

AGENDA WITH COMMENTARY

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

**MONDAY
AUGUST 11, 2014
7:00 P.M.**

AGENDA:

- 1. Call to Order**
- 2. Roll Call**
- 3. Establish a Quorum**
- 4. Pledge of Allegiance**
- 5. Comments to the Board by:**
 - A. Citizens registered to speak to the Board**
 - B. Board Members**
- 6. Superintendent's Reports**
- 7. Consent Agenda:.....Pages 7-40
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 special meeting held on July 02, 2014 and regular meeting held on July 14, 2014**
 - B. Treasurer's Report**
 - C. Activity Fund Fundraisers as per attached list**
 - D. Activity Fund Transfers as per attached list**
 - E. Fuel bid as recommended by bid committee**
 - F. Encumbrances for General Fund #'s 195-312, Building Fund #'s 52-67 and Child Nutrition Fund #20 and listed change orders and Activity Fund Reports**

- G. **Out-of-State Trip Requests:**
 - Mick Fredrickson, Claude Arnold and JROTC Competition Teams – Top of Texas Drill Meet Wichita Falls, TX – October 14, 2014**
 - Mick Fredrickson and JROTC Students – JROTC National Raider Challenge Competition – San Antonio, TX – January 15-17, 2015**

- H. **Contracts/Agreements under \$10,000**
 - 1. **Agreement with YMCA of Greater Oklahoma City for facility use for 2014-2015**

Commentary:

The YMCA has taken over the School Age Care Program from GPS. We have agreed to continue hosting the program at Cotteral Elementary. This agreement allows the district and the YMCA to continue this arrangement for one year.

Dr. Simpson will answer any questions.

RECOMMENDED ACTION:

The Superintendents recommends approval.

8. Business Agenda:

- A. **Recommendation, consideration and action to calculate the 2014-2015 school year by instructional hours.....Pages 41-47**

Commentary:

We have done this for the last 5 years. This gives us the freedom to adjust the school calendar based on the number of inclement weather days needed to meet the required 1080 hours. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- B. **Recommendation, consideration and action upon Teen Risk Avoidance and Character Education (TRACE) for 9th grade students.....Page 48**

Commentary:

This is a program for 9th grade students based on Choosing the Best Curriculum. This will be the 2nd year for the program to be offered. High School Principal Chris LeGrande felt the program was highly effective in promoting goal setting as well as instrumental in encouraging students to make good choices. The program is free and is led by Ms. Stephany Cleek of Crossroads Clinic. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- C. **Recommendation, consideration and action upon contract with Oklahoma Parents as Teachers (OPAT) Program for 2014-2015.....Pages 49-55**

Commentary:

This is a renewal grant received from the Oklahoma State Department of Education. This year the grant was increased from \$35,000.00 to \$38,000.00. This is a program

that aids our community by serving a minimum of 63 families with children under the age of 3 years with personal visits each month. The contract runs from August through May. **Carmen Walters will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

D. Recommendation, consideration and action upon contract with Melissa Allsbrook for Speech Language Services for 2014-2015.....Pages 56-57

Commentary:

This contract is for Speech Language Services for 2014-2015. Ms. Allsbrook has provided this service for us during the 2013-2014 school year and during the summer months. There is no increase in cost. **Eldona Woodruff will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

E. Recommendation, consideration and action upon contract with Christine Hayes for Speech Language Services for 2014-2015.....Pages 58-59

Commentary:

This contract is for up to 14 hours per week for Speech Language Services and, combined with our other Speech Language Services contract, will enable us to serve our students 5 days a week. **Eldona Woodruff will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

F. Recommendation, consideration and action upon agreement with the City of Guthrie for School Resource Officers for 2014-2015.....Pages 60-63

Commentary:

This agreement with the City of Guthrie will provide School Resource Officers (SRO's) for the district during the months school is in session. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

G. Recommendation, consideration and action upon financial advisor services agreement with Municipal Finance Services, Inc. for 2014-2015.....Pages 64-66

