contribute to the accomplishment of this goal should remain at home.
- Keep your locker locked and your combination a secret!!!

Pursuant to Title 70 O.S. 1987 § 24-102, students have no reasonable expectation for privacy rights from school officials in regard to school lockers, desks, and/or other school property.

LOST AND FOUND

Check in the “B” floor office for lost articles before and after school. Please!!!! Remember to label all your personal items.

LUNCH ROOM OFFENSES

Cutting in line, leaving a tray or dirty table, not following instructions of a staff member, and other minor offenses during lunch will result in lunch detentions per offense. Major infractions will be handled as outlined elsewhere in this handbook.

MAKE UP WORK

Students, upon returning from an absence, will have one day for each day missed to make up work. Major assignments that were assigned earlier in the semester will be due on the designated day whether the student is in attendance or not. **IT IS THE RESPONSIBILITY OF EACH STUDENT TO MAKE ARRANGEMENTS FOR MAKE UP WORK.**

NATIONAL HONOR SOCIETY / NATIONAL JUNIOR HONOR SOCIETY

To be a member of National Honor Society, a student's grade point average must be 3.5 or higher on a 4.0 scale. For High School NHS, averages are based on all grades received including those during the freshman year. High School eligibility begins the sophomore year (as per National Honor Society guidelines). Junior High eligibility is based upon grades beginning the first semester of Junior High. All students are expected to meet other criteria, such as leadership, service, and character.

OKLAHOMA STATE HONOR SOCIETY

The top ten percent of the High School student body is eligible for membership in the Oklahoma State Honor Society. Averages are based on all grades received; eligibility begins with the freshman year. Junior High membership is based on the State Regents Test scores.

OKLAHOMA STATUTES

Action(s) defined as crimes under OKLAHOMA STATUTES will result in suspension if the student commits the acts while in attendance at school, enroute to/from school, on school premises, or at school sponsored activities. Students may also be suspended with said suspension for the remainder of the semester and for the following semester on the first offense for the following:

1. Assault and battery of a school official.
2. Possession of a dangerous weapon or facsimile (with or without intent to do bodily harm).

For example:

- a. Knives
 - b. Firearms and/or facsimiles (i.e. including cap guns)
 - c. Explosives
 - d. Metal objects (chains, brass knuckles, etc.)
 - e. Clubs
 - f. Sharp or pointed instruments
3. Participation in an illegal demonstration on school property.

Students will be suspended for three (3) to five (5) days for the first offense and may be suspended from school for the remainder of the semester and for the following semester on the second offense for the following:

1. Verbal assault of a school official.
2. Defying a school official.
3. Inciting a fight.
4. Failure to identify oneself
5. Failure to comply with the request of a school official.

PLANBOOK.COM

Planbook.com is used by each teacher to enter lesson plans on a weekly basis. Students and parents have access to the lesson plans via www.planbook.com and selecting the “Student View” tab located next to the login button. Teacher email and student key (used for login) will be produced by each individual teacher and given to each student in class. Access is also obtained through teacher webpages.

PLEDGE OF ALLEGIANCE / NATIONAL ANTHEM

The Pledge of Allegiance and the National Anthem of the United States of America will be given at various times during the school year. It is the student's right not to participate, but the student **MUST** remain quiet, attentive, and respectful to the rights of others during the ceremony.

HONORS COURSES

Honors courses are offered in the subject areas of Math, Science, Language Arts, and Geography for 7th grade and Science, Language Arts and History for 8th grade at Guthrie Junior High. These

courses have been designed to meet the needs of the advanced student who wishes to pursue college level studies. Completion of the course contract is required for enrollment.

PROFANITY

Profanity and/or obscene gestures will not be tolerated enroute to or from school, while attending school, on or in school premises, or at school sponsored activities. The first offense will result in five (5) detentions; the second, three (3) days ISS; and the third infraction will result in administrative disciplinary action. However, if the profanity is directed toward a staff member, it will be treated as a verbal assault.

PROFICIENCY BASED PROMOTION

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at 90% or higher on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency based promotion.

Upon request of a student, parent or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in 70.S 11-103.6.

Proficiency will be demonstrated by testing with the Oklahoma Proficiency Tests by Riverside or with district approved, teacher-made criterion-referenced tests. In addition, a performance demonstration will be required in language arts, foreign language, and the arts. Lab sciences at the high school will require performance of relevant laboratory techniques.

Core areas are as follows:

- Social Studies
- Language Arts
- Mathematics
- Science
- Languages
- The Arts

More details can be obtained from the district policy on Proficiency-Based Promotion or from the site principal.

PUBLIC DISPLAY OF AFFECTION

It is assumed that all students have sufficient personal pride and respect. The school halls and campus are public places; therefore, it is expected that students will use discretion in relationships. (This discretion will be limited to hand holding.) Students who persist in other practices will be referred to the counselor, and if necessary, the parents will be called for a conference or other disciplinary action will be taken.

RACIAL SLURS

It makes no difference if the racial slurs are in jest or in earnest. "Flag words" are also considered racial slurs.

- | | |
|--------------|--|
| 1st Offense: | Three (3) day suspension |
| 2nd Offense: | Five (5) day suspension |
| 3rd Offense: | Five (5) day to one (1) year suspension. |

RESTRICTED AREAS

A.M.

- Upon arrival to school, students are to remain outside, in front of the building. Students are to remain behind the blue lines on the front sidewalk and between the buildings and the trees. Students must stay away from the curb line for safety reasons.
- Students may play basketball or four squares in the morning. Please do not stand and talk on the basketball court while others are playing.
- Students are not permitted to be in the alley (behind the school) at any time during the school day.
- Students are not permitted to stand between the main building and the gym at the “A” floor level at any time during the school day.

Lunch

- After eating lunch, the students will move outside. All students must remain between the basketball court and the front of the gym steps.
- Students may play basketball or four squares during lunch. Please do not stand and talk on the basketball court while others are playing.

P.M.

- Students are to board the buses immediately after school. The buses leave the Junior High every day at 3:20 p.m.
- Students walking home need to leave the campus immediately after school. All students must be off campus by 3:30 p.m. No loitering on campus after school.

PROCEDURES AND RESPONSIBILITIES FOR STUDENTS IN SPECIAL AREAS

In order for students to function cooperatively, some basic procedures are needed in particular areas such as: in the cafeteria, at the lockers, in the media center, in the use of school facilities, materials, and restricted areas.

Bicycles & Skateboards

- Bikes should be parked in the bike area when school begins each day, and they should remain parked until school is dismissed. We recommend you buy a lock. We cannot assume responsibility for bicycles.
- Bike riding is appropriate for the street but not for the sidewalks surrounding the school.
- Please walk your bike so others will not be injured as they use the walks.
- Students should not congregate around the bike area. Bike riders only should use the parking space. After a bike is parked and secured, go directly to the appropriate area.
- Skateboards are not allowed at school or on school property at any time. These items will be confiscated and returned at the end of the school year unless a parent comes to the

school to pick up the item during regular school hours. Repeat offenses of this policy will result in suspension and other disciplinary actions.

Media Center

The librarian is available to all students and will assist students as they make use of the many books that are available for studying and for recreational use. The following guidelines are important for each student to know and to follow:

- Hours: 8:10 a.m. to 3:30 p.m.
- Books circulate for two-weeks unless they are needed for a special class assignment. Some materials will be put on reserve and checked out overnight only.
- All materials have the due date stamped on them. It is the student's responsibility to return borrowed materials on the date due.
- All book fines must be cleared in order to receive your report cards.
- You assume responsibility for books or any library materials when you check them from the media center. Books or materials that may be lost, stolen, or damaged will be your responsibility since you are given the privilege of borrowing materials.
- The media center is a place to study, read, and do research, so appropriate behavior is necessary. It should be semi-quiet and should not be used as a place of visitation.

Cafeteria and Lunch

- Students may choose to purchase a lunch or bring a lunch from home.
- The cafeteria offers two (2) choices: fast food line and plate lunch. A student is expected to eat in the cafeteria. Milk may be purchased in the cafeteria. Neither food nor drinks are to be taken from the cafeteria.
- Free or reduced rate lunches are available for those who qualify. If you would like to apply, please come by the office for an application.
- The following procedures will assist students in making lunch a more pleasant experience for all concerned.
 - Eating areas should be left as clean as possible. Nothing should be left on the tables. All refuse, paper, etc. should be placed in the trash as you empty and return your tray and eating utensils.
 - All lunches are to be eaten in the cafeteria and nothing is to be taken from the cafeteria to be eaten later. Milk may be purchased if you bring your lunch from home.
 - Saving seats is not appropriate. The first person who arrives should have the seat.
 - Do not break into the lunch line. Take your turn and do not save places in line. This is unfair to those behind you.
- Please practice your good manners and be considerate of others.

SATURDAY / WEDNESDAY SCHOOL

Saturday /Wednesday School, if available, will be used as an alternative consequence for students who are in violation of school policy. Failure to serve Saturday/Wednesday School assignment will result in out of school suspension.

Wednesday School will occur for one hour immediately following the school day (3:20-4:20).

SCHOOL ACTIVITIES

Students who misbehave (i.e., run, roam, harass, fail to cooperate with school officials) at school activities will be dismissed from the activity without a refund and can face additional administrative action.

SEXUAL HARASSMENT

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

SOLICITING

No soliciting or selling may be done in the school without approval of the building principal. Only fundraising activities approved by the Board of Education are allowed.

STUDENT CONDUCT

Each student is expected to behave in a manner which will add to the educational atmosphere at Guthrie Public Schools, and anything that detracts from the spirit of dignity at our school will be subject to disciplinary action. Students have the responsibility to know and respect the rules and regulations of the school.

We desire that all students accept the responsibility of self discipline. Students are to conduct themselves as young ladies and gentlemen at all times (i.e. halls, cafeteria, classrooms, assemblies, and extra-curricular activities). When a student demonstrates that he/she cannot conduct themselves in a positive manner and infringes upon the rights of others to enjoy the freedom of self discipline, he/she must face the consequences of disciplinary action.

The responsibility and authority for classroom management rests solely with the teacher. Any classroom rules, which are fair and enhance the educational process, will be upheld. If problems persist to a degree that the classroom rules are being repeatedly ignored, a referral may be made to the discipline principal where appropriate action will be taken.

When students enroll in classes, the following obligations are assumed:

- To be present and on time each school day. (Attendance is a vital part of academic progress.)
- To be in the properly assigned area BEFORE the last class bell rings.
- To complete each assignment on time.
- To give complete attention in class.
- To participate in all class activities.
- To be respectful and cooperative.
- To bring the necessary equipment to participate.

Defiance of teacher authority will result in appropriate disciplinary action.

STUDENT SEARCH

School personnel have the authority to detain and search or authorize the search of any student upon suspicion that the student is in violation of district policy.

STUDENT WELFARE / CHILD ABUSE

Employees of the Guthrie Public Schools are required by law to report suspected child abuse victims to the Department of Human Services. In suspected cases of physical and sexual abuse, local authorities may question the victim at the school site without the principal obtaining permission from the victim's parent/guardian.

SUBSTITUTE POLICY

Since our school is judged by the way we act in class, substitutes can either take a positive or negative impression of our school with them when they leave. You are expected to conduct yourself as a host to these substitute teachers and show them the same respect expected of your regular teachers. Failure to comply with school rules while under the direct supervision of a substitute will result in immediate administrative disciplinary action.

SUSPENSIONS

It is the philosophy of the Guthrie Public Schools that no student be permanently suspended from school unless every means has been exhausted in trying to teach the student respect for policies and guidelines of the school.

However, when it is evident that a student has no interest in education, is a behavior problem, or is a chronic truant, the Administration must take action in suspending said student in the best interest of the school as a whole.

Any student who has accumulated in excess of three (3) suspensions for attendance or disciplinary action may be suspended for the remainder of the semester, for the following semester, or longer if allowed by law in extreme cases.

While serving a suspension, a student will not be allowed on campus or to attend or participate in any school sponsored activity. If this policy is violated, a suspension of three days, the remainder of the current semester and/or the following semester will be added to the current suspension.

While suspended or in "In School Supervision" (ISS), a student may not attend or take part in any school activity, including extracurricular practices.

A student will not be allowed to participate in any school activity during the time of a suspension and until the day following the last day of the suspension.

TARDIES

Punctuality is an important part of maturity and reflects an attitude of courtesy toward others (oversleeping and missing the bus are examples of unacceptable reasons for being tardy to school). A student will be considered tardy if he or she is not in his or her properly assigned area when the class bell rings.

Tardiness to classes is not acceptable; however, there are times when it will occur. After ten (10) minutes the tardy will be counted as an absence.

Each teacher will keep a log for each semester of student tardies per class period. After the first tardy, the teacher will email administration and amount of tardies for student. The teachers will discuss in their daily team meeting which students on their team have a tardiness problem. Administration will contact parents and follow discipline plan.

At that time, the following disciplinary actions will be taken:

- First offense: Warning by teacher
- Second offense: 1 Day Lunch Detention
- Third Offense: Wednesday School
- Fourth Offense: 1 Week Lunch Detention
- Fifth Offense: 3 Days ISS

If a student continues to be tardy after 5 tardies, out of school suspension will occur.

THREE tardies equals one unexcused absence.

TELEPHONE

The telephone is available for “EMERGENCY USE ONLY.” Students should not rely on using the school phone for making plans that can be arranged before or after school.

Basic phone procedures are:

- Student phone calls should be made in the “B” floor office.
- Students will be required to sign a daily log sheet when making telephone calls at school.
- You must have permission from your teacher and a hall pass to use the phone during school hours.
- DO NOT PLAN to make your personal after-school arrangements on the phone at school. Make pre-arrangements for after-school activities when transportation or other considerations will be necessary. Students should communicate with friends at home and only unusual situations should require “last minute” planning by phone.
- Calls are to be limited to two (2) minutes.
- If someone should call for you at school, you will not be brought from class to answer the phone. The person may leave a message, and the message will be delivered to you.

TEXTBOOKS

Textbooks will be issued through the teacher in your different classes. Textbooks are provided to the school through state funding, which means books must be utilized by the school for multiple years; therefore, it is your responsibility to treat books with care. Once you have been given books to use, you will be responsible for the books assigned specifically to you until you complete the school term or until you withdraw from school. A textbook which may be lost or damaged will be your responsibility. You must take care of replacement or damage costs before you receive your final grades. The school may hold grades and records if fines or replacement costs are not resolved.

THEFT

Theft will not be tolerated. Replacement and/or reimbursement will result as well as Administrative disciplinary action.

- 1st Offense: Parent conference and suspension from school for three (3) days.
2nd Offense: Parent conference and suspension from school for five (5) days.
3rd Offense: Suspension for the remainder of the semester and for the following semester.

THROWING OBJECTS

Due to the obvious danger, throwing of any objects will not be tolerated. If an item is thrown that could cause damage or injury, the penalty will be the same as fighting (the exception is if a serious injury is caused then the student may be suspended for the remainder of the semester and/or for the following semester.)

TITLE IX

The Guthrie Public School system hereby agrees that it will comply with Title IX of the Educational Amendments of 1972 which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The School District is an equal opportunity employer.

It is, therefore, the policy of the Guthrie Independent School District No. I-1, Logan County, to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Title IX Coordinator, Guthrie Public School Administration Building, 802 East Vilas, Guthrie, Oklahoma, 73044; telephone (405) 282-8900.

TOBACCO

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco), including paraphernalia, in any form, by students while attending school, in/on school premises, and at school sponsored activities is prohibited. Any student in violation of said policy will face immediate disciplinary action:

- 1st Offense: Parent conference/phone contact and suspension from school for five (5) days.
2nd Offense: Parent conference/phone contact and suspension from school for ten (10) days.
3rd Offense: Suspension for the remainder of the semester, or suspension for the remainder of the school year.

TRANSPORTATION

Registration of Riders

Each student must be registered as a bus rider before they can ride the school bus. The GPS Transportation Department Student Bus Rider Registration Form is available at the Transportation Office and on the school website (<http://www.guthrie.k12.ok.us>). Proof of

residency is required, see the “Parent’s Backpack” on the website for more information. Parents must complete this form and return it to the transportation office. Once the form is entered the students will be issued a bus rider pass. They will need the bus pass to board the bus.

Transportation Transfers and Students Not Riding

In order to provide the safest possible care for your students while they ride the bus, and to control the number of students riding any given bus, *students will ride only their assigned bus*. Students who live in town are in the “no ride zone” and are not assigned to any bus; therefore in-town students may not ride a school bus to another person’s address. Students will also get on and off the bus only at their assigned stop. Students are not permitted to ride home to a friend or other students home.

If a student does not ride for **two** (2) consecutive days, the bus will not return or stop until you notify the Transportation Office (405-282-5919) that the student will again be riding.

TRUANCY

Any student is considered truant when absent from the school grounds without approval of the school and the permission of the parent or guardian. A student who fails to report to class or check out when leaving school anytime during the school day is subject to discipline for truancy.

TRUANCY LAW

Parents can be fined if they allow students to remain absent from school. Under the State Truancy Law, the district must report truancy to the District Attorney. Penalties may be assessed by the Logan County District Court.

UNWRITTEN REGULATIONS

Each year, there are a few things including some “fads” that appear on our campus. We are not listing any of these, nor are we making a regulation to cover all of the problems that may arise. When a fad begins on the campus and a “nuisance” develops, we shall immediately eliminate the nuisance.

VANDALISM AND OTHER OFFENSES

Any student committing an act of vandalism, theft, gambling or forgery is subject to suspension. Damaged or stolen school property must be paid for or replaced by the offending student. The use or possession of stink bombs and/or any other object that would be detrimental to the educational process or that might disrupt any event, class, etc., will also be considered vandalism. Offenses of the above may result in more severe penalties of suspension. Suspensions may range from ten (10) days to the remainder of the semester and the following semester, and/or appropriate Civil Action.

VENDING MACHINES

Vending machines are provided for your convenience. They are to be used **only at the appropriate times and not during class time**.

VISITORS (All visitors must report to the office)

We cannot accommodate student visitors during the school day. Parents are always welcome to visit the school but are asked to check in at the “B” floor office first. Parents, if you need to talk with your child, stop by the “B” floor office for a visitor’s pass.

WEAPONS

Students should not bring any type of instrument to school that is likely to be used as a weapon or tool which could be used to deface or vandalize school property. The following instruments may be considered weapons:

1. Knives
2. Firearms and/or facsimiles (including cap guns, etc.)
3. Explosives and/or facsimiles
4. Metal Objects (chains, brass knuckles, etc.)
5. Clubs
6. Sharp or pointed instruments
7. Stun guns
8. Chemical sprays

Violations of this policy will result in administrative action. See Oklahoma Statutes section. Students may be suspended for up to one (1) calendar year for violation of this policy.

WEATHER

In the event school is closed or starting late because of inclement weather, parents are asked to listen to local radio and television stations. When possible, the District's website will also be updated to include the newest information.

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

WIRELESS COMMUNICATION & ELECTRONIC DEVICES

Students may possess a cellular telephone while on school premises and while in transit under the authority of the school. The term "cell phone" includes but is not limited to cellular phones, mobile phones, VoIP, iphones, smart phones, internet phones or similar devices. Students will keep cellular telephones turned off and out of sight during class time and during all school or school related activities. During these times students shall be restricted from text or picture messaging, calling electronic mailing, instant messaging, uploading, downloading, gaming, web-surfing, accessing social networking sites, or using any features or applications installed on communication devices. Students may only use cellular telephones before and after school and at lunch or during break periods. Likewise, students may have pagers and cellular telephones while attending a function sponsored or authorized by the school, subject to the same restrictions applicable to instructional periods.

Telecommunication devices shall be turned off and out-of-sight in locations deemed “private areas.” “Private areas” include but are not limited to restrooms, changing rooms, and locker rooms or similar areas. The use of audio/video recording and camera features is strictly prohibited in these areas. A student who witnesses a cell phone or other telecommunication device out in a “private area” shall immediately report this behavior to a teacher or administrator.

The district has adopted policies regarding appropriate contact between staff and students via telecommunication devices and social networking sites. These policies are found at *Wireless Telecommunication Devices (Employees)*. Students shall only engage in approved and authorized contact with school employees and shall report any inappropriate contact immediately.

Students found to be using any electronic communications device for any illegal purpose, in a manner volatile of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Using a phone for harassment purposes includes using a phone’s features such as text or picture messaging, internet uploading and downloading, camera, and/or audio/visual recording features. Acts such as “upskirting” or “downblousing” are prohibited and are considered harassment of an individual. Students violating this policy will not be allowed to carry any personal communication device following the incident unless a genuine health emergency exists, and may also be subject to other disciplinary action.

WARNING:

The taking, dissemination, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic communication) may constitute a CRIME under state and/or federal law. Any person taking, dissemination, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from Guthrie Public Schools during the term, he/she must report to the registrar in the morning of the day he/she leaves to begin formal withdrawal from school. Students will not be withdrawn until the parent or guardian has made contact.

WHEN WITHDRAWING FROM SCHOOL, PLEASE ADHERE TO THE FOLLOWING PROCEDURE TO LEAVE GUTHRIE PUBLIC SCHOOLS WITH A CLEAR RECORD:

1. Arrange a conference with the counselor to explain the reason for withdrawal, leave a forwarding address, and secure a permit to withdraw from the appropriate office.
2. Secure teacher signatures on the withdrawal permit and return textbooks to those teachers. The locker should also be cleaned out.
3. Leave the signed withdrawal form in the office with the registrar showing a clear record.
4. A transcript of the student's work will be forwarded, upon request, to the new school.

ASBESTOS MANAGEMENT PLAN

In Accordance with Federal law, Guthrie Public Schools has been inspected and approved for asbestos management.

Asbestos plans are available for viewing during regular school hours Monday-Friday by contacting Jerry Gammill at the Maintenance Department located at 200 Crooks Drive, Bldg #4, Guthrie, OK 73044.

DISCLAIMER

The preceding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence. The Guthrie Public School Policy Manual will also be used in regard to school-student relationships. A copy of this policy can be viewed at Guthrie High School, Guthrie Junior High, or the Guthrie Public Schools Administration Building.

**GUTHRIE JUNIOR HIGH SCHOOL
PARENT AND STUDENT HANDBOOK**

Dear Student:

This handbook has been prepared for your information, and to assist you with the expectations, responsibilities, guidelines, and procedures necessary in becoming the best junior high student you can be. We hope you will use the book and become familiar with its contents. If each of our students will accept the responsibility of developing to their fullest potential, our school, our students, the parents and our community will have much of which to be proud.

Respectfully,

Robbie Rainwater
Principal

PLEASE SIGN AND RETURN THIS TO YOUR FIRST HOUR TEACHER.

I have received and read my Guthrie Junior High School Handbook for the 2016-17 school year. I understand the rules and will make every effort to abide by them.

Student Signature

Parent/Guardian Signature



GUTHRIE HIGH SCHOOL

200 North Crooks Drive

Home of the Bluejays



ADMINISTRATION
BOARD OF EDUCATION

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

DISTRICT OFFICES: 282-8900

Dr. Mike Simpson, Superintendent of Schools
Mr. Dennis Schulz, Assistant Superintendent
Mr. Doug Ogle, Executive Director of Personnel/Secondary Education
Ms. Carmen Walters , Director of Federal Programs/Elementary Education

HIGH SCHOOL OFFICES

South Office (Main Office)	282-5906
North Office (Attendance)	282-5913
Chris LeGrande, Principal	282-5906
Bret Stone, Assistant Principal	282-5906
Dusty Throckmorton, Assistant Principal	282-5913
Pat Hughes, Director of Alternative Education	282-5941
Kristi Blakemore, Freshman Counselor	282-5913
Annie Chadd, Senior Counselor	282-5913
Maggie Wade, Junior Counselor	282-5913
Jon Chappell, Athletic Director	282-5906

GUTHRIE PUBLIC SCHOOLS' MISSION STATEMENT

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

EXIT OUTCOMES (Our Vision for a Well Educated Student)

Our students will-

- have positive self-esteem
- have a strong knowledge base
- show concern for the welfare of others
 - be self-directed, lifelong learners
 - productive members of society
- be effective communicators and creative and complex thinkers
 - be problem solvers
- be cooperative learners and workers

GUTHRIE HIGH SCHOOL
2016-2017 STUDENT – PARENT HANDBOOK

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Guthrie Public Schools

School Calendar 2016-2017

August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

AUGUST
 16-17-18 Teacher In-Service
 19 - First Day of Classes

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SEPTEMBER
 5 - Labor Day
 26 - Professional Day

February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

OCTOBER
 14 - End of First Quarter
 18 - P/T Conf (All Schools)
 21 and 24 Fall Break
 25 - P/T Conf (Elementaries)
 27 - P/T Conf (GHS and GJHS)

October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER
 23-25 Thanksgiving Break

March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

DECEMBER
 21 - End of 2nd Quarter
 Dec 22 - Jan 3 Christmas Break

November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

JANUARY
 4 - Classes Resume
 16 - Martin Luther King Day
 19 and 24 - P/T Conf (Elementaries)

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

FEBRUARY
 20 - Professional Day

MARCH
 7 and 9 - P/T Conf (GHS and GJHS)
 10 - End of 3rd Quarter
 10 - Snow Make-Up Day #1*
 13-17 Spring Break

December

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL
 21 - Snow Make-Up Day #2*

May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY
 23 - Last Day of Classes
 29 - Memorial Day

1st Quarter **39+4**
 2nd Quarter **44**
 3rd Quarter **46+1**
 4th Quarter **46**

175 Days Taught
 5 Professional Days
 180 Days Total

*School will be dismissed
 if not used for bad weather

Administration - 282-8900
 High School - 282-5906
 Faver Alternative - 282-5941
 Junior High - 282-5936
 Upper Elementary - 282-5924
 Fogarty Elementary - 282-5932
 Cotteral Elementary - 282-5928
 Central Elementary - 282-0352
 Child Nutrition - 282-5952
 Maintenance - 282-5944
 Technology - 282-5959
 Transportation - 282-5919

Professional Day

Vacation Day

Parent/Teacher Conferences
 (4:00 p.m. - 7:00 p.m.)

Snow Make-Up Day
 (To be used in numbered order
 if days are needed)

NOTE: Any additional inclement weather days will be made up at the end of the school year

SCHOOL INFORMATION

CLASS: 5-A
CONFERENCE: Suburban
NICKNAME: Bluejays
COLORS: Royal Blue & White
LOCATION: 200 Crooks Drive
 Guthrie, OK 73044
WEBSITE: www.guthrie.k12.ok.us

PHONE NUMBERS

Attendance (North) Office 282-5913
 Transcripts & Records Office 282-5913
 Discipline (Main) Office 282-5906
 Main Office (Fax) 282-5909
 Records/Registrar (Fax) 282-8823

**GUTHRIE HIGH SCHOOL
 BELL SCHEDULE**

Grades 9-12
A Lunch
 8:15 - 9:05 First Hour
 9:10 - 10:00 Second Hour
 10:05 - 11:00 Third Hour
 11:05 - 11:55 Fourth Hour
 12:00 - 12:25 Lunch
 12:30 - 1:20 Fifth Hour
 1:25 - 2:15 Sixth Hour
 2:20 - 3:10 Seventh Hour

Grades 9-12
B Lunch
 8:15 - 9:05 First Hour
 9:10 - 10:00 Second Hour
 10:05 - 11:00 Third Hour
 11:05 - 11:55 Fourth Hour
 12:00 - 12:50 Fifth Hour
 12:55 - 1:20 Lunch
 1:25 - 2:15 Sixth Hour
 2:20 - 3:10 Seventh Hour

**GUTHRIE HIGH SCHOOL
 ASSEMBLY/ADVISORY BELL SCHEDULE**

AM ASSEMBLY
 Grades 9-12 – **A Lunch**
 8:15 - 9:00 First Hour
 9:05 - 9:40 Assembly/Advisory
 9:45 - 10:30 Second Hour
 10:35 - 11:20 Third Hour
 11:25 - 12:10 Fourth Hour
 12:15 - 12:40 A Lunch
 12:45 - 1:30 Fifth Hour
 1:35 - 2:20 Sixth Hour
 2:25 - 3:10 Seventh Hour

AM ASSEMBLY SCHEDULE

Grades 9-12 – **B Lunch**
 8:15 - 9:00 First Hour
 9:05 - 9:40 Assembly/Advisory
 9:45 - 10:30 Second Hour
 10:35 - 11:20 Third Hour
 11:25 - 12:10 Fourth Hour
 12:15 - 1:00 Fifth Hour
 1:05 - 1:30 B Lunch
 1:35 - 2:20 Sixth Hour
 2:25 - 3:10 Seventh Hour

PM ASSEMBLY SCHEDULE

Grades 9-12 – **A Lunch**
 8:15 - 9:00 First Hour
 9:05 - 9:50 Second Hour
 9:55 - 10:40 Third Hour
 10:45 - 11:30 Fourth Hour
 11:35 - 12:00 A Lunch
 12:05 - 12:50 Fifth Hour
 12:55 - 1:40 Sixth Hour
 1:45 - 2:20 Assembly/Advisory
 2:25 - 3:10 Seventh Hour

PM ASSEMBLY

Grades 9-12 – **B Lunch**
 8:15 - 9:00 First Hour
 9:05 - 9:50 Second Hour
 9:55 - 10:40 Third Hour
 10:45 - 11:30 Fourth Hour
 11:35 - 12:20 Fifth Hour
 12:25 - 12:50 B Lunch
 12:55 - 1:40 Sixth Hour
 1:45 - 2:20 Assembly/Advisory
 2:25 - 3:10 Seventh Hour

PARENT-TEACHER CONFERENCES

Oct 18 and 27 4 - 7 p.m. Cafeteria
 March 7 and 9 4 - 7 p.m. Cafeteria

SCHOOL SONG

*Oh, GHS, you are the one that we love best,
 Our Royal Blue is all that's good and true,
 So let us fling our colors high-
 The victory depends on you,
 In the halls of fame, we'll write your name
 For the loyal, Royal Blue!*

Oh G.H.S.



Oh, G. H. S. ————— you are the one that



we love best. ————— Our roy - al



blue ————— is all that's good and true.



So let us fling our col - ors high. —————



The vic - to - ry de - pends on you. ————— In the



halls of fame we'll write your name for the



loy - al roy - al blue. —————

Guthrie High School Parent-Student-Teacher Compact

We at Guthrie High School are committed to providing the best education possible for each of our students. It is our goal to give every child the opportunity to reach his/her full potential in intellectual, emotional and physical growth. We know that learning can take place if there is a combination of effort, interest, and motivation on the part of the school, the home, and the community working together toward that end. This compact is a voluntary agreement and a promise of commitment to help _____ progress in school, promoting his/her achievement. We believe that this agreement can be fulfilled through our team effort.

AS A STUDENT I AGREE TO:

- Come to school ready to learn and work hard. Bring necessary materials, completed assignments and homework.
- Know and follow the school and class rules. Communicate regularly with my parents and teachers about my school experiences so that they can help me be successful in school.

- Respect the school, classmates, staff and families.

AS A PARENT I AGREE TO:

- Provide a quiet time and place for homework and monitor TV viewing.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as school decision making, volunteering and/or attending parent/teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students & families.

AS A TEACHER I AGREE TO:

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.

AS A TEAM, WE CAN WORK TOGETHER TO CARRY THIS OUT!

ACTIVITIES / SPORTS

Numerous extracurricular activities are offered at Guthrie High School.

Requirements for membership in these organizations can be obtained from the sponsors/coaches. Students are encouraged to participate in activities in which they can excel because of special interests, talent, and/or ability.

The maximum number of absences for activities, whether sponsored by the school or an outside agency/organization, which removes the student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which students must earn the right to compete. Students participating in school activities will not be allowed to participate in these activities after missing class, or a portion of class, during the day of the activity except for documented reasons.

AIDS PREVENTION EDUCATION

A. Acquired Immune Deficiency Syndrome (AIDS) prevention education shall be taught in the public schools of this state. AIDS prevention education shall be limited to the discussion of the disease AIDS and its spread and prevention. Students shall receive such education:

1. at the option of the local school district, a minimum of once during the period from grade five through grade six;
2. a minimum of once during the period from grade seven through grade nine; and
3. a minimum of once during the period from grade ten through grade twelve.

B. The State Department of Education shall develop curriculum and materials for AIDS prevention education in conjunction with the State Department of Health. A school district may also develop its own AIDS prevention education curriculum and materials. Any curriculum and materials developed for use in the public schools shall be approved for medical accuracy by the State Department of Health. A school district may use any curriculum and material which have been developed and approved pursuant to this subsection.

C. School districts shall make the curriculum and materials that will be used to teach AIDS prevention education available for inspection by the parents and guardians of the students that will be involved with the curriculum and materials. Furthermore, the curriculum must be limited in time frame to deal only with factual medical information for AIDS prevention. The school districts, at least one (1) month prior to teaching AIDS prevention education in any classroom, shall conduct for the parents and guardians of the students involved during weekend and evening hours at least one presentation concerning the curriculum and materials that will be used for such education. No student shall be required to participate in

AIDS prevention education if a parent or guardian of the student objects in writing to such participation.

D. AIDS prevention education shall specifically teach students that

1. engaging in homosexual activity, promiscuous sexual activity, intravenous drug use, or contact with contaminated blood products is now known to be primarily responsible for contact with the AIDS virus;
2. avoiding the activities specified in paragraph 1 of this subsection is the only method of preventing the spread of the virus;
3. sexual intercourse, with or without condoms, with any person testing positive for human immunodeficiency virus (HIV) antibodies, or any other person infected with HIV, places that individual in a high risk category for developing AIDS.

E. The program of AIDS prevention education shall teach that abstinence from sexual activity is the only certain means for the prevention of the spread or contraction of the AIDS virus through sexual contact. It shall also teach that artificial means of birth control are not a certain means of preventing the spread of the AIDS virus and reliance on such methods puts a person at risk for exposure to the disease.

F. The State Department of Health and the State Department of Education shall update AIDS education curriculum material as newly discovered medical facts make it necessary.

ANNOUNCEMENTS

A daily bulletin will be read at the beginning of third hour on a regular basis. Students who are absent are responsible for keeping up with events by reading the posted agenda on the school website. Announcements must be approved by the sponsor of an organization and must be submitted via the website.

Announcements must be approved by the sponsor of an organization and must be submitted via the website. For the benefit of all students and parents, announcements will be posted on the HS website daily.

ASBESTOS MANAGEMENT PLAN

In accordance with Federal law, Guthrie Public Schools has been inspected and approved for asbestos management. Asbestos plans are available for viewing during regular school hours, Monday thru Friday, by contacting the Director of Operations at the Maintenance Dept. located at 200 Crooks Drive, Bldg. #4, Guthrie, OK.

ASSIGNMENTS WHEN ABSENT

When a student is absent from class for more than 3 days, homework assignments may be requested by calling the Main Office in the morning. The assignments will be ready for pick up at 3:00 p.m. in the appropriate office.

ATTENDANCE

Policies and Procedures:

There is a close relationship between academic success and school attendance. Good attendance habits learned and developed in school will be carried over into the world of work. The rewards for good attendance at GHS are increased learning and an increased probability that students will be successful. Of equal importance is the development and practice of dependability and punctuality (two essential skills in the world of work.) Most important is the need to attend in order to learn from both teacher and classmates. To our knowledge, no student who had perfect attendance has ever failed in learning.

Definition of an absence:

An absence is defined as any time a student misses more than ten (10) minutes of a class period during the school day.

Notification of an absence by parents:

By state statute, it is the duty of the parent or guardian of a student to notify the school concerning the cause of any absence. This should be done between 7:00 a.m. and 9:00 a.m. on the day the student misses school. School personnel will make every reasonable effort to notify the parent or guardian via automatic calling system of an absence for any part of the school day unless the parent or guardian notifies the school of such absence. It is important for a student to accept responsibility for his/her behavior. Accordingly, if a student is out of school without his/her parent's permission, **he/she will not be allowed to make up the missed work.** An absence of this nature is known as an UNEXCUSED absence.