Commentary:

This is a renewal agreement with Mr. Jon Wolff and Municipal Finance Services, Inc. as financial advisor for the district. Mr. Wolff's primary role is advising the district on matters related to issuing bonds. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

H. Recommendation, consideration and action upon proposed revisions to District Policies:

- **D-34A *Evaluation and Other Academic Measures*.....Pages 67-73**

Commentary:

Annual review of this policy is required. Additional assessments allowed by the Oklahoma State Department of Education have been added along with updates of the school year. **Dr. Simpson will answer any questions.**

- **E-22 *Student Promotion and Retention and Student Pass/Failure of a Course*.....Pages 74-79**

Commentary:

HB2625 (effective May 21, 2014) mandates many changes in the Reading Sufficiency Act. The proposed revisions bring this policy in compliance with the law. **Dr. Simpson will answer any questions.**

- **E-22A *Proficiency Based Promotions*.....Pages 80-82**

Commentary:

With the passage of HB 3399, this policy was reviewed. Major revisions are proposed including references to specific standards. The new language refers to the approved standards set forth by the Oklahoma State Department of Education. **Dr. Simpson will answer any questions.**

- **E-38A *Reading Sufficiency Act Testing and Procedures*.....Pages 83-86**

Commentary:

HB 2625 took effect on May 21, 2014, creating different options for promotion to fourth grade under the Reading Sufficiency Act. The proposed modifications to policy allow for compliance with the law. **Dr. Simpson will answer any questions.**

- **F-18 *Child Abuse, Neglect, Exploitation and Trafficking: Reporting and Investigation Revised*.....Pages 87-89**

Commentary:

HB 2334 took effect May 9, 2014 and amended the definition of child abuse, while HB 3496 takes effect November 1, 2014 and establishes new requirements regarding child trafficking. Major revisions to this policy are suggested to meet the new requirement. **Dr. Simpson will answer any questions.**

- **F-32 *Tobacco Use on School Property*.....Pages 90-91**

Commentary:

This minor change broadens the definition in our policy to comply with SB 1602 which becomes effective November 1, 2014. **Dr. Simpson will answer any questions.**

- **F-45** *Student Possession of Dangerous Weapons*.....Pages 92-96

Commentary:

Passage of HB 2496, which becomes effective November 1, 2014, necessitated a review of this policy. It allows an exception to the ban on dangerous weapons at school under certain conditions, such as an inoperable weapon for a JROTC assembly. Major revisions were suggested to provide clarity in application of this policy. **Dr. Simpson will answer any questions.**

- **G-9** *Use of School Property (Regulations)*.....Pages 97-103

Commentary:

HB 2496 and HB 2614 prompted a review of this policy. The appropriate statements were added to allow inoperable weapons at school. Upon review, the reference to a policy of public use of a swimming pool is recommended for removal since GPS does not have a pool. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval on all proposed revisions.

- I. Presentation of proposed new District Policies:.....Pages 104-108**

- **E-13A** *Review of Instructional Material*
- **E-14** *Districtwide Parental Involvement (Parent Bill of Rights)*
- **F-45A** *Gun Free Schools Student Suspension*

Commentary:

These proposed new policies have been written and prepared by our legal counsel. This is not an action item. It is for presentation only and will be placed on the September agenda for approval.

- 9. 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, teacher negotiations for 2014-2015, periodic annual evaluation and terms of employment of Dr. Michael Simpson, Superintendent of Schools, and discussion of purchase or appraisal of real property, 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, 3 and 7**

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

- 10. Vote on action as set out on the Personnel Reports.....Pages 109-110**

- 11. Recommendation, consideration and action upon Support Personnel Handbook for 2014-2015.....Pages 111-149**

Commentary:

This is for annual approval of the document which includes modified salary schedules. Any changes to the handbook are noted in red. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

12. **Recommendation, consideration and action to accept any resignations offered since the posting of the agenda**
13. **Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting**
14. **Adjourn**