Unexcused absence:

Examples of but not limited to:

1. If you leave campus and do not check out and receive an early dismissal slip.
2. Presenting an unacceptable verification or notes for excused absence (see excused absence).
3. Failing to have parent/guardian authorization.
4. Oversleeping
5. Missed bus or car trouble

Any unexcused absence becomes an unexcused/truancy if it is not cleared within 48 hours by parent or documentation.

Absences for extracurricular activity-

An absence for a student who has to miss school for a Guthrie High School activity will be counted as an activity absence. This absence will not count toward administrative failure. Students should pay close attention to the state's ten-day activity absence policy.

College Visits-

Guthrie High School seniors are given two days per year to visit a college of their choice, which could include residual ACT dates or enrollment. This absence does not count against the ten-day rule, administrative failure, or semester test exemptions. Documentation from the school visited may be required upon the student's return.

Parent-Verified Absence-

1. A parent must make contact by phone or in person to the North office.

2. A parent notifying the office does not make the absence a documented absence (see below).

Documented Absence-

1. A documented absence is necessary to keep the student out of administrative failure.

2. A documented absence can be defined as a doctor's note (document must be original. A faxed document must be received directly from the doctor's office), a court document, or funeral information (immediate family).

3. The North office must have this documentation; if not, the absence will count as a personal absence, which counts towards administrative failure.

4. Documentation must be turned in within five days of the absence or it will not count as a documented absence. The principal will make the determination if circumstances prevented the absence from being cleared within the time limit.

5. The principal will make final determination as to whether or not an absence is excused or unexcused and the acceptability of documentation.

Administrative Failure-

To implement the school policy of administrative failure and encourage attendance in school, the following procedures and guidelines shall be used:

1. No student shall be absent more than nine times in any one semester without proper documentation (see documented absence).

2. Any student who has more than nine absences (without proper documentation) may not receive a passing grade in the appropriate subjects or grade level for that semester.

3. If a student has an unexcused absence, the student will receive a zero for all work missed. The student is still expected to make up the work. Also, the student should expect disciplinary action.

4. When the student has accumulated five, seven, and ten undocumented absences, the school will notify the parents as soon as possible that the student is in danger of failure.

Attendance Reports-

High School students may request an attendance report from the North Office. A parent may come in and pick an attendance report up at any time in the Attendance Office.

Attendance Codes-

The following is a list of attendance codes as they pertain to student absences.

Attendance Codes

AB – personal business – **If documentation is turned in, this will be changed to an AD.**

AC – college day – **Seniors may use one college day per semester.**

AD – documented absence – **This does not count against student.**

AK – absence due to tardies – **6 tardies in the same class will count as an AK.**

AM – medical – **If documentation is turned in, this will be changed to an AD.**

AR – Vo-Tech absence – **Attendance taken at Vo-Tech is turned in to GHS to be entered on attendance record.**

AU – unaccounted-for – **Student is absent and was not called in by a parent.**

EG – testing. **This is not counted as an absence.**

EI – In-school suspension. **This is not counted as an absence.**

TU – tardy

T10 – +10 minutes tardy or any 10-minute time frame within a class period. **This counts as an ABSENCE, not a regular tardy.**

EC, ED, EE, EF, EL, EN, EO, ES, EX - **All of these codes are on- or off-campus student activities, and are not counted as an absence.**

BEFORE AND AFTER SCHOOL

No student will be in the building before 7:00 a.m. or after 3:30pm unless requested by a teacher or participating in a supervised activity.

CAFETERIA

Students are expected to behave in an appropriate manner while in the cafeteria. Students are responsible for maintaining their table, the area around their table, and for disposing all trays and trash in the designated cans.

Cafeteria Guidelines:

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 balances before school any morning.
- Checks will be accepted for the full amount only or at any time online via Payschools. No change can be given.
- Free or reduced accounts cannot be used more than once per day and can only be used by the appropriate owner.
- Ala Carte is CASH only.
- 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.
- Extra items are CASH only.
- Infractions of cafeteria rules (i.e., cutting in line, leaving your tray, leaving your table dirty, throwing objects, etc.) will result in cafeteria duty clean up or lunch detentions.
- No food deliveries will be allowed on campus during the school day with the exception of parents bringing food to their own child.
- No gambling in any form will be allowed (cards, dice, etc.).

CELEBRATE FREEDOM WEEK

Act 682 of 2003 created "Celebrate Freedom Week" in public schools the week in which Nov. 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 programs and lesson plans for Celebrate Freedom Week, ADE has compiled the following ideas. These are only suggestions, and schools are encouraged to select their own creative ideas for "Celebrate Freedom Week." To view the wording of the law, please refer teachers in your

which is the ADE web address to access commissioner's memos.

CELL PHONES / STUDENT POSSESSION OF WIRELESS COMMUNICATION DEVICES

Students may possess a cellular telephone while on school premises and while in transit under the authority of the school. The term "cell phone" includes but is not limited to cellular phones, mobile phones, VoIP, iPhones, smart phones, 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 head phones 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 & 2 days ISS.

****FAILURE to surrender a device upon request will result in a three day out of school suspension.**

CHANGE OF ADDRESS

Any change of address or telephone number should be reported to the Attendance Office. Any phone number changes for the School Messenger system should be turned in immediately to the North Office.

CHEATING / PLAGIARISM

Cheating will be considered the act or intent of giving or gaining knowledge for an assignment or to answer by fraudulent means.

Consequences:

The penalty for cheating will be a zero for the assignment or test. Frequent acts of cheating will require further consequences as per teacher discretion.

Plagiarism is the intentional or accidental use of another's ideas, words, or writing as one's own without appropriate documentation or relying too heavily on outside resources for the completion of an assignment.

Disciplinary Action:

- 1st offense: Parents will be notified and a grade of "0" for the assignment or test will be given.
- 2nd offense: Above consequences apply plus a Saturday School will be given.
- 3rd offense: 3-day suspension
- 4th offense: Loss of credit in the respective class for the semester.

CHECKING OUT PROCEDURE

If it is necessary for a student to leave school, notification to the Attendance Office by the parent/guardian is required in order to check the student out. Students must sign out in the North Office before leaving campus. Upon returning to school, the student is required to check back in at the North Office. Failure to comply with this procedure may result in disciplinary actions. Students are only allowed to use the office telephone in case of illness or emergency.

Leaving campus without permission during lunch will result in disciplinary action from the Attendance Office. A student cannot check out minutes prior to or during the lunch period UNLESS:
A) A parent/guardian may come to the North Office and check the student out.

B) The student is leaving for the remainder of the day.

CIVIL RIGHTS COMPLIANCE AND ASSURANCES NOTICE OF NON-DISCRIMINATION

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in 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 Dr. Mike Simpson
Office Address: 802 E. Vilas, Guthrie, OK 73044
Phone No. (Voice / TDD): (405) 282-8900
Days / Hours Available: M-F 8:00 a.m.-12:00 p.m.;
Procedural Requirements 1:00 p.m.- 4:30 p.m.
Title VI, Title IX, Section 504, ADA July 2000

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

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

Nombre / Titulo: Superintendente de las Escuelas Publicas de Guthrie
Direccion de Oficina: 802 E. Vilas, Guthrie, OK 73044
Numero Telefono(correro de voz / TDD): (404) 282-8900
Procedural Requirements M-F 8:00-12:00 1:00-4:30
Title VI, Title IX, Section 504, ADA July 2000

CLASS OFFICERS AND QUEENS

It is the policy of the Guthrie Public Schools for every student to have an opportunity for leadership. With this in mind, no student can be elected or appointed to more than three (3) offices during the school year and may be president of only one (1) organization or class per year. This rule applies to the editors of the yearbook and the editor of the school newspaper.

During the course of the school year, a girl may be elected queen of one (1) team or organization and attendant of any two (2) organizations. No girl may be queen twice in one year.

This rule will be enforced through the mutual cooperation of faculty and students. If any student is elected to too many offices, he/she will be allowed to make a choice as to which office to keep. Any problems concerning the enforcement of this rule will be reported to the building principal for action.

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

1. Internet-related systems (including but not limited to: computer equipment; software, operating systems; network accounts providing electronic mail, World Wide Web browsing software, File Transfer Protocol, network and intranet systems, etc.) are the property of Guthrie Public Schools. They are to be used for educational purposes, which serve the interests of the School District, our students, and patrons during the course of normal operations.

2. Communications on these systems are not private. While the school administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the District system remains the property of the District. Despite security precautions, there is no absolutely fail-safe way to prevent an unauthorized user from accessing stored files.
3. Monitoring: The District reserves the right to monitor all employee and student use to ensure proper working order, appropriate use by students and employees, the security of school data, and the retrieval of the contents of any user's communications on these systems. Management may access user files, including archived material of present and former users, without the user's consent, for any purpose related to maintaining the integrity of the network, or the rights of the district or other users, or for any other reasonable purpose.
4. Personal use: Personal use of the systems is authorized within reasonable limits as long as it does not interfere with or conflict with educational purposes. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. School equipment may not be used for commercial purposes.
5. E-mail is the property of the School district. There should be no expectations of privacy where e-mail is concerned. E-mail is subject to disclosure under the Open Records Act, subpoena, or court order.
6. Users are responsible for backing up data on a daily basis. This is an important function designed to maintain records of communications and activity which replaced (or supplements) maintaining files containing memoranda, correspondence, etc.
7. Any attempt to violate the guidelines, terms and conditions for use of technology, the network or the Internet may result in revocation of user privileges, other disciplinary actions consistent with Board of Education Policy and existing practice regarding inappropriate language or behavior including suspension, expulsion, dismissal, or appropriate legal action.
8. No student or employee of the district may maintain a web presence on behalf of the school or related to the school other than that authorized by the school district. Any employee who wishes to publish a web page on behalf of the school or a school organization must attend the web page training provided by the district. FrontPage is the only web publishing software that is supported by the district technology staff.
9. School equipment may not be used to access or post to any material that is illegal, offensive, abusive, or slanderous, either in text or graphic format.
10. All software installed on school equipment must be properly licensed to the school district. Software that is not properly licensed may not be installed on district-owned equipment.
11. District software may not be copied for personal use except where explicitly provided for by the manufacturer's license agreements.
12. Users may not access or tamper with another user's account.
13. The network may not be used for political activities.
14. The use of chain letters, "spam", or "letter bombs" is prohibited.
15. All copyright laws must be observed at all times.
16. Every user of the network must have a signed Acceptable Use Policy document on file in the Principal's office of their respective school.
17. The District makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service, for the accuracy, nature or quality of information stored on District diskettes, hard drives or servers, nor for the accuracy, nature or quality of information gathered through district-provided Internet access.
18. The District will not be responsible for unauthorized financial obligations resulting from district provided access to the Internet.
19. Access is a privilege, not a right. All users of the district's network and other technological resources are responsible for respecting and adhering to local, state, federal and international laws and guidelines governing use of information and the available technologies.
20. Personal computers are the responsibility of the owner.
21. Any item being purchased with district funds must be approved by the Director of Technology. This includes hardware, software, and Professional Development training.

CONCURRENT ENROLLMENT

A senior student enrolled at Guthrie High School is eligible to participate in enrollment at high school and college simultaneously. Permission must be obtained from the Principal, and is subject to current Oklahoma State Department of Education regulations.

A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. A student may enroll in a maximum of nine semester-credit-hours during a summer session or term at a college or university of the state system without the necessity of being concurrently enrolled in high school classes during summer term. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed these limits may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the

student's load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term. The college should provide appropriate academic advising prior to and continuing throughout the student's enrollment.

Any student who is enrolled in concurrent enrollment and quits or drops concurrent enrollment must re-enroll with Guthrie High School through a counselor immediately. A transcript is required at the end of each semester before approval will be given for the upcoming semester.

Failure to comply can result in a NC (no credit) on your transcript.

DANCES

Dances will be held periodically during the school year under the direction of various Guthrie High School organizations. Only those students enrolled at Guthrie High School are eligible to attend; junior high school age students will not be allowed to attend. All students wanting to attend prom that do not attend Guthrie Schools will be pre-approved by the Principal.

Any student attending a school-sponsored dance, including the Junior- Senior Prom, will be subject to a BAC (Breath Alcohol Content) Test.

Students are not allowed to gather in the parking lot or cars or drive around the parking lot during a dance. Once students leave the dance, they are to leave the school grounds / dance site. No readmission is allowed once students leave the dance site.

DETENTION

Students assigned detentions by an administrator are to report to the assigned detention area. The following rules apply to all administrator-assigned detentions:

1. In order to be counted present you must be in the detention class no later than 5 minutes after the first lunch bell.
2. If a student is on campus they must show up for detention.

Failure to show for detention will result in the following disciplinary action: **Two Days of ISS.**

Detentions assigned by a teacher will be served with that teacher. Failure to serve such detentions will result in the following actions:

1. Detentions will double when given to the discipline office.
2. Failure to serve detentions assigned by the office will result in two days of ISS.

DIABETES MANAGEMENT

Guthrie Public Schools provides nursing services that promote students ability to learn. Our goals are to:

- Assist students in learning how to take care of their health.
- Ensure a safe school environment.
- Promote good control of a student's health condition so they are ready to learn.

Diabetes can affect a student's ability to learn if it is not under good control. To help us meet these goals, Guthrie Public Schools has a nurse who is a certified diabetes educator. She works with school, personnel, individual students with diabetes and their families, and the student's health care provider.

As a reminder, each year we need to have the following information for your child:

- Written diabetes management plan from your health care provider.
- Signed authorization by parent/guardian for medication and treatment at school.
- Diabetes Questionnaire filled out by parent/guardian/student.

In addition, adequate supplies, as listed in the student's diabetes management plan, must be provided at school:

- Snacks or glucose tablets to treat low blood sugar
- Medications
- Blood glucose meter, strips and supplies
- Ketone testing strips and equipment
- Glucagon

We are looking forward to helping your child with diabetes be successful in school. Please feel free to contact us with any questions or concerns.

DRESS CODE

Note to Parent(s) / Guardian(s): The main purpose of school is to give your student the best education possible. Trends and fashions have no bearing on this issue.

All students are expected to dress appropriately and modestly at all times during the school day and at school activities. Appropriate school clothes are conducive to better behavior in the classroom, in the halls, on campus, or any time students are actively representing the school. The dress code is applicable during the school day and at any school activity, home or away.

Examples of inappropriate attire are, **but are not limited to:**

1. Headwear worn in the building including, but not limited to; hats, bandanas, sweatbands, scarves, earmuffs, hair picks.
2. Clothing that inappropriately exposes the body. Any clothing that exposes the midriff. Shirts need to be long enough so that they can be tucked in or drop two (2) inches below the waistline without tugging on or stretching the shirt.
3. Clothing that allows undergarments to be visible.
4. Under no circumstance is a student to wear clothing that has holes higher than mid-thigh.
5. Clothing that has obscene, profane, or suggestive language.
6. Sunglasses (including when worn as headwear.)
7. Garments that display alcohol, drug or tobacco logos or paraphernalia.
8. Mesh jersey or fishnet type clothing.
9. All sleeveless shirts, blouses, and dresses whose straps are not at least one dollar bill's width and not fitted under the arm. Shirts must be worn on both shoulders.
10. Pants below the waistline.
11. Shorts should be closer to knee length than mid-thigh. Boxer shorts should not be worn, other than in the appropriate athletic classes. Shorts must be hemmed.
12. Skirts / dresses should be closer to knee length than to mid thigh. Skirts / dresses must be hemmed.
13. Bicycle pants/spandex shorts.
14. Clothing that is not worn in accordance with the design (such as both straps being worn on overalls or legs on pants being worn at their full length.)
15. Chains or "spikes" on clothing, with wallets, or worn as a necklace or bracelet.
16. Shoes must be worn at all times for health reasons. "House shoes" are not an acceptable alternative. Shoes with wheels imbedded in them are not acceptable as they are safety hazards.
17. Apparel identifying a student as "security," "staff," or "police" is not to be worn.
18. For safety purposes, excessively baggy clothing is prohibited.
19. Leggings, jeggings, yoga pants and similar types of pants, and any form fitting attire will not be permitted. Pants that conform to the body must have seams and both front and back pockets.
20. Pajamas/Blankets

Any clothing that disrupts the learning atmosphere of the school is prohibited. Clothing with possible implied meanings, intended or not, may be offensive and will fall under this policy.

Disciplinary Action:

1st offense: Tag and warning

2nd offense: Two lunch detentions

3rd and subsequent offenses: Two days of ISS

DRIVER'S LICENSE VERIFICATION

The Department of Public Safety requires all high school age applicants to obtain from their school a verification of attendance. These can be picked up in the Attendance Office. Students must allow twenty-four hours notice for processing. If a student is testing in the summer, it is recommended that the request for school attendance verification be made before the end of the school year. The same rule will apply in verifying Reading Proficiency.

DRUGS AND ALCOHOL

It is the policy of the Guthrie Public Schools that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess, be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including as narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (turkey drugs), drug paraphernalia and chemicals which provide a mood-altering effect are included as controlled substances. Illicit drugs include steroids and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions on school transportation, on school premises, at school functions, school-sponsored activities, performances, contests, athletics competitions, during lunch, or while under the supervision of school personnel. This policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator. The administrator will notify the parents, impose appropriate consequences according to the discipline policy and report the incident to the local authorities. School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be sent to the Superintendent or his/her designee and to the Drug Free Schools office.

Any student violating this policy and his/her parents will be provided a list of resources and encouraged to obtain drug/alcohol education, counseling, and/or chemical dependence treatment as appropriate and at the parents expense. Copies of this Policy shall be provided to all students and their parents at the beginning of each school year.

CONSEQUENCES FOR STUDENT VIOLATION OF DRUG/ALCOHOL POLICY

- A. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (for personal gain, monetary privilege or gain): Student will be suspended out of school for the remainder of the current semester and all of the succeeding semester.

- B. Possession/Use/Sharing/Being Under the Influence of Drugs or Alcohol
1. **First Offense:** Ninety day out of school suspension (semester equivalency)
 - a) A thirty 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 be recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc. will be the sole responsibility of the student's parent or guardian.

- B. Nothing in this policy is intended to limit or restrict the ability of the School District to take other disciplinary action against a student in a particular case in accordance with other policies governing student discipline. A school principal or the principal's designees may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that plan to the Superintendent, Superintendent's designee, or principal for approval. If such disciplinary plan is approved by the Superintendent, Superintendent's designee, or Principal it may be implemented for the student in question.
2. **Second Offense:** Suspension out-of-school for the remainder of the current semester and all of the succeeding semester.

NOTE: Procedural Due Process Rights: For ALL out-of-school suspensions, the due process steps outlined in the GPS Policy Manual and this handbook will govern administrative procedures to be followed in the enforcement of this policy.

REPORTING STUDENT SUBSTANCE ABUSE

- A. The Board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances. This policy is adopted in compliance with Oklahoma Statute tit. 70§24-138.

corroborative observation from another teacher or administrator.

- C. The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled substances.

DUE PROCESS

A. SUSPENSION OF TEN DAYS OR LESS

1. An appeal to the building level Appeals Committee can be requested, by letter, to the school principal within five (5) calendar days after the principal's out-of-school suspension decision is received by the student and/or his or her parent. The out-of-school decision becomes final and non-appealable if a request for appeal is not received within the time frame described above.
2. Upon receipt of the appeal request, the principal shall confirm that the student's out-of-school suspension falls within the category out-of-school suspensions for which an appeal to the Appeals Committee is authorized to hear. If for any reason the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to the long-term out-of-school suspension must be followed.
3. The Appeals Committee will conduct an investigation, in an informal manner, and make a decision (by majority vote) as to the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. **The Appeals Committee reserves the right to amend, rescind, or alter the length of suspension based on its findings.**
4. The decision of the Appeals Committee shall be final and non-appealable.

B. SUSPENSION IN EXCESS OF TEN DAYS:

1. A parent or student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools.
2. An appeal must be submitted to the Superintendent of Schools, or designee, at 802 East Vilas, Guthrie, OK.
3. If no appeal is received within five (5) calendar days by the parent or student, the principal's decision will be final.
4. The superintendent reserves the right to amend, rescind, or alter the length of suspension based on the findings of the investigation.

EARLY GRADUATION

Guthrie High School affords an early graduation opportunity to highly motivated and high achieving students. To apply for early graduation, a student must have:

1. Completed a credit check with the Senior Counselor.
2. Completed a meeting with the student, the parent/guardian, and the principal.
3. Maintained a current grade point average of 3.5 (non-weighted.)
4. Achieved an ACT score of 25 or above.
5. Obtained a written recommendation from a previous instructor.
6. Placed an application on file with the building principal before October 1st of the student's Senior year, with documentation of all the above criteria.

All applicants will be notified in writing when a decision is made.

ELECTIONS

There will be a number of elections at Guthrie High School. Before an election is held, sponsors must submit qualifications, rules, and dates to the principal for approval. A copy of the written rules shall be posted on the student or class bulletin board for at least one week before students file for office or before they are nominated.

Written ballots must be prepared for all elections, and all ballots for any elections will be counted in the office of the Principal/Activities Coordinator where they will be tabulated and results will be determined. The sponsor and representatives of the organizations are responsible for this tabulation. No student can be elected president of two school organizations during the same year. Candidates for any office (including queens or attendants) must meet the following qualifications:

1. Meet the eligibility requirements of the Oklahoma Secondary Schools Activities Association.
2. Be regular in attendance.
3. Be free of recent disciplinary reports of a serious or chronic nature.
4. Not be president of any other organization or activity.
5. Not be president and queen of the same organization.

1. School Activity: These are extracurricular activities, whether sponsored by the school or outside agency, which remove the student from class for more than half a class period.
2. The total number of student activity absences allowed for one class period per student shall be ten (10).
3. Once a student has had ten student activity absences (per school year) from any one class period, the student must be reported to the principal's office for consideration for further absences for student activities.
4. A student is expected to attend classes 90% of the time in order to participate in school-sponsored activities.

B. SCHOLASTIC ELIGIBILITY

(Information from OSSAA RULES AND REGULATIONS)

Section 1: Semester Grades

- a) A student must have received a passing grade in all 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:**

- 1. Two Proofs of Residence
 - a. A copy of a current utility bill, renter's agreement, or real estate contract.

A **new resident student** is one that has established a legal residence within the school district and is living with custodial parent or court-appointed guardian. New resident students

MUST PROVIDE:

- 1. Two Proofs of Residence

- a) A copy of a current utility bill, renter's agreement, real estate contract, etc.
 - b) Enrollment Declaration form certified by Guthrie Public Schools' Transportation Department.
2. Immunizations Records
 3. Copy of Birth Certificate
 4. The name, address, phone and fax number of the previous school attended
 5. CDIB (Certified Degree of Indian Blood), if applicable
 6. Official withdrawal form from previous school if enrolling after the start of school
 7. Transcripts from previous school attended (high school students only)
 8. Social Security Number, if available
 9. Special Education Records or Gifted/Talented Records, if applicable, are helpful in ensuring the proper placement of student.

Other information that may be required:

Proof of custody / guardianship – court appointed papers (signed by a judge) denoting custody for students not living with both parents listed on the birth certificate.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure

without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to Comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, D.C. 20202-4605

FIELD TRIPS

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year. Students must be academically eligible to participate in any school activity. School dress code standards apply to all field trip activities. Inappropriate behavior on these trips may warrant severe disciplinary action. Students must ride the school bus to and from the activity.

During any trip, any major inappropriate behavior (such as curfew being broken) may result in the student:

1. Being sent home at his/her own expense.
2. Suspension from school for an appropriate amount of time.
3. Loss of the privilege to go on any future school trips.

FIGHTING

Fighting will not be tolerated at Guthrie Public Schools due to a chance of injury and/or property damage. Fighting is defined as any situation in which one student makes aggressive contact in any manner on another student. Disciplinary action will be taken by the administrator if either persons involved fit the above definition. Infractions may be handled in the following manner for all students involved. If a student participates in a fight, the following will apply:

Disciplinary Action:

- 1st Offense - Suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 2nd Offense - Suspension from school for ten (10) consecutive days. (See Suspension Policy.)
- 3rd Offense - Suspension from school for the remainder of the semester.

*Any student who engages in a fight may be subject to review and/or fine by the District Attorney's Office.

FINANCIAL OBLIGATIONS

It is the policy of the Guthrie Public Schools to not charge fees for classes. However, students may be expected to pay for special projects, materials, and activities (i.e., art, science, AP art, elective classes, etc.)

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

FIRE, TORNADO, AND EMERGENCY

- A. FIRE --- The alert for fire will be the fire alarm.
- B. TORNADO--The alert for a tornado will be a continuous long ringing of the bells.
- C. INTRUDER -- The alert for intruder will be a series of long, short, long, short ringing of the bells.
- D. EARTHQUAKE – The alert for earthquake will be an announcement via intercom.
- E. SHELTER IN PLACE – The alert for Shelter In Place will be an announcement via the intercom.

Periodic drills will be held to familiarize the students with emergency procedures. All students are to remain with their teacher for roll to be taken once safely away from, or in secure area of, the building.

FIREWORKS

Fireworks are not permitted while students are attending school, on school premises, or at school-sponsored activities. Any student in violation of said policy will face immediate disciplinary actions.

FOOD AND DRINK

No outside drinks are to be brought into the building. No glass bottles are allowed in the building at any time. Only water bottles are allowed in the library and library lab/annex. No food or drink is allowed at or near any computer station.

GAMBLING

No gambling in any form will be allowed at Guthrie High School at any time.

GANG CODE / NON-SCHOOL SANCTIONED ORGANIZATIONS

The following are prohibited at Guthrie High School during the school day and at all school events (home and away):

1. Possession, wearing, use, distribution or displaying of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, an organization that is not sanctioned (approved of) by the school administration or a gang.

2. Students will not be permitted to wear pants below the waistline (sagging and bagging).
3. The wearing of headgear that would associate a student with an organization that is not sanctioned by the school. This includes caps, bandannas, handkerchiefs, shoestrings or any other associated with gang-related behavior.
4. Participation in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, signs, etc., that may indicate an affiliation with, or membership in, an unsponsored, unacknowledged organization.
5. Participation in any act that may further the interest of such an organization, including, but not limited to, membership, writing or inscribing graffiti, messages, symbols or signs on school property.

Violation of this policy will result in disciplinary actions up to and including the suspension for the current semester and the following semester and filing of criminal charges, depending on the severity of the infraction.

GRADE CLASSIFICATION

Students who are enrolled as regular high school students are classified as follows:

- Freshmen: until 4 units are acquired.
- Sophomores: until 11 units are acquired.
- Juniors: until 17 units are acquired.
- Seniors: those who have 17 units or more.

GRADING SYSTEM

Report cards will be given to the students the week following each nine-week grading period. The report cards contain an academic grade and an attendance summary. Please check each area carefully to determine progress.

- A: 90 – 100
- B: 80 – 89
- C: 70 – 79
- D: 60 – 69
- F: 59 or Below
- NC – No Credit (Attendance Non-Compliance)

Pre AP & AP Courses will be weighted on a 5.0 scale. Mid-term and semester finals will not count for more than twenty percent (20%) of a student's grade.

GRADUATION POLICY

Guthrie High School recognizes that graduation ceremonies are important events for our students, parents, guests, and the community. To insure that graduation exercises are enjoyable and dignified for all participants and spectators, the Board of Education has approved the following requirements:

1. A student shall be a graduate of Guthrie High School and

entitled to a High School diploma whenever that student has:

1. Successfully completed the minimum number of credits established by the district for graduation; and
 2. If the student elects to participate in graduation ceremonies, completes such exercises in accordance with this policy. Twenty-four units are required to participate in graduation exercises.
1. 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.
 2. Any student who elects to participate in graduation and other related senior activities will be required to be in good disciplinary standing with Guthrie Public Schools, Meridian Technology Center, and any other concurrent enrollment institutions.
 3. All students participating in graduation ceremonies will be required to abide by school regulations as outlined in the Student/Parent Handbook. In addition students shall not engage in the following conduct during graduation exercises:
 - A. Throwing objects into the air.
 - B. Engaging in any disruptive activity which substantially interferes with the graduation process or the rights of other individuals.
 4. The administration shall have the power to impose discipline on any student who commits any act referred to above. It is recommended that the administration take necessary steps to impose discipline as soon as it is convenient after completion of graduation exercises.
 5. Students who are found, after an informal hearing process conducted by the administration, to have committed any of the acts described in 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 student is responsible for working with his/her counselor in progressing towards meeting the requirements set forth by the State Board of Education and Guthrie Public Schools.

NCAA requirements change yearly, and students should meet with the athletic director's office or senior counselor to receive information concerning 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 and have a reasonable expectation of completing the twenty-five (25) units required for graduation by the end of the summer term immediately following the current school year. The Guthrie Board of Education recognizes that a 12 year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is policy of the Board of Education that a minimum of twenty 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) units must be earned in the 10th, 11th, and 12th grades.

College Prep/Work Ready Curriculum

Language Arts (4 years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science (Lab sciences, Biology I and above)	3 units
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
Foreign Language or Computer Technology	2 units
Additional unit from the courses listed above	1 unit
Personal Financial Literacy	½ unit
Fine Arts (such as music, art, drama or 1 unit of speech)	1 unit
Electives	7 ½ units
Total Required Core Courses	17 ½ units
Total Electives	7 ½ units
TOTAL UNITS	25 units

Core Curriculum

(For those opting out of the College Preparatory/Work Ready Curriculum their Junior Year)

Language Arts (4 years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science (Lab sciences, Biology I and above)	3 units
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
The Arts (2 units or sets of competencies)	2 units 1 unit
Personal Financial Literacy	½ unit
Computer Education	1 unit
Electives	9 ½ units
Total Required Core Courses	15 ½ units
Total Electives	9 ½ units
TOTAL UNITS	25 units

- All students are required to be enrolled in at least seven subjects each semester.

although this may include a combination of college and local hours if local requirements are met.

- A student may not be enrolled in more than two English classes in a semester.
- At least three units of the last five units completed must be in attendance in Guthrie High School.
- Correspondence courses may be applied toward graduation in compliance with Oklahoma state law and must be completed by April 15 to be eligible for graduation exercises.
- Students who need more than one unit for graduation SHALL NOT be permitted to participate in graduation exercises as per Oklahoma State Law.
- Concurrent enrollment will be available for Guthrie High School students as per state regulations.
- Students may not enroll in more than two like electives in any one semester without permission of all teachers involved and the principal's approval. (Ex: two art classes, two drama classes, two ag classes, etc.)

Testing Requirements

~~Every student shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate from a public high school with a standard diploma.~~

1. ~~Algebra I; 2. English II; and 3. Two of the following five:~~
 - A. ~~Algebra II~~
 - B. ~~Biology I~~
 - C. ~~English III~~
 - D. ~~Geometry~~
 - E. ~~United States History~~

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.

Passport to Personal Financial Literacy

Beginning with students entering 7th grade in the 2008-2009 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall fulfill the requirements for Personal Financial Literacy Passport during Grades 7 through 12.

GUIDANCE SERVICES

Guidance services will be available for all students. The principals, counselors, and teachers are ready to give personal, educational, and vocational counseling and guidance whenever it is needed. The counselors are available to help with problems. Students are assigned to the following counselors:

Mrs. Annie Chadd - Senior Class and Sophomore A - L
 Ms. Maggie Wade - Junior Class and Sophomore M - Z
 Mrs. Kristi Blakemore - Freshmen

While every effort will be made to keep parents and students informed of progress, programs, scholarships, units of credit, or records of attendance and academics, it is the responsibility of the student to acquire this information.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. The pass must contain the student's name, date, destination, time, and staff member's signature.

HEALTH & MEDICATION

If a student is injured or becomes ill at school, he/she should report to the High School North Office and a parent/ guardian will be notified.

It is the policy of the Guthrie Public Schools that NO drugs or medication of any kind (including aspirin and similar products) except those prescribed by a physician, will be given to a pupil by school employees.

ILLNESS AND MEDICATION - We request that you adjust your child's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to use medication during the school day, the following procedure will be followed:

All medication is to be brought to the school secretary upon arrival and appropriately labeled by the pharmacy or physician as to the name of the medication, dosage instructions, doctor's name and prescription date. A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary. The Medication Authorization form is available on the District's website in the Parent Backpack or at the school's office. Confirmed asthmatic patients with a note from the physician may keep their inhalers with them. If you do not wish to send a large bottle of expensive medication to school, we suggest that you ask your pharmacist to label an additional, smaller container for use at school. A log of the student's medication will be kept at the school office.

NON-PRESCRIPTION MEDICATION is NOT allowed at school. If a student needs to take a non-prescription medication, a parent/guardian must come to the Main Office to administer the medication.

HOMEBOUND POLICY

Teachers are responsible for assigning adequate homework for their respective subjects. It is the student's responsibility to

acquire the assignment and make up any work that is missed. Work being sent will be contingent upon work being returned weekly.

HONOR CLASSES, HONOR ROLL, VALEDICTORIAN, SALUTATORIAN, AND RANK IN CLASS THROUGH 2016

Each semester those students making a 4.0 (+) will be placed on the Superintendent's Honor Roll. Those students having no grade(s) below a "C" and with a 3.0 average or better will be placed on the Principal's Honor Roll. Students must receive credit in all classes enrolled in to be eligible for an Honor Roll. All averages will be based on the unweighted grading scale.

A valedictorian is defined as a student who has achieved the highest degree of academic excellence in school. To be considered for valedictorian or salutatorian, students must be enrolled at Guthrie High School at the beginning of their senior year. Students wishing to be considered for valedictorian or salutatorian must have completed one advanced class from two of the core subject areas (English, Science, Math, Social Studies). Advanced classes shall be defined as AP, Pre-AP, Honors, concurrent enrollment, math, or science that go beyond the Oklahoma State requirements. In determining these honors, as well as class rank for all seniors, grade point averages shall be based on grades earned during the first seven semesters and, averaged to one decimal place (ex. 3.9).

*8th grade courses transcribed for high school credit shall be calculated in overall GPA.

****BEGINNING WITH THE CLASS OF 2017****

Candidates for Val/Sal must be students of good character. Therefore, they must not have had any disciplinary record of suspension and must not have earned any NC's (no credit) on their transcript. In order to be considered for Val/Sal, students must have taken at least one AP or concurrent enrollment course from each of the four core subject areas or the highest level core class for which they are eligible (English, Math, Science & Social Studies). Pre-AP, AP and concurrent enrollment courses will be scored on a 5.0 grading scale. The previous system of adding five points to the student's final semester average will become obsolete with the 5.0 scale. In order to receive the 5.0 grade in an AP course, the student must make an A in the class and take the subsequent AP or CLEP examination. If an A is earned in an AP course, and the AP or CLEP exam is not taken, the student will receive a 4.0 in the class. Students maintaining a 4.0 GPA will still be recognized as a valedictorian for scholarship purposes. If taken, the AP or CLEP exam will be considered the final examination in the course. The student(s) 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, ~~then~~ the Val/Sal candidate may forfeit his or her recognition of said academic distinction.

IMMUNIZATION

Oklahoma State Health Department requires all students to be immunized. Guthrie Public Schools, in accordance with these laws, requires every student enrolling to have proof of immunization. Students will not be allowed to enroll without necessary immunizations. Parents or students may check the school website for immunization guidelines.

Free Clinics

Many insurance companies will pay for the required immunizations. If not covered by your insurance, there are free clinics available.

Site

Logan County Health Department
215 Fairgrounds Road
Guthrie, OK 73044
405-282-3485

Hours

Daily -- Monday thru Friday
8:00 a.m. – 11:30 a.m. and
1:00 p.m. – 4:30 p.m.

IN-SCHOOL SUPERVISION (ISS)

In-School Supervision (ISS), if offered, will not apply to the following offenses:

- Fighting
- Crimes under Oklahoma Statutes
- Drug Offenses
- Weapon Violations
- Theft
- Sexual Harassment

If a student is placed in ISS (In-School Supervision) and breaks the rules, he/she will be suspended pending review of the offense. When the suspended student returns, he/she will have to complete the original ISS placement. Students assigned to ISS will participate in mandatory community service at the High School. Students will not be able to participate in, or attend any, school activities while they are assigned to ISS.

All ISS assignments must be completed in a satisfactory manner and cleared by the ISS instructor before the student will be allowed to return to the regular classroom.

INSURANCE

Insurance is required for all student athletes and agricultural education students before they take part in any practice, scheduled contest, or class. Students already covered by a family insurance policy may have a parent sign a waiver to this requirement. **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE SETTLEMENT OF CLAIMS.** *The school must have proof of insurance by the start of the eighth day of class or the student will be dropped from that class and assigned another class/subject. NO EXCEPTIONS!*

INTERSCHOLASTIC SPORTS

Guthrie High School participates in a wide variety of varsity sports for both men and women as a Class 5A school. Students who wish to participate on a varsity team must make the squad and comply with the requirements set by the Oklahoma Secondary School Activities Association. Varsity sports include baseball, basketball, cheerleading, cross-country, golf, football, soccer, softball, tennis, track, and wrestling. Physicals, insurance or waivers are required.

INTIMIDATION / HARASSMENT (No-Bully Law)

Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school, at school activities, and at other extracurricular activities.

Disciplinary Action:

1st Offense: Parent conference/phone contact and suspension from school for three (3) consecutive days. (See Suspension Section.)

2nd Offense: Parent conference/phone contact and suspension from school for five (5) consecutive days. (See Suspension Section.)

3rd Offense: Suspension for the remainder of the semester and the following semester.

LEWD AND/OR IMMORAL BEHAVIOR

Immoral and/or lewd behavior will not be tolerated. Infractions will result in administrative disciplinary action.

Examples of inappropriate behavior are, but are not limited to:

- Writings
- Drawings
- Pictures
- Magazine
- Internet / Computer / System Peripherals

LOCKERS

Lockers will be assigned during the time of enrollment. STUDENTS, DO NOT GIVE THE LOCKER COMBINATION TO OTHER STUDENTS. Each student is responsible for keeping his/her locker clean and neat. Any vandalism, including stickers and writing on lockers, is prohibited. Violations will result in paying replacement costs and in administrative disciplinary action.

Pursuant to Title 70 O.S. 1987 S24-102, students have no reasonable expectation for privacy rights from school officials in regard to school lockers, desks, or other school property.

LUNCH

We operate a CLOSED CAMPUS. Students must stay in a supervised location from the time they arrive until dismissed. The cafeteria offers many choices. Milk may be purchased in the cafeteria. Snacks (i.e. chips and drinks) are available at the vending machines.

Food deliveries will be allowed on campus only if delivered by a parent or guardian through the Main Office. **NO OUTSIDE DRINKS** will be allowed on campus. All persons delivering food must check in at the main office; no loitering in the hallways or cafeteria. In addition, a parent may pre-coordinate with the administration for a special occasion arrangement. The Main Office will call the student to the office to pick up his/her lunch during the student's lunch period.

Leaving campus without permission during lunch will result in disciplinary action from the Attendance Office. A student cannot check out 10 minutes prior to or during the lunch period.

UNLESS:

- A. A parent/guardian comes to the North Office and checks the student out.
- B. The student is leaving for the remainder of the day.

LUNCHROOM OFFENSES

Cutting in line, leaving a tray or dirty table, not following instruction of a staff member, and other minor offenses during lunch will result in three (3) lunch detentions per offense. Major infractions will be handled as outlined elsewhere in this handbook.

MAKE UP WORK

Students, upon returning from an absence, will have one day for each day missed to make up work. Major assignments that were assigned earlier in the semester will be due on the designated day whether the student is in attendance or not. IT IS THE RESPONSIBILITY OF EACH STUDENT TO MAKE ARRANGEMENTS FOR MAKE UP WORK.

MEDIA CENTER

The school has a well-equipped media center with a full-time librarian. Instruction in media usage is given to all students. Students are encouraged to use the media center regularly. The media center will be open for students thirty (30) minutes before and after school. Teachers may issue hall passes for students to visit the media center during class. *In addition, prior authorization from the librarian is required before students are allowed to visit the library computer lab.*

MERIDIAN TECHNOLOGY CENTER

Juniors and seniors may enroll at Meridian Technology Center. Students enrolled at Meridian Tech school will receive four units of credit through Guthrie High School for that work. Four (4) hour blocks accomplish this in A.M. and P.M. classes. Students who have dropped classes at Meridian Tech will lose those credits and will not be able to pick up classes at Guthrie High School until the beginning of the next semester.

NATIONAL HONOR SOCIETY / NATIONAL JUNIOR HONOR SOCIETY

To be a member of National Honor Society, a student's grade point average must be 3.5 or higher on a 4.0 scale. For High School NHS, averages are based on all grades received, including those during the freshman year. High school eligibility begins the second semester sophomore year (as per National Honor Society guidelines) and with a teacher recommendation required for prospective members. All students are expected to meet other criteria, such as leadership, service, and character.

OFF LIMITS AREAS

The following areas are off limits during the school day, including before school, during the lunch hour, and during passing periods:

- Crooks Drive (south of building) except to unload when coming to school.
- The area west of the vocal room.
- The area north of the school and behind the gyms.
- The tennis court and greenhouse area.
- The parking lot except to load and unload before and after school. NO LOITERING IN CARS.
- The area between the Vo-Ag Building and the nearest sidewalk.
- Outdoor classroom (area near the school pond) without teacher present (small or large group).
- The area east of the annex buildings.

Infractions will be dealt with in the Attendance Office.

OKLAHOMA STATE HONOR SOCIETY

The top ten percent of the high school student body is eligible for membership in the Oklahoma State Honor Society. Averages are based on all grades received; eligibility begins with the freshman year.

OKLAHOMA STATUTES

Action(s) defined as crimes under OKLAHOMA STATUTES will result in suspension if the student commits the acts while in attendance at school, enroute to/from school, on school premises, or at school-sponsored activities. Students may also be suspended with said suspension for the remainder of the semester and for the following semester on the first offense for the following:

1. Assault and battery of a school official.
2. Possession of a dangerous weapon or facsimile (with or without intent to do bodily harm).
For example:
 - A. Knives
 - B. Firearms and/or facsimiles (including cap guns)
 - C. Explosives
 - D. Metal objects (chains, brass knuckles, etc.)
 - E. Clubs
 - F. Sharp or pointed instruments
3. Participation in an illegal demonstration on school property.

Students will be suspended for three (3) to five (5) days for the first offense and may be suspended from school for the remainder of the semester and for the following semester on the second offense for the following:

- 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, Band, BPA, Cheerleading, Drama 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 and Government.

Sponsors must approve all club and class meetings. The president should contact the sponsor to obtain permission for a meeting. The sponsor is responsible for obtaining final approval from the Principal/ Activities Coordinator for a calendar date, etc., and to place the activity on the official school calendar. Sponsors must attend all functions of their group. No students will be allowed to drive themselves to any school-sponsored activity held out of town.

PARENT CONFERENCES WITH TEACHERS

These conferences are arranged through a counselor's office. Parents should phone in advance to avoid conflicting appointments. To schedule a conference, please contact your student's counselor or individual teacher.

PLEDGE OF ALLEGIANCE / NATIONAL ANTHEM

The Pledge of Allegiance and the National Anthem of the United States of America will be given at various times during the school year. It is the student's right not to participate, but the student MUST remain quiet, attentive, and respectful to the rights of others during the ceremony.

PROFANITY

Profanity and/or obscene gestures will not be tolerated while attending school, on school premises, or at school-sponsored activities.

Disciplinary Action:

1st Offense: Three (3) lunch detentions

2nd & subsequent Offense: 2 days ISS

If the profanity is directed toward a staff member, it will be treated as a verbal assault.

PROFICIENCY-BASED PROMOTION

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at 90% or higher on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency-based promotion.

Upon request of a student, parent, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in 70.S 11-103.6.

Core areas are as follows:

- Social Studies
- Language Arts
- Mathematics
- Science
- Languages
- The Arts

Proficiency will be demonstrated by testing with the Oklahoma Proficiency Tests by Riverside or with district approved, teacher-created criterion-referenced tests. In addition, a performance demonstration will be required in language arts, foreign language, and the arts. Lab sciences at the high school will require performance of relevant laboratory techniques.

More details can be obtained from the district policy on Proficiency-Based Promotion or from the site principal.

PROGRESS REPORTS

Progress reports are sent home with each student midway through each grading quarter. Parents are encouraged to arrange parent/teacher conferences and phone calls through the counselor's office at any time during the semester. Progress reports will be hand carried home by the student or mailed upon parent request.

PUBLIC / PERSONAL DISPLAY OF AFFECTION

Personal Displays of Affection will not be tolerated. Infractions will result in disciplinary action and counseling.

RACIAL SLURS

It makes no difference if the racial slurs are in jest or in earnest.

"Flag words" are also considered racial slurs.

Disciplinary Action:

- 1st Offense: Three (3) consecutive days suspension (See Suspension Section.)
2nd Offense: Five (5) consecutive days suspension (See Suspension Section.)
3rd Offense: Five (5) consecutive days to one (1) year suspension. (See Suspension Section.)

SATURDAY SCHOOL

Saturday School will be held from 8:00 – 11:30 a.m. A Saturday School placement will take precedence over any other extracurricular activity. Failure to attend Saturday School may result in In-School Supervision (ISS) or Out-of-School suspension.

Failure to attend Saturday School will result in the following disciplinary action:

- 1st Offense: Two days ISS
2nd and subsequent Offense: One day suspension

SCHEDULE CHANGES

Students are expected to honor their enrollment schedule.

Class changes or any type of schedule change will be made by the counselor only after thorough counseling, a very good reason established, and permission of the parents has been granted.

Schedule changes may be made only for the following reasons:

- The course has been completed in summer school.
- The course was completed the last school year.
- The course level is incorrect or an enrollment error is evident.
- The subject is repeated on the schedule.
- The student wishes to attempt, under a different teacher, a course previously failed.
- A particular course is required to graduate.
- All AP schedule changes must be met with principal approval.

Any other changes must be with administrative approval based upon sound educational evaluation and in compliance with the 90% attendance policy. Students will not be allowed to make schedule changes for teachers. **ALL STUDENT CLASS CHANGES MUST BE WITHIN THE FIRST FIVE DAYS OF EACH SEMESTER TO RECEIVE CREDIT.**

SCHOOL ACTIVITIES

Students who misbehave (i.e., run, roam, harass, fail to cooperate with school officials) at school activities will be dismissed from the activity without a refund and can face additional administrative action.

SECURITY

While every attempt will be made to protect property, all cars should be locked and valuables left at home.

SEXUAL HARASSMENT

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

SIGNS

All signs posted in Guthrie High School must be approved by the Administration. Any signs posted improperly will be removed.

SOLICITING

No soliciting or selling may be done in the school without approval of the building principal. Only fundraising activities approved by the Board of Education are allowed.

STUDENT ID BADGES

If a student loses his/her badge, a replacement cost of \$5 will be incurred, and the student will be responsible for making arrangements to have a replacement badge made through the Main Office.

STUDENT SEARCH

School personnel have the authority to detain and search or authorize the search of any student upon suspicion that the student is in violation of district policy.

STUDENT WELFARE / CHILD ABUSE

Employees of the Guthrie Public Schools are required by law to report suspected child abuse victims to the Department of Human Services. In suspected cases of physical and sexual abuse, local authorities may question the victim at the school site without the principal obtaining permission from the victim's parent/guardian.

SUBSTITUTE POLICY

Failure to comply with school rules while under the direct supervision of a substitute will result in immediate administrative disciplinary action.

SUSPENSIONS

It is the philosophy of the Guthrie Public Schools that no student be permanently suspended from school unless every means has been exhausted in trying to teach the student respect for policies and guidelines of the school.

However, when it is evident that a student has no interest in an education, is a behavior problem, or is a chronic truant, the Administration must take action in suspending said student in the best interest of the school as a whole.

Out-of-school suspensions shall be served on consecutive school days until completed.

A student will not be allowed to participate in any school activity during the time of a suspension and until the day following the last day of the suspension.

Any student who has accumulated in excess of three (3) suspensions for attendance or disciplinary action may be suspended for the remainder of the semester, for the following semester, or longer if allowed by law in extreme cases.

While serving a suspension, a student will not be allowed on campus or to attend or participate in any school sponsored activity. If this policy is violated, a suspension of three days, the remainder of the current semester and/or the following semester will be added to the current suspension. While suspended or in "In-School Supervision" (ISS), a student may not attend or take part in any school activity, including extra curricular practices.

TARDIES

Criteria for tardies:

1. A tardy is defined as not being in the classroom when the tardy bell rings.
2. A tardy will be counted as an absence 10 minutes after the tardy bell rings.
3. Six tardies in any one class will equal an absence in that class.
4. The counting of tardies for attendance purposes will be by individual class.

Offense:

6 tardies in a class
12 tardies in a class
18 tardies in a class
24 tardies in a class
absences

Disciplinary Action:

One absence
One Saturday School
Two days ISS and 3 absences
Three days ISS and 4

TELEPHONE USAGE

Classroom phones are not to be used by students. Messages will be delivered to students as necessary.

TESTING FOR INITIAL PLACEMENT OF HOME SCHOOLED / NON-STATE ACCREDITED SCHOOL STUDENTS

When a student transfers in from home/non-state accredited schools, they will be placed at the last level reached in an accredited high school. If proof is presented that home/non-state accredited private courses have been taken, testing will be given to that level.

The following rules apply:

1. Testing is by appointment only.
2. Passing scores on the test(s) will be 90%. If the test(s) is (are) passed by at least that score, credit will be given on the high school transcript.
3. If the test(s) is (are) not passed, the student will be placed at the level last attained in a state accredited school.
4. Placement testing is given only once per subject.
5. If no testing is requested, the student will be placed at the ninth grade entry level or at the level indicated by their last state accredited school transcript.
6. Testing will be scheduled through a guidance counselor.

TESTING OUT OF CLASSES

Upon the request of the student, parent, guardian, or educator, a student will be given opportunity to demonstrate proficiency in one or more areas of the core curriculum.

1. Tests will be by appointment only. The contact point for testing will be in the Guidance Counselors' office.
2. Qualifying students are those who are legally enrolled in Guthrie High School.
3. The passing scores will be 90% with no retest during the same testing period.

1. Tests will cover:
 - a) The entire course content.
 - b) The Priority Academic Student Skills.
 - c) The subject matter taught at Guthrie High School.
2. 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.
3. 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.
4. Failure to demonstrate proficiency will not be noted on the transcript.

TEXTBOOKS

Textbooks will be issued through the teacher in your different classes. Textbooks are provided to the school through state funding, which means books must be utilized by the school for multiple years; therefore, it is your responsibility to treat books with care. Once you have been given books to use, you will be responsible for the books assigned specifically to you until you complete the school term or until you withdraw from school. A textbook which is lost or damaged will be your responsibility. You must take care of replacement or damage costs before you receive your final grades. The school may hold grades and records if fines or replacement costs are not resolved.

THEFT

Theft will not be tolerated.

1st Offense:

Parent conference, suspension from school for three (3) days, and replacement / reimbursement by student / parent, or charges may be filed.

2nd Offense:

Parent conference, suspension from school for five (5) days, and replacement / reimbursement by student / parent, or charges may be filed.

3rd Offense:

Suspension for the remainder of the semester and for the following semester, and replacement / reimbursement by student / parent, or charges may be filed.

THROWING OBJECTS

Due to the obvious danger, throwing of any objects (including snowballs and ice balls) will not be tolerated. If an item is thrown that could cause damage or injury, the penalty will be the same as fighting (the exception is if a serious injury is

caused then the student may be suspended for the remainder of the semester and/or for the following semester.)

TITLE IX

The Guthrie Public School system hereby agrees that it will comply with Title IX of the Educational Amendments of 1972 which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The School District is an equal opportunity employer.

It is, therefore, the policy of the Guthrie Independent School District No. I-1, Logan County, to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Title IX Coordinator, Guthrie Public School Administration Building, 802 East Vilas, Guthrie, Oklahoma, 73044; telephone (405) 282-8900

TOBACCO

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco), including paraphernalia, synthetic cigarettes (Vapes, electronic) in any form, by students while attending school, in/on school premises, and at school-sponsored activities is prohibited.

***Any student in violation of said policy will face immediate disciplinary action and a possible citation from the Oklahoma ABLE Commission.**

1st Offense:

Parent conference/phone contact and suspension from school for five (5) consecutive days.
(See Suspension Section, also.)

2nd Offense:

Parent conference/phone contact and suspension from school for ten (10) consecutive days.
(See Suspension Section, also.)

3rd Offense:

Suspension for the remainder of the semester, or suspension for the remainder of the school year. (See Suspension Section, also.)

TRANSCRIPTS

Transcripts will be provided free of charge to transferring students and yearly graduates. Please allow twenty-four (24) hours working time to process. Transcripts will reflect all classes attempted. If a class is repeated, both grades will be represented on the transcript. Final transcripts will not be available until approximately 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, you may be required to walk or provide your own transportation.

High School students attending Meridian Technology Center are provided transportation. Students will not be allowed to drive private vehicles to and from Meridian Technology Center.

TRUANCY

After the 10th consecutive day of unauthorized absence, students are truant and dropped from attendance rolls.

TRUANCY LAW

Parents can be fined if they allow students to remain absent from school. Under the State Truancy Law, the district must report truancy to the District Attorney. Penalties may be assessed by the Logan County District Court.

UNAUTHORIZED ABSENCE

A student who fails to check out when leaving school anytime during the school day, leaves class without permission, or does not report to a specific location is subject to disciplinary action.

Disciplinary action will include, but not be limited to:

- 1st Offense: One Saturday School
- 2nd Offense: Two (2) days of ISS
- 3rd Offense: Three (3) days of ISS
- 4th Offense: Three-day suspension
- 5th Offense: Five-day suspension

Any further offenses may result in suspension for the remainder of the semester and possibly the following semester.

UNWRITTEN REGULATIONS

Each year, there are a few things including some "fads" that appear on our campus. We are not listing any of these, nor are we making a regulation to cover all of the problems that may arise. When a fad begins on the campus and a "nuisance" develops, we shall immediately eliminate the nuisance.

VANDALISM AND OTHER OFFENSES

Any student committing an act of vandalism, theft, gambling, or forgery is subject to suspension. Damaged or stolen school property must be paid for or replaced by the offending student. The use or possession of stink bombs and/or any other object that would be detrimental to the educational process or that might disrupt any event, class, etc., will also be considered vandalism. Offenses listed above may result in more severe penalties of suspension. Suspensions may range from ten (10) days to the remainder of the semester and the following semester, and/or appropriate civil action.

VEHICLES / CAMPUS SPEED LIMIT IS 15 M.P.H.

Every vehicle must be parked inside the designated area and not be moved or used from arrival until departure at the end of the school day. The school will accept no responsibility for theft or vandalism of vehicles; all cars should be locked and valuables removed upon arrival at school. All student drivers must have a valid driver's license. No one is to be parked in any fire lane.

The first row (both sides) of the parking lot nearest the school is reserved for the staff or for other vehicles as marked. The parking places next to the building are reserved for adult visitors and handicapped individuals. Students must purchase a parking permit in order to park in the school parking lot. Parking will be on a first come, first serve basis, and students must park in the lot west of the building. Failure to comply may result in disciplinary action.

Students leaving their cars in the parking lot when going on a field trip, school-sponsored event, or overnight will follow parking regulations. However, the school will not assume or accept any responsibility for the vehicle.

If a student drives on a dirt/grassed area, parks other than the student area in the front parking lot, parks in a fire lane (marked by a red line), or parks in an area that is not marked as a parking spot, they may be subject to the following discipline:

- 1st Offense: Saturday School
- 2nd Offense: Two days of ISS
- 3rd Offense: Three days of 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 & obtain a parking permit at enrollment. Parking permits may be purchased for \$15 until September 1st. After September 1st, ALL spots still available will be \$20. Students who do not get their license until second semester may purchase a permit for \$10 if purchased within 30 days of the issue date on their license. Failure to acquire a decal, improper parking, or any driving infraction may result in your vehicle being towed at the owner's expense. Do not block traffic by double parking on the end of rows; these are emergency exits for fire and police vehicles. Vehicles may be towed if drivers do not abide by the parking regulations, and/or loss of parking/driving privileges may result. **Any towing fee will be at the car owner's expense.**

VENDING MACHINES

Vending machines are provided for your convenience. They are to be used **only at the appropriate times and not during class time.** **ALL VENDING MACHINES ARE USE AT YOUR OWN RISK!**

VISITORS

All visitors must report to the Main Office or North Office, sign in 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 child, report to the Main Office for assistance. Visitors with infants must remain in the Main Office.

WEAPONS

Students should not bring any type of instrument to school that can be used as a weapon or tool which could be used to deface or vandalize school property.

The following instruments may be considered weapons:

1. Knives
2. Firearms and/or facsimiles (including cap guns, etc.)
3. Explosives and/or facsimiles
4. Metal Objects (chains, brass knuckles, etc.)
5. Clubs
6. Sharp or pointed instruments
7. Stun guns
8. Chemical sprays

Violations of this policy will result in administrative action. See Oklahoma State Statutes section. Students may be suspended for up to one (1) calendar year for violation of this policy.

WEATHER

In the event school is closed or starting late because of inclement weather, parents are asked to listen to local radio and television stations. When possible, the District's website will also be updated to include the newest information.

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

WITHDRAWAL FROM SCHOOL

When a student must withdraw from Guthrie Public Schools during the term, he/she must report to the registrar on the morning of the day he/she leaves to begin formal withdrawal from school. There will be a 24 hour turnaround time to receive grades and clearance from the teachers. Students will not be cleared for withdrawal until a parent or guardian has made contact and all textbooks and school property have been returned. Once records have been received with grades and clearance from each teacher, library, and cafeteria the student will be cleared for withdrawal. A transcript of the student's work will be forwarded, upon request, to the new school.

DISCLAIMER

The preceding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence. The Guthrie Public School Policy Manual will also be used in regard to school-student relationships. A copy of this policy can be viewed at Guthrie High School, Guthrie Junior High, or the Guthrie Public Schools Administration Building.

STUDENTS AND PARENTS:

PLEASE SIGN, REMOVE, AND RETURN THE LAST PAGE OF THIS BOOK TO YOUR ENGLISH TEACHER.

**GUTHRIE HIGH SCHOOL
PARENT AND STUDENT HANDBOOK
2016-2017**

Dear Student:

This handbook has been prepared for your information and to assist you with the expectations, responsibilities, guidelines, and procedures necessary to become the best high school student you can be. We hope you will use the book and become familiar with its contents. If all of our students will accept the responsibility of developing to their fullest potential, our school, our students, the parents, and our community will have much of which to be proud.

Respectfully,

Chris LeGrande
Principal

.....

I have received and read my Guthrie High School Handbook for the 2016-2017 school year. I understand the rules and will make every effort to abide by them.

Student Signature

Student Printed Name

Parent/Guardian Signature



GUTHRIE HIGH SCHOOL

200 North Crooks Drive

Home of the Bluejays



2016-2017 Course Selection Handbook

GUTHRIE PUBLIC SCHOOL DISTRICT

MISSION STATEMENT

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

OUR BELIEFS

The Guthrie Public School District believes in the worth and dignity of each individual, because people are our greatest resource and children are our future. The following beliefs are based on this premise:

Learning:

All people can learn, given appropriate opportunity and support. Prevention is preferable to remediation.

Teaching:

High expectations produce high achievers. The teaching-learning process is the primary function of this district.

Learning Environment:

Everyone is entitled to a safe, caring educational environment. Education is a partnership with student, home, school, and community. Mutual trust will exist within the school environment.

EXIT OUTCOMES

(Our vision of a well-educated student)

- Have positive self-esteem.
- Have a strong knowledge base.
- Show concern for the welfare of others.
- Be self-directed, lifelong learners.
- Be productive members of society.
- Be effective communicators.
- Be creative and complex thinkers.
- Be problem solvers.
- Be cooperative learners and workers.

LEGAL NOTICE

The Guthrie School District hereby agrees that it will comply with Title IX of the Education Amendments of 1972, which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. The school district is an equal opportunity employer. It is, therefore, the policy of the Guthrie Independent School District No. I-1 to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid

and employment. Inquiries concerning application of this policy may be referred to Title IX Coordinator, Guthrie Public Schools, 802 East Vilas, Guthrie, Oklahoma 73044; Telephone 282-8900

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.

INTRODUCTION

The purpose of this booklet is to help GHS students in planning their high school schedule. The booklet contains information on state and local graduation requirements, course offerings, course descriptions, and aptitude tests. Counselors will be available for curriculum planning assistance. Students and parents are expected to review this information and carefully make their course selections.

REGISTRATION

The Oklahoma State Health Department requires all students to be immunized. The Guthrie Public Schools, in accordance with these laws, requires that every student enrolling have proof of immunization. Immunization requirements can be found on the Guthrie Public Schools website or at the local health department.

Students are required to be legal residents of Guthrie School District I-1 or have on file in the Superintendent's office the necessary transfer forms from districts outside of Guthrie Public Schools District I-01. Any student, who has a legal residence in another district, will not be allowed to enroll without a transfer from the district in which the student resides. A transfer can be canceled at any time.

Students enrolling in Guthrie Public Schools from a school or situation not accredited by the State Department of Education (i.e., private school, home school) will be required to test in each subject for which they wish to obtain credit. Credit is issued for classes that are passed with a score of 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 the designated counselor for these services:

Sophomores A thru L and all Seniors

Mrs. Annie Chadd

annie.chadd@guthrieeps.net

Sophomores M thru Z and all Juniors

Ms. Maggie Wade

maggie.wade@guthrieeps.net

Freshmen

Mrs. Kristi Blakemore

kristi.blakemore@guthrieeps.net

SCHEDULE CHANGES

Changes in class schedules will be made only with administrative approval and only for sound educational reasons. Anyone wishing to have a schedule change must initiate the process with the appropriate counselor. The change will require teacher and administrative input. Students will not be allowed to make schedule changes for teacher preference. *All changes must be made within the first five days of the semester to meet the attendance policy for full credit.*

STATE AND LOCAL REQUIREMENTS FOR GRADUATION

In order to earn a diploma, all freshmen entering Guthrie High School, must fulfill all the requirements below:

A minimum of 25 units must be earned, 21 of which must be earned in the 10th, 11th, and 12th grades. All students must meet the following requirements.

Requirements for Standard Diploma:

(For those opting out of the College Preparatory/Work Ready Curriculum their Junior Year)

Language Arts (4 years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science (Lab sciences, Biology I and above)	3 units
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
The Arts (2 units or sets of competencies)	2 units
Personal Financial Literacy	½ unit
Electives	9 ½ units
Total Required Courses	15 ½ units
Total Electives	9 ½ units
TOTAL UNITS	25 units

College Prep/Work Ready Curriculum

Language Arts (4 years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science (Lab sciences, Biology I and above)	3 units
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
Foreign Language or Computer Technology	2 units
Additional unit from the courses listed above	1 unit
Personal Financial Literacy	½ unit
Fine Arts (such as music, art, drama or 1 unit of speech)	1 unit
Electives	7 ½ units
Total Required Courses	17 ½ units
Total Electives	7 ½ units
TOTAL UNITS	25 units

Should the State Department of Education raise the graduation requirements, our standards will be changed to come into compliance. All students will be informed of any such changes as soon as possible.

1. All students must be enrolled in no less than the number of hours offered per day. Concurrent enrollment students *must* meet this same requirement.
2. Students eligible for honors courses must have met the criteria set forth in the Guthrie Public School District Gifted and Talented Policy. AP enrollment will be open.
3. At least three units of the last five units completed must be in attendance in Guthrie High School.
4. Correspondence courses may be applied toward graduation in compliance with Oklahoma state law and **must be completed by April 15** to be eligible for graduation exercises.
5. Request for **early graduation** will be directed to the building principal. Applications can be picked up in the Main Office. Application deadline is October 1. All criteria must be met to be considered.
6. Students who need more than one unit for graduation WILL NOT be permitted to participate in graduation exercises as per Oklahoma State Law.
7. Only correspondence work pre-approved by the administration will be accepted for credit. A limit of three units by correspondence may be applied toward the 25 units required for graduation.
8. A student's transcript will reflect the actual grade of all classes taken during the student's ninth through twelfth grades. Courses taken in Junior High for High School credit will also be listed and factored in to final GPA calculations.
9. Concurrent enrollment will be available for Guthrie High School students as per state regulations.
10. Students may not enroll in more than 2 like electives in any one semester without permission of all teachers involved and the principal's approval. (Ex: two art classes, two drama classes, two agricultural classes, etc.).

GRADE CLASSIFICATION

Sophomores:

must have successfully completed four (4) units

Juniors:

must have successfully completed eleven (11) units

Seniors:

must have successfully completed seventeen (17) units and have attended high school for six semesters

Classification requirements must be met by the first day of classes for the fall semester. Students not meeting the required number of credits will be reclassified to the lower grade level at the beginning of the school year and may remain at that level for the entire year.

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 59 and below

I= Incomplete (turns to an F in two weeks)

NC= No Credit

All Pre-AP and AP Courses will be scored on a 5.0 scale.

BEGINNING WITH THE CLASS OF 2017

Candidates for Val/Sal must be students of good character.

Therefore, they must not have had any disciplinary record of suspension and must not have earned any NC's (no credit) on their transcript. In order to be considered for Val/Sal, students must have taken at least one AP or concurrent enrollment course from each of the four core subject areas or the highest level core class for which they are eligible (English, Math, Science & Social Studies). Pre-AP, AP and concurrent enrollment courses will be scored on a 5.0 grading scale. The previous system of adding five points to the student's final semester average will become obsolete with the 5.0 scale. In order to receive the 5.0 grade in an AP course, the student must make an A in the class and take the subsequent AP or CLEP examination. If an A is earned in an AP course, and the AP or CLEP exam is not taken, the student will receive a 4.0 in the class. Students maintaining a 4.0 GPA will still be recognized as a valedictorian for scholarship purposes. If taken, the AP or CLEP exam will be considered the final examination in the course. The student(s) 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, then the Val/Sal candidate may forfeit his or her recognition of said academic distinction.

AMERICAN COLLEGE TESTING PROGRAM (ACT)

The ACT is a college entrance examination that is given nationally five times a year. All students are eligible to take the test.

Registration forms are available online at www.act.org. The test will be given five times a year (i.e., October, December, February, April, and June) at Guthrie High School. Sophomores and juniors are strongly advised to take the April or June exam. Students who are eligible for Free and Reduced lunches may qualify for a discounted fee.

NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (PSAT/NMSQT)

This is a test given annually on a Tuesday in October to juniors wishing to participate in the National Merit Scholarship Program and some other scholarship programs. Other students are also encouraged to take the PSAT for test-taking experience.

OKLAHOMA'S PROMISE - OHLAP

The Oklahoma Legislature has set up a unique program for eighth-, ninth- and 10th-grade students (homeschool students must be age 13, 14 or 15) that will help pay for their college education if their parents' income from taxed and untaxed sources is \$50,000 or less at the time the student applies for the program.* This program is Oklahoma's Promise.

As the student progresses through the program, a cumulative GPA of at least 2.5 of all course work attempted in grades 9-12 is required. A 17-unit core curriculum has been established for this program. Students must agree to attend school regularly, do homework, refrain from substance abuse, and refrain from criminal or delinquent acts. More information and complete course outline can be obtained from Mrs. Chadd in the high school counseling office or via the web at www.okhighered.org.

CAREER EXPLORATION TESTING

Sophomores will participate yearly in the 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 and fall of each school year. The End of Instruction test scores will be posted on all transcripts and are required to be taken for graduation. Students who take the EOI and are not satisfied with their score(s) may retake the test(s) only once and only during the testing windows.

Testing Requirements

~~Every student shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate from a public high school with a standard diploma.~~

~~Algebra I; English II; and two of the following five: Algebra II, Biology I, English III, Geometry, United States History~~

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.

ACT/SAT scores and high school grade point averages are required for admission to Oklahoma Public Colleges and Universities.

ATTENTION: College entrance requirements exceed the minimum high school graduation requirements. COLLEGE BOUND STUDENTS NEED TO PLAN ACCORDINGLY. Students who plan on attending Vo-Tech during their 11th and/or 12th grades **must** see a counselor to pre-enroll for 9th grade and establish a four-year plan of study.

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION PERFORMANCE STANDARDS FOR COLLEGE BOUND STUDENTS

These are the current standards that the State Board of Regents requires for any student that is planning to attend college in the State of Oklahoma. **If these change, students will be notified in writing at the earliest possible time.**

Tier	Option 1		Option 2		Option 3
	ACT*	New SAT**	GPA	Class Rank	Core Class GPA
OU / OSU	24 or	1090	3.0 and	Top 30%	3.0
Comprehensive	22 or	1020	3.0 and	Top 33%	3.0
Regional	20 or	940	2.7 and	Top 50%	2.7
Two-year	No minimum required				

FOUR-YEAR PLAN OF STUDY

All students should fill out this plan with the courses they have taken since 9th grade plus the courses they are planning to take. Comparing your plan with "suggested schedules" listed on page 9 in this booklet will help you determine the courses you should be taking in the future. Please refer to page 7 for college entrance requirements.

Although students will change their minds several times as they progress, it is always wise to have a planned program. Long-range planning cannot be over emphasized as a way to avoid needless errors and omissions.

Grade 9

1. English
2. Mathematics
3. Science
4. OK History
5. Computer Apps I & II
6. Elective or Foreign Language
7. Elective

Grade 10

1. English
2. Mathematics
3. Science
4. World History
5. Elective or Foreign Language
6. Elective
7. Elective

Grade 11

1. English
2. US History
3. Upper Level Science
4. Mathematics
5. Elective
6. Elective
7. Elective

Grade 12

1. English
2. Government/Personal Financial Literacy
3. Elective
4. Elective
5. Elective
6. Elective
7. Elective

REQUIRED SUBJECTS

Language Arts (4 years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science (Lab sciences, Biology I and above)	3 units
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
The Arts (2 units or sets of competencies)	2 units
Personal Financial Literacy	½ unit
Electives	9 ½ units
Total Required Core Courses	15 ½ units
Total Electives	9 ½ units
TOTAL UNITS	25 units

Core Curriculum

(For those opting out of the College Preparatory/Work Ready Curriculum their Junior Year)

A full year of computers is an EXIT requirement for all Oklahoma colleges, including junior colleges. A student must demonstrate computer proficiency when LEAVING college. The computer requirement may be met by taking a full year (2 semesters) of computers in high school. Keyboarding is not counted as a semester of computers.

College bound students must be aware that minimum high school graduation requirements DO NOT meet all college entrance requirements.

GUTHRIE HIGH SCHOOL SUGGESTED SCHEDULES

These are samples only. Each student's plan may vary according to personal interests.

Career Tech Bound	State Graduation Requirements	College Bound
Grade 9		
English I	English I	English I
Algebra I	Algebra I	Algebra I / Geometry
Environmental Science	Environmental Science	Environmental Science
OK History/Speech	OK History	OK History
Computer Apps 1	Computer Apps 1	Foreign Language
Elective	Elective	Computer Apps 1
Elective	Elective	Elective
Grade 10		
English II	English II	English II
Geometry	Geometry	Algebra II
Biology	Biology	Chemistry
World History	World History	World History
Elective	Elective	Foreign Language/Computer Apps/Web Page
Elective	Elective	Elective **
Elective	Elective	Elective**
Grade 11		
English III	English III	English III
Geometry / Alg II	US History	US History
US History		
Vo-Tech	Chemistry II, HumAnat, Bio II,	Chemistry II, HumAnat, Bio II,
Vo-Tech	Zoology, Physics	Zoology, Physics
Vo-Tech	Elective	Elective**
Vo-Tech	Elective	Elective **
Grade 12		
English IV	English IV	English IV
Science	Government/Personal Financial Literacy	Math, Calculus
Government/Personal Financial Literacy	Elective	Physics, Bio II, Zoology, HumAnat
Vo-Tech	Elective	Government / PFL
Vo-Tech	Elective	Elective **
Vo-Tech	Elective	Elective **
Vo-Tech	Elective	Elective

* College bound students may also attend Career Tech. They should see their counselor early to make a new plan of study that meets the requirements for each program. See page 7 4 for college entrance requirements. ** College bound electives such as economics, computers (requires keyboarding pre-requisite), foreign language, additional math or science.