**Dr. Mike Simpson
Superintendent**

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Posted by: _____

Date: _____ Time: _____

Place: _____

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
SPECIAL MEETING
JULY 02, 2014**

MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION SPECIAL MEETING HELD AT 6:30 P.M. IN THE OFFICE OF THE BOARD, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON JULY 02, 2014

Board Members Present: Jennifer Bennett-Johnson, Gail Davis, Tom Holtz, Terry Pennington, Sharon Watts and Travis Sallee

Board Member Absent: Janna Pierson

District Level School Officials Present: Dr. Mike Simpson, Superintendent
Carmen Walters, Executive Director of
Federal Programs/Elementary Ed
Eldona Woodruff, Director of Special Education

1. The meeting was called to order by President Sallee.
2. Members Jennifer Bennett-Johnson, Gail Davis, Tom Holtz, Terry Pennington, Sharon Watts and Travis Sallee were present for roll call.

Member Janna Pierson was not present for roll call.
3. A quorum was established.
4. President Sallee asked everyone to stand and join him in the Pledge of Allegiance.
5. President Sallee 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 Report, selection and employment of a Jr. High Principal for 2014-2015 and a Central Elementary School Principal for 2014-2015, teacher negotiations for 2014-2015 and discussion of purchase or appraisal of real property, 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, 3 and 7.
- 5A. A motion was made by Davis and seconded by Pennington to go into executive session.

The motion carried with 6 ayes and 0 nays. Executive session began to 6:32 p.m.
- 5B. President Sallee acknowledged the Board's return to open session at 7:06 p.m.

5C. President Sallee stated that while in executive session only those items listed in Agenda Item 5 were discussed and no votes were taken.

6. President Sallee called for a vote on action as set out on the Personnel Report.

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

The motion carried with 6 ayes and 0 nays.

7. President Sallee called for consideration and vote to appoint a Jr. High Principal for the 2014-2015 school year.

Superintendent Simpson stated he would like to recommend Mr. Robbie Rainwater as Jr. High Principal.

A motion was made by Holtz and seconded by Watts to appoint Mr. Robbie Rainwater as Jr. High Principal for the 2014-2015 school year.

The motion carried with 6 ayes and 0 nays.

8. President Sallee called for consideration and vote to appoint a Central Elementary Principal for the 2014-2015 school year.

Superintendent Simpson stated he would like to recommend Ms. Dani Watson as Central Elementary Principal.

A motion was made by Davis and seconded by Holtz to approve Ms. Dani Watson as Central Elementary Principal for the 2014-2015 school year.

The motion carried with 6 ayes and 0 nays.

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

Superintendent Simpson stated there were no new resignations.

10. A motion was made by Holtz and seconded by Watts to adjourn the meeting.

The motion carried with 6 ayes and 0 nays.

The meeting adjourned at 7:08 p.m.

Kay Gammill, Minutes Clerk

Travis Sallee, Board President

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
REGULAR MEETING
JULY 14, 2014**

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 JULY 14, 2014

Board Members Present: Jennifer Bennett-Johnson, Gail Davis, Tom Holtz, Terry Pennington, Janna Pierson and Travis Sallee

Board Member Absent: Sharon Watts

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

1. The meeting was called to order by President Sallee.
2. Members Jennifer Bennett-Johnson, Gail Davis, Tom Holtz, Terry Pennington, Janna Pierson and Travis Sallee were present for roll call.

Member Sharon Watts was not present for roll call.
3. A quorum was established.
4. President Sallee asked everyone present to stand and join him in the Pledge of Allegiance.
- 5A. President Sallee 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.
- 5B. President Sallee called for any comments to the Board by Board members.

There were no comments by Board members.
6. President Sallee called for the Superintendent's Reports.

Superintendent Simpson reported on the following:

Welcomed back Guthrie News Leader reporter Mr. Mike Monahan.