COURSE DESCRIPTIONS

Course Name	Page
Language Arts	11
Science	18
Foreign Languages	21
Mathematics	22
Social Studies	23
Technologies, Careers & PFL	26
Music	28
Art	30
Physical Education	32
U.S. Army JROTC	34
Special Education	36
Leadership	36
Agriculture Education	36
Family and Consumer Sciences	39
Meridian Technology Center	41

Advanced Placement (AP) Course Offerings

Advanced Placement courses are designed to allow students to receive both high school and college credit simultaneously. AP courses are intended to replace those normally taken during the freshman, sophomore, or junior years at the college level.

Students who successfully pass a national examination during the spring semester can receive college credit. AP courses challenge the academically capable students while helping them gain analytical and study skills required to succeed in college courses. AP coursework motivates students to undertake more challenging work in both high school and college and provides direction in selecting college majors.

Students take AP courses and exams for a variety of reasons: the challenge, the sense of accomplishment, the strengthening of their college applications, and the time and money saved. Even if students decide not to take the AP examinations, they should be more than prepared to pass a CLEP exam that covers similar material at their chosen college.

Concurrent Credit Offerings

According to the Oklahoma State Department of Education, a high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. A student may enroll in a maximum of nine semester-credit-hours during a summer session or term at a college or university of the State System without the necessity of being concurrently enrolled in high school classes during the summer term. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed these limits may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the

student's load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term. The college should provide appropriate academic advising prior to and continuing throughout the student's enrollment.

Guthrie High School is pleased to work with Rose State College, Langston University, and other state universities in providing concurrent enrollment for juniors and seniors through the Interactive Video classroom.

Students may also participate in on-campus offerings from local universities such as the University of Central Oklahoma.

LANGUAGE ARTS

ENGLISH I

Grade Level: 9

Synopsis: Objectives and activities are based on the Oklahoma Standards. The focus and skills will emphasize library use, research, vocabulary, and study skills, as well as exposure to all literary genres. Composition and grammar proficiency will be stressed.

Requirements: All students may be required to read an additional two or three novels, plays, do book reports, and complete a minimum of four major writing assignments appropriate to this level.

Pre-AP ENGLISH I

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

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. Preparation for the state-mandated end-of-instruction test for English II is stressed.

Requirements: All students may be required to read a minimum of two additional novels, plays, do book reports, and complete a minimum of four major writing assignments appropriate to this level. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript.

Pre-AP ENGLISH II

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. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript.

ENGLISH III

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. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript.

AP ENGLISH III - LANGUAGE AND COMPOSITION

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. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript.

ENGLISH IV

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

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

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

(One semester)

Grade Level: 10, 11, 12

Synopsis: This course will prepare students for the ACT test. Students will learn test taking strategies, reasoning, organizational skills and memory techniques. Students will practice taking tests, as well as, research colleges, careers, and scholarships.

CREATIVE WRITING I

(One semester)

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

(One semester)

Grade Level: 11, 12

Prerequisite: Creative Writing I with a "B" or above

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

(One semester)

Grade Level: 9, 10, 11, 12

Companion Course: Drama/Improvisation

Synopsis: Students will demonstrate correct acting techniques and styles through a variety of assignments. They will write and perform skits and pantomimes. Students will learn about debate, commercials, storytelling and puppetry.

DRAMA / IMPROVISATION I, II, III, IV

(One semester)

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

(One semester)

Grade Level: 9, 10, 11, 12

Synopsis: Students will use performance skills while competing and performing at many events. These courses require a commitment to outside of school rehearsals, as well as possible travel on weekends to compete. Students must submit an application and possibly audition for these courses. Fees maybe required for costuming, scripts, and competitions.

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 get 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

(One semester)

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

(One semester)

Grade Level: 9, 10, 11, 12

Prerequisite: Keyboarding skills strongly suggested

Synopsis: This course is created around the goal of media literacy, which is the ability to interpret and understand the media's messages. Students learn to read news articles to find information, conduct a successful interview, write news articles, take quality photos, and create effective publication layouts. Students will be introduced to Adobe® Photoshop® and InDesign® software. This course also covers legal and ethical issues in journalism. Students interested in joining the yearbook or newspaper staff should take this course.

INTRODUCTION TO JOURNALISM II

(One semester)

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

(One semester)

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 and ending with Modern Mythology in which we will examine the role of the "superhero" in today's culture.

MYTHOLOGY II: FAIRYTALES, FOLKTALES, AND FABLES

(One semester)

Grade Level: 11, 12

Synopsis: This class is the study of Fairytales, Folktales, and Fables from around the world. Students will be examining stories told by the Grimm Brothers, Hans Christian Andersen, Aesop and many others and making comparisons to the fairytales they were told as children by Disney. We will also be examining folktales and fables that have been told and retold for hundreds of years and students will decipher the morals and meanings. Each student will be expected to write compare and contrast essays that examine in detail the way different cultures use these stories as warnings and life lessons.

NEWSPAPER I, II, III

Grade Level: 10, 11, 12

Prerequisite: Keyboarding, Introduction to Journalism, Instructor Permission

Synopsis: Students use Adobe® InDesign® to create the BlueLine, Guthrie High School's student newspaper. Students are responsible for writing and editing stories, taking photos for stories, preparing page layouts, selling advertising, and distributing the final product. This course also covers advertising, photojournalism, and writing reviews, columns and editorials. Strong writing skills, dependability, and a good work ethic are crucial. After-school work is required.

SHAKESPEARE AND HIS PLAYS

(One semester)

Grade Level: 10, 11, 12

Synopsis: This class will be a study of William Shakespeare, his times, the Globe Theatre, and his plays. Works studied during this semester will include histories, tragedies, and comedies with an emphasis on the comedies as well as sonnets. Some performance work will be done in class. Students will also be expected to write analytical essays on the material, engage in outside reading, and complete a research project. This class is a preparatory class for college-bound students and supports work done in the AP classes.

SPEECH I

(One semester)

Grade Level: 9, 10, 11, 12

Prerequisite: None

Synopsis: The student will learn to communicate with ease and self-confidence 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

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

AP BIOLOGY

(This class requires two class periods)

Grade Level: 11, 12

Prerequisite: Biology I and Chemistry I

Lab Fee: \$20

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.**

BIOLOGY I

Grade Level: 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.

Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript.

PRE-AP BIOLOGY I

Grade Level: 9,10

Prerequisite: 9th Algebra I and/or Pre-AP Science 10th

Teacher recommendation accompanied by signature of the science teacher.

Synopsis: This course is recommended for those students who express a special interest in life science. Topics include biochemistry, cell 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.

Upon completion of this course, the student is required to take a state-mandated "End-of-Instruction Test." The score is reported on the student's official transcript.

BIOLOGY II

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

(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)

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)

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

Grade Level: 11, 12

Lab Fee: \$20

Synopsis: This is a year-long physical science course about the planet Earth and the Universe. Topics will include, but limited to, Rocks & Minerals, Earthquakes & Volcanoes, Earth History, Weather & Climate, our Solar System, and the Universe. (There will be a \$20 lab fee for this class.)

ENVIRONMENTAL SCIENCE

Grade Level: 9

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 sophomore 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

Grade Level: 9

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.*

FORENSIC SCIENCE

(One Semester Only)

Grade Level: 11, 12

Prerequisites: Biology I

Lab Fee: \$20

Synopsis: In lab exercises students draw upon previous scientific knowledge and forensic techniques employed by scientists such as fingerprinting, criminal profiling, and hair, fiber and handwriting analyses. Students also explore the practices of blood typing, DNA analysis, and toxicology. Through the study of notorious criminal cases, students become familiar with the development of criminal investigations and forensic science.

HUMAN ANATOMY/PHYSIOLOGY

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

Grade Level: 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

Grade Level: 11, 12

Prerequisite: Algebra I and Chemistry I with a grade of "B" or higher, both semesters, plus passing grade or concurrently enrollment in Pre-Calculus.

Math teacher must sign off in order to enroll in this class.

Lab Fee \$20

Synopsis: Physics is the most fundamental science. It describes, often at the mathematical level, the behavior of the physical world. This course covers Newtonian physics through the modern view of light, nuclear physics, and quantum mechanics. Problem solving, laboratory discovery, and an enrichment project are employed as methods of instructions.

PRE-ENGINEERING AND ROBOTICS

(A STEM Education Class)

Grade Level: 10, 11, 12

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 not only address questions involved in these disciplines including blueprint design and reading, drafting, and building of robots as well as a chosen mechanical apparatus that we use on a daily basis. (Bridges, Building, cars, etc). We will also look into the world of computers and how they not only drive our current industries and play a very large roll in many if not all fields of employment. This course will bring together the four major parts of study we will read about, write about and build these chosen items and also employ the math and science involved in developing working models.

ZOOLOGY

Grade Level: 11, 12

Prerequisite: Grade of "C" or higher in Biology I, "C" or higher in

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

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

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

Grade Level: 9, 10, 11, 12

Prerequisite: grade of "C" or higher 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

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)

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

Grade Level: 9, 10, 11, 12

Prerequisite: Pass 8th grade math "C" 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. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript.

ALGEBRA I SUPPORT

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

Grade Level: 10, 11, 12

Prerequisite: Algebra I (Teacher Approval)

Synopsis: Extends Algebra I with an emphasis on a review of the fundamental concepts covered in Algebra I: properties of numbers, linear equations and inequalities, systems of equations, factoring, exponents, radicals, graphing, matrices and rational expressions.

ALGEBRA II

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. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript.

ALGEBRA III

Grade Level: 12

Prerequisite: Algebra II with a "C" average or better

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.

PRE-CALCULUS

Grade Level: 11, 12

Prerequisite: Algebra II with a "C" average or better

*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.*

MATH OF FINANCE

Grade Level: 9, 10, 11, 12

Synopsis: Students will use the basic concepts of arithmetic, algebra, and geometry as they apply to a broad spectrum of real-life problem situations. Students will obtain knowledge in personal banking, investments, credit, taxes, purchases and vacation planning. Students will also receive information on how math is used in variety of occupations.

PLANE GEOMETRY

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. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript.

SOCIAL STUDIES

ECONOMICS

(One semester)

Grade Level: 11, 12

Synopsis: In Economics, students will learn how economics affects their everyday life. Students will develop an understanding of their current and future roles as consumers and producers of goods and services. Students will examine such concepts as macroeconomics, microeconomics, capitalism, socialism, communism, laissez faire, and monopoly. Students will be exposed to influences on the economy such as the GNP, government, credit, and international trade. They will also study such economic factors as scarcity, supply and demand, and various economic markets and models. All state-mandated Oklahoma Standards will be covered in this course of study.

GEOGRAPHY

(One semester)

Grade Level: 10, 11, 12

Synopsis: This elective course in physical and human geography will involve students in understanding the interrelationships of man and his environment. The course will identify the major world regions, nations and metropolitan areas, significant cultural groups, and analyze contemporary global issues.

GOVERNMENT

(One semester)

Grade Level: 12

Synopsis: A one-semester course designed to investigate the origins and workings of America's unique system of government. Emphasis will be placed on, but not limited to, the reasons for writing the United States Constitution and the individual rights therein, the development of state and local governments, a comparison of our system of government and economy to other countries, an overview of our legal economy to other countries, and an overview of our legal system. All state-mandated Oklahoma Standards will be covered in this course of study.

AP GOVERNMENT

(Full year course)

Grade Level: 12

*Synopsis: United States Government and Politics will give students an analytical perspective on government and politics in the United States. This course includes both the study of general concepts used to interpret U.S. government and politics and the analysis of specific examples. It requires familiarity with the various institutions, groups, beliefs, and ideas that constitute U.S. government and politics. Successful completion of the AP exam is equivalent to a one-semester college introductory course in United States government and politics. *Approximate cost of the AP exam is \$89.00.*

THE HISTORICAL SIGNIFICANCE OF THE BIBLE:

(One semester)

Grade Level: 11, 12

Synopsis: The Bible has been the most influential book in the West. It has inspired writers, lawmakers, artists, musicians, and filmmakers. In this course, students will learn not only what each book of the Bible contains but also the literature, law, art, music, and film it has inspired. This is a non-sectarian course. Jewish, Roman Catholic, and Protestant views will be respected and taught.

PROBLEMS OF DEMOCRACY

(One semester)

Grade Level: 11, 12

Synopsis: Problems of Democracy deals with contemporary issues in American society. The emphasis will be on issues that affect and influence student lives. Since many of these issues are controversial in nature, students will address these issues in an open classroom forum that stresses realistic 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.

OKLAHOMA HISTORY

(One semester)

Grade Level: 9, 10, 11, 12 (recommended for freshman year)

Synopsis: In Oklahoma History, the student will examine the people and events that have formed and transformed the landscape and cultures of the place and peoples that have become Oklahoma. The student will examine important political and ideological movements, as well as economic, cultural, and political accomplishments of state, national, and world significance. The learning of Oklahoma History should lead to students to link Oklahoma's history to local, national, and global contexts. Oklahoma History is a survey of Oklahoma's past from prehistory to present. It includes in anthropology, archaeology, geography of the state, and the traditional political history.

PSYCHOLOGY

(One semester)

Grade Level: 11, 12

Synopsis: This is a one-semester survey course class which introduces the student to an overview of the discipline of psychology. This survey class addresses such issues as the various schools of psychology, behavioral psychology, evolutionary psychology, and psychology of personal adjustment.

SOCIOLOGY

(One semester)

Grade Level: 11, 12

Synopsis: This class introduces the students to the field of sociology. The survey course addresses such themes as group behavior, family, criminology, sociological methods, religion, culture, deviance, welfare, and other sociological institutions.

UNITED STATES HISTORY

Grade Level: 11, 12

Synopsis: The course offers a study of U.S. History from post-reconstruction to the present. The course emphasizes the political, economic and cultural contributions of significant Americans, as well as the lasting impact of events on contemporary conditions of the nation. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction Test." The score is reported on the student's official transcript.

*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. The score is reported on the student's official transcript. *Approximate cost of the AP exam is \$92.00.*

WORLD HISTORY

Grade Level: 10, 11, 12

Synopsis: The student will examine the enduring philosophical and religious contributions from the ancient and classical eras to the modern world. The student will examine the impact of the European Renaissance and Reformation, various revolutionary movements, the Industrial Revolution, and the world that the World Wars helped create, the transformation of societies in the Post-World War II Era, and recent contemporary events and issues.

TECHNOLOGIES, CAREERS & PFL

ACCOUNTING I

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

(One semester)

Grade level: 9th

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

(Full year)

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

(Full year)

Grade Level: 9, 10, 11, 12

Prerequisite: Computer Applications I

Synopsis: This course will provide students with advanced skills in MS Office, Google Apps for Education, and Desktop Publishing.

KEYBOARDING

(One semester)

Grade Level: 9, 10, 11, 12

Synopsis: This course develops touch operation of keyboard characters through skill building for techniques, speed and accuracy. Students will produce documents for personal, business and academic activities. This course, or a prior equivalency, is required for admission to computer applications classes.

PERSONAL FINANCIAL LITERACY

(One semester)

Grade Level: 12

Synopsis: The intent of personal financial literacy education is to inform students how individual choices directly influence

when learned earlier in life. The fourteen areas of instruction designated in the Passport to Financial Literacy Act of 2007 (70 O.S. § 11-103.6h) are designed to provide students with the basic skills and knowledge needed to effectively manage their personal finances. Passage of all 14 module exams required of all graduates beginning with the Class of 2014.

WEB PAGE DESIGN

(Full year)

Grade Level: 10, 11, 12

Prerequisite: Computer Applications I

Synopsis: This purpose of this course is to learn how to design, create, edit, manage and maintain web sites.

MUSIC

APPLIED MUSIC I, II, III, IV

(One semester)

Grade Level: 9, 10, 11, 12

Synopsis: This is a music performance enhancement course. It is open to any student enrolled in band or choir. Non-band and non-choir students may audition for enrollment at the discretion of the instructor. The focus of the class is on the development of musical technique and effective performance through daily individual practice. Students are required to follow a practice regimen tailored to their individual talent and skill levels. Students are required to participate in various solo and ensemble contests throughout the year. Students are also required to try out for appropriate honor groups such as All-State Choir or Band designated by the music staff. Each student in the class will have biweekly private evaluations with appropriate music staff members. Students will also be expected to mentor younger students at the beginning and intermediate levels of the music program. Evaluation will consist of a series of performance examinations and the fulfillment of the mentoring and tryout requirements.

CHORALE

Grade Level: 9, 10, 11, 12

Prerequisite: Approval of Director

Lab Fee: \$50

Synopsis: This choir replaces Kantorei and the Do You Like to Sing Choir. Beginning level choir for all HS students, focusing on incoming students and those who like to sing but need work to advance to Concert Choir. Attendance at concerts will be required as set forth in the Choral Handbook. Director approval needed. This course is by audition only in the spring. Lab fee required.

CONCERT CHOIR

Grade Level: 9, 10, 11, 12
Prerequisite: Audition and Approval of Director
Lab Fee: \$50

Synopsis: Advanced mixed choir by audition only. Members will perform advanced choral literature and learn advanced sight-reading and musical skills. Attendance at contests and concerts will be required as set forth in the Choral Handbook. Lab fee required.

INSTRUMENTAL MUSIC I, II, III, IV

Grade Level: 9, 10, 11, 12
Prerequisite: Successful completion of a performing class

Synopsis: High School band is a performance-oriented, highly disciplined organization. Members are expected to attend all performances, which include but may not be limited to, football games, pep rallies, parades, concerts, and contests. Attendance of rehearsals outside the school day will also be required. Individual members will have the opportunity to audition and participate in honor groups and solo/ensemble competitions.

INSTRUMENTAL MUSIC THEORY

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)

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

Grade Level: 9, 10, 11, 12
Synopsis: This class returns to teach the technical side of theatre including sound, lights, costume props, set building and other production necessities. Requirement will include working backstage at the JH and HS musicals and cabarets.

MUSIC THEORY (Vocal)

Grade Level: 10, 11, 12
Prerequisite: Approval of Director

Synopsis: This course is designed to prepare the student for college theory through music analysis and the teaching of the rudiments of song and part writing.

PIED PIPERS

Grade Level: 9, 10, 11, 12
Prerequisite: Audition and Approval of Director
Lab Fee: \$75

Synopsis: A Children's Improvisational Musical Drama troupe. The Pipers will be improvisational, with every performance being a different and delightful blend of familiar fairy and folk tales, nursery rhymes, poems, games and songs. Every performance is designed for the age and number of children. The exposure to the world of children's literature ranges from Mother Goose to Shel Silverstein, Aesop to Sendak. Emphasis will be placed on performance and memorization and the ability to interact with kids and each other in a positive atmosphere. This course is by audition only in the spring.

ART

CRAFTS

Grade Level: 9, 10, 11, 12
Lab Fee: \$50

Synopsis: This class will consist of instruction covering many craft techniques including weaving, collage, painting, holiday art, etc. Student will gain an understanding of art techniques as well as problem solving processes throughout this class.

DRAWING

Grade Level: 9, 10, 11, 12
Lab Fee: \$50

Synopsis: This class will consist of instruction of drawing techniques in graphite, charcoal, colored pencils and ink. We will be creating landscape, portrait and abstract art. We will be showcasing school spirit drawings and competing in art contests throughout the year.

HONORS STUDIO ART

Grade Level: 9, 10, 11, 12
Fee: \$50

Synopsis: This is a class for any student who has previously taken an art course and wants to expand on their knowledge. It will consist of studio time where the student will need to be self-motivated in creating a 12-piece portfolio. We will compete in several art contests throughout the year.

PAINTING

Grade Level: 9, 10, 11, 12

Lab Fee: \$50

Synopsis: This class will consist of instruction covering painting techniques in acrylic, watercolor, and oils. We will be doing landscape, portraits and abstract art. We will paint windows for school events, as well as mural projects. We will compete in art contests throughout the year.

3-D / SCULPTURE

Grade Level: 9, 10, 11, 12

Lab Fee: \$50

Synopsis: This class will consist of instruction covering paper, wood, wire, clay, and assemblage sculptures. Student will have an understanding of art techniques as well as problem solving process throughout this class.

AP ART HISTORY

Grade Level: 11, 12

Prerequisite: Recommendation of English teacher and/or world history teacher.

Synopsis: This is a two-semester course designed for the college bound student who is a devoted reader: "works of art are simultaneously material objects and historical documents and instruments of social communication." In this course, students will learn to analyze art in all of these aspects. Through comparative analysis of artifacts drawn from many cultures and time periods, the course helps students develop the skills and knowledge essential to understanding the visual arts. Paintings, sculptures, collages, photographs, prints, and works in other media from the Americas, Europe, Africa, Asia, and Oceania are taken as case studies fueling our class discussions and study. There will be investigation into the various functions of art objects and the ways they acquire meanings and value for particular audiences. The guide for our study will be that of the College Board outline. Outline-a cumulative design by experienced AP Art History instructors. The goal and the expectation is that all art history students will successfully complete the AP Exam.

AP STUDIO ART I & II DRAWING or 2-D DESIGN

Grade Level: 11, 12

Prerequisite: Successful completion of Art I, Art II and presentation of satisfactory portfolio of completed art work; students must demonstrate a strong sense of responsibility and self-motivation and be committed to fulfilling the expectation of a completed portfolio for testing. Teacher recommendation required.

Synopsis: This two-semester course is designed to fulfill the requirements set by the College Board. The student will

complete a portfolio of a minimum of 24 works. Students will develop the quality and breadth of their work. (Some of these pieces may be pulled from the existing portfolio but must be of exceptional quality) This is a college level art course and should prepare students for further study at any art school or college art program. Students may select the drawing or the 2-dimensional portfolio to complete. This course requires extensive dedicated "home" time in order to complete the required amount of work. It is strongly suggested that students take two years of AP Studio Art in order to have the strongest portfolio. High standards for evaluation of work should be expected. (There will be a required lab fee plus required silver fee. Students may be required to obtain minimum materials for selected projects. The cost of the AP Portfolio fee is determined by scale of family income. Please inquire).

PHYSICAL EDUCATION

ADVENTURE SPORTS

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

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

Grade Level: 9, 10, 11, 12

Prerequisite: Coaches' recommendation

Synopsis: Students will participate in competitive interscholastic athletics. Participation is relative to OSSAA and local school board policies concerning eligibility and residency requirements. Continued participation in competitive athletics is contingent on acceptable levels of competition as evaluated by the coaching staff.

SPORT	GRADE LEVEL	SESSION
Boys' Athletics	9-12	2 semesters
Baseball	HS	Spring
Baseball	9	Spring
Basketball – Boys	HS	2 semesters
Basketball – Boys	9	2 semesters
Cross Country - Boys	9-12	Fall
Football	HS	Fall
Football	9	Fall
Golf – Boys	9-12	Spring
9 th Wrestling	9	2 semesters
Tennis – Boys	9-12	Spring
Track - Boys	9-12	Spring
Wrestling	HS	2 semesters
Off-Season Weights	9-12	Spring
Girls' Athletics	9-12	2 semesters
Basketball - Girls	HS	2 semesters
Basketball - Girls	9	2 semesters
Cross Country - Girls	9-12	Fall
Softball	9-12	Fall
Golf - Girls	9-12	Spring
Tennis - Girls	9-12	Spring
Track - Girls	9-12	Spring

DRIVER'S EDUCATION

(Summer semester only)

Grade Level: 9, 10, 11, 12

Prerequisite: Students who enroll in Driver's Education must be 15 years old by the first day of class. Placement is determined by descending chronological age with an application deadline during pre enrollment.

Synopsis: Driver's education instructs the student regarding correct perception and decision-making techniques required for accident-free driving, plus attitudes essential for good citizenship on streets and highways. (A fee for summer school driver education will be assessed.)

HEALTH & WELLNESS

(One semester)

Grade Level: 9, 10, 11, 12

Synopsis: A healthy life is where the components of health – physical, emotional, social, mental, spiritual, and environmental – are in balance. The Health curriculum will focus on the life skills necessary for a healthy life, and students will obtain tools for building a healthy life. Those tools include health assessments, effective communication practices, goal setting exercises, utilization of community resources, and practicing wellness.

INDIVIDUAL FITNESS AND INDIVIDUAL TEAM SPORTS (GIRLS)

Grade Level: 9, 10, 11, 12

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)

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

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

(One semester)

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

Grade Level: 9, 10, 11, 12

Prerequisite: Currently enrolled in JROTC and receive instructor approval

*Synopsis: This course prepares JROTC cadets for future competitions within the realm of JROTC. Students learn and practice methods of instruction for both drill and color guard teams, preparing these teams based upon a specific sequence for a minimum of four competitions per year; knowing and understanding the manual of arms using the M1903 facsimile rifle; as well as knowing the manual of arms for Guideon. Class size is limited to 30 cadets and all **cadets must receive instructor approval to enroll** in this class. Students are required to maintain academic eligibility in order to compete. This class is two semesters and cadets receive .5 credits per semester as an elective.*

JROTC MARKSMANSHIP COMPETITION TEAM

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

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

Grade Level: 10, 11, 12

Prerequisite: JROTC I

Students will gain an understanding of the importance for career planning, goal setting, and time management. Students practice leadership and the ability to live and work cooperatively with others through the effective understanding and application of the leadership traits, 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

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

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

Grade Level: 10, 11, 12

Prerequisite: Instructor Permission

Synopsis: The purpose of the leadership class is to develop good citizenship through experience in government and leadership and to promote and encourage activities for the best interest of the school. To also create a spirit of cooperation between students and the faculty. To coordinate and regulate student activities, and to promote excellence for the school by upholding high standards of personal conduct.

AGRICULTURE EDUCATION

The Guthrie AgEd program consists of three elements:

Organized instruction is the classroom instruction carried out in the shop, the greenhouse, the school farm, the extended classroom, or on field trips. Supervised agricultural experience is individual student application of knowledge and skills acquired through the classroom instruction and put to practical use outside the classroom and under the supervision of the agricultural education teacher.

FFA activities require a combination of classroom instruction, laboratory activities, and supervised agricultural experience.

The close correlation between instruction, experience, and activity makes the program vocational by nature. The FFA, as an integral part of each of the other program elements, has the unique characteristic of binding them together. It is a prerequisite of all agriculture education classes that a student become a member of the FFA.

AGRICULTURAL COMMUNICATIONS

Grade Level: 11, 12

Synopsis: This major area of study provides students interested in the field of communications with the skills necessary for an entry-level position in the industry and the knowledge base to continue into a related college degree program. Course content includes technical writing, photography, computer skills, news and radio reporting, public relations, and public speaking. Enrollment by pre-approval of instructor only.

AGRICULTURAL POWER AND TECHNOLOGY

Grade Level: 10, 11, 12

Prerequisite: Due to the equipment used in this class, instructor approval is required and insurance is strongly suggested.

Synopsis: This course will consist of advanced arc welding, advanced oxyacetylene welding, cutting, plumbing, aluminum welding, plasma cutting, concrete and masonry, tool fitting, and project construction.

AGRICULTURAL POWER AND TECHNOLOGY II

Grade Level: 11, 12

Prerequisite: Due to the equipment used in this class, instructor approval is required and insurance is strongly suggested.

Synopsis: This course will consist of electricity, tractor maintenance, small gas engines, advanced arc welding, oxyacetylene welding and cutting, inert gas welding, MIG welding, project construction, aluminum welding, and plasma cutting.

AGRISCIENCE I

Grade Level: 9

Synopsis: Students will be introduced to the FFA and have the opportunity to participate in numerous FFA activities. Included are livestock shows, career development activities, speech contests, and parliamentary procedure contests. In addition, they will ~~get to~~ experience agriculture through animal science, plant science, agricultural economics, recordkeeping and agricultural mechanics.

AGRISCIENCE II

Grade Level: 10, 11, 12

Synopsis: Students will receive instruction in leadership abilities, financial competency, plant and soil science, animal science, and agricultural mechanics. Agriscience II will continue the foundation of knowledge and skills begun in Agriscience I, a foundation students will need for assuming roles of leadership.

ANIMAL SCIENCE I

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

Grade Level: 11, 12

Synopsis: This course will focus on the agribusiness aspect of the AgEd program. Students will receive instruction in job responsibilities, human relationships, personal development, leadership, and parliamentary procedure. Students wishing to participate in public speaking and parliamentary procedure are encouraged to take this class.

ENVIRONMENTAL SCIENCE AND NATURAL RESOURCES

Grade Level: 10, 11, 12

Synopsis: Curriculum emphasizes the principles and processes in conserving and/or improving natural resources such as air, water, land, wildlife, habitat, forestry, and energy for economic and recreational purposes.

HORTICULTURE I

Grade Level: 10, 11, 12

Synopsis: Students are introduced to the broad field of horticulture. Areas to be covered include beginning a career in horticulture, introduction to safety, growing facilities, greenhouse watering, floral design, deciduous plants, plant growth media, fertilizers, plant propagation, transplanting, and fruits and vegetables. Basic knowledge and skills will be presented in the classroom and practical knowledge will be put to use in the greenhouses. FFA and supervised agricultural experience activities are an integral part of the course.

HORTICULTURE II

Grade Level: 11, 12

Synopsis: Instruction focuses on ornamental horticulture, landscape design, interior plantscapes, greenhouse management, floral design, and chemical safety. Other areas to be covered include evergreens, pruning, fertilizers, garden and plant judging will be studied with the aid of the greenhouses. Individual projects will be carried out in the greenhouses. FFA activities are an integral part of this course.

HORTICULTURE III

Grade Level: 11, 12

Synopsis: This class will provide students with practical knowledge about greenhouses that will make them better equipped to be successful in the work place. It is designed for the more serious horticulture student.

SOIL, PLANT AND CROP SCIENCE

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

FAMILY AND CONSUMER SCIENCE I

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

(One semester)

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.

NUTRITION, FOOD AND WELLNESS

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 every day adult living.

HOUSING AND HOME FURNISHINGS

(One semester)

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

(One semester)

Grade Level: 10, 11, 12

Prerequisite: FACS I

and parenthood and family changes. Marriage and Family Life is intended as the basic course from which students gain the knowledge to develop relationships effectively and deal with the many relationships that are a part of everyday life.

PARENTING AND CHILD DEVELOPMENT

(One semester)

Grade Level: 10, 11, 12

Prerequisite: FACS I

Synopsis: This course is designed to provide basic knowledge of child development and to develop skills necessary to care for children and promote children's development. Students also examine theorists, child health, first aid and nutrition. Students should have opportunities to guide children's behavior and meet the needs of special age groups. Careers in early childhood care and education are explored.

OVERVIEW OF THE FASHION INDUSTRY

(One semester)

Grade Level: 10, 11, 12

Prerequisite: FACS I

Synopsis: This is a total clothing management course that develops planning, buying, and practical construction skills. Attention is focused on wardrobe planning, time- and money-saving techniques to stretch the clothing dollar, and clothing care and maintenance. This course is designed to encourage student creativity and develop practical skills through project construction.

CONCURRENT ENROLLMENT

Guthrie High School students who are concurrently enrolled in higher education course(s) will be awarded both high school and college credit for course work completed during the academic year. EOI tested subjects (Algebra II, Geometry, US History, English II & III, and Biology) will not be eligible for dual credit through concurrent enrollment.

If a student chooses to take a course that is approved on the State Department of Education's review list, but correlates credit to an EOI-tested subject, the concurrent course will be transcribed as an elective, with a P, F, or NC grade. The grade a student receives in a non-EOI tested concurrent class will be figured into the student's high school grade point average. If a student withdraws from the college course by the "Withdraw Without Grade" (or equivalent) deadline, the student will receive an NC on their transcript.

The following table will be used as a guide when considering dual academic credit:

College Algebra	Correlated to	1 unit HS Algebra III*
General Biology (w/ lab)	Correlated to	1 unit HS Biology II
English Comp 1	Correlated to	½ unit (1 st sem) HS English IV
English Comp 2	Correlated to	½ unit (2 nd sem) HS English IV
American Federal Government	Correlated to	½ unit HS American Government
Introduction to Speech	Correlated to	½ unit HS Speech
Personal Finance	Correlated to	½ unit PFL

Health Informatics Technology
Information Technology
Machine Tool/CNC Machining
Manufacturing Technology
Masonry
Pharmacy Technician
Precision Metal Fabrication
Pre-Engineering Technology
Residential & Commercial Construction
Welding Technology

It is the responsibility of the student to submit their final transcript upon completion of the course to receive credit. The transcript must be received in the counselor's office within two weeks of the ending of the high school semester. Any student, who is concurrently enrolled and withdraws or fails to attend the concurrently enrolled classes, must immediately return to Guthrie High School for enrollment.

MERIDIAN TECHNOLOGY CENTER

Juniors and seniors may enroll in Meridian Technology Center (MTC) courses. Students enrolled in the Technology Center will receive 4 units of credit (maximum) through Guthrie High School for each am/pm block. Students who drop MTC after the second week of school will lose those credits and will not be able to enroll in classes at Guthrie High School for credit until the beginning of the next semester.

Through cooperative alliance agreements, Meridian Technology Center students are eligible to earn college credit by successfully completing certain coursework within selected training programs.

Meridian Technology Center Course Offerings

Air Conditioning and Refrigeration
Automotive Technology
Biotechnology
Business Technology
Collision Repair Technology
Computed Aided Drafting
Cosmetology
Culinary Arts
Electrical Technology
Health Careers

LOAN AGREEMENT FOR CHILD NUTRITION FUND DEFICITS

This contract and agreement, made and entered into the 11th day of July, 2016 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 \$125,000.00 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, 2017.

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

Great Plains Coca-Cola Bottling Company

600 N May Ave Oklahoma City, Ok 73107 | P:405-280-2000

May 31, 2013

Great Plains Coca-Cola (GPCC) and Imperial Vending would like to offer the following to the Guthrie Public School district for a 5 year agreement with annual renewals.

Beverage Vending:

GPCC will offer the amount of \$2,000 annually for the life of the agreement.

GPCC will continue to offer the following for the vended beverages:

40% commission on all vended 20oz sparkling/20oz Dasani

15% commission on all vended 12oz sparkling

20% commission on all vended still beverage

GPCC will also provide \$1,000 in donated product annually for any school function not to be resold.

GPCC will also provide \$1,000 of Powerade sideline items at the beginning of each school year per life of the contract.

Snack Vending:

Imperial will offer the amount of \$1,500 annually for the life of the agreement.

Imperial will continue to offer the following for the vended snacks:

10% commission on all vended snack items.

Both companies will have the option to review and/or change vend rates at the end of year one of the agreement.

5 year Financial Summary:

Annual Funding Total: \$3,500

Annual Estimated Vending Commissions: \$13,000

Annual Donated Product: \$1,000

Total financial impact for 5 year agreement: \$87,500

Please let me know if this is satisfactory and we can have a contract draft created for your approval.

If you have any questions about what was provide in this memo, please feel free to contact us.

Thank You.

Jason Summers

Great Plains Coca-Cola Bottling Company

summersj@gpcocacola.com

405-280-2344

RC Powers

Imperial Vending

405-615-8040

SCHOOL BEVERAGE AGREEMENT

THIS SCHOOL BEVERAGE AGREEMENT (the "Agreement") is made by and between GREAT PLAINS COCA-COLA BOTTLING COMPANY ("Great Plains") and the Guthrie School District identified below (the "School") on this 1st day of July, 2013.

1. Background. School owns and/or operates one or more schools (together with all athletic and any other related sites, the "Facilities") serving grade school and/or high school students. Great Plains distributes various beverages in support of the School's operations. The parties have combined their resources to develop a beverage program for the Facilities that will enhance the educational experience of the School's students, and promote healthy choices by the students. For purposes of this Agreement, the term "Beverages" shall refer to bottled water, milk and juice products, soft drinks and all other beverages of any type whatsoever, including hot, cold or frozen, carbonated or non-carbonated, and naturally or artificially flavored drinks (but excluding coffees and teas freshly brewed on the premises, tap water, and juice squeezed fresh on the premises).

2. Term. The term (the "Term") of this Agreement shall begin on July 1, 2013 with (a) 5 years agreement with annual renewals, after the start date, and (b) 120 days after the School gives Great Plains written instructions to remove its equipment from the Facilities, subject to the other terms and provisions hereof.

3. Healthy Choices. The parties agree that the applicable American Beverage Association standards (or other appropriate standards selected by Great Plains after consultation with the School) promoting healthy options for students will be followed in the performance of this Agreement, which currently are as outlined in Exhibit B attached hereto.

4. Distribution Equipment. To facilitate the distribution of Beverages at the Facilities, Great Plains shall place the equipment listed on Exhibit A at the Facilities at no cost to the School. All equipment is and shall remain the property of Great Plains. Commission rates, if applicable, are reflected in Exhibit A hereto. Great Plains shall maintain all of its equipment in good working condition and keep the equipment in a clean, neat, and sanitary condition. Product pricing is reflected in Exhibit A hereto, provided that due to the long term nature of this Agreement Great Plains shall have the right (i) to modify retail vend pricing to fit market conditions, and (ii) to increase wholesale prices, provided that any such increase will not exceed 5% during any calendar year. Great Plains will maintain adequate insurance coverages at all times during the Term and, upon the request of the School, provide certificates of insurance evidencing such coverage.

5. Funding Elements. Any commission rights, funding or other support agreements between Great Plains and School associated with this Agreement are reflected in Exhibit A hereto. All equipment commitments by Great Plains and all funding elements associated with this Agreement are based upon an expectation that the minimum volume level(s) reflected in Exhibit A hereto will be met (or exceeded) for all periods during the Term. If the referenced volume levels are not maintained for any reason or material changes in the School's operations occur that are reasonably expected to reduce volume, the parties shall attempt in good faith to reach an agreement to reduce equipment placements and/or funding and, if such an agreement

cannot be reached, Great Plains shall have the right to terminate this Agreement by giving written notice to School.

6. Exclusive Distribution. Any and all Beverages distributed, used or otherwise located on any of the Facilities during the Term will be purchased from Great Plains. No competitive Beverages will be distributed, used or otherwise located on any of the Facilities during the Term. Any and all signage and other marketing activities associated with the Facilities will promote those Beverages distributed by Great Plains only. No competitive Beverages will be promoted under any circumstances at any of the Facilities during the Term.

7. No Conflicting Rights. School represents and warrants that (a) this Agreement has been properly authorized by all necessary action of School, including all necessary governing board approvals, and is a valid, binding and enforceable agreement binding on School, (b) no third parties hold any contractual rights which could reasonably be expected to adversely affect the rights granted to Great Plains in this Agreement, and (c) no rights will be granted by School in the future which could reasonably be expected to adversely affect Great Plains' rights hereunder.

8. Integrated Agreement. The parties agree that there are no representations, understandings, stipulations, agreements or promises pertaining to this Agreement which are not incorporated herein. This Agreement will not be altered, waived, amended or extended, except by a written agreement signed by Great Plains and School. At the end of the Term, recognizing the significant account start-up and capital costs incurred by Great Plains in reliance on this contract, School agrees to negotiate in good faith with Great Plains exclusively for a period of sixty (60) days towards renewal, and Great Plains shall have a right of first refusal with respect to subsequent contracts involving any dispensing rights for any Products at the Facilities, or any Facility. This Agreement amends by substitution and supersedes any previous agreements between School and Great Plains governing the sale and distribution of Beverages at the Facilities or any portion thereof.

9. Miscellaneous. The provisions of this Agreement will be binding upon and insure to the benefit of School and Great Plains and their respective successors in interest and legal representatives, provided that the School will not be entitled to assign its rights hereunder without Great Plains' prior written consent. This Agreement will be construed and enforced according to the internal laws of the State of Oklahoma. If either party fails to fulfill its obligation under this Agreement, such party shall be in default. If such party fails to cure such default within thirty (30) days after written notice of such default, the other party may terminate this Agreement by giving the defaulting party written notice of termination and/or recover its damages. Any suit, action or proceeding with respect to this Agreement shall be brought exclusively in courts located in Oklahoma County, Oklahoma. If any provision of this Agreement is illegal, invalid or unenforceable under any present or future law, the remainder of this Agreement will not be affected thereby. It is the intention of the parties that if any provision is held to be illegal, invalid or unenforceable, there will be added in lieu thereof a provision as similar in terms to such provision as is possible and which is legal, valid and enforceable.

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the date above written, provided School acknowledges that this Agreement is not binding on Great Plains

until executed by the President or a Vice President of Great Plains, and a fully executed copy is returned to School.

GREAT PLAINS COCA-COLA
BOTTLING COMPANY

By: _____

Name: Rickey TrueLove

Title: VP MARKETING

Date: 6-13-13

CUSTOMER

Guthrie Public Schools
[School/School District Name]

By: Mike Simpson

Name: Dr. Mike Simpson

Title: Superintendent

Date: 07-15-13

Notice Address:

Guthrie Public Schools

802 E. Vilas

Guthrie, OK 73044

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Exhibit A - Pricing and Equipment

Wholesale Pricing	
Description	Case Price
8oz Bottles CSD	N/A
7.5oz Can CSD	N/A
12oz Can CSD	\$11.55
12oz 12pk PET CSD	N/A
20oz Bottles CSD	\$24.99
1 Liter Bottles CSD	N/A
2 Liter Bottles CSD	N/A
355ml Glass CSD	N/A
500ml Glass CSD	N/A
Seagrams 10oz Bottles	N/A
Seagrams 1 Liter Bottles	N/A
Seagrams 2 Liter Bottles	N/A
300ml Dasani	N/A
20oz Dasani	\$16.35
1 Liter Dasani	N/A
.5lt 24pk Dasani	N/A
Dasani Drops	N/A
24oz H2OU, OSU, HOG	N/A
Evian 1L 12ct	N/A
20oz Smartwater	N/A
700ml Smartwater	N/A
1 Liter Smartwater 12ct	N/A
12oz Vitaminwater	N/A
20oz Vitaminwater	N/A
32oz Vitaminwater 12ct	N/A
16.9oz fruitwater	N/A
14oz ZICO	N/A
10oz Bottles Minute Maid 100% Juice	N/A
15 2oz Bottles Minute Maid 100% Juice	\$26.40
12oz Bottles V8 100% Juice	N/A
16oz Bottles V8 Splash Juice Blend	N/A
20oz MM Refreshment	N/A
11.5oz Core Power	N/A
16.6oz FUZE Juice Blend	N/A
Tum-E Yummies 12ct	N/A
16.9oz Honest Tea	N/A
Gold Peak 18.5 PET 12ct	N/A
20oz FUZE Tea	N/A
12oz Bottles Powerade	\$14.65
20oz Bottles Powerade	\$23.50
32oz Bottles (15ct) Powerade	N/A
Powder 2.5gal 8ct Powerade	N/A
Powerade Drops	N/A
22oz NCS Active Bottle Energy	N/A
16oz Cans (24ct) Energy	N/A
16oz Cans (12ct) Energy	N/A
2.5 Gallon BNB Fountain	N/A
5 Gallon BNB Fountain - Coke	N/A
5 Gallon BNB Fountain - Dr Pepper	N/A
Premix Fountain	N/A
20lb CO2	N/A
12oz Paper Cups	N/A
21oz Paper Cups	N/A
24oz Paper Cups	N/A
32oz Paper Cups	N/A
44oz Paper Cups	N/A
44oz Paper Cups	N/A
16oz Foam Cups	N/A
24oz Foam Cups	N/A
32oz Foam Cups	N/A
32oz Contour Cups	N/A

Vend Price & Commission Rate		
Description	Vend Rate	Commission
12oz CSD	\$0.75	15%
20oz CSD	\$1.25	40%
12oz PET CSD	N/A	N/A
10oz NR MMJTG	\$1.00	15%
15 2oz MMJTG	N/A	N/A
20oz Min Maid Ref	N/A	N/A
16.9oz Fuze PET	N/A	N/A
16oz Full Throttle	N/A	N/A
16oz NOS	N/A	N/A
16oz Monster *NW Arkansas Only	N/A	N/A
12oz PET POWERaDE	\$1.00	0%
20oz POWERaDE	N/A	N/A
300ml Dasani	N/A	N/A
20oz Dasani	\$1.25	40%
24oz H2O Wtr	N/A	N/A
20oz Smartwater	\$1.50	20%
20oz Vitamin Water	\$1.25	20%
Gold Peak 18.5oz PET	N/A	N/A
20oz Fuze Tea	N/A	N/A
16.9oz Honest Tea	\$1.25	15%
12oz Bottles V8 100% Juice	\$1.25	15%
16oz Bottles V8 Splash Juice Blend	\$1.25	15%

Equipment	
Description	Quantity
Bottle Vendor	6
Can Vendor	1
Double Door CCM	4
Single Door Cooler	3
Small Glass Front	1
Drop In	0
Bar Gun	0
Premix Mch	0
Postmix Mch/Ice Combo	0

Soft Assets	
Description	Quantity
Barrel Cooler	N/A
Texas Tanker	N/A
Clock	N/A
Menu Board	N/A

Great Plains Coca-Cola

Print Name: Rickey Tidlove
 Signature: *[Signature]*
 Title: VP of Marketing
 Date: 6-13-13

Account name: Guthrie Public Schools

Print Name: Dr. Mike Simpson
 Signature: *[Signature]*
 Title: Superintendent
 Date: 07-15-13

Funding Elements/Volume Expectations

Great Plains has agreed to make the following payments to Customer during the contract years indicated.

Cash Funding						
Description	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Total Term
Exclusivity Cash Funding	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$10,000

Great Plains has agreed to donate certain Beverages to Customer at no cost, provided the maximum retail value for the donations are as follows for each contract year.

Product Donations						
Description	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Total Term
Product Donation	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$5,000

Great Plains donated certain items to Customer under prior agreements which Great Plains will allow Customer to utilize during the current term, as follows:

Carryover Support	
Description	Value

Great Plains has agreed to provide certain signage or other items described below to Customer at no cost for Customer's use during the Term.

Other Support	
Description	Maximum Cost
PowerAde sideline merchandise	\$1000 annually

Minimum volume level(s) per Section 5 of the Agreement.

Minimum number of wholesale cases per semester 670
 Minimum number of full service cases per semester 640


IN NO EVENT WILL GREAT PLAINS PROVIDE ADDITIONAL CONSIDERATION OR CONSIDER ADDITIONAL FUNDING REQUESTS PRIOR TO THE END OF THE TERM SET FORTH IN THE AGREEMENT.

GREAT PLAINS COCA-COLA
 BOTTLING COMPANY

CUSTOMER

Guthrie Public Schools

[School/School District Name]

By: 
 Name: Rickey TRUESDALE
 Title: VP MARKETING
 Date: 6-13-13

By: 
 Name: Dr. Mike Simpson
 Title: Superintendent
 Date: 07-15-13

EXHIBIT B

School Beverage Guidelines

The American Beverage Association & The Alliance for a Healthier Generation

Elementary Schools

- Bottled water
- Up to 8 ounce servings of milk and 100% juice
 - Fat-free or low-fat regular and flavored milk and nutritionally equivalent (per USDA) milk alternatives with up to 150 calories/8 ounces*

Middle School

- Same as elementary school, except juice and milk may be sold in 10 ounce servings
- As a practical matter, if middle school and high school students have shared access to areas on a common campus or in common buildings, then the school community has the option to adopt the high school standard

High School

- Bottled water
- No – or low – calorie beverages with up to 10 calories/8 ounces
- Up to 12 ounce servings of milk, 100% juice and certain other drinks
 - Fat-free or low-fat regular and flavored milk and nutritionally equivalent (per USDA) milk alternatives with up to 150 calories/8 ounces*
 - 100% juice with no added sweeteners, up to 120 calories/8 ounces, and with at least 10% of the recommended daily value for three or more vitamins and minerals
 - Other drinks with no more than 66 calories/8 ounces
- At least 50% of non-milk beverages must be water and no- or low-calorie options

*In recognition of the currently limited availability of flavored milk with less than 150 calories/8 oz and the importance of milk's natural nutrients in children's diets, flavored milk with up to 180 calories/8 oz will be allowed under these guidelines until August 31, 2008 so long as schools attempt to buy the lowest calorie flavored milk available to them. Because of unique CA state milk regulations, the calorie limit for fat-free and low fat flavored milk in CA schools is 180 calories/8 oz with a transition period until August 31, 2008 that allows 210 calories/8 oz.

Time of Day

- All beverages sold on school grounds during the regular and extended school day.
- The extended school day includes before and after school activities like clubs, yearbook, bank, student government, drama and childcare/latchkey programs.
- These guidelines do not apply to school-related events where parents and other adults are part of an audience or are selling beverages as boosters during intermission, as well as immediately before or after an event. Examples of these events include school plays and band concerts.

Great Plains Coca-Cola Bottling Company

600 N May Ave Oklahoma City, Ok 73107 | P:405-280-2000

May 31, 2013

Great Plains Coca-Cola (GPCC) and **Imperial Vending** would like to offer the following to the Guthrie Public School district for a **5 year agreement with annual renewals.**

Beverage Vending:

GPCC will offer the amount of \$2,000 annually for the life of the agreement.

GPCC will continue to offer the following for the vended beverages:

40% commission on all vended 20oz sparkling/20oz Dasani

15% commission on all vended 12oz sparkling

20% commission on all vended still beverage

GPCC will also provide \$1,000 in donated product annually for any school function not to be resold.

GPCC will also provide \$1,000 of Powerade sideline items at the beginning of each school year per life of the contract.

Snack Vending:

Imperial will offer the amount of \$1,500 annually for the life of the agreement.

Imperial will continue to offer the following for the vended snacks:

10% commission on all vended snack items.

Both companies will have the option to review and/or change vend rates at the end of year one of the agreement.

5 year Financial Summary:

Annual Funding Total: \$3,500

Annual Estimated Vending Commissions: \$13,000

Annual Donated Product: \$1,000

Total financial impact for 5 year agreement: \$87,500

Please let me know if this is satisfactory and we can have a contract draft created for your approval.

If you have any questions about what was provide in this memo, please feel free to contact us.

Thank You.

Jason Summers

Great Plains Coca-Cola Bottling Company

summersj@gpcocacola.com

405-280-2344

RC Powers

Imperial Vending

405-615-8040



Vending Service Agreement

This Agreement is made the first day of July 2013

By and between Guthrie School

And The Imperial Inc (“Imperial”)

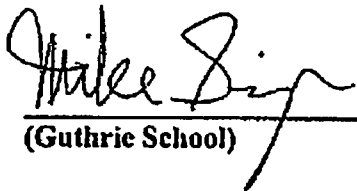
1. The location agrees to allow Imperial rights to vending machines upon location's business premises subject to the terms and conditions of this agreement.
2. Imperial shall be responsible for installing and maintaining vending and coffee equipment which reasonably meets the location's needs.
3. Products will be offered at agreed upon prices. Imperial will provide through its equipment merchandise 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 through the vending equipment.
4. Imperial agrees to obtain and display all applicable Federal, State and local licenses.
5. Imperial's personnel will at all times be dressed in clean, neat uniforms and will observe all regulations in effect of premises.
6. Either party may terminate this agreement without cause upon (60) days written notice to the other party.
7. This Five Year Agreement will become effective July 1st 2013 and remain in force for this period. Unless canceled by written notice at least 60 days prior to the 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.
8. Location agrees to notify Imperial of any alteration that will affect any of the areas where services are performed. Alterations may include increased workflow or labor hours, holiday employment or special functions. 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 the contract date. Imperial retains the right of first refusal and will respond or counter to competitive proposals within ten- (10) business days.

9. Should Location feel that Imperial failed to provide proposed service levels; Location 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 Location party may cancel the agreement.
10. 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.
11. Imperial will maintain workers compensation insurance, general liability insurance and vehicle insurance at all times. Certificates available on request.
12. Equipment and support funding:

Pricing Snacks:
 Large Chips 1.00
 Bag Snacks 1.00
 Candy 1.25
 Pastry 1.25
 Mint .75

With an annual funding of \$1,500.00 paid in July of each year

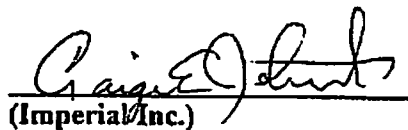
ALL PRICING ABOVE IS GUARANTEED UNTIL JULY 2014



 (Guthrie School)

07-15-13

 (Date)



 (Imperial Inc.)

07-15-13

 (Date)

Lease Agreement



LESSEE	Full Legal Name Guthrie Public Schools		Purchase Order Requisition Number		Phone Number 405 282-8900
	Billing Address 802 E Vilas		City Guthrie	State OK	County Logan
EQUIPMENT	Make	Model #	Serial #	Qty	Description (Attach Separate Schedule A If Necessary)
	Kyocera				
	Riso				
Payment Information	Number of Lease Payments	Lease Payment*	Plus Applicable Taxes	Term of Lease	Payment Frequency: <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other
	48	.006 Per	Image	In Months	End of Lease Option: <input type="checkbox"/> FMV <input type="checkbox"/> 10% <input type="checkbox"/> \$1 <input type="checkbox"/> Other
				End of Lessee Purchase Option shall be FMV unless another is selected.	
				Security Deposit	(Plus) First Period (Plus) Other (Equals) Total Payment Enclosed
			0	0	0

TERMS AND CONDITIONS

* Lease payment may be adjusted for up front sales tax.

1. Lease: You (the "Lessee") agree to lease from us (the "Lessor") the Equipment listed above and on any attached schedule (the "Lease"). You authorize us to adjust the Lease payments by up to 15% if the cost of the Equipment or taxes differs from the supplier's estimate. This Lease is effective on the date that it is accepted and signed by us, and the term of this Lease begins on that date or any later date that we designate (the "Commencement Date") and continues thereafter for the number of months indicated above. Lease payments are due as invoiced by us. As you will have possession of the Equipment from the date of its delivery, if we accept and sign this Lease you will pay us interim rent for the period from the date the Equipment is delivered to you until the Commencement Date as reasonably calculated by us based on the Lease payment, the number of days in that period, and a month of 30 days. Your Lease obligations are absolute, unconditional, and are not subject to cancellation, reduction, set off or counterclaim. You agree to pay us a fee of \$75.00 to reimburse our expenses for preparing financing statements, other documentation costs and all ongoing administration cost during the term of this Lease. Security deposits are non-interest-bearing and may be applied to cure a Lease default. If you are not in default, we will return the deposit to you when the Lease is terminated. If a payment is not made when due, you will pay us a late charge of 5% of the payment or \$10.00, whichever is greater. We will charge you a fee of \$25.00 for any check that is returned. ONLY WE ARE AUTHORIZED TO WAIVE OR CHANGE ANY TERM, PROVISION OR CONDITION OF THE LEASE.

2. Title: Unless you have a \$1.00 purchase option, we will have title to the Equipment. If you have a \$1.00 purchase option and/or the Lease is deemed to be a security agreement, you grant us a security interest in the Equipment and all proceeds thereof. You authorize us to file Uniform Commercial Code ("UCC") financing statement on the Equipment.

3. Equipment Use Maintenance and Warranties: We are leasing the Equipment to you "AS-IS" AND MAKE NO WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. We transfer to you any manufacturer warranties. You are required at your cost to keep the Equipment in good working condition and to pay for all supplies and repairs. The Lease payments set forth above do not include the cost of maintenance and/or service. You agree that we are not responsible for providing maintenance and/or service for the Equipment and you will make all claims related to maintenance and/or service to the service Provider that you enter into an agreement with to provide such maintenance and/or service. No service provider may alter the terms of the Lease or make any promises or arrangements that alter our rights or your obligations under this Lease. You agree that you are expressly assuming any risks arising from such service provider's inability to deliver such maintenance and/or service under any circumstance, including, without limitation, such service provider's financial condition or its inability to repair or service the Equipment. You agree that any claims related to maintenance or service will not impact your obligation to pay all Lease payments when due.

4. Assignment: You agree not to transfer, sell, sublease, assign, pledge or encumber either the Equipment or any rights under this Lease without our prior written consent. You agree that we may sell assign or transfer the Lease and the new owner will have the same rights and benefits we now have and will not have to perform any of our obligations and the rights of the new owner will not be subject to any claims, or setoffs that you may have against us or any supplier.

5. Risk of Loss and Insurance: You are responsible for all risks of loss or damage to the Equipment and if any loss occurs you are required to satisfy all of your Lease obligations. You will keep the Equipment insured against all risks of loss or damage for an amount equal to its replacement cost.

You will list us as the sole loss payee for the insurance and give us written proof of the insurance. If you do not provide such insurance, you agree that we have the right, but not the obligation, to obtain such insurance, and add an insurance fee to the amount due from you, on which we may make a profit. We are not responsible for any losses or injuries caused by the Equipment and you will reimburse us and defend us against any such claims. This indemnity will continue after the termination of this Lease. You will obtain and maintain comprehensive public liability insurance naming us as an additional insured with coverage's and amounts acceptable to us.

6. Taxes: You agree to pay when due, directly or as reimbursement to us, all sales, use and personal property taxes and charges in connection with ownership and use of the Equipment. We may charge you a processing fee for administering property tax filings. You will indemnify us on an after-tax basis against the loss of any tax benefits anticipated at the Commencement Date arising out of your acts or omissions.

7. End of Lease: You will give us at least 60 days but not more than 120 days written notice (to our Address below) before the expiration of the initial lease term (or any renewal term) of your intention to purchase or return the Equipment. With proper notice you may: a) purchase all the Equipment as indicated above under "End of Lease Option" (fair market value purchase option amounts will be determined by us based on the Equipment's in place value); or b) return all the Equipment in good working condition at your cost in a timely manner, and to a location we designate. If you fail to notify us or if you do not (i) purchase or (ii) return the Equipment as provided herein, this Lease will automatically renew at the same payment amount for consecutive 60-day periods.

8. Default and Remedies: You are in default on this lease if: a) you fail to pay a Lease payment or any other amount when due; or b) you breach any other obligation under the Lease or any other Lease with us. If you are in default on the Lease we may: (i) declare the entire balance of unpaid Lease payments for the full Lease term immediately due and payable to us; (ii) sue you for and receive the total amount due on the lease plus the Equipment's anticipated end of Lease fair market value or fixed price purchase Option (the "Residual") with future Lease payments and the Residual discounted to the date of default. At the lesser of (A) a per annum interest rate equivalent to that of a U.S. Treasury constant maturity obligation (as reported by the U.S. Treasury Department) that would have a repayment term equal to the remaining Lease term, all as reasonably determined by Lessor, or (B) 3% per annum, plus reasonable collection and legal costs; (iii) charge you interest on all monies due at the rate of 18% per year or the highest rate permitted by law from the date of default; and (iv) require that you immediately return the Equipment to us or we may peaceably repossess it. Any return or repossession will not be considered a termination or cancellation of the Lease. If the Equipment is returned or repossessed we will sell or re-rent the Equipment at terms we determine, at one or more public or private sales, with or without notice to you, and apply the net proceeds (after deducting any related expenses) to your obligations. You remain liable for any deficiency with any excess being retained by us.

9. Miscellaneous: You agree the Lease is a Finance Lease as defined in Article 2A of the UCC. You Acknowledge we have given you the name of the Equipment supplier and that you have rights under the contract with the supplier and may contact supplier for a description of these rights. If requested, you will sign a separate Equipment acceptance certificate. This Lease was made in Oklahoma ("OK"), is to be performed in OK and shall be governed and construed in accordance with the laws of OK. You consent to jurisdiction, personal or otherwise, in any state or federal Court in OK and irrevocably waive a trial by jury. You agree to waive any and all rights and remedies granted to you under sections 2A-508 through 2A-522 of the UCC. You agree that the Equipment will only be used for business purposes and not for personal, family or household use, and will not be moved from the above location without our consent. You agree that a facsimile copy of the Lease with facsimile signatures may be treated as an original and will be admissible as evidence of the Lease. We may inspect the Equipment during the Lease term.

LESSEE SIGNATURE

You agree that this is a non-cancelable lease is: NEW USED

Signature: *Mike Simpson* Date: **07-14-14**

Title: **Superintendent** Print Name: **Dr. Mike Simpson**

Legal Name of Corporation: **Guthrie Public Schools**

LESSOR

Image Works of Oklahoma, Inc.

Commencement Date: **7-14-14** Lease Number: _____

Accepted By: *Paul R. Terry*

ACCEPTANCE

The Equipment has been received, put in use, is in good working order and is satisfactory and acceptable.

Signature: _____ Date: _____

Print Name: _____ Title: _____

GUARANTY

I unconditionally guaranty prompt payment of all the Lessee's obligations under the Lease. The Lessor is not required to proceed against the Lessee or the Equipment or enforce other remedies before the proceeding against me. I waive notice of acceptance and all other notices or demands of any kind to which I may be entitled. I consent to any extensions or modification granted to the Lessee and the release and/or compromise of any obligations of the Lessee or any other guarantors without releasing me from my obligations. This is a continuing guaranty and will remain in effect in the event of my death and may be enforced by the benefit of any assignee or successor of the Lessor. This guaranty is governed by and constituted in accordance with the laws of the Oklahoma and I consent to non-exclusive jurisdiction of any state or federal court in OK and waive trial by jury.

Signature: _____ Print Name: _____ Date: _____

ADDENDUM

Lessee: Guthrie Public Schools

Lessor: Image Works of Oklahoma, Inc.

Adding a CS3501i s/n LAB4401659 with attachments to the lease dated 7/14/14
at the same per image charge of .006.

Lessor:

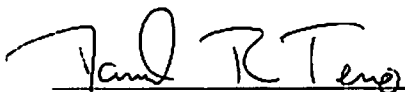



Image Works of Oklahoma, Inc.
Daniel R. Tero, President

Lessee:



Dennis Schultz Asst. Supt.
Print Name and Title

SCHEDULE "A"

Image Works of Oklahoma, Inc.

Guthrie Public Schools

Equipment Make	Model No.	S/N	Quantity	Description
Fogarty Elementary Front Office				
Copystar	CS4501i	LAC4100818	1 ea.	Copier
Copystar	PF-740	LEX4516454	1 ea.	Paper Feeder
Copystar	DP-772	L8R4518357	1 ea.	Doc Processor
Copystar	AK-731	L8M4330911	1 ea.	Attachement Kit
Copystar	DF-790	LF84410815	1 ea.	Finisher
Fogarty Elementary Workroom				
Copystar	CS4501i	LAC4100842	1 ea.	Copier
Copystar	PF-740	LEX4516458	1 ea.	Paper Feeder
Copystar	AK-731	L8M4330909	1 ea.	Attachement Kit
Copystar	DP-772	L8R4518347	1 ea.	Doc Processor
Copystar	DF-790	LF84410812	1 ea.	Finisher
Fogarty Elementary Workroom				
Riso	EZ221U	76693634	1 ea.	Duplicator
Riso	S-4307FM		1 ea.	Stand
Fogarty Elementary Workroom				
Copystar	CS6501i	LAG3400069	1 ea.	Copier
Copystar	DF-790	LF84410811	1 ea.	Finisher
Cotteral Elementary Front Office				
Copystar	CS4501i	LAC4301202	1 ea.	Copier
Copystar	PF-740	LEX4516524	1 ea.	Paper Feeder
Copystar	DP-772	L8R4518349	1 ea.	Doc Processor
Copystar	AK-731	L8M4330914	1 ea.	Attachment Kit
Copystar	DF-790	LF84410870	1 ea.	Finisher
Cotteral Elementary Downstairs Workroom				
Copystar	CS4501i	LAC4100821	1 ea.	Copier
Copystar	DP-772	L8R4518348	1 ea.	Doc Processor
Copystar	PF-740	LEX4516521	1 ea.	Paper Feeder
Copystar	DF-790	LF84410807	1 ea.	Finisher
Copystar	AK-731	L8M4330908	1 ea.	Attachment Kit
Faver Alternative Office				
Copystar	CS4501i	LAC4301120	1 ea.	Copier
Copystar	1503N62US1	LAU4621737	1 ea.	Fax System "W"
Copystar	DF-790	LF84410885	1 ea.	Finisher
Copystar	DP-772	L8R4518350	1 ea.	Doc Processor
Copystar	PF-740	LEX4516529	1 ea.	Paper Feeder
Copystar	AK-731	L8M4330915	1 ea.	Attachment Kit



 Signature

 Superintendent

 Title

 08/21/14

 Date

SCHEDULE "A"

Image Works of Oklahoma, Inc.

Guthrie Public Schools

Equipment Make	Model No.	S/N	Quantity	Description
Central Elementary Office				
Copystar	CS4501i	LAC4100838	1 ea.	Copier
Copystar	1503N62US1	LAU4621738	1 ea.	Fax System "W"
Copystar	DF-790	LF84410874	1 ea.	Finisher
Copystar	DP-772	L8R4518431	1 ea.	Doc Processor
Copystar	PF-740	LEX4516453	1 ea.	Paper Feeder
Copystar	AK-731	L8M4330916	1 ea.	Attachment Kit
Central Elementary Teachers Lounge				
Copystar	CS4501i	LAC4301191	1 ea.	Copier
Copystar	DF-790	LF84410860	1 ea.	Finisher
Copystar	DP-772	L8R4518351	1 ea.	Doc Processor
Copystar	PF-740	LEX4516525	1 ea.	Paper Feeder
Copystar	AK-731	L8M4331067	1 ea.	Attachment Kit
Riso	EZ221U	76693652	1 ea.	Duplicator
Riso	S-4307FM		1 ea.	Stand
High School Teachers Lounge				
Copystar	CS6501i	LAG3Y00099	1 ea.	Copier
Copystar	DF-790	LF84410859	1 ea.	Finisher
Riso	EZ221U	76693435	1 ea.	Duplicator
Riso	S-4307FM		1 ea.	Stand
High School North Office				
Copystar	CS4501i	LAC4100809	1 ea.	Copier
Copystar	1503N62US1	LAU4621733	1 ea.	Fax System "W"
Copystar	DF-790	LF84410871	1 ea.	Finisher
Copystar	DP-772	L8R4518345	1 ea.	Doc Processor
Copystar	PF-740	LEX4516523	1 ea.	Paper Feeder
Copystar	AK-731	L8M4330913	1 ea.	Attachment Kit
High School Office				
Copystar	CS6501i	LAG4100220	1 ea.	Copier
Copystar	1503N62US1	LAU4621741	1 ea.	Fax System "W"
Copystar	DF-790	LF84410894	1 ea.	Finisher
High School North Workroom				
Copystar	CS4501i	LAC4100839	1 ea.	Copier
Copystar	DF-790	L8F4410881	1 ea.	Finisher
Copystar	DP-772	L8R4518355	1 ea.	Doc Processor
Copystar	PF-740	LEX4516526	1 ea.	Paper Feeder
Copystar	AK-731	L8M4331066	1 ea.	Attachment Kit
Elementary 5th Grade Wing Workroom				
Copystar	CS6501i	LAG4100256	1 ea.	Copier
Copystar	DF-790	LF84410821	1 ea.	Finisher



 Signature

 Superintendent

Title

 08/21/14

Date

SCHEDULE "A"

Image Works of Oklahoma, Inc.

Guthrie Public Schools

Equipment Make	Model No.	S/N	Quantity	Description
Elementary Main Office				
Copystar	CS4501i	LAC4201112	1 ea.	Copier
Copystar	1503N62US1	LAU4621735	1 ea.	Fax System "W"
Copystar	DF-790	LF83906647	1 ea.	Finisher
Copystar	DP-772	L8R4518354	1 ea.	Doc Processor
Copystar	PF-740	LEX4516460	1 ea.	Paper Feeder
Copystar	AK-731	L8M4330907	1 ea.	Attachment Kit
Elementary 6th Grade Wing Workroom				
Copystar	CS4501i	LAC4100807	1 ea.	Copier
Copystar	DF-790	LF83704255	1 ea.	Finisher
Copystar	DP-772	L8R4518426	1 ea.	Doc Processor
Copystar	PF-740	LEX4516457	1 ea.	Paper Feeder
Elementary Office Lounge				
Riso	EZ221U	76693633	1 ea.	Duplicator
Riso	S-4307FM		1 ea.	Stand
Upper Elementary 4th Gr. Wing Workroom				
Copystar	CS6501i	LAG4100232	1 ea.	Copier
Copystar	DF-790	LF84410886	1 ea.	Finisher
Guthrie Jr. High Office				
Copystar	CS4501i	LAC4201108	1 ea.	Copier
Copystar	1503N62US1		1 ea.	Fax System "W"
Copystar	DF-790	LF84410882	1 ea.	Finisher
Copystar	DP-772	L8R4518356	1 ea.	Doc Processor
Copystar	PF-740	LEX4516455	1 ea.	Paper Feeder
Copystar	AK-731	L8M4330912	1 ea.	Attachment Kit
Guthrie Jr. High A Floor Workroom				
Riso	EZ221U	76693977	1 ea.	Duplicator
Riso	S-4307FM		1 ea.	Stand
Guthrie Jr. High B Floor Workroom				
Copystar	CS6501i	LAG3Y00100	1 ea.	Copier
Copystar	DF-790	LF84410823	1 ea.	Finisher
Guthrie Jr. High C Floor Workroom				
Copystar	CS6501i	LAG3Y00093	1 ea.	Copier
Copystar	DF-790	LF84410816	1 ea.	Finisher
Administration Front Office				
Copystar	CS6501i	LAG3Y00096	1 ea.	Copier
Copystar	DF-790	LF84410822	1 ea.	Finisher
Copystar	1503N62US1		1 ea.	Fax System "W"
Copystar	MT-730		1 ea.	Mail Box



 Signature

 Superintendent

 Title

 08/21/14

 Date

SCHEDULE "A"

Image Works of Oklahoma, Inc.

Guthrie Public Schools

Equipment Make	Model No.	S/N	Quantity	Description
	Administration Dennis's Office			
Copystar	CS4501i	LAC4100831	1 ea.	Copier
Copystar	DF-790	LF83906512	1 ea.	Finisher
Copystar	DP-772	L8R4518352	1 ea.	Doc Processor
Copystar	PF-740	LEX4516459	1 ea.	Paper Feeder
Copystar	AK-731	L8M4330912	1 ea.	Attachment Kit
	Maintenance Building			
Copystar	CS4501i	LAC4301118	1 ea.	Copier
Copystar	1503N62US1	LAU4621742	1 ea.	Fax System "W"
Copystar	DP-772	L8R4518353	1 ea.	Doc Processor
Copystar	DF-790	LF84410814	1 ea.	Finisher
Copystar	PF-740	LEX4616528	1 ea.	Paper Feeder
Copystar	AK-731	L8M4330910	1 ea.	Attachment Kit
Copystar	MS3540idn	LSH4602016	1 ea.	Copier
	MFP-1		28 ea.	Surge Protector



 Signature

 Superintendent

Title

08/21/14

 Date

MINUTES AND RESOLUTION AUTHORIZING ISSUANCE OF BONDS

PURSUANT TO NOTICE GIVEN UNDER THE OPEN MEETING ACT, THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NUMBER 1 OF LOGAN COUNTY, STATE OF OKLAHOMA, MET IN REGULAR SESSION AT THE BOARD OF EDUCATION BUILDING, 802 EAST VILAS, GUTHRIE, OKLAHOMA, IN SAID SCHOOL DISTRICT ON THE 11TH DAY OF JULY, 2016, AT 7:00 O'CLOCK P.M.