Summer projects are ongoing:

- **The bleachers have been removed from the High School.**
- **Asbestos abatement in the High School gym is underway.**
- **Carpet at Central is mostly replaced. Mr. Jerry Gammill, Director of Maintenance, stated 99% of the carpet had been replaced.**

A lawsuit that has been filed challenging HB 3399 – repealing the Oklahoma Academic Standards based on Common Core, has been expedited and will be heard on Tuesday at the Oklahoma State Supreme Court. Stated that, at this time, we are planning to follow the PASS Standards from 2010 unless we hear different.

Vision 20/20 conferenced by the State Department of Education begins Tuesday. In the past, this conference has been attended mostly by teachers and administrators but they are now reaching out to parents. Will be attending a session regarding the implications if Oklahoma loses the flexibility waiver from No Child Left Behind.

District Administrators and Building Principals recently attended year 2 meetings in Charlottesville, Virginia for the Lead Initiative. He recognized Ms. Carmen Walters, Executive Director of Federal Programs and Elementary Education, who gave a brief power point presentation updating the Board on the status of the Lead Initiative and the District.

7. President Sallee called for action on the Consent Agenda.

A motion was made by Bennett-Johnson and seconded by Pierson to approve the Consent Agenda as presented.

The motion carried with 6 ayes and 0 nays.

8A. President Sallee called for recommendation, consideration and action upon Activity Fund Handbook for 2014-2015.

A motion was made by Davis and seconded by Holtz to approve Activity Fund Handbook for 2014-2015.

The motion carried with 6 ayes and 0 nays.

8B. President Sallee called for recommendation, consideration and action upon loan agreement with Child Nutrition Fund for 2014-2015.

A motion was made by Pennington and seconded by Davis to approve loan agreement with Child Nutrition Fund for 2014-2015.

The motion carried with 6 ayes and 0 nays.

8C. President Sallee called for recommendation, consideration and action to approve renewal of lease-purchase agreement dated September 14, 2009 with BancFirst of Guthrie for district copiers for 2014-2015.

A motion was made by Holtz and seconded by Bennett-Johnson to approve renewal of lease-purchase agreement dated September 14, 2009 with BancFirst of Guthrie for district copiers for 2014-2015.

The motion carried with 6 ayes and 0 nays.

- 8D. President Sallee called for recommendation, consideration and action upon renewal agreement with Great Plains Coca-Cola Bottling Company for 2014-2015.

A motion was made by Holtz and seconded by Davis to approve renewal agreement with Great Plains Coca-Cola Bottling Company for 2014-2015.

The motion carried with 6 ayes and 0 nays.

- 8E. President Sallee called for recommendation, consideration and action upon renewal agreement with Imperial Vending for snack vending for 2014-2015.

A motion was made by Holtz and seconded by Pierson to approve renewal agreement with Imperial Vending for snack vending for 2014-2015.

The motion carried with 6 ayes and 0 nays.

- 8F. President Sallee called for recommendation, consideration and action upon awarding of bid to Drugs of Abuse Testing Lab for activity student drug testing for 2014-2015.

A motion was made by Holtz and seconded by Pierson to approve awarding of bid to Drugs of Abuse Testing Lab for activity student drug testing for 2014-2015.

Discussion followed.

The motion carried with 6 ayes and 0 nays.

- 8G. President Sallee called for recommendation, consideration and action upon proposed revision to District Policy B-18 *Board of Education Attorney*.

A motion was made by Pennington and seconded by Pierson to approve revision to District Policy B-18 *Board of Education*.

Discussion followed.

The motion carried with 6 ayes and 0 nays.

- 8H. President Sallee called for recommendation, consideration and action upon awarding of bid to Image Works of Oklahoma, Inc. for new District copiers.

A motion was made by Pennington and seconded by Holtz to approve awarding of bid to Image Works of Oklahoma, Inc. for new District copiers.

The motion carried with 6 ayes and 0 nays.

9. President Sallee 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, teacher negotiations for 2014-2015, periodic annual evaluation and terms of employment of Dr. Michael Simpson, Superintendent of Schools, and discussion of purchase or appraisal of real property, 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, 3 and 7.