PRESENT:

ABSENT:

Notice of the schedule of regular meetings of the School District for the calendar year 2016 was given in writing to County Clerk of Logan County, Oklahoma, at 1:19 o'clock p.m. on the 12th day of November, 2015, and public notice of this meeting was given in writing, setting forth the date, time, place and agenda was posted at the front entrance to the Board of Education Building in prominent view and open to the public twenty-four (24) hours each day, seven (7) days each week at _____ o'clock __.m. on the ____ day of _____, 2016, being twenty-four (24) hours or more prior to this meeting, excluding Saturdays, Sundays and State designated legal holidays, all in compliance with the Oklahoma Open Meeting Act. Notice of said meeting and agenda have also been posted on the School District's website in accordance with Title 74, Oklahoma Statutes, Section 3106.2.

(OTHER PROCEEDINGS)

Thereupon, _____ introduced a Resolution by reading the Title, and upon motion by _____, seconded by _____, said Resolution was adopted by the following vote:

AYE:

NAY:

Said Resolution was thereupon signed by the President, attested by the Clerk, sealed with the seal of said School District and is as follows:

RESOLUTION

A RESOLUTION PROVIDING FOR THE ISSUANCE OF BUILDING BONDS SERIES 2016 IN THE SUM OF \$11,000,000 BY INDEPENDENT SCHOOL DISTRICT NUMBER 1 OF LOGAN COUNTY, OKLAHOMA, AUTHORIZED AT AN ELECTION DULY CALLED AND HELD FOR SUCH PURPOSE; PRESCRIBING FORM OF BONDS; PROVIDING FOR REGISTRATION THEREOF; APPROVING FORM OF CONTINUING DISCLOSURE CERTIFICATE; PROVIDING LEVY OF AN ANNUAL TAX FOR PAYMENT OF PRINCIPAL AND INTEREST ON THE SAME; AND FIXING OTHER DETAILS OF THE ISSUE.

WHEREAS, on the 12th day of May, 2015, pursuant to notice duly given, an election was held in Independent School District Number 1, Logan County, Oklahoma, State of Oklahoma, for the purpose of submitting to the registered qualified voters of such District the question of the issuance of the Bonds for said District in the amount of Sixteen Million Two Hundred Thousand Dollars (\$16,200,000) to provide funds for the purpose of (i) repairing, renovating and making improvements to Central Elementary School, Fogarty Elementary School, Guthrie Upper Elementary School, Guthrie Jr. High School and Guthrie High School, including but not limited to, roof replacement, replacement of HVAC unit ventilators, window replacement and tuck point exterior repair, (ii) acquiring classroom technology equipment, including additional computers, software licenses and service agreements at sites district wide, and (iii) constructing, equipping, and furnishing a new elementary school to be located just East of the intersection of Douglas and Charter Oak to accommodate increased student growth in the southern part of the school district which will have a planned capacity of five hundred (500) students and will be approximately 50,000 square feet in size, has been duly authorized at an election held for that purpose and certified by the County Election Board of Logan County, Oklahoma on the 15th day of May, 2015; and

WHEREAS, as shown by the Official Certificate of Votes by the Logan County Election Board, at said election there were cast by the registered, qualified voters of said School District 3,966 votes cast on the Proposition pertaining to the issuance of \$16,200,000 of building bonds, of which 3,047 were in favor of and 919 were cast against the issuance of said Bonds; and

WHEREAS, a lawful majority of the registered, qualified voters voting on said Proposition cast their ballots in favor of the issuance of said Bonds, as certified by the County Election Board of Logan County, Oklahoma on the 15th day of May, 2015, the issuance of said Bonds has been duly authorized; and

WHEREAS, the Board of Education of said District previously issued its \$2,000,000 Building Bonds, Series 2015 dated August 1, 2015 of the total authorized \$16,200,000 in building bonds for funding repairs, renovations and improvements to Central Elementary School, Fogarty Elementary School and Guthrie Upper Elementary School; and

WHEREAS, it is deemed advisable by the Board of Education of said District at this time to issue \$11,000,000 of the total authorized \$16,200,000 in building bonds, as authorized by Title 62, Oklahoma Statutes, Sections 353 and 354 as amended for funding the constructing, equipping, and furnishing of a new elementary school.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NUMBER 1 OF LOGAN COUNTY, STATE OF OKLAHOMA:

Section 1. That, pursuant to Title 62, Oklahoma Statutes, Sections 353 and 354, as amended, there are hereby ordered and directed to be issued the Bonds of said School District in accordance with the forms hereinafter set out, in the amount of Eleven Million Dollars (\$11,000,000), which said Bonds shall be designated "Building Bonds, Series 2016", shall be dated August 1, 2016, and shall become due and payable and bear interest from their date until paid as follows:

- \$1,375,000 maturing August 1, 2018 @ ____%
- \$1,375,000 maturing August 1, 2019 @ ____%
- \$1,375,000 maturing August 1, 2020 @ ____%
- \$1,375,000 maturing August 1, 2021 @ ____%
- \$1,375,000 maturing August 1, 2022 @ ____%
- \$1,375,000 maturing August 1, 2023 @ ____%
- \$1,375,000 maturing August 1, 2024 @ ____%
- \$1,375,000 maturing August 1, 2025 @ ____%

Such interest payable semi-annually on the 1st day of February and August of each year, commencing on the 1st day of February, 2018. The Bonds are issuable as registered Bonds in the denomination of \$1,000 or any multiple thereof.

Section 2. That each of said Bonds and the endorsements and certificates thereon shall be in substantially the following form:

[Remainder of Page Left Blank Intentionally]

[Form of Bond]

No. _____

\$ _____

**UNITED STATES OF AMERICA
STATE OF OKLAHOMA**

INDEPENDENT SCHOOL DISTRICT NUMBER 1 OF LOGAN COUNTY, OKLAHOMA

BUILDING BONDS, SERIES 2016

<u>Cusip</u>	<u>Interest Rate</u>	<u>Dated</u> August 1, 2016	<u>Due</u>
--------------	--------------------------	--------------------------------	------------

REGISTERED OWNER: _____

PRINCIPAL AMOUNT _____ DOLLARS.

KNOW ALL PEOPLE BY THESE PRESENTS: That Independent School District Number 1 of Logan County, Oklahoma, a body corporate, hereby acknowledges itself indebted to and for value received, promises to pay the principal amount set forth above to the person named below:

_____ or registered assigns, (hereinafter called the "Registered Holder"), for the bond number(s) set forth above, together with interest thereon at the rate specified hereon, from the date hereof until paid, payable semi-annually on the 1st day of February and August, respectively, in each year, beginning February 1, 2018.

The principal of and interest on this Bond are payable in lawful money of the United States of America which, at the time of payment, shall be legal tender for the payment of public and private debts. Payments of interest hereon shall be paid by check of BancFirst, Oklahoma City, Oklahoma (herein called the "Registrar/Paying Agent") payable to the order of the Registered Holder and mailed to the address shown in the Registration Record on or before the date on which each such payment is due. Payment of principal of this Bond shall be payable only upon surrender of the Bond to the Registrar/Paying Agent.

THE FULL FAITH, CREDIT, AND RESOURCES of said School District are hereby irrevocably pledged to the payment of this Bond.

THIS BOND is one of an issue of like date and tenor, except as to date of maturity, rate of interest and denomination aggregating the principal sum of ELEVEN MILLION DOLLARS (\$11,000,000) and is being issued under Section 26, Article 10 of the Constitution, and Title 70, Chapter XV, Oklahoma Statutes 2011, and other statutes of the State complementary, supplementary and amendatory thereto for the purpose of constructing, equipping, and furnishing a new elementary school to be located just East of the intersection of Douglas and Charter Oak to accommodate increased student growth in the southern part of the school district.

No person shall be entitled to any right or benefit provided in this Bond unless the name of such person is registered by the Registrar/Paying Agent of the School District on the Registration Record. This Bond shall be transferable only upon delivery of this Bond to the Registrar/Paying Agent, duly endorsed or accompanied by a written instrument of transfer in form satisfactory to the Registrar/Paying Agent, duly executed by the Registered Holder hereof or his attorney duly authorized in writing, and such transfer registered on the Registration Record. The Registrar/Paying Agent shall not be required to make such transfer after the fifteenth (15th) day preceding any interest payment date until after said latter date. The name of the Registered Holder endorsed hereon shall be deemed the correct name of the owner of this Bond for all purposes whatsoever. The Registrar/Paying Agent will keep the Registration Record open for registration of ownership of registered Bonds during its business hours. In the event of a change of Registrar/Paying Agent for any reason, notice thereof shall be mailed, by registered or certified United States Mail, postage prepaid, to the Registered Holder at the address shown in the Registration Record, and such notice shall be effective on the date of mailing and sufficient as to all persons.

IT IS HEREBY CERTIFIED AND RECITED that all acts, conditions and things required to be done, precedent to and in the issuance of this Bond have been properly done, happened and been performed in regular and due form and time as required by law, and that the total indebtedness of said School District, including this Bond, and the series of which it forms a part, if any, does not exceed any constitutional or statutory limitation; and that due provision has been made for the collection of an annual tax sufficient to pay the interest on this Bond as it falls due and also to constitute a sinking fund for the payment of the principal hereof at maturity.

IN WITNESS WHEREOF, said School District has caused this Bond to be executed with the manual or facsimile signature of the President of the Board of Education and attested with the manual or facsimile signature of its Clerk, and with a manual or facsimile seal of the School District this 1st day of August, 2016.

(SEAL)

(facsimile signature) _____
President, Board of Education

ATTEST:

(facsimile signature) _____
Clerk, Board of Education

AUTHENTICATION CERTIFICATE

This Bond is one of the Bonds of the issue described in the Transcript of Proceedings prepared for this Bond issue, and is one of the Building Bonds, Series 2016 of Independent School District Number 1 of Logan County, Oklahoma.

Date of Registration
and Authentication

BancFirst
Oklahoma City, Oklahoma

By: _____
Authorized Officer

STATE OF OKLAHOMA)
) SS
COUNTY OF LOGAN)

I, the undersigned, the duly qualified and acting Treasurer of the within named School District in said County and State, hereby certify that I have duly registered the within Bond in my office on this 1st day of August, 2016.

WITNESS my hand the date above written.

(facsimile signature)
Treasurer

STATE OF OKLAHOMA
OFFICE OF THE ATTORNEY GENERAL
BOND DEPARTMENT

_____, 2016

I HEREBY CERTIFY that I have examined a certified copy of the record of proceedings taken preliminary to and in the issuance of the within Bond; that such proceedings and such Bond show lawful authority for the issue and are in accordance with the forms and method of procedure prescribed and provided by me for the issuance of Bonds of like kind; and that said Bond is a valid and binding obligation according to its tenor and terms and, under the provisions of Title 62, Oklahoma Statutes, Sections 11, 13, and 14, as amended, requiring the certificate of the Bond Commissioner of the State of Oklahoma thereon, is incontestable in any court in the State of Oklahoma unless suit thereon shall be brought in a court having jurisdiction of the same within thirty days from the date of this approval of said Bond appearing in the caption hereto.

Attorney General, Ex-Officio Bond Commissioner
of the State of Oklahoma

[End of Form of Bond]

Section 3. That each of said Bonds shall be executed by manual or facsimile signature of the President of the Board of Education, have the corporate seal of said School District affixed thereto in manual or facsimile form, and be attested by the manual or facsimile signature of the Clerk of the Board of Education; that said officers are hereby authorized and directed to cause said Bonds to be prepared and to execute the same for and on behalf of said Board; have the same registered by the Treasurer of said School District, endorsed by the District Attorney and County Clerk and presented to the Attorney General, Ex-Officio Bond Commissioner, together with a certified transcript of all proceedings had in connection with their issuance for his approval and endorsement; that thereafter said Bonds shall be delivered to the purchaser(s), upon payment of the purchase price thereof, which shall not be less than par and accrued interest. The proceeds derived from the sale of said Bonds shall be placed in special funds and used solely for the purpose of providing funds for the purposes set out in Section 2 hereof. The School District certifies and covenants that none of the proceeds of the Bonds described herein will be used to pay interest on any lease, lease-purchase contract, lease purchase installments or other obligations, nor will Bond proceeds be used in violation of applicable provisions of the Oklahoma Constitution and laws.

Section 4. Whenever any registered Bond or Bonds shall be exchanged for another registered Bond or Bonds of different denomination, the Registrar/Paying Agent shall cancel the Bond or Bonds surrendered in such exchange on the face thereof and on the Registration Record. If the supply of registered Bonds for making exchanges shall have been exhausted, the Registrar/Paying Agent shall cause additional registered Bonds to be prepared, at the expense of the School District. The School District covenants that upon request of the Registrar/Paying Agent, its' appropriate officers promptly will execute such additional registered Bonds on behalf of the School District.

Section 5. The Registrar/Paying Agent for all registered Bonds issued pursuant to this Resolution shall maintain a Registration Record for the purpose of registering the name and address of the Registered Holder of each registered Bond. The Registrar/Paying Agent will keep the Registration Record open for registrations during its business hours. In the event of a change of Registrar/Paying Agent, notice thereof shall be mailed, registered or certified United States Mail, postage prepaid, to the Registered Holder of each registered Bond. The name and address of the Registered Holder as the same appear on the Registration Record shall be conclusive evidence to all persons and for all purposes whatsoever and no person other than the Registered Holder shown on the Registration Record shall be entitled to any right or benefit in relation to the Bond so registered; provided, that the foregoing shall not apply to any successor by operation of law of such Registered Holder. Registered Bonds shall be transferable only upon delivery of such Bonds to the Registrar/Paying Agent, duly endorsed or accompanied by a written instrument of transfer in form satisfactory to the Registrar/Paying Agent, executed by the Registered Holder thereof or his attorney duly authorized in writing, and such transfer registered on the Registration Record. If the Form of Assignment on such Bonds is exhausted, such Registered Bonds delivered to the Registrar/Paying Agent for registration of transfer shall be canceled by the Registrar/Paying Agent on the face thereof and the Registrar/Paying Agent shall authenticate and deliver to the transferee Bonds in aggregate principal amount equal to the unpaid principal of the surrendered Bonds in new registered Bonds, in denominations of \$1,000 or any multiple thereof, except one Bond may be in an amount so as to complete the issue. The Registrar/Paying Agent shall not be obligated to make such transfer after the fifteenth (15th) day preceding any interest payment date until after said latter date.

Section 6. There is hereby created and established a system of registration for uncertificated registered public obligations with respect to the Bonds as provided in the Registered Public Obligations Act of Oklahoma, Title 62, Oklahoma Statutes, Section 582(13)(b), whereby books shall be maintained on behalf of the District by The Depository Trust Company, New York, New York, for the purpose of registration of transfer of the uncertificated registered public obligations with respect to the Bonds which specify the persons entitled to the Bonds and the rights evidenced thereby shall be registered upon such books, and the President and Clerk (or in their absence or incapacity, the Vice-President and Deputy Clerk, respectively) are hereby authorized and

directed to execute such documents and instruments as may be required to implement the foregoing system of registration.

Section 7. That beginning in the year 2017, a continuing annual tax sufficient to pay the interest on said Bonds when due and for the purpose of providing a sinking fund with which to pay the principal of said Bonds when due shall be and is hereby ordered levied upon all taxable property in said School District, in addition to all other taxes, said sinking fund to be designated "BUILDING BONDS, SERIES 2016 SINKING FUND." Said tax shall be and is hereby ordered certified, levied and extended upon the tax rolls and collected by the same officers in the same manner and at the same time as the taxes for general purposes in each of said years are certified, levied, extended and collected; that all funds derived from said tax shall be placed in said sinking fund which, together with any interest collected on same, shall be irrevocably pledged to the payment of the interest on and principal of said Bonds when and as the same fall due.

Section 8. The Board of Education of the School District determines and intends that the Bonds shall also qualify for the exception for small governmental units contained in Section 148(f)(4)(D) of the Code. The School District covenants that it is a governmental unit with general taxing powers; that the Bonds are not private activity bonds as defined in Section 141 of the Code; that ninety-five percent (95%) or more of the net proceeds (i.e. the face amount of the Bonds, plus accrued interest and premium, if any, less original issue discount) of the Bonds are to be used for local government activities of the School District (or of a governmental unit the jurisdiction of which is entirely within the jurisdiction of the School District). The Board of Education of the School District determines and intends that the Bonds shall qualify for the exception for governmental units contained in Section 148(f)(4)(D)(vii) of the Code related to bonds financing public school capital expenditures and, accordingly, for purposes of qualifying for such exception, the Board of Education of the School District covenants that the aggregate face amount of all tax-exempt bonds (other than private activity bonds as defined in Section 141 of the Code) issued by the Board of Education of the School District and any subordinate entities thereof during calendar year 2016 will not exceed the maximum amount permitted by Section 148(f)(4)(D).

Section 9. The School District hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. Notwithstanding any other provision of this Resolution, failure of the School District to comply with the Continuing Disclosure Certificate shall not be considered an event of default on the Bonds; however, any Bondholder may take such actions as may be necessary and appropriate, including seeking mandamus or specific performance by court order, to cause the School District to comply with its obligations under this Section. "Continuing Disclosure Certificate" shall mean that certain Continuing Disclosure Certificate executed by the School District and dated the date of issuance and delivery of the Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof.

Section 10. The Official Statement dated July 11, 2016, pertaining to the Bonds issued pursuant to this Resolution is approved and the Official Statement was as of its date and is as of this date, true and correct and does not, as of its date or as of the date hereof, contain any untrue or misleading statements of a material fact or omit to the state any material fact which should be included therein because of the purpose for which the Official Statement is to be used, or which is necessary to make the statements therein not misleading in light of the circumstances under which they were made. The School District authorizes the use of the Official Statement in connection with the sale of the Bonds by the purchasers thereof.

ADOPTED AND APPROVED THIS 11TH DAY OF JULY, 2016.

President, Board of Education

ATTEST:

Clerk, Board of Education

(SEAL)

STATE OF OKLAHOMA)
) SS
COUNTY OF LOGAN)

I, the undersigned, the duly qualified and acting Clerk of the Board of Education of Independent School District Number 1 of Logan County, Oklahoma, hereby certify that the foregoing is a true and complete copy of a Resolution authorizing the issuance of Bonds for the purpose therein set out, adopted by said Board and transcript of proceedings of said Board at a regular meeting thereof duly held on the date therein set out, insofar as the same relates to the sale of Bonds therein described as the same appears of record in my office.

WITNESS my hand and seal this 11th day of July, 2016.

Clerk, Board of Education

(SEAL)



Board of Education Personnel Reports

Employment Request

Classification		Certified				
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Allen, DeAnna	Fogarty	2nd Grade	08/16/16		6	Connie Gallupe
Arrington, Tresha	Junior High	Sp Ed Mild/Mod	08/16/16		6	Julie Bertolino
Case, Sean	Junior High	7th Gr Math	08/16/16		6	Brenda Noe
Dowling, Lena	Fogarty	Sp Ed Mild/Mod	08/16/16		6	Mary Geurin
Inman, Leslie	Junior High	Math 8th Gr	08/16/16		6	Seth Morgan
Jones, James	High School	Vocational Agriculture	07/05/16		6	New Position
Lowe, Michael	Junior High	Geography/History JH	08/16/16		6	Jonathan Washington

Classification		Support				
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Gambel, Alexander	Transportation	Route Driver	08/16/16	13	6	New Position
Givens, Neal	Maintenance	HVAC Technician	07/05/16	12	8	New Position
Weeks, Billy	Maintenance	Full Time Maintenance	07/05/16	8	8	Noah Robinson

FMLA Request

Support: 1

Certified: 0

Transfer of Position Report

Classification		Certified			
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Gallupe, Connie	Fogarty 2nd Grade	Elementary Counselor	April Thompson	8/16/2016	
Morgan, Seth	8th Math JH	Alg II HS	Colby Wagner	8/16/2016	
Williams, Jacklyn	1st Grade	1st Grade	Shelby Langley	8/16/2016	

Classification		Support			
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Peck, Christine	Route Driver	Sp Needs Driver	Shelley Toon-Daves	8/16/2016	
Toon-Daves, Shelley	Sp Needs Driver	Route Supervisor	New Position	6/17/2016	

Separation of Employment

Classification		Certified		
Name	Site	Teaching Assignment	Reason for Separation	Effective Date
Langley, Shelby	Central	1st Grade	Resigning	6/29/2016
Reynolds, Rachael	High School	Keyboarding/Computer App	Resigning	7/3/2016
Smith, Ruth	Fogarty	3rd Grade	Resigning	7/6/2016
Thompson, April	Central	Counselor	Resigning	6/14/2016



SUPPORT PERSONNEL HANDBOOK

FOR THE SCHOOL YEAR

~~2015-2016~~ **2016-2017**

ALSO AVAILABLE AT

www.guthrie.k12.ok.us

PUBLICATIONS

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SECTION A BOARD OF EDUCATION

SA-1

POLICIES AND PROCEDURES

The Guthrie Public School Board of Education recognizes the need and necessity for all personnel to be informed and have access to all school policies and procedures. Therefore the Board of Education has adopted the Support Personnel Handbook for distribution to all support employees.

A complete copy of the Guthrie Public Schools Policy Book will be kept in each building library and main administrative office. These copies are for employee use and reference.

SECTION B PERSONNEL

SB-1

APPLICATIONS

Applications for positions or promotions with Guthrie Public Schools shall be in the approved format provided by the district.

All applications submitted for employment or promotion becomes the sole property of Guthrie Public Schools. The application, references and other information are confidential and will be reviewed only by the appropriate authorized supervisory personnel.

An applicant's name or other information will not be given to any private business, agency, or institution.

SB-2

NON-DISCRIMINATION

The Guthrie Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business.

The School District has adopted Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints to address discrimination based on sex (including sexual harassment), race, color, national origin, religion, age or qualified disability. Students and their parents can obtain a free copy of the Grievance Procedures from their school principal or the superintendent. Employees may obtain a copy from their building principal, supervisor, or the director in charge of personnel.

SB-3

SEXUAL HARASSMENT

The following are the rules and regulations to be followed by all employees of the Guthrie Public Schools:

1. "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by one employee towards another employee which (a) is made an explicit or implicit term or condition of a worker's employment, or (b) is used as a basis for employment decisions affecting that worker or (c) has the purpose or effect of unreasonably interfering with a person's work performance, or creating an intimidating, hostile or offensive working environment.
2. All employees are strictly prohibited from engaging in any form of sexual harassment of any other employee or applicant for employment. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.
3. Any employee who is or has been subjected to sexual harassment or knows of any employee who is or has been subjected to sexual harassment shall report all such incidents to the director of personnel or the office of the superintendent. All such reports should be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of the director of personnel or the office of the superintendent. All such reports should state the name of the employee or applicants involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.
4. Any employee who is subjected to job-related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Antidiscrimination Act and may report such incidents to the Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.

SB-4 CONTRACTS

Support employees will be offered one of the following contracts: regular, duration of need, or part-time.

- A. Regular contracts are issued to employees working a complete contract year.
- B. Duration of need contracts are provided for by state law and are issued for a stated period of time as distinguished from regular contracts. These contracts are temporary agreements, written for a stated period of time, and no expectancy of future employment is implied. The circumstances under which duration of need contracts may be used are within the discretion of the Board of Education. Such circumstances include, but are not limited to the following:
 - 1. Personnel employed for less than a full contract year are to be considered on a “Duration of Need Contract” only.
 - 2. Personnel employed to fill a temporary leave vacancy
 - 3. Other circumstances deemed appropriate by the Superintendent of Schools

SB-5 PAYROLL

- A. Pay day shall be on the 25th day of each month. When that day falls on a weekend or holiday, checks will be issued on the last workday preceding that date. Summer checks will be available on the corresponding day in June.
- B. Guthrie Public Schools provides for electronic deposit of payroll checks to the financial institution of the employee’s choice. Guthrie Public Schools schedules an open enrollment period each year, which will coincide with existing Section 125 deadlines, and allow one additional change per year, per employee except in extenuating legal circumstances. The Business Office will provide employee authorization forms for electronic deposit.

NOTICE: Except as otherwise provided by law, the business office requires that new insurance companies applying for payroll deduction slots have a minimum of ten (10) policies in force and receive approval from the Superintendent of Schools or his designee.

The deadline for initiating Section 125 employee payroll deductions is September 1st each year. New employees are required to designate payroll deductions within thirty (30) days of employment.

SB-6 USE OF TELEPHONE

Employees are not to use the telephone for long distance school calls where the charge would be made to the school telephone without permission of the principal/supervisor.

SB-7 COMMISSIONS

School law prohibits an employee from receiving gratuities or commissions to influence the purchase of material or supplies.

SB-8 PROFESSIONAL CONDUCT OF PERSONNEL

The Board of Education makes no rules and regulations concerning the conduct of employees when not on duty. The Board assumes that each employee's training and good judgment is such that the employee knows what proper conduct is and will govern himself/herself accordingly.

SB-9

DRESS/APPEARANCE

All employees are expected to dress appropriately and to conduct themselves responsibly. The image they portray as a Guthrie Public Schools' employee through the day-to-day contact with the public and with colleagues has a direct bearing on how they judge the effectiveness of our school system. It is important that a positive image be portrayed. Cleanliness and personal grooming are important and expected.

SB-10

FINANCIAL OBLIGATIONS

The board of education expects employees of Guthrie Public Schools to pay all financial obligations promptly.

SB-11

CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER

Should it be necessary to close school because of inclement weather, the three major network stations will announce the closing. Whenever possible, the stations will be informed of any closing in time to announce it on the 10:00 p.m. newscasts. Support personnel on a twelve (12) month contract will report to work at the discretion of the Superintendent.

SB-12

CHILD ABUSE AND NEGLECT

School district employees having reason to believe that a student under the age of 18 years has had physical injury inflicted upon the student by other than accidental means and the injury appears to have been caused as the result of physical abuse or neglect shall immediately report the matter to the principal of the student's school.

"Physical abuse and neglect" means harm or threatened harm to a child's health or welfare by the child's parent or guardian, or other person with whom the child resides, including nonaccidental physical injury, sexual abuse, or negligent treatment or maltreatment including the failure to provide adequate food, clothing, shelter, or medical care.

The school principal, the reporting employee and any other employees whom the school principal believes may have had opportunity to observe the student shall review the available information and indications of abuse. The school principal shall report the suspected abuse to the county office of the Department of Human Services for the county where the student resides if the school principal determines that there is reason to believe the student has been abused. The school principal shall advise the other employees and the superintendent of the decision.

If any employee involved in the review believes a report should have been made when it was not, or at any point believes that the student is in imminent physical danger, the employee should report the situation to the appropriate office of the Department of Human Services, with or without the concurrence of the other employees involved. The employee making the report shall notify the school principal and the superintendent.

If the Department of Human Services office is notified by telephone of suspected abuse, the oral report shall be followed by a written report from the school principal or other employee making the telephone report. The written report should contain the names and addresses of the child, the parents, and any other responsible persons, the child's age, the nature and extent of injuries, any previous incidents, and any other helpful information.

All information or documents generated by the school district in regard to the matter are confidential; shall not be disclosed except to investigators of the Department of Human Services, the school district's attorneys, or the District Attorney's office or other state or federal officials in connection with the performance of their official duties; and shall be maintained by the school district in a file separate from the student's general file.

At the request of appropriately identified investigators of the Department of Human Services or the district attorney's office, the school principal may permit the investigators access to a student whose suspected abuse has been reported by a school employee. The principal, or a designated counselor or teacher, must be present but shall not participate in the investigators' interview with the students.

Oklahoma law provides that any school employee who in good faith and exercising due care makes a report to the Department of Human Services, or allows access to a child by persons authorized to investigate a report concerning the child, shall not be liable in damages to any person in the event the report is inaccurate.

SB-13

ADMINISTRATIVE CENTER WORK SCHEDULE

The Administrative Center will be open Monday through Friday from 7:45 a.m. until 4:45 p.m. Personnel will alternate schedules, including lunch schedules, to assure that the office is continuously open all day. On days when school is officially closed it will be at the discretion of the Superintendent to determine if 12-month employees will report to work.

SB-14

SUPERVISION OF FAMILY MEMBERS

Employees will not be assigned to serve under the direct supervision of a member of their own family. Any employee presently under the supervision of a family member at the time of the adoption of this policy will be permitted to remain in that specific position.

SB-15

STAFF USE OF TOBACCO PRODUCTS

In order to reinforce the policy, which prohibits the use of tobacco products by students, school employees who are on duty and in the presence of students are prohibited from using tobacco products.

SB-16

WORKER'S COMPENSATION

As required by the law, the Guthrie School District carries Worker's Compensation Insurance. Should any employee who is covered by such insurance be injured while at work, the employee is entitled to the benefits provided by the Worker's Compensation Law. No employee will be awarded both sick leave and Worker's Compensation payments.

SB-17

WORK SCHEDULE, PAY GRADES & SALARY SCHEDULE

The following are guidelines for scheduling and payment purposes. The Superintendent or his/her designee may alter the work schedule in favor of the employee at the Superintendent's discretion.

12-MONTH EMPLOYEES

Included are Central Office Staff, Building Level Secretaries (H.S. only), Maintenance Personnel, Custodial Personnel, Child Nutrition Secretary and Transportation Personnel/Secretary

Contracted days - ~~261~~ **Minimum of 160** days (which includes holidays)

Holidays include - Independence Day, Labor Day, Fall Break, Thanksgiving Break, Christmas Break, Martin Luther King Day, Spring Break, Memorial Day

Starting date - July 1

Ending date June 30

10-MONTH EMPLOYEES

Included are Building Level Secretaries

Contracted days - ~~200~~ **Minimum of 160 days** (~~which includes 180 work days as defined by the school calendar + 10 days before the start of the school calendar + 10 days after the end of the school calendar~~)

Starting date - 10 days before teachers report to start the school year

Ending date - 10 days after the last day teachers work

9-MONTH EMPLOYEES

Route Drivers and Cafeteria Workers

Contracted days - ~~176~~ **Minimum of 160 days**

Included are all Teacher Assistants, Library Assistants and Handicap Bus Drivers

Contracted days - ~~180~~ **Minimum of 160 days** (~~as defined by the school calendar~~)

Starting date - First day teachers report

Ending date - Last day teachers work

Guthrie Public Schools Position Pay Grade Schedule

Position	Pay Grade
<i>Clerical</i>	
Secretary to Superintendent	12
Payroll / Appropriated Funds	11
Activity Fund Clerk	9
Secretary to Assistant Superintendent	9
Treasure/Insurance Coordinator	9
Personnel Clerk	9
Secretary to Director of Special Education	7
High School Financial Secretary	7
Central Office Receptionist	7
High School Registrar	7
Junior High Financial Secretary	4
Site Secretary / Receptionist	4
Maintenance Clerk	4
<i>Technology</i>	
Systems Analyst	10
Computer Support Tech I	8
Data Management Specialist	7
<i>Assistants</i>	
Paraprofessional Certified	3
<i>Maintenance</i>	
Lead Maintenance	11
Full-Time Maintenance	8
Grounds Superintendent	8
Grounds Maintenance	3
Certified HVAC Technician	\$20 Hourly
Certified Electrician Technician	\$20 Hourly
<i>Custodial</i>	
Head Custodian – High School	6
Head Custodian – Junior High / GUES	5
Head Custodian – Cotteral / Central / Fogarty	4
Custodian	3
<i>Transportation</i>	
Lead Mechanic	9 11
Mechanic	8 10
Full Time Special Needs Driver	13
Route Supervisor	13
Dispatcher Supervisor	5 6
Route Driver	13
Monitor	2
<i>Child Nutrition</i>	
Cafeteria Manager	6
Secretary to Child Nutrition Director	4
Cafeteria Worker	2

Full-time Employees that work a minimum of four (4) hours daily will receive the district paid teacher retirement benefit.
 Full-time Employees that work a minimum of six (6) hours daily will qualify to receive all fringe benefits available through the district support employee benefit program.
 Up to 5 years credit may be granted for Military Service on the Support Personnel Salary Schedule.

**GUTHRIE PUBLIC SCHOOLS
SUPPORT SALARY SCALE**

FY 2016-2017

	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>	<u>GRADE</u>
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>	<u>8</u>	<u>9</u>	<u>10</u>	<u>11</u>	<u>12</u>	<u>13</u>
<u>Experience</u>													
0	\$7.25	7.55	8.05	8.55	9.05	9.55	10.05	10.55	11.05	11.55	12.05	12.55	12.50
1	\$7.25	7.70	8.20	8.70	9.20	9.70	10.20	10.70	11.20	11.70	12.20	12.70	12.65
2	7.25	7.85	8.35	8.85	9.35	9.85	10.35	10.85	11.35	11.85	12.35	12.85	13.18
3	7.25	8.00	8.50	9.00	9.50	10.00	10.50	11.00	11.50	12.00	12.50	13.00	13.46
4	7.25	8.15	8.65	9.15	9.65	10.15	10.65	11.15	11.65	12.15	12.65	13.15	13.62
5	7.25	8.30	8.80	9.30	9.80	10.30	10.80	11.30	11.80	12.30	12.80	13.30	13.77
6	7.25	8.45	8.95	9.45	9.95	10.45	10.95	11.45	11.95	12.45	12.95	13.45	13.93
7	7.25	8.60	9.10	9.60	10.10	10.60	11.10	11.60	12.10	12.60	13.10	13.60	14.08
8	7.25	8.75	9.25	9.75	10.25	10.75	11.25	11.75	12.25	12.75	13.25	13.75	14.24
9	7.25	8.90	9.40	9.90	10.40	10.90	11.40	11.90	12.40	12.90	13.40	13.90	14.39
10	7.25	9.05	9.55	10.05	10.55	11.05	11.55	12.05	12.55	13.05	13.55	14.05	14.55
11	7.25	9.20	9.70	10.20	10.70	11.20	11.70	12.20	12.70	13.20	13.70	14.20	14.70
12	7.25	9.35	9.85	10.35	10.85	11.35	11.85	12.35	12.85	13.35	13.85	14.35	14.86
13	7.25	9.50	10.00	10.50	11.00	11.50	12.00	12.50	13.00	13.50	14.00	14.50	15.01
14	7.25	9.65	10.15	10.65	11.15	11.65	12.15	12.65	13.15	13.65	14.15	14.65	15.17
15	7.25	9.80	10.30	10.80	11.30	11.80	12.30	12.80	13.30	13.80	14.30	14.80	15.32
16	7.25	9.95	10.45	10.95	11.45	11.95	12.45	12.95	13.45	13.95	14.45	14.95	15.48
17	7.25	10.10	10.60	11.10	11.60	12.10	12.60	13.10	13.60	14.10	14.60	15.10	15.63
18	7.25	10.25	10.75	11.25	11.75	12.25	12.75	13.25	13.75	14.25	14.75	15.25	15.79
19	7.25	10.40	10.90	11.40	11.90	12.40	12.90	13.40	13.90	14.40	14.90	15.40	15.94
20	7.25	10.55	11.05	11.55	12.05	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.10
21	7.25	10.70	11.20	11.70	12.20	12.70	13.20	13.70	14.20	14.70	15.20	15.70	16.25
22	7.25	10.85	11.35	11.85	12.35	12.85	13.35	13.85	14.35	14.85	15.35	15.85	16.41
23	7.25	11.00	11.50	12.00	12.50	13.00	13.50	14.00	14.50	15.00	15.50	16.00	16.56
24	7.25	11.15	11.65	12.15	12.65	13.15	13.65	14.15	14.65	15.15	15.65	16.15	16.72
25	7.25	11.30	11.80	12.30	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.87
26	7.25	11.55	12.05	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.03
27	7.25	11.80	12.30	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	17.18
28	7.25	12.05	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.05	17.34
29	7.25	12.30	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	17.30	17.49
30	7.25	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.05	17.55	17.64
31	7.25	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	17.30	17.80	17.79

SB-18 EVALUATION

It is the policy of the Guthrie Board of Education that all Support Employees be evaluated at least once each year prior to May 1. The Support Employee evaluation assignments are as follows:

EMPLOYEE	EVALUATOR
Secretaries	Building Principal
Teacher Assistants	Building Principal - Teacher
Special Ed Teacher Assistants	Building Principal - Teacher - Sp. Ed. Director
Custodians	Director of Facilities or designee Building Principal
Maintenance Personnel	Director of Facilities Operations
Cafeteria Personnel	Director of Food Services
Transportation Personnel	Director of Transportation Operations
Central Office Personnel	Superintendent - Asst. Supt.

ONE OR ALL OF THE DESIGNATED EVALUATORS MAY DO EVALUATIONS AS DEEMED NECESSARY.

Where the Building Principal is designated as the evaluator, an Assistant Principal if so assigned may assume the responsibility.

A copy of the evaluation instrument to be used is included at the back of this handbook.

SB-19 PROFESSIONAL LEAVE

Professional leave may be provided upon request and approval of appropriate administration. Such leaves shall be used for attendance at professional conferences, meetings, workshops, observations of other schools' programs or other meetings.

SB-20 JURY DUTY

Support employees shall be granted leave to serve on a jury or as a subpoenaed witness. An employee serving as a juror or subpoenaed witness shall be paid the full contract salary less any compensation received for such service, exclusive of parking or mileage reimbursement.

SB-21 MATERNITY LEAVE

A Support Employee who is pregnant may continue her duties until, in the opinion of the employee's physician and the employee, she is no longer able to perform her duties. The employee shall give written notice at least fourteen (14) days prior to the time she intends to cease her duties, except in case of an emergency.

The notice shall also state whether or not she intends to return to the district after the child is born and when she intends to return. An employee who gives notice she desires to return to the district must reaffirm that intent by giving written notice to the Board within sixty (60) days of the child's birth. At the time of her return, the employee shall be assigned to the same position or an equivalent position for which she is qualified, provided she returns the same school year. Up to thirty, (30) days of sick leave with pay can be used for maternity leave. Days requested beyond thirty, (30) must be documented by a physician.

SB-22

PERSONAL LEAVE

Each Support Employee shall have three (3) days to be used as personal or emergency leave with the following restrictions:

1. Such leave shall be granted upon request to the employee's building principal or director at least forty-eight (48) hours in advance of the requested leave. The time limit shall be waived in case of emergency.
2. Cost of a substitute, if needed, shall be paid by the school system.
3. These days are not cumulative.
4. Any days taken over the allowed three (3) days will result in loss of a full day's pay for each day.
5. The day immediately preceding and following a school holiday will not be allowed for personal leave, except as approved by the building principal.
6. No personal leave days will be granted the first or last weeks of class, except in case of emergency and approved by the principal.
7. Unused personal leave days shall accumulate as sick leave for the following year. Those employees who have one hundred ten (110) unused sick leave days accumulated at the end of the school year may make a written request to receive \$50.00 per day for each unused personal leave day, maximum of three (3) days. Eligible staff must request payment in writing to the office of the superintendent by June 1 each year to receive reimbursement. Reimbursement for unused personal leave days is not cumulative.

SB-23

BEREAVEMENT LEAVE

Non-cumulative bereavement leave of up to five (5) days per occurrence shall be granted to an employee in the event of a death in the immediate family. Immediate family shall include: spouse, parent, stepparent, child, stepchild, foster-child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, sibling, grandparent, grandchild, parent-in-law, aunt or uncle, and aunt or uncle-in-law. (Bereavement leave need not be taken on consecutive days but must be initiated within 15 days and completed within 30 days of the qualifying event.)

SB-24

SICK LEAVE

One day per contract month of sick leave shall be granted annually for personal illness, accidental injury, pregnancy or temporary disability to the employee or accidental injury or illness the immediate family. (Immediate family shall include: spouse, parent, step-parent, child, step-child, foster child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, sibling, grandparent, grandchild, or parent-in-law.)

Support Employees who legally retire and are vested in the Oklahoma Teacher's Retirement System shall be paid for accrued sick leave upon written request at the rate of \$50.00 per day. Those employees who have resigned and have been employed by the Guthrie Public School System for a minimum of ten (10) years shall also be paid for accrued sick leave at the rate of \$50.00 per day. All sick leave days paid upon separation of employment through retirement must have been accrued in the service of Guthrie Public Schools. Sick leave days transferred from other employment will not be considered for reimbursement. Written request by the employee prior to the effective date of resignation (but not later than June 15th) shall be required. This can only be done once. (Requests for accumulated sick leave reimbursement received after the close of the fiscal year on June 30th will not be paid.)

Unused sick leave days shall accumulate to a maximum of 120 days per employee. Personnel who have accumulated one hundred twenty (120) days sick leave prior to the commencement of the school year earn additional days when the new school year begins which will be credited to their individual retirement reserve account. Official records of all days accumulated above 120 shall be maintained by the school district for the purpose of teacher retirement.

SB-25

VACATION

All personnel assigned to twelve-month positions will accrue vacation time and be entitled to take vacation leave when approved by their immediate supervisor.

Rate of Accrual

Twelve-month personnel shall accrue a maximum of 12 days of vacation per fiscal year at the rate of 1 day per month.

Special Accrual

Current employees who have previously worked less than 12-month contracts and are changed to 12-month positions will accrue vacation days, on the last day of the first month of 12-month employment and each month thereafter, for the remainder of the fiscal year.

When a 12-month employee transfers to a less-than 12-month position, the employee will be paid for all vacation days.

New Employees

Personnel who are employed later than the first month of the fiscal year will accrue, beginning on the last day of the first month of employment, vacation days at the rate of 1 day per month for each month remaining in the fiscal year.

Month of Accrual

Personnel must have reported to work prior to the tenth (10th) of the month or have worked through the tenth (10th) of the month to receive credit toward vacation for that month.

With regard to computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.

Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

Accumulation

Twelve-month employees who accumulate vacation days as a part of their employment contract may accumulate up to a maximum of thirty-five (35) vacation days. An employee that has in excess of thirty-five (35) vacation days at the end of any month will lose the accrual for that month with no compensation for the day lost.

Payment of Unused Vacation Upon Termination of Employment

Upon retirement or termination of employment, personnel having unused vacation leave will be reimbursed at their daily rate.

SB-26

SUPPORT PERSONNEL SUSPENSION, DEMOTION OR TERMINATION

1) Definitions:

- a) "Support Employee" shall mean an employee of the School District who provides those services, not performed by professional educators or licensed teachers, which are necessary for the efficient and satisfactory functioning of the School District.
- b) "Full-time Support Employee" shall mean a support employee who regularly works the standard period of labor which is generally understood to constitute full-time employment for the type of services performed by the employee and who is employed by the School District for a minimum of 172 days per year.
- c) "Suspension without pay" shall mean the temporary denial of a support employee's right to work and receive any pay and other benefits during the term of the suspension. "Suspension without pay" may be as a disciplinary measure as provided in paragraph 4.B (1), below, or as a suspension pending investigation as provided in paragraph 4.B(2), below. If a final decision is made under the procedures stated below that a suspension without pay was improper, the support employee shall receive full pay and other benefits for the period of suspension.
- d) "Suspension with pay" may occur in those situations in which the superintendent or his designee, or a supervisor of the support employee perceives a significant hazard in keeping the support employee on the job, in which event the support employee may be asked to immediately leave the School District's premises and the support employee is temporarily relieved of his duties pending a hearing under paragraph 4, below.
- e) "Demotion" shall mean a reduction in pay during the term of the support employee's contract. "Demotion" shall not mean a change in job description or work assignment or duties.
- f) "Termination" shall mean the discharge of the support employee from his/her employment with the School District during the term of his/her contract and does not include the cessation of employment upon expiration of the support employee's contract.
- g) "Nonreemployment" shall mean the failure to offer a support employee a new contract for the next successive school year after the contract under which the support employee is presently employed has expired.

2) Policy on Suspension, Demotion, Termination or Nonreemployment of Full-Time Support Employees.

A full time support employee who has been employed by the School District for more than one year shall be suspended, demoted, terminated or nonreemployed during the term of his/her contract only for cause as provided in this policy. In addition to the definition of cause stated in section 3 of this Policy, "cause" shall also specifically include lack of funds or lack of work. Any support employee who has been employed by the School District for less than one year (12 months) is not entitled to invoke the procedures of this policy and such employee's contract can be terminated at any time without cause.

3) Cause for Suspension, Demotion, Termination or Nonreemployment.

- a) A support employee may be suspended, demoted, terminated or nonreemployed during the term of his/her contract for any of the following:
 - i) Violation of any rule, regulation or requirement issued by the Office of the Superintendent or Board of Education of the School District; or
 - ii) Conduct not otherwise specified in the above rules, regulations or requirements which constitutes insubordination, neglect of duty, incompetency in job performance, dishonesty, or causing or allowing damage, destruction or theft of school property.

- b) The rules, regulations and requirements referred to above shall be posted in a prominent place at each work location or otherwise communicated in writing to all support employees. The rules, regulations and requirements, which may be revised from time to time, shall state that violation of the rules, regulations and requirements may result in suspension, demotion, termination or nonreemployment during the term of his/her contract.

4) Procedures For Suspensions Without Pay, Terminations and Demotions.

- a) Any full-time support employee is subject to disciplinary action in the form of a suspension without pay, demotion or termination. Prior to instituting any such disciplinary action, the full-time support employee shall receive the following hearing rights:
 - i) The superintendent of schools or his designee shall orally advise the support employee of the cause or basis for the proposed disciplinary action;
 - ii) The superintendent of schools or his designee shall explain to the support employee the evidence against the support employee;
 - iii) The superintendent of schools or his designee shall allow the support employee an opportunity to present his side of the matter.
- b) After the support employee is afforded the above hearing rights, the superintendent of schools or his designee may take any of the following actions:
 - i) Suspension without pay for ten (10) working days or less as a disciplinary measure;
 - ii) Suspension without pay pending investigation as to whether cause exists for the termination of the support employee;
 - iii) Demotion of the support employee;
 - iv) Termination of the support employee;
 - v) Conclude that no disciplinary action is appropriate.
- c) If a support employee is suspended without pay pending an investigation as to whether termination is appropriate, then, within five (5) working days after the effective date of the suspension without pay, such investigation must be completed and the superintendent or his duly authorized designee shall afford the support employee a second hearing with the same hearing rights as set forth in paragraph 4.A., above. After the second hearing, the support employee shall either be reinstated, with back pay and other benefits, suspended without pay further as a disciplinary measure (not to exceed a total of 10 working days including the initial days of suspension without pay), demoted or terminated.
- d) The support employee shall have the right to appeal to the Board of Education a suspension without pay as a disciplinary measure, a demotion or a termination as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

5) Procedures for Nonreemployment.

Prior to being nonreemployed, a full-time support employee who has been employed by the School District for more than one (1) year shall be entitled to the following hearing rights:

- a) The board of education or the superintendent of schools or his designee shall advise the support employee, in writing, of the board's intention to consider and act on the nonreemployment of the support employee for the subsequent fiscal year;
- b) The written notification shall set out the cause(s) for such action;

- c) The support employee shall have the right to contest his nonreemployment before the Board of Education as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

6) Procedures for Appeal to the Board of Education.

- a) After any suspension without pay as a disciplinary measure, or prior to the effective date of any demotion, termination during the term of his/her contract or nonreemployment, the support employee shall receive notice of his/her right to a hearing before the Board of Education as herein provided.
- b) All notices shall be sent to the support employee by certified mail at the address of the support employee shown on the school records. If the support employee refuses to accept the notice or fails or refuses to pick up the notice after being notified by the post office to do so, then the support employee shall be deemed to have received the notice on the date that the notice was postmarked. The notice shall contain the information provided in the form attached hereto. The postmark shall be used to determine the timeliness of the notice.
- c) A support employee who has been notified in writing of his/her suspension without pay as a disciplinary measure, demotion or termination during the term of his/her contract or nonreemployment may notify the Clerk of the Board of Education of the School District within ten (10) working days of the postmark on the notice if the support employee desires a hearing before the Board of Education. If the support employee fails to notify the Clerk of the Board of Education of the School District in writing within ten (10) working days of the postmark on the notice that the support employee requests a hearing, the support employee shall be deemed to have waived the right to a hearing and the suspension without pay as a disciplinary measure, demotion or termination action shall be final and, in the case of a nonreemployment, the board may take final action to nonreemploy the employee without further notice or hearing rights.
- d) Hearing before Board of Education:
 - i) Upon timely notice as set forth above, the support employee shall be entitled to a hearing before the Board of Education. The hearing shall be conducted at the next, or next succeeding, regularly scheduled meeting of the Board of Education if the request for the hearing was received at least ten (10) days prior to the next, or next succeeding, regularly scheduled Board of Education meeting. At the request of the support employee or at the discretion of the Board of Education, the Board of Education shall call a special meeting to conduct the requested hearing, which special meeting shall be held no earlier than ten (10) days nor later than thirty (30) days after receipt of the support employee's request.
 - ii) At the hearing before the Board of Education, the support employee shall be entitled to be represented by counsel, to cross-examine witnesses presented by the School District, to present witnesses on his/her behalf and to present any relevant evidence or statement which the support employee desires to offer. The hearing shall be conducted in "open" session. The hearing shall commence with a statement to the support employee of his rights at the hearing. Following this statement, the school administration shall present facts showing the cause for the support employee's suspension without pay as a disciplinary measure, demotion, termination or nonreemployment. The burden of proof shall be upon the school administration. The support employee shall then have the right to present his/her side of the matter. After both the school administration and the support employee have fully presented their respective positions, the Board of Education shall deliberate on the evidence in executive session. The Board of Education shall announce its findings and decision immediately in open session by individual voice vote. The decision shall be made by a majority of the Board of Education members present at the meeting.
 - iii) As to suspension as a disciplinary measure, demotion or termination, the Board of Education may affirm, modify or reverse the action taken against the support employee, including increasing or decreasing the severity of the original action. As to nonreemployment, the board may reemploy or nonreemploy the employee for the subsequent fiscal year.
 - iv) The decision of the Board of Education at the hearing shall be final and non-appealable.

7) Miscellaneous.

This policy shall be effective immediately upon adoption by the Board of Education and shall supersede all previous policies regarding the subject matter contained herein. The Board of Education reserves the right to modify or amend this policy from time to time in any manner consistent with applicable law.

Nothing contained in this policy shall prevent the board of education from acting on its own volition in matters pertaining to suspension, demotion, dismissal or nonrenewal of support employees.

GUTHRIE PUBLIC SCHOOLS

SUPPORT EMPLOYEE RULES AND REGULATIONS

A support employee may be suspended, demoted, terminated or nonreemployed for violation of any of the following Rules and Regulations:

- (1) Falsification of personnel or other records.
- (2) Unexcused failure to be at work station at starting time.
- (3) Leaving work station without authorization prior to lunch periods, or end of work day.
- (4) Excessive unexcused absenteeism.
- (5) Chronic absenteeism for any reason.
- (6) Chronic tardiness.
- (7) Wasting time or loitering during working hours.
- (8) Leaving work area during work hours, without permission, for any reason.
- (9) Possession of weapons on school premises or in school district vehicles or while on duty.
- (10) Removing school district property or records from school district premises without proper authority.
- (11) Willful abuse, misuse, defacing, or destruction of school district property, including tools, equipment, or property of other employees.
- (12) Theft or misappropriation of property of employees, students or of the school district.
- (13) Sabotage.
- (14) Distracting the attention of others.
- (15) Refusal to follow instructions of supervisor.
- (16) Refusal or failure to do work assignment.
- (17) Unauthorized operation of machines, tools, or equipment.
- (18) Threatening, intimidating, coercing or interfering with employees or supervisors.
- (19) The making or publishing of false, vicious, or malicious statements concerning any employee or supervisor.
- (20) Creating a disturbance on school premises including but not limited to engaging in quarrelsome behavior and fighting.
- (21) Creating or contributing to unsanitary conditions.
- (22) Practical jokes injurious to other employees or school district property.
- (23) Possession, consumption, or reporting to work under the influence of beer, alcoholic beverages (including wine), non-prescribed drugs, or controlled dangerous substances.
- (24) Disregard of known safety rules or common safety practices.
- (25) Unsafe operation of motor driven vehicles.

- (26) Operating machines or equipment without using the safety devices provided.
- (27) Gambling, lottery, or any other game of chance on school district property.
- (28) Unauthorized distribution of literature, written or printed matter of any description on school district property.
- (29) Posting or removing notices, signs, or writing in any form on bulletin boards of school district property at any time without specific authority of the administration.
- (30) Poor workmanship.
- (31) Immoral conduct or indecency including abusive and/or foul language.
- (32) Excessive personal calls during working hours, except for emergencies. This includes in-coming and out-going calls.
- (33) Walking off job.
- (34) Clocking in or out another employee's time card or time sheet.
- (35) Use of Tobacco on school property.
- (36) Refusal of job transfer, if the transfer does not result in a demotion.
- (37) Abuse of "breaks" (rest periods) or meal period policies.
- (38) Insubordination of any kind.
- (39) Sexual harassment of an employee, a student or a third party such as a patron.
- (40) Misuse or abuse of any school district leave policy or guidelines.
- (41) When it is in the best interest of the school district, any support personnel may be suspended, demoted, terminated or nonreemployed.
- (42) Because of the difficulty of retaining competent support employees on a temporary basis over an extended period of time, a support employee shall be subject to termination or nonreemployment for physical inability to perform the essential job requirements if the employee is unable due to illness or accidental injury to return to work for his or her regularly scheduled hours and to perform all of the essential duties of the position within 12 work weeks or the number of work days equal to the employee's total accumulated sick leave days, whichever is longer, measured from the date of the first absence due to the illness or injury.

SB-27

SUPPORT PERSONNEL REDUCTION IN FORCE

Procedures for Elimination of Support Personnel Positions:

Guthrie Public Schools may lay off an employee whenever it is necessary because of a shortage of funds or work, or because of a material change in the function of the school.

If normal attrition does not accomplish the necessary staff reduction, the Superintendent will recommend the names of the employees to be in laid off based upon all the following criteria:

1. Type of job (skills involved in performance).
2. Length of service to Guthrie Public Schools.
3. Work performance and efficiency.

Each employee to be involved in a lay-off as a result of a Reduction In Force shall be notified in writing by the Superintendent at least two (2) weeks before the effective date.

An employee under RIF shall have the right of re-employment to any vacant position that the school district intends to fill provided such employee meets the qualifications of the position. This right expires one (1) year after the effective date of the RIF. The employee shall be considered in reverse order (i.e., the last dismissed will be the first considered) and shall resume his/her place on the salary schedule as qualified. The employee shall be responsible to keep an up to date address and phone number at the office of the superintendent.

SECTION C

MISCELLANEOUS POLICIES

SC-1

DISTRICT EMPLOYEE PURCHASES

The Guthrie Public School District will no longer accept responsibility for purchases by district employees unless those purchases meet one of the following criteria:

1. Purchase order delivered by employee, purchase order received by mail, or purchase order confirmed verbally via telephone by Purchasing Department.
2. Authorization form for emergency purchases signed by the purchasing manager or designee (this is not a purchase order). This form is for a “one-time” purchase only.

District employees are not authorized to charge purchases in the name of the district. It is the responsibility of the vendor to make sure that no business transaction is negotiated with an employee of the school district unless that transaction meets one of the two criteria mentioned above.

NOTE TO SCHOOL EMPLOYEES: Business transactions conducted during any fiscal year period (July 1-June 30) must have a purchase order typed prior to the end of that period (June 30). State law does not permit the issuance of purchase orders after the end of the fiscal year for expenditures of the prior year. Also, invoices of the prior fiscal year cannot be paid from current year funds. If you submit either of these after the close of the fiscal year, you are liable for the payment.

It is the responsibility of the employee and that of the school or department to see that invoices and requisitions needed for this payment be in the Purchasing Department no later than May 18 of each year.

SC-2

HYGIENE AND SANITATION (BLOODBORNE PATHOGENS)

The Guthrie Board of Education recognizes that body fluids of any person may contain infectious or contagious bacteria or viruses, and that such bacteria or viruses may be spread from one person to another by accidental or careless handling of body fluids during sanitation or custodial work or the administration of emergency first aid.

The superintendent is directed to prepare regulations establishing proper procedures for handling body fluids during normal housekeeping. Such procedures shall include methods for the handling disposal of body fluids in school buildings and on school equipment and material. The district will make personal protective equipment available to employees for use in handling and disposing of body fluids.

The superintendent will also direct the identification of employees who could be reasonably anticipated as the result of their job duties to face contact with blood or other potentially infectious materials. Any employees so identified will be offered Hepatitis B vaccinations at district cost. Such vaccinations will be provided at a reasonable time and recommendations of the U.S. Public Health Service.

School district employees who have had an exposure incident to body fluids will participate in a follow-up confidential medical evaluation documenting the circumstances of exposure, identifying and testing the source individual if feasible, testing the exposed employee's blood if the employee consents, post-exposure prophylaxis, counseling and evaluation of reported illnesses. Health care professionals must be provided specified information to facilitate the evaluation and their written opinion on the need for Hepatitis B vaccine must be supplied to the employer. All diagnoses must remain confidential.

SC-3

STAFF SAFETY

All employees of this school district will be covered by Workers' Compensation Insurance for any accident occurring while on official duty on or off school property. Employees will report any accident, however slight in which they are involved to the employee's immediate supervisor as soon as possible. The report will include a brief description of the accident, the persons involved, and injuries sustained.

The supervisor will forward the report to the Assistant Superintendent's office as soon as possible. The Assistant Superintendent will submit an Employee's Report of Industrial Injury to the State Compensation Office.

Employees who have filed for Worker's Compensation may be required by the superintendent or designee to submit to medical tests or examinations as determined by a licensed physician appointed or hired by the board.

SC-4

USE OF DRUGS AND CONTROLLED SUBSTANCES BY EMPLOYEES DRUG-FREE WORKPLACE

In recognition of the clear danger resulting from drug abuse, and in good faith effort to promote the health, safety, and welfare to employees, students and the community, it is the policy of this school district to provide a drug-free workplace in compliance with the Drug-Free Schools and Communities Act Amendment of 1989.

With the intent that all employees have notice and knowledge of the ramifications concerning illegal chemical substance use, possession, purchase, sale, or distribution when the employee is on duty or on school property, the Guthrie Board of Education has adopted the following policy and regulations on testing of employees and applicants for employment with regard to use of illegal chemical substances.

Statement of Purpose and Intent

1. The safety of students and employees of the school district is of paramount concern to the school board.
2. Employees who are under the influence of an illegal chemical substance when on duty or on school property pose serious safety risks to students and other employees.
3. The use of illegal chemical substances has a direct and adverse effect on the safety, personal health, attendance, productivity and quality of work of all employees and the safety of all students.
4. Recent scientific studies demonstrate that the use of illegal chemical substances reduces an employee's ability to perform the job beyond the time period of immediate consumption or use.
5. The board recognizes that all employees have certain personal rights guaranteed by the Constitution of the United States of America and by the Constitution of the State of Oklahoma. This policy will not infringe on those rights.
6. Employees who have been identified, as chemically dependent will be referred, on a confidential basis, to a treatment facility or agency.
7. Due to the devastating impact that the use of illegal chemical substances can have on the safety of students and employees and their adverse affect on an employee's ability to perform the employee's job, the board will not tolerate employees who use, possess, distribute, purchase, sell or are under the influence of illegal chemical substances when on duty or while on school property.
8. This policy will apply to all employees of the school district regardless of position, title or seniority. Violations of this policy will subject the employee to disciplinary action, including termination.
9. The use of intoxicating or non-intoxicating beverages as defined by Oklahoma law (alcohol) is specifically addressed in this policy because alcohol is a legal drug. However, possession or use of alcohol when the employee is on duty or on school property is prohibited. Any employee who is found to be under the influence of alcohol when the employee is on duty or on school property or any employee who possesses or consumes alcohol when the employee is on duty or on school property or while attending a school event will be subject to disciplinary action, including termination.

Employee Drug Use Tests

Employees will be required to submit to drug use testing in the following instances:

1. A drug use test will be a required part of an annual physical examination to determine physical fitness for all school bus drivers, school vehicle mechanics, and all other employees who are required to take an annual physical examination and whose jobs have a direct bearing on the safety of students or other employees. Each employee who is to be tested for illegal chemical substances as a part of an annual physical examination will be given at least 30 calendar days notice of the date of the physical examination and attendant drug use test.
2. Any employee whose behavior while on duty creates a reasonable individualized suspicion that the employee is under the influence of an illegal chemical substance will be required to take a drug use test.
3. Any employee who is involved in an otherwise unexplained accident involving school property will be required to take a drug use test. Any employee who refuses to take a drug use test when so required under the provisions of this policy will be deemed to have committed an act of insubordination or willful neglect of duty, which will be the basis for disciplinary action, including termination.

Applicants for Employment Drug Use Tests

Applicants for employment will be required to submit to drug use testing as follows:

Drug use tests will be included as a part of physical examinations for that class of employees for whom physical examinations are required and only following a conditional offer of employment. If the prospective employee refuses to take the examination, or if the examination discloses drug use, the employment offer will be withdrawn. Applicants for employment will be notified that drug use testing will be a part of the physical examination if a physical examination is required.

Persons Authorized to Order Drug Testing

The following persons have the authority to require drug use testing of employees under this policy:

1. The superintendent of schools;
2. Any employee designated for such purposes by the superintendent or by the school board.

Circulation of Policy

This policy and the accompanying regulations shall be given broad circulation to all employees of the school district, which shall include prominent posting at various places in the district. Each employee and applicant for employment shall be entitled to receive, upon request, a free copy of this policy and the accompanying regulations.

Regulations:

In accordance with the policy of the board of education, the following regulation implements and supports the Use of Illegal Chemical Substances by Employees policy:

Definitions

1. "Illegal chemical substance" means any substance, which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. Illegal chemical substance includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all pre-prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose.
2. "Under the influence" means any employee of the school district or applicant for employment with the school district who has any illegal chemical substance or the metabolites thereof present in the person's body in any amount which is considered to be "positive" for such drug or drug metabolites using any scientifically substantiated drug use screen test and drug use confirm test.
3. "Positive", when referring to a drug use test administered under this policy, means a toxicological test result, which is considered to demonstrate the presence of an illegal chemical substance or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
4. "School property" means any property owned, leased or rented by the school district, including but not limited to school buildings, parking lots and motor vehicles.
5. "Drug use test" means a scientifically substantiated method to test for the presence of illegal chemical substances in a person's urine.
6. "On duty" means any time during which an employee is acting in an official capacity for the school district or performing tasks within the employee's job description, including the taking of an annual physical examination.
7. "Reasonable suspicion" means a suspicion based on specific personal observations concerning the appearance, speech or behavior of an individual, and reasonable inferences drawn from those observations in the light of experience.

Determination of Applicants for Employment and Employees Being Under the Influence of an Illegal Chemical Substance

1. Any drug use test administered under the terms of this policy will be administered by or at the direction of a professional laboratory using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimen, proper laboratory control and scientific testing. All aspects of the drug use-testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of applicants and employees to the maximum degree possible. The test specimen shall be obtained in a manner, which minimizes its intrusiveness. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall; the test monitor shall not observe any employee or applicant while the specimen is being produced, but the test monitor may be present outside the stall to listen for normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the specimen. If at any time during the testing procedure, the test monitor has reason to believe or suspect that an employee/applicant is tampering with the specimen, the test monitor may stop the procedure and inform the test coordinator who will then determine if direct observation is required. The test monitor shall give each employee or applicant a form on which the employee or applicant may, but shall not be required to list any medication he/she has taken or any other legitimate reasons for having been in contact with potentially illegal chemical substances in the preceding 30 days.
2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography mass spectrometry technique. An applicant for employment will not be denied employment or an employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.
3. If the second test is positive for the presence of illegal chemical substances or the metabolites thereof, the applicant for employment or the employee will be furnished with a copy of the test results.
4. Any applicant for employment or employee who is subject to disciplinary action as a result of being under the influence of an illegal chemical substance will be given a reasonable opportunity to rebut the drug use tests results. If the applicant or employee asserts that the positive test results are caused by other than consumption of an illegal chemical substance by the applicant or employee, then the applicant or employee will be given an opportunity to present evidence that the positive test result was produced by other than consumption of an illegal chemical substance. The school district will rely on the opinion of the laboratory, which performed the tests in determining whether the positive test result was produced by other than consumption of an illegal chemical substance. The employee or applicant will have a right to have a second gas chromatography/mass spectrometry test performed on the same test specimen at the expense of the employee or applicant if the request for the second test is made within 30 days after the date the first test positive result is communicated to the employee or applicant and subject to the approval by the school district's consulting laboratory of (a) the laboratory selected by the applicant for the second test and (b) the testing methodology used by the laboratory selected by the employee or applicant. A proper chain of custody shall be maintained at all times in transmitting the specimen to and from a second laboratory.
5. The laboratory reports and results of drug use testing will be maintained on a confidential basis except as otherwise required by law; provided however, the results and reports of drug use testing may be given to law enforcement authorities if the drug use test is administered as a result of an employee's involvement in an accident resulting in injury to persons or property. The laboratory performing drug use tests for the school district will not report on or disclose to the school district any physical or psychological condition affecting an employee or employment applicant which may be discovered in the examination of a specimen other than the presence of illegal chemical substances or the metabolites thereof. The use of specimens to test for any other substances will not be permitted.

Employee Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of an Illegal Chemical Substance

An employee who possesses, uses, distributes, purchases sells or is confirmed by drug use tests to be under the influence of an illegal chemical substance while on duty, while on school property or as a result of drug use tests conducted as part of an annual physical examination will be subject to disciplinary action, including termination.

Applicants Under the Influence of an Illegal Chemical Substance

Any applicant who is confirmed by drug use test to be under the influence of an illegal chemical substance will not be hired.

SC-5

DISPOSAL OF SURPLUS PROPERTY

Obsolete, surplus, worn-out, or unusable school property shall be traded in or exchanged in the acquisition of other property whenever feasible. Otherwise, such property shall be sold at competitive bidding or at public auction, unless, some other disposition of real property or of personal property has been designated by the board. All such sales or other dispositions shall be recorded and reported to the board.

SC-6

FOOD SERVICES

Food services shall participate in the National School Lunch Program on a basis as nearly self-supporting as feasible, while maintaining charges per pupil at the most reasonable rates possible.

The Guthrie Public Schools Foods Service Department cooperates with the National School Lunch Program. Children from families whose income is at or below the levels set by law are eligible for free or reduced-price meals.

Application forms are available at the principal's office in each school. The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted at any time during the year.

In certain cases foster children are also eligible for these benefits. If a family has foster children living with them and wishes to apply for such meals for them, they should contact the school.

In operation of child feeding programs, no child will be discriminated against because of race, sex, color, or national origin.

SC-7

MAINTENANCE AND OPERATION OF THE PLANT

The operation and maintenance of the school plant and physical facilities shall be carried out in an efficient and economical manner. The main goal shall be to keep facilities, buildings, and equipment attractive and in good repair.

Hazard Communication Standard

The school district shall be in compliance with OSHA hazard Communication Standard "Right-to-Know Laws", and regulations regarding the use and storage of chemicals in the workplaces and classrooms. (Occupational Safety and Health Act, 1985 (OSHA) Hazard Communications Law, 1986)

SC-8

INSURANCE

The school district shall carry the most economical adequate insurance available on buildings against loss from fire, wind, and other perils. The insurance program and its cost shall be continually studied by the administration and periodically reviewed by the board. Insurance programs shall include the following:

- A. The school district shall carry Worker's Compensation Insurance
- B. The school district shall make available the opportunity to participate in a group health insurance policy.
- C. The school district shall furnish a limited loss of time insurance policy.
- D. Student accident insurance may be made available to all students.
- E. As a political subdivision of the state of Oklahoma, the district shall be liable for loss resulting from its torts or the torts of its employees acting within the scope of their employment of duties subject to the limitations specified in State Law. The school district shall carry liability insurance on all employees. Employees involved in on-the-job activities, which could result in legal proceedings, should inform their supervisor as soon as possible. It should be noted that this liability insurance is not valid in cases of criminal negligence.

SC-9

HAZARDOUS MATERIALS COMMUNICATION

Guthrie Public Schools will comply with federal, state and local regulations pertaining to the use and storage of hazardous materials within the school district, including the workers' right-to-know. In an effort to maintain such regulations, Guthrie Public Schools will utilize the following procedures:

- A. Maintain and make available to its employees such chemical hazard information as required
- B. Maintain and make available to its employees such accident and safety reports as required
- C. Report any health or safety information pertaining to hazardous materials as required to the appropriate governing agency upon request
- D. Work with the local fire authority to identify hazards and placard as required
- E. Maintain proper labeling and storage of containers of hazardous materials
- F. Provide all necessary personal protective equipment for employee safety when dealing with hazardous materials
- G. Conduct such training as needed to familiarize each employee with hazards of that employee's position
- H. Provide such training at least annually and as needed for specific situations

NOTICE

ASBESTOS MANAGEMENT PLAN

A copy of the Asbestos Management Plan for Guthrie Public Schools may be viewed in each site Principal's office. A master copy is available for public inspection at the Guthrie Public Schools' Maintenance Department located at 200 Crooks Drive, Building #4.

SC-10

SMOKE FREE ENVIRONMENT

Smoking, chewing or any other use of tobacco by staff, students, and members of the public is prohibited on, in or upon any school property. It is the intent of this policy to prohibit tobacco use of any kind by anyone on school property 24 hours per day, seven days per week, 365 days per year. This policy applies to all school sponsored events held on or off campus even during non-school hours and days. This policy applies to all public school functions and any outside agency using the District's facilities, including stadium, and sports complex.

SC-11

MAINTENANCE

Guthrie Public School District I-1 employs a maintenance staff that functions under the Director of Maintenance. Minor equipment and facility repairs are the chief duties of the maintenance staff. All repair and/or work requests shall be submitted on a work order form signed by the building administrator to the Office of the Director of Maintenance. In case of an emergency, report the event by telephone to the Office of the Director of Maintenance. For emergencies, a work order will be completed at the director's office. All work orders will be forwarded to the appropriate maintenance person. No private repair firms should be called without the approval of the director of maintenance.

Major facility alterations and additions are generally scheduled for summer or during extended non-school periods.

SC-12

USE OF SCHOOL VEHICLE

Only district vehicles, which are currently under warranty, will be allowed to be taken on out-of-state trips. The Vo-Ag truck and the newer buses are the only district vehicles that would be allowed to take out-of-state trips under such a policy.

SC-13

COORDINATION OF TRANSPORTATION SERVICES

Information regarding bus routes, bus schedules, and bus assignments or any changes will be prepared in writing by the Transportation Office, and copies will be provided to principals of all schools. The Transportation Director must approve schedules and changes. In the event a bus or buses may be late arriving at a school, the Transportation Office will notify the school affected. The Principal should report unusual delays at a school to the Transportation Office. Principals should notify the Transportation Office if a bus continually arrives at school too early or too late or if potential transportation difficulties are detected at a campus as the result of driver action.

SC-14

ACCIDENTS AND ACCIDENT REPORTING

The following steps should be taken for all accidents:

- A. The bus driver should stop and render aid. The Transportation Office should be called or contacted via the radio immediately. The dispatcher will notify the police.
- B. The bus should not be moved unless the driver is instructed to do so by the police or the Transportation Director.
- C. The bus driver should inquire about personal injury. No student should be let off the bus unless there is a threat of fire. If there are injuries, the driver should make a list of those injured and submit the list along with an Accident Report to the Transportation Office. The Transportation Office should notify the principal of the school where those students attend.
- D. The driver should exchange complete information with the other driver involved.