9A. A motion was made by Holtz and seconded by Pierson to go into executive session.

The motion carried with 6 ayes and 0 nays. Executive session began at 7:31 p.m.

9B. President Sallee acknowledged the Board's return to open session at 8:06 p.m.

9C. President Sallee stated that in executive session only those items listed in Agenda Item 9 were discussed and no votes were taken.

10. President Sallee called for a vote on action as set out on the Personnel Reports.

A motion was made by Holtz and seconded by Bennett-Johnson to approve action as set out on the Personnel Reports.

The motion carried with 6 ayes and 0 nays.

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

Superintendent Simpson stated there were no new resignations.

12. President Sallee 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.

13. A motion was made by Holtz and seconded by Davis to adjourn the meeting.

The motion carried with 6 ayes and 0 nays.

The meeting adjourned at 8:07 p.m.

Kay Gammill, Minutes Clerk

Travis Sallee, Board President

WARRANTS PAID

GENERAL FUND:

2013-2014 \$ 895,124.82
2014-2015 \$ 663,864.89

BUILDING FUND:

2013-2014 \$ 58,254.22
2014-2015 \$ 22,158.92

CHILD NUTRITION FUND:

2013-2014 \$ 34,997.74
2014-2015 \$ 11,409.06

GIFTS & ENDOWMENTS FUND:

2014-2015 \$ 00.00

INS. LOSS RECOVERY FUND:

2014-2015 \$ 00.00

SCHOOL AGE CARE:

2013-2014 \$ 2,245.23
2014-2015 \$ 2,910.33

SCHOLARSHIPS:

Smithson - BancFirst

C.D. \$ 744.53

Keri Fisher – F&M Bank

Balance \$ 4,956.78

Paula Bearden – F&M Bank

Balance \$ 6,262.44

Randy Biggs - F&M Bank

Balance \$ 1,036.92

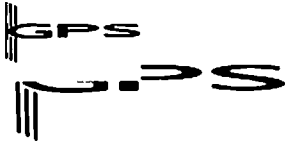
Original 89ers – F&M Bank

C.D. \$ 7,085.08

Total Monies in BancFirst	\$ 744.53	Pledged \$	250,000.00	FDIC
Total Monies in F&M Bank	\$ 5,673,776.24	Pledged \$	6,664,000.00	
			\$ 250,000.00	FDIC

**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST
August 11, 2014**

- a. HS Cheer, #853 Little Girl Cheer Clinic
- b. HS Cheer, #853 Finest Fundraiser-Scented candles/Finest
Chocolate
- c. HS FFA, #877 Blue & Gold Sausage, T&D Meats, DJ's Meats-
Meat sales
- d. HS FFA, #877 Spring plant sale



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**

a.

All fundraiser requests must be **approved** by the Board of Education 45 days prior to the start date of the fundraiser. Requests to the BOE must be received by the Activity Fund Clerk in the Board Office no later than the Tuesday before a regularly scheduled meeting.

Site Name: Guthrie High School Date of Request: 7/14/2014

Account Name & Number: Cheerleading # 853

Source of Revenue (type of fundraiser); BE SPECIFIC – company name, product, etc.:

"Little Girl" Cheer Clinic - High school cheerleaders will teach younger girls a cheer and dance, that they will perform at a football game.

Purpose of Fundraiser (types of expenditures being funded with proceeds ; BE SPECIFIC):

To fund the cheer account for uniforms/supplies.

Current Unobligated Account Balance (Cash Balance less Open PO's): 4281.³⁸

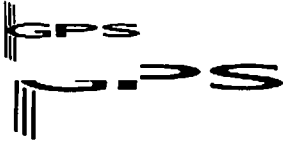
Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: 9/29/2014 - 10/3/2014

Profit Prediction	a - b = c	a. Estimated INCOME:	800.00	Notes:
		b. Less Estimated EXPENSE	200.00	
		c. Estimated PROFIT:	\$600.00	

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.

<u>Pam Johnson Fields</u>	<u>7/14/2014</u>	Pam Johnson-Fields
Sponsor's Signature	Date	Sponsor's Name Printed
<u>[Signature]</u>	<u>7-14-14</u>	<u>[Signature]</u>
Principal's Signature	Date	Activity Fund Custodian's Signature
<u>[Signature]</u>		
Athletic Director's Signature (if applicable)		Board Approval Date



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**

b.

All fundraiser requests must be **approved** by the Board of Education 45 days prior to the start date of the fundraiser. Requests to the BOE must be received by the Activity Fund Clerk in the Board Office no later than the Tuesday before a regularly scheduled meeting.

Site Name: Guthrie High School Date of Request: 7/14/2014

Account Name & Number: Cheerleading # 853

Source of Revenue (type of fundraiser); BE SPECIFIC – company name, product, etc.:

Finest Fundraisers, LLC- GLOW Scented Candles / Worlds Finest Chocolate

Purpose of Fundraiser (types of expenditures being funded with proceeds ; BE SPECIFIC):

To fund the cheer account for competiton/uniforms/supplies.

Current Unobligated Account Balance (Cash Balance less Open PO's): 4281.38

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: 10/1/2014 - 12/1/2014

Profit Prediction	a - b = c	a. Estimated INCOME:	3,000.00	Notes:
		b. Less Estimated EXPENSE	1,500.00	
		c. Estimated PROFIT:	\$1,500.00	

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.

Pam Johnson-Fields 7/14/2014
Sponsor's Signature Date

Pam Johnson-Fields
Sponsor's Name Printed *PS*

Kay Baly 7-14-2014
Principal's Signature Date
Athletic Director's Signature (if applicable)

[Signature]
Activity Fund Custodian's Signature

Board Approval Date



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**

C.
JUL 23 2014

All fundraiser requests must be **approved** by the Board of Education 45 days prior to the start date of the fundraiser. Requests to the BOE must be received by the Activity Fund Clerk in the Board Office no later than the Tuesday before a regularly scheduled meeting.

Site Name: Guthrie High School Date of Request: July 23, 2014

Account Name & Number: FFA

Source of Revenue (type of fundraiser); BE SPECIFIC – company name, product, etc.:

Meat Sales - Blue & Gold sausage, T & D Meats, DJ's Meats

Purpose of Fundraiser (types of expenditures being funded with proceeds ; BE SPECIFIC):

FFA Jackets, camps, contest, materials to be used by the FFA and other miscellaneous FFA items needed throughout the year

Current Unobligated Account Balance (Cash Balance less Open PO's): 12,025.26
12,113.26

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: August 30, 2014 to May 10, 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	13,000.00	Notes:
		b. Less Estimated EXPENSE	30,000.00	
		c. Estimated PROFIT:	\$13,000.00	

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.

	7-23-14	
Sponsor's Signature	Date	Sponsor's Name Printed
	7-23-14	
Principal's Signature	Date	Activity Fund Custodian's Signature

Athletic Director's Signature (if applicable)

Board Approval Date



**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND
FUNDRAISER REQUEST**

d.
JUL 21 2014

All fundraiser requests must be **approved** by the Board of Education 45 days prior to the start date of the fundraiser. Requests to the BOE must be received by the Activity Fund Clerk in the Board Office no later than the Tuesday before a regularly scheduled meeting.

Site Name: Guthrie High School Date of Request: July 23, 2014

Account Name & Number: FFA 877

Source of Revenue (type of fundraiser); BE SPECIFIC – company name, product, etc.:

Seeds and plugs bought from Plant supply company for growing and resale in FFA chapter plant sale in the spring

Purpose of Fundraiser (types of expenditures being funded with proceeds ; BE SPECIFIC):

To teach horticulture students about growing and merchandising plants and to reinvest monies into the horticulture program.