SC-15

OUT-OF-STATE TRAVEL

Oklahoma school buses may not be used for transporting students out-of-state without permission from the State Department of Education. Principals needing this transportation should make a written request, listing reason(s) for this request, to the Administrative Assistant in charge of pupil transportation for the Guthrie Public Schools. This request must be made at least three (3) weeks prior to the activity. The Administrative Assistant, after reviewing the request, may ask that the State Department approve the use of school buses for the activity.

SC-16

BUS DRIVERS

All drivers for the school system must be at least 18 years of age, have a current Chauffeur or Commercial Chauffeur's license, and must be certified by the State Department of Education. Drivers are required to carry their certification card with them when they are driving a bus. New drivers hired after the initial School for Certification is given shall make arrangements to attend a school as soon as one is given in the area. Failure to do so will result in termination. All drivers are required to maintain an acceptable driving record of no more than two (2) moving traffic violations in the last three (3) years, provided no more than one (1) violation occurred in the last two (2) years. Each year a driver must secure and have on file a Motor Vehicle Report in the Transportation Office. A driver can have no DUI or drug-related traffic violations or reckless or careless driving offenses on a Motor Vehicle Report and drive a school bus for the Guthrie Public Schools.

SC-17

COMMERCIAL DRIVER'S LICENSE REIMBURSEMENT

The Guthrie School District will reimburse an employee for his/her initial cost to acquire a Commercial Driver's License (CDL), provided the employee uses a school vehicle in his/her employment. This reimbursement will occur after the third month of employment, upon receipt of the appropriate form submitted by the employee. An employee who has been reimbursed for the cost of the CDL by the district will have that amount charged against his/her last paycheck with the district, if he/she leaves the district before the end of the school year.

**SC-18
FAIR LABOR STANDARDS ACT**

REVISED 10-11-2004

**GUTHRIE SCHOOL DISTRICT POLICY FOR CLASSIFICATION OF EMPLOYEES
AND RIGHTS AND RESPONSIBILITIES INVOLVING NONEXEMPT EMPLOYEES**

It is the policy of Guthrie School District to ensure compliance with the Fair Labor Standards Act (FLSA) provisions concerning the payment of overtime at the established rate to eligible employees. Consistent with that obligation this policy discusses the proper classification of employees as exempt or nonexempt employees and also addresses the rights and responsibilities of the District and nonexempt employees in areas related to the authorization necessary for overtime work, and related recordkeeping requirements. The purpose of the policy is to ensure that the District correctly identifies those individuals entitled to overtime and ensures that nonexempt employees required to work overtime as a condition of their employment receive either monetary compensation or compensatory time for approved overtime. The District's construction and interpretation of this policy shall be consistent with FLSA's mandatory provisions.

District's Overtime Obligations

The FLSA does not limit the number of hours that an employee may work, either daily or weekly. It requires that overtime compensation be paid or time accrued at a rate of not less than one and one-half times the nonexempt employee's regular rate of pay for each hour worked in a workweek in excess of the maximum hours applicable to the type of employment in which the employee is engaged. For school district employees this means overtime for hours in excess of 40 per week for non-exempt employees.

While overtime must be calculated on a workweek basis, there is no requirement in the FLSA that the overtime compensation be paid weekly. As a general rule, overtime earned in a particular workweek should be paid where possible on the regular payday for the period in which such workweek ends. When the correct amount of overtime compensation cannot be determined until later, the district will pay it as soon after the regular pay period as practicable. Payment shall not be delayed beyond the next payday. In those cases where an employee elects or District enforces compensatory time, the use of accrued time is controlled by the District's Compensatory Time for Overtime Policy.

I. Employee Classification for Purposes of FLSA

It is the District's intent to adhere to the requirements of FLSA with regard to the classification of employees and with respect to the payment of overtime wages to eligible employees.

II. Non-Covered Employees

FLSA provides that certain employees are not covered by the Act. Non-covered employees include volunteers, independent contractors, legal advisors, and certain trainees. Non-covered employees are basically treated the same as exempt employees, for purposes of FLSA.

III. Exempt Employees

In accordance with the FLSA, exempt employees do not receive overtime. Exempt employees include executive, administrative, and/or professional personnel.

The District employs a variety of employees. The determination of an employee's proper classification requires evaluation of specific duties, authority and compensation; however, the following provides guidance regarding how employees are generally classified for purposes of overtime compensation.

IV. Nonexempt Employees

Nonexempt employees are entitled to overtime for all hours worked in excess of 40 in a workweek. Overtime compensation is paid at a rate of not less than one and one-half times the nonexempt employee's regular rate of pay for each hour worked in a workweek in excess of 40 hours per week.

V. Examples of Employee Classifications

Nonexempt employees include:

- Bus drivers
- Cafeteria workers
- Dietitians
- Custodial workers
- Day-care workers
- Keypunch operators for school records
- Hall or lunchroom monitors
- Secretarial or clerical support
- Security personnel
- Maintenance workers

Exempt executives include:

- Superintendent
- Assistant Superintendents
- Principals and Assistant Principals
- Directors of Computer Programming

Exempt professionals include:

- Guidance counselors
- Certified public accountants in budget office
- Non-RN school nurse
- School attorneys
- School psychologists
- School registered nurse
- School librarian
- Teachers

Noncovered positions include:

- Appointed members of the board of education
- Elected member of the board of education
- Homeroom mothers/fathers and other volunteers

VI. Authorization Required for Overtime

Employees are not permitted to work overtime without the prior written authorization of the employee's supervisor or the superintendent. An employee who works overtime, without authorization, will be subject to discipline up to and including the possibility of termination. If for any reason the employee is unable to obtain approval of overtime prior to working overtime, he/she is required to immediately bring overtime work to the attention of his/her supervisor.

Supervisors are required to strictly enforce the district's prohibition of unauthorized overtime. To this end, a supervisor must not allow an employee to work overtime if the supervisor knows or reasonably suspects that the employee is working in excess of hours authorized. **A supervisor who fails to take reasonable action to enforce the district's policy will be subject to discipline up to and including possible termination of employment.**

VII. Use of Time Clocks or Other Time Records

Employees will be assigned a method for keeping track of work hours. Each employee is responsible for the complete and accurate reporting of his/her time and must verify that the time reported is truthful to the best of the employee's knowledge and experience.

Employees assigned a time clock must not clock in more than seven (7) minutes prior to the beginning of the employee's work schedule, or more than seven (7) minutes after the end of the schedule. An employee who does not have prior written permission and who is found to have clocked in more than seven (7) minutes before his/her schedule, or clocked out more than seven (7) minutes after his/her schedule, will be in violation of the provisions of this policy. Time accumulated on the time clock before or following the employee's scheduled work hours will not be considered as time worked. An employee who has questions regarding whether the employee should be on the time clock, should immediately contact a supervisor for clarification.

An employee utilizing an alternate method of time keeping is, likewise, required to ensure that the times listed by the employee are complete and accurate and recorded to the best of the employee's knowledge and experience and is subject to the same requirements and penalties as an employee utilizing a time clock.

An employee who identifies an erroneous entry on his or her time card or record should immediately bring the error or mistaken entry to the attention of his/her supervisor and both should insert and initial the correct entry or information on the time record.

Employees who clock in more than eight (8) minutes late will be docked ¼ hour. Employees who are eight (8) minutes early will be paid overtime only if the early report to work is approved by the employee's supervisor. **Voluntary overtime is strictly prohibited because it creates monetary liability for the district, even though that result is unintended.**

VIII. Notice of Policy to Employees

Each employee will be furnished with a copy of the District's FLSA policy and required to sign an acknowledgement confirming that the employee received the policy and that he/she understands the rights and responsibilities that it includes.

Questions concerning any part of the policy should be directed to the employee's supervisor or the superintendent.

If at any time an employee believes that he/she is incorrectly classified for purposes of FLSA or is entitled to additional compensation under federal or state law, he/she should promptly notify the superintendent in writing, setting out the basis for the employee's complaint of misclassification or incorrect compensation.

**GUTHRIE SCHOOL DISTRICT
POLICY REGARDING MULTIPLE EMPLOYMENT ASSIGNMENTS**

The School District may have opportunities for its employees to assume more than one type of employment position. The District will closely monitor the assignment of more than one position to any employee to ensure that the assignment does not result in the employee working more hours than is advisable or hours which will create overtime or unacceptable overtime liability for the School District.

Accordingly, the District will closely monitor all multiple assignments made to employees to determine whether the positions assigned are exempt from overtime or will require the payment of overtime. Employees must strictly adhere to instructions regarding the hours of work authorized.

I. Exemption from Overtime

Exemptions from the overtime provisions of the FLSA are provided under federal regulations. School administrators are exempt as administrative employees and teachers are exempt from overtime under the professional exemption. Other employees may be exempt based on the duties performed and whether they meet the tests approved by FLSA for executive, administrative or professional positions.

II. Multiple Position Employment Prohibition of Exempt Employees

Teachers and administrative employees of the board who are exempt from overtime provisions of the Act under regulations promulgated by the Wage and Hour Division of the United States Department of Labor may not be employed in multiple positions with the board if such employment would jeopardize the exempt status of the employee's teaching or administrative position.

III. Employment Contract Supplements

Pursuant to employment contracts approved by the board, teachers and other *exempt* personnel may earn a salary supplement for performing assigned duties, such as coaching athletic teams, serving as cheerleading sponsors, and other extra responsibilities incidental to their position as teachers or school administrators.

IV. Multiple Position Employment of Non-Exempt Employees

Non-exempt employees of the District and board may be employed in multiple positions only if the time to be worked by the employee in those positions will not normally exceed forty hours during the employee's workweek. Additional position assignments to employees in this category will be subject to the following conditions:

1. *Authorized* overtime will be paid to non-exempt employees who work more than forty hours in a workweek, whether the work is performed in one or more than one job.
2. Supervisors may only permit overtime under unusual or extraordinary circumstances and overtime must be approved in advance, in writing, before overtime hours are worked.
3. An employee working overtime, which is not properly authorized, in advance in writing by the employee's supervisor, is considered to be in violation of this policy and the violation may result in disciplinary action, up to and including possible termination.

V. Overtime Rates of Pay

Non-exempt employees working more than one position, in which the rate of pay is different for each position, must agree in writing, in advance of performance of the work and as part of the overtime authorization, as to the rate of pay. At the time any overtime hours are approved, the employee's supervisor will determine for which job and rate the overtime hours are to be worked. If overtime hours are properly authorized and worked, they will be paid at the rate established for the work being performed during the overtime hours.

VI. Benefit Entitlements According to Primary Position

Employees who work in more than one position for the District will be entitled to benefits in only the primary position unless otherwise provided by law. The primary position is defined as the position in which the person was initially employed by the District and will generally be the position which is regularly assigned the most hours of work.

GUTHRIE SCHOOL DISTRICT COMPENSATORY TIME FOR OVERTIME POLICY

The Fair Labor Standards Act (FLSA) extends flexibility to school districts in adopting arrangements that provide compensatory time off in lieu of monetary overtime compensation. Accordingly, Guthrie School District will provide, within reasonable limits, compensatory time off. The calculation used to determine the amount of compensatory time available to a nonexempt employee is one and one-half hours of compensatory time for each hour of overtime worked. Compensatory time received by an eligible employee extinguishes the employee's entitlement to monetary overtime compensation. Compensatory time off is subject to all of the conditions provided in this policy and the District's other policies concerning FLSA. The District's administration shall, at all times, retain the authority to make the decision to permit an employee to accumulate and use compensatory time or to pay the employee for overtime worked; however, the standard of time and one-half for overtime hours worked shall apply in either instance. The District's policy and applicable procedures concerning compensatory time are more fully detailed below.

I. Prior Approval of Overtime Required

Overtime will not be allowed to any non-exempt employee unless prior approval has been given, in writing, by the employee's supervisor or his/her designee. Non-exempt employees working in excess of forty (40) hours per workweek without prior written approval may be subject to appropriate disciplinary action, up to and including possible termination.

II. Calculation of Compensatory Time

If a non-exempt employee is properly assigned to work more than forty (40) hours in a workweek, the District may provide compensatory time ("comp time") off in lieu of monetary overtime compensation at a rate of not less than one and one-half (1 1/2) hours of compensatory time for each hour of overtime worked. It shall be the responsibility of the employee and the employee's supervisor to maintain accurate records of all comp time accrued. All overtime recorded to be accrued as comp time must be initiated by the employee and the immediate supervisor or his/her designee by the end of the week following the week in which the overtime is worked.

III. Scheduling Use of Compensatory Time

Any non-exempt employee who has accrued comp time and who requests the use of the comp time shall be permitted to use the comp time within a reasonable period, after making the request, as long as the use of the comp time does not unduly disrupt the operation of the District. Supervisors are encouraged to limit the accumulation of comp time to eight (8) hours per pay period, but special circumstances may justify a greater accumulation. All requests to use comp time must be in writing. If the request is denied, then the employee and supervisor are to arrange an alternate date for the comp time to be used. If no agreement can be reached, then a meeting will be conducted with the superintendent of schools or superintendent's designee to schedule a date for the comp time to be taken. The School District requires that comp time earned during one pay period must be used during that period or during the next pay period.

IV. Maximum Accrual of Time

Employees may accrue up to 120 hours of comp time. (Because comp time is accumulated at time and one-half, this is 80 hours of actual overtime work.) Employees who work in a public safety activity, emergency response activity or seasonal activity may accumulate up to 240 hours of comp time.

V. When Hours are Not Considered Work Hours

Time periods in excess of twenty (20) minutes during which the employee is not actually performing job duties will not be included as "hours worked" if the time can effectively be used for the employee's own purpose.

VI. Volunteer Work

Non-exempt employees are not allowed to do “volunteer” work for the District. Although the District appreciates the occasional willingness of nonexempt personnel to volunteer their time, FLSA regulations create an unacceptable risk of overtime liability when nonexempt personnel volunteer to perform services for the school district or volunteer to work longer hours without compensation. An exception to the volunteer prohibition is an employee of the School District, who is a parent, grandparent, or guardian who volunteers in connection with school activities involving the individual’s child or grandchild and the activity is one for which parents or others customarily volunteer. In addition, the volunteer’s activities or services must be unrelated to the employee’s compensated duties with the school.

VII. Payment for Comp Time Upon End of Employment

Any non-exempt employee whose employment with the District terminates and who has accrued but not used comp time shall be paid at his/her regular hourly or salary rate in effect at the time the employee receives the payment. The District reserves the right, at any time, to substitute a cash payment, in whole or in part, for comp time.

VIII. Notice of Policy to Nonexempt Employees

A copy of this policy will be provided all of the district’s nonexempt employees along with a compensatory time agreement which employees will sign and which the employee’s supervisor will sign. The agreement, unless withdrawn by the district, will remain in effect while the employee works for the District. This compensatory time off policy shall be considered as a condition of employment for all non-exempt employees of the District.

GUTHRIE SCHOOL DISTRICT
COMPENSATORY TIME OFF AGREEMENT

In accordance with the Fair Labor Standards Act, the Guthrie School District has a policy of granting employees compensatory time off in lieu of compensation for hours worked in excess of 40 hours a week, or, in the District's discretion, providing the employee monetary overtime compensation. A copy of this policy has been provided to me. I understand that the compensatory time will be granted at time and one-half for all hours worked in excess of 40 hours per week. I further understand that the compensatory time may be limited, preserved, used or cashed out consistent with the provisions of that policy and applicable law and regulations of the U.S. Department of Labor.

I knowingly agree to this provision of time off as compensation for overtime work as a condition of my employment and consent to the use of compensatory time in accordance with the District's policy. I further understand that in the event any portion of the policy is interpreted to conflict with the FLSA or its regulations, that the conflicting portion shall be struck and the remainder of the policy shall continue in full force and effect.

Employee Signature

Date

Supervisor Signature

Date

GUTHRIE PUBLIC SCHOOLS
 PERFORMANCE EVALUATION FOR SUPPORT EMPLOYEES

Employee _____ Social Security Number _____

Building/Department _____ Job Title _____

Annual Evaluation _____ 90 Day Evaluation _____ Special Evaluation _____

The Support Personnel Performance Evaluation Program is designed to improve the quality of work in all areas of the support staff by improving the individual on-the-job performance of each employee. It is a cooperative effort between the supervisor and the employee to identify strengths and weaknesses and to prescribe steps for improvement whenever necessary.

CIRCLE THE PROPER RATING FOR EACH PERFORMANCE CRITERION OBSERVED.

Definition of Evaluation Code

- PC- Professionally Competent: Performance is satisfactory
- NI- Needs Improvement: Performance is not as effective as desired
- U - Unsatisfactory: Performance is unacceptable
- NA- Not applicable for this employee

PERFORMANCE EVALUATION FACTORS

<i>PERSONAL CHARACTERISTICS</i>	PERFORMANCE ASSESSMENT		
	PC	NI	U
Maintains acceptable attendance record, excluding earned vacation and other leave benefits to which employee is entitled.	PC	NI	U
Arrives on time and maintains reasonably uniform signing or clocking in on time.	PC	NI	U
Maintains a positive outlook, which enhances employee's morale.	PC	NI	U
Uses tact in dealing with the public as well as with other employees.	PC	NI	U
Accepts constructive criticism and suggestions for improvement without resentment.	PC	NI	U
Demonstrates genuine interest in and satisfaction with job assignment.	PC	NI	U
Observes employee dress code, is neat and well groomed in keeping with job assignment	PC	NI	U

PERFORMANCE EVALUATION FACTORS

PERFORMANCE ASSESSMENT

WORK PERFORMANCE

	PC	NI	U
Understands all phases of the job	PC	NI	U
Seeks assistance and/or clarification as needed without hesitation	PC	NI	U
Produces neat, accurate work product which meets acceptable Standards	PC	NI	U
Plans and organizes work in acceptable manner for maximum Efficiency	PC	NI	U
Works well independently without inordinate amount of direct supervision required	PC	NI	U

PROFESSIONAL DEVELOPMENT

	PC	NI	U	NA
Strives to improve in skills required for present job assignment	PC	NI	U	NA
Makes decisions and forms opinions based on sound judgment	PC	NI	U	NA
Uses authority objectively and wisely without favoritism	PC	NI	U	NA
Indicates desire to advance in responsibility and reveals leadership Potential	PC	NI	U	NA

IF NEEDS IMPROVEMENT or UNSATISFACTORY is checked for any area, a PLAN FOR IMPROVEMENT should be developed with the employee, identifying specific steps to be taken to improve performance to a level of competency. THE PLAN FOR IMPROVEMENT should include setting of a specific date at which time a Special Evaluation will be conducted to check progress or completion of the plan. A PLAN FOR IMPROVEMENT should be developed for each area needing improvement. Both the employee and the supervisor should sign the plan at its inception and should initial and date the plan at the time of the special evaluation to check progress.

Supervisor's Comments: _____

Signatures affixed here do not indicate necessarily concurrence with the evaluation, but that the employee and the supervisor have discussed the contents and recommendations.

Employee's Comments: _____

EMPLOYEE'S SIGNATURE _____ DATE _____

SUPERVISOR'S SIGNATURE _____ DATE _____

Building Site



GUTHRIE PUBLIC SCHOOLS

ADMINISTRATOR'S HANDBOOK
TERMS AND CONDITIONS OF EMPLOYMENT

PUBLISHED 09/09/2014

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GUTHRIE PUBLIC SCHOOLS
Administrator Handbook
Terms and Conditions of Employment

PURPOSE

The Guthrie School District Administrator Handbook is furnished to each Administrator for the purpose of informing him/her of the basic terms and conditions of employment with respect to an administrative position.

The Handbook addresses and explains many practices administered by the School District that will assist the administrator in better understanding basic employment matters such as workdays, leave (including sick and vacation) as well as other benefits. You will, undoubtedly, have questions that either need additional interpretation or are not addressed. In these situations, we encourage you to immediately discuss them with your supervisor to insure a clear understanding and resolution of your issue.

The Superintendent and Board of Education continually review Board policies. As a result of this review process, the Handbook's contents and its interpretation can and will be modified when such modification is deemed necessary.

The Handbook is for information purposes only. Neither it nor any other communication may displace applicable law, Board policy or the terms of the Administrator's contract with Guthrie Public Schools.

I. Definition

For purposes of these policies and terms of employment, the term administrator shall mean all personnel in the District who are employed on an administrative contract with the Guthrie Public School District. All policies and procedures herein apply to the Superintendent, Assistant Superintendents, Principals, Assistant Principals and Directors unless an item is limited to a specific employee position or items are specifically modified in an administrator's contract between the employee and the Board of Education.

II. Salary Schedule

The Salary Schedule for all administrators will be approved by the Board of Education, upon recommendation of the Superintendent.

Administrative Stipend Scale

~~2015-16~~ **2016-17**

(Base Salary = Years of Service on Teacher Salary Scale)

Position	Administrative Incentive Above Teacher Salary Scale	Longevity Incentive
<i>BUILDING LEVEL</i>		
<i>ADMINISTRATIVE SCALE</i>		
Ass't Elementary Principal	\$11,500.00	+ \$150 per year for each year of "building" level administrative experience (maximum of 29 years)**
Elementary Principal	\$18,000.00	
Ass't JH Principal	\$13,000.00	
JH Principal	\$23,000.00	
Ass't HS Principal	\$20,000.00	
HS Principal	\$30,000.00	
<i>DISTRICT LEVEL</i>		
<i>ADMINISTRATIVE SCALE</i>		
Assistant Superintendent	\$43,500.00	+ \$250 per year for each year of "district" level administrative experience (maximum of 29 years)**
Athletic Director	\$20,000.00	
Director of Facilities* Operations	\$15,000.00 \$17,750	
Director of Special Education	\$15,250.00	
Director of Technology	\$17,750.00	
Facilities Assistant*	Frozen at 2013-14 rate of pay	
Executive Director	\$34,500.00	
Director of Alternative Education	\$18,000.00	

****Base salary will be the years of service on the Bachelor's Salary Scale***

*****Longevity incentives are suspended for the 2016-17 school year***

III. Annual Reemployment

The Board of Education will approve all administrators for a one year contract, with the exception of the Superintendent. By law, a Board may enter into a contract with the Superintendent not to exceed three years. All other administrators will be considered for reemployment by the Board of Education in February of each year. The Board, at its discretion, may alter the date for consideration of an administrator's contract as long as consideration of the contract occurs before the first Monday in June of each school year.

IV. Dismissal or Non-reemployment of an Administrator

Whenever the Board of Education or the Administrator of a school District shall determine that the dismissal or nonreemployment of a full-time certified administrator from his/her administrative position with the school district should be effected, the administrator shall be entitled to due process pursuant to Okla. Stat. Tit. 70 6-101- the law applicable to termination of employment of certified administrators.

The procedures and grounds for dismissal or non-reemployment of a non-certified administrator will be the same as for all non-certified employees.

V. VACATION

All personnel assigned to twelve-month positions will accrue vacation time and be entitled to take vacation leave when approved by their immediate supervisor.

A. Rate of Accrual

Twelve-month personnel shall accrue a maximum of 12 days of vacation per fiscal year or 1 day per month.

B. Special Accrual

Current employees, who have previously worked less than 12-month contracts and are changed to 12-month positions, will accrue, one vacation day on the last day of each month remaining in the fiscal year.

When a 12-month employee transfers to a less-than 12-month position, the employee will be paid for all unused vacation days.

C. New Employees

Personnel who are employed later than the first month of the fiscal year will accrue, one vacation day on the last day of each month remaining in the fiscal year.

D. Month of Accrual

Personnel must have reported to work prior to the tenth (10th) of the month or have worked through the tenth (10th) of the month to receive credit toward vacation for that month.

With regard to computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.

Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

E. Accumulation

Twelve month employees, who accumulate vacation days as a part of their employment contract, may accumulate up to a maximum of thirty-five (35) vacation days. An administrator that has in excess of thirty-five (35) vacation days at the end of any month will lose the accrual for that month with no compensation for the day lost.

F. Payment of Unused Vacation Upon Termination of Employment

Upon retirement or termination of employment, personnel having unused vacation leave will be reimbursed at a daily rate equal to a regular day of pay.

VI. Life Insurance

Certified and Non-Certified Administrators will receive the same life insurance benefits as all other full-time employees.

VII. Health & Dental Insurance

Certified Administrators will receive the same health and dental benefits as all other full-time certified employees.

Non-Certified Administrators will receive the same health and dental benefits as all other full-time support employees.

VIII. Workers Compensation Insurance

Administrators who are injured by accident arising out of and in the course of his/her employment, regardless of where such injury occurred, shall be entitled to apply for benefits through workers compensation insurance as provided by the Board of Education.

IX. Sick Leave

- A. Administrators shall be vested one day of sick leave for each month of contract. Days vested for administrators will be by length of contract:

Twelve (12) month administrators = Twelve (12) days
Eleven (11) month administrators = Eleven (11) days
Ten (10) month administrators = Ten (10) days

Should an administrator have to be absent from work due to sick leave, he/she must notify their immediate supervisor as soon as possible prior to being absent. Sick leave shall be accumulative to a maximum of one hundred twenty (120) days.

- B. If, after exhausting all sick leave, additional days are required, the administrator shall receive full contract salary less the amount normally paid a certified substitute for an additional period of twenty (20) days. The salary deduction is made regardless of whether the District retains a substitute for the position. In order to receive the additional twenty (20) days, the administrator must present a doctor's statement to the effect that he/she is medically unable to return to work. If additional days are needed following the twenty (20) days, the administrator may apply to the appropriate sick leave bank, assuming the administrator is a contributing member.
- C. Upon termination of employment, administrators may choose to transfer the accumulated sick leave between school Districts. The administrator is responsible for obtaining documentation of sick leave to be transferred to the next school District.
- D. Upon retirement through Oklahoma Teacher Retirement System, or resignation after ten years of service to Guthrie Public Schools, administrators shall be paid for all unused sick leave days earned while employed with the district, up to a maximum of one hundred twenty (120) days at the rate of \$50 per day. Sick leave days purchased may, also, be used towards additional experience with the Oklahoma Teachers Retirement System. Those days purchased by Guthrie Public Schools may not be transferred to another school district.

X. Sick Leave Bank

Administrators may participate in the certified or support employee's sick leave bank as applicable. Policies and provisions of use of the sick leave banks can be found in the Policies and Procedures Manual for Guthrie Public Schools.

XI. Personal Leave

A. Administrators shall be granted three (3) days of personal leave with pay each year to conduct personal business that must be conducted during a day under which the administrator is obligated by contract to be at work.

1. Except in emergency situations, administrators who must be absent for reasons of personal leave shall provide the Superintendent with at least forty-eight (48) hours advance notice. In emergencies, the administrator will notify the Superintendent prior to the beginning of the school day and on return to work will complete the necessary documentation.
2. Unused personal leave days shall accumulate as sick leave for the following year. However, administrators who have one hundred ten (110) unused sick leave days accumulated at the close of the school year, may make a written request to receive \$50.00 per day for each unused personal leave day, maximum of three (3) days. Eligible administrators must request payment in writing to the payroll office by June 1 each year to receive reimbursement.

XII. Family and Medical Leave

Family and medical leave shall be available to the administrator in accordance with the District's policy governing family and medical leave.

XIII. Bereavement Leave

A. Non-cumulative bereavement leave of up to five (5) days per occurrence shall be granted to an Administrator in the event of a death in the immediate family. Immediate family shall include the following:

Spouse, parents, step-parent, child, step-child, foster child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, siblings, mother-in-law, father-in-law, grandparents, grandchildren, aunt or uncle, and aunt or uncle-in-law.

- B. For deaths outside of the immediate family, administrators may apply to the Superintendent who is authorized to grant leave chargeable to sick leave, bereavement leave or personal leave by paying the cost of a certified substitute whether or not one is hired.

XIV. Jury Duty or Subpoena Leave

Administrators who are required to serve on jury duty or to appear in court in response to an official subpoena will receive full salary during the period of service. Administrators who must serve in this capacity shall pay over to the District any compensation received for said services.

XV. Leave-of-Absence Without Pay

- A. Administrators may request extended leave-of-absence for not more than one (1) year without pay under any of the circumstances in this section. All requests for such extended leave-of-absence without pay shall be made in writing. All responses to the request shall be in writing. Such application shall be reviewed by the Superintendent before recommending action by the Board of Education. Whether, and under what circumstances, to grant a leave without pay is reserved entirely to the discretion of the Board of Education.
- B. Administrators will be eligible to request a leave-of-absence after two (2) years of continuous administrative service to the District.
- C. Replacement for an administrator granted a leave-of-absence will be on an interim, temporary employment contract. During such interim employment, the administrator employed may apply for positional openings within the District.
- D. Leave-of-absence without pay may be requested for the following reasons:
 - 1. If an administrator is unable to work due to personal illness or disability and has exhausted all sick leave available, a medical leave request must be accompanied by a doctor's certificate stating the administrator cannot perform his/her duties.

The administrator may return to duty only upon presentation of appropriate medical evidence stating he/she is able to resume regular work and upon the recommendation of the Superintendent.
 - 2. To care for a sick member of the administrator's immediate family.

3. To adopt a child. An administrator adopting a child shall be entitled to, upon request, a leave to commence at any time during the first year continuous with adoption after receiving de facto custody of the child, or prior to receiving custody, if necessary to fulfill the requirements for adoption.
4. Military leave-of-absence may be granted by the Board of Education to an administrator in accordance with existing state and federal statutes.
5. Pursuit of advanced degree. An administrator may be granted a leave-of-absence to pursue an advanced degree. An administrator must be able to prove to the Board of Education the advanced degree will benefit the school District. Upon application, the administrator must be no further than one year away from completion of the advanced degree.
6. The administrator's use of a leave-of-absence, or any part of it, for a purpose, which qualifies for family and medical leave under the Family and Medical Leave Act, shall fulfill the District's obligations under the Act.

An administrator on leave-of-absence shall be responsible for health and other insurance premiums, if any, except for that part of the leave which qualifies as family and medical leave.

XVI. Promotion and Transfer

- A. All vacant administrative positions shall be posted for a minimum of three (3) days. A letter of application will be required to demonstrate an interest in the vacancy.
- B. Administrators may request a transfer within the District by filing a letter of intent with the Superintendent.
- C. The Superintendent may involuntarily transfer administrative staff within the District as he/she deems in the best interest of the school district.

XVII. Professional Growth

- A. Professional growth is encouraged for all administrators. Requests to attend conferences and/or seminars, in state, must be submitted in writing to the Superintendent at least two (2) weeks prior to attendance. Any trips outside the state must be approved by the Board of Education. All requests for attendance out of state must be submitted to the Superintendent one week prior to the posting of the Board agenda.
- B. All reimbursements for expenses to attend conferences and/or seminars will be approved by the Board at the next regularly scheduled meeting following submitting actual documentation of expenses.

XVIII. Evaluation

Each administrator will receive a formal evaluation conference with the Superintendent or the Superintendent's designee prior to a recommendation for renewal or non-renewal of contract for the next school year. The evaluation will be on a Board approved evaluation instrument and will become a part of the administrator's personnel file. Following the evaluation by the Superintendent, the administrator will have ten (10) days to write a response which will be attached and made a part of the evaluation. Administrator evaluations will be viewed by the Board of Education in consideration of any recommendations by the Superintendent pursuant to renewal or non-renewal of administrator's contract for the next school year.

**Guthrie Public Schools
Finance Committee Meeting
July 5, 2016
4:00 P. M.**

In Attendance: Dr. Mike Simpson, Dennis Schulz, Doug Ogle, Carmen Walters, Gail Davis, Tina Smedley, Janna Pierson and Vicki Biggs.

Mr. Schulz opened the meeting informing the committee the first pages were routine financial reports and to contact him if they had questions. He also informed the committee the reports were in a different order due to having two years reports to approve. The interest rates are remaining steady unless we were to invest for a year.

Mr. Schulz spoke on the following:

Child Nutrition Loan Agreement

This is an agreement for the 2016-17 to allow the CN to use GF monies if necessary. This must be paid back by June 30, 2017.

Activity Fund Handbook

Changes and updates to the AF Handbook for 2016-17.

Bond Sales

Notification that the Bond Sales will be Monday July 11, 2016.

Band/Choir Out of State Trip

This is a trip to Orlando, FL, May 30 – June 4, 2017.

Lease Agreement with Image Works

This is a continued lease agreement for the copiers for 2016-17.

Coca-Cola Vending Agreement Renewal

This is a continued renewal is for the drink and snack machines for 2016-17.

Mr. Ogle spoke on the following:

Support Personnel Handbook

Changes and updates to the Support Handbook for 2016-17

Administrators Handbook

Changes and updates to the Administrators Handbook for 2016-17

Dr. Simpson spoke on the following:

Vo-Ag Position Donations

This is a donation made by citizens for the salary of a 3rd Vo-Ag teacher.

CCOSA Contract Renewal

2016-17 contract renewal with CCOSA with some added services.

Curriculum Committee Meeting

July 5, 2016

5:00 p.m.

Ms. Walters

RSA Update

- 80% of 3rd grade students met the RSA criteria for vocabulary and comprehension on the 3rd grade reading state OCCT assessment
- 13 IEP students will be probationary promoted to 4th grade and 10 regular education students
- 6 students will be retained at Fogarty
- 26/36 4th grade students reached proficient
- 7/7 5th grade students reached proficient
- This is an improvement from the amount of students required to receive an additional intensive reading intervention of 45 minutes daily from:
 - 48 in 2014
 - 43 in 2015
 - 39 in 2016

Mr. Ogle

Co-op with St. Mary's

- St. Mary's Catholic School would like to Co-op with Guthrie Schools in:
 - Junior High Football
 - Junior High Boys and Girls Cross Country
 - Junior High Wrestling
 - Junior High Boys and Girls Track
 - Junior High Boys and Girls

Junior High Student Handbook

- *Guidance Counseling*, located on Page 20 details how the Junior High counselors will perform classroom guidance and communicate with parents.

High School Student Handbook

- Under the heading of *Core Curriculum*, changes the number of units needed for The Arts from 2 units to 1, and adds Computer Education to 1 unit.
- Under the heading of *Testing Requirements*, states 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.

High School Course Selection Handbook

- Under the heading of *Testing Requirements*, states 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.

Guthrie Public Schools
Property Committee Meeting
July 6, 2016
5:00 p.m.

Members present: Dr. Mike Simpson, Dennis Schulz, Doug Ogle, Cody Thompson, Jennifer Bennett-Johnson, Sharon Watts and Linda Skinner. Janna Pierson was in attendance for Terry Pennington.

Also in attendance were Mike Stacy and Sean Willis from The Stacy Group.

Mr. Thompson spoke on the following items:

Expenditure Reports:

- Summarized the expenses for June
- Outlined 2 new Purchase Orders for June

Completed Projects:

- 101 Work-Orders completed in June
- Server room compressor replacement
- GUES fire alarm repairs
- Donated sand spreader from Mercy Guthrie Hospital
- 8 new thermostats installed in Administration building
- Cove base and floor tile replaced at Cotteral and High School

Projects in Progress:

- Currently have 89 Work-Orders in progress
- 3 Smart Boards installed, approximately 35 remaining
- Vo-Ag barns construction, plumber will be here Friday
- Summer cleaning progressing, approximately 53% complete
- DOL inspection of Jr. High building
- Lighting project, waiting on material
- High School chiller repairs
- Grounds contractors began July 1st
- Two new Maintenance staff began July 5th
- Continuing roof repairs at Cotteral

Upcoming Projects:

- Obtaining quotes for Fire Safety inspections
- Scheduling Dept. of Labor inspections for boilers and water heaters
- Obtaining quote for upgrading JH auditorium stage electrical panel
- Repairs to bus/band parking lot

Bond Projects Discussion:

- Central tuck-pointing and HVAC plumbing installation is progressing on schedule
- Informative discussion with Mike and Sean concerning the differences of having a General Contractor or a Construction Manager for the construction of the new School