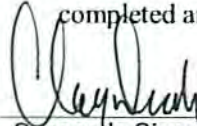
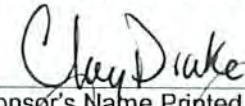

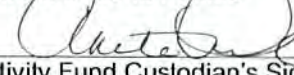
Current Unobligated Account Balance (Cash Balance less Open PO's): 12,025.26

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: April 10, 2015 to May 10, 2015

Profit Prediction	a - b = c	a. Estimated INCOME:	745.00	Notes:
		b. Less Estimated EXPENSE	3,000.00	
		c. Estimated PROFIT:	\$745.00	

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.

	<u>7-23-14</u>		
Sponsor's Signature	Date	Sponsor's Name Printed	<u>DS</u>
	<u>7-24-14</u>		
Principal's Signature	Date	Activity Fund Custodian's Signature	

Athletic Director's Signature (if applicable)

Board Approval Date

**END OF YEAR
TRANSFERS FOR BOARD APPROVAL
August 11, 2014**

TO:	FROM:	REASON	SAMOUNT
GF Refund, #925	HS Cheer, #853	Postage for donation mailing	\$52.80



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

Amount 52.80

Date Requested 8/5/14

Transfer to: 925, General Fund Refund Account.
Account Name & Number

Transfer from: HS CHEER # 853
Account Name & Number

State Reason for Transfer Below

Postage to Mail Donation
Letters. .48 x 110 = 52.80

Sponsor's Signature: Pam Johnson Fields

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: Chris Lybrand

Transfer # _____

Board Approved _____

**Transportation Department
Fuel Bids
2014-2015**

DATE: <u>07-14-14</u>	TIME BIDS BEGAN: <u>9:22 A.M.</u>	AMOUNT NEEDED:
PO#:	TIME BIDS CLOSED: <u>9:50 A.M.</u>	DIESEL: <u>- 0 -</u>
		UNLEADED: <u>1000</u>

COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
FUEL MASTERS	(KIT) BRIAN, CODY or HARDIN	1-866-455-3835	<u>- 0 -</u>	}
PENLEY OIL COMPANY	MIKE, SCOTT or <u>GEORGEANN</u>	235-7553	<u>3.3660</u>	
RED ROCK	JOANIE or TRICHA	677-3373	<u>3.1890</u>	
TRUMAN ARNOLD COMPANIES	CASEY	1-800-808-6500	<u>3.1969</u>	

AMOUNT OF FUEL PURCHASED:	COMPANY BID AWARDED TO: <u>Red Rock</u>	
UNLEADED FUEL: <u>1000</u>	PRICE PER GALLON: <u>3.1890</u>	TOTAL AMT: <u>\$3189.00</u>
DIESEL FUEL: <u>- 0 -</u>	PRICE PER GALLON: <u>- 0 -</u>	TOTAL AMT: <u>- 0 -</u>
		TOTAL PURCHASE: <u>\$3,189.00</u>

PER TELEPHONE BIDS RECEIVED BY: <u>Kathy Bentwell</u> <u>Ursi Biggs</u>	COMMENTS:
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GUTHRIE PUBLIC SCHOOLS
Purchase Order Register
GEN FUND-FOR OP 2014-2015

<i>Year</i>	<i>Fund</i>	<i>P.O. Number</i>	<i>Date</i>	<i>To Whom Issued</i>	<i>Description</i>	<i>Amount</i>
2015	11	195	07/08/2014	JOHN A RHINEHART	NAME PLATE/OGLE/ADMINISTRATION	40.00
2015	11	196	07/08/2014	FEDEX OFFICE AND PRINT SERVICES	BUSINESS CARDS/OGLE/ADMINISTRA	100.00
2015	11	197	07/08/2014	AIC MEDICAL	CALIBRATE AUDIOMETERS	425.00
2015	11	198	07/09/2014	MIDWEST PRINTING & PUBLISHING C	BLANKET FOR PRINTING/HAMBY/HS	3,000.00
2015	11	199	07/09/2014	QUILL CORPORATION	BLANKET FOR SUPPLIES/HAMBY/HS	3,000.00
2015	11	200	07/09/2014	SOLARWINDS	SOFTWARE MAINTENANCE/TECHNOL	502.50
2015	11	201	07/09/2014	RIVERSIDE PUBLISHING COMPANY	TESTING MATERIAL/SPECIAL ED	159.50
2015	11	202	07/09/2014	PRO-ED	TESTING BOOKLETS/SPECIAL ED	56.00
2015	11	203	07/09/2014	APPLE, INC.	LAPTOPS FOR INDIAN STUDENTS	43,196.00
2015	11	204	07/09/2014	PEARSON ASSESSMENTS	TESTING MATERIALS/SPECIAL ED	731.10
2015	11	205	07/14/2014	CHRIS M LEGRANDE	TRAVEL REIMB. FOR 2014-15	0.00
2015	11	206	07/14/2014	BRET B STONE	TRAVEL REIMB. FOR 2014-15	0.00
2015	11	207	07/14/2014	DUSTIN GENE THROCKMORTON	TRAVEL REIMB. FOR 2014-105	0.00
2015	11	208	07/14/2014	OFFICE DEPOT, INC.	BLANKET FOR OFFICE SUPPLIES/HS	1,000.00
2015	11	209	07/14/2014	GREAT PLAINS, INC	BLANKET FOR TRACTOR PAARTS	1,000.00
2015	11	210	07/14/2014	HOMETOWN RENTAL & FEED, INC.	MOWER REPAIRS/ATHLETICS	600.00
2015	11	211	07/14/2014	STILLWATER MILLING COMPANY	SUPPLIES/SB/BB FIELDS/ATHLETIC	312.50
2015	11	212	07/14/2014	LAKESHORE LEARNING MATERIALS	\$150.00/T. STANSBURY/COTTERAL	50.00
2015	11	213	07/14/2014	WAL MART COMMUNITY	\$150.00/D.RICE/COTTERAL	75.00
2015	11	214	07/14/2014	LAKESHORE LEARNING MATERIALS	\$150.00/D. RICE/COTTERAL	75.00
2015	11	215	07/14/2014	LAKESHORE LEARNING MATERIALS	\$150.00/J. HAND/COTTERAL	150.00
2015	11	216	07/14/2014	WAL MART COMMUNITY	\$150.00/D. DAVENPORT/COTTERAL	150.00
2015	11	217	07/14/2014	MICHAEL A LOMBANDI	VINYL LETTERING/TRANSPORTATION	380.00
2015	11	218	07/14/2014	LAKESHORE LEARNING MATERIALS	\$150.00/L. COTTON/CENTRAL	150.00
2015	11	219	07/14/2014	LAKESHORE LEARNING MATERIALS	\$150.00/J. OWENS/CENTRAL	150.00
2015	11	220	07/14/2014	DELL MARKETING L.P.	TONER/MILES/ADMINISTRATION	234.96
2015	11	221	07/14/2014	RED ROCK DISTRIBUTING CO.	UNLEADED FUEL PER BID/TRANSPOR	3,189.00
2015	11	222	07/14/2014	MARDEL, INC.	\$150.00/K. KNAPP/FOGARTY	150.00
2015	11	223	07/14/2014	MARDEL, INC.	\$150.00/A. MOORE/FOGARTY	65.00
2015	11	224	07/14/2014	G.E. MONEY BANK	\$150.00/A. MOORE/FOGARTY	60.00
2015	11	225	07/14/2014	WAL MART COMMUNITY	\$150.00/A. MOORE/FOGARTY	25.00
2015	11	226	07/14/2014	ATHLON II ENTERPRISES, INC.	UNIFORMS/BB/WRESTLING/HS	4,342.00
2015	11	227	07/14/2014	SCHOLASTIC READING COUNTS	\$150.00/K. HUDSON/FOGARTY	130.61
2015	11	228	07/14/2014	MARDEL, INC.	\$150.00/J. ALEXANDER/FOGARTY	150.00
2015	11	229	07/14/2014	JASON REECE	EQUIPMENT REPAIRS/ADMIN.	195.17
2015	11	230	07/15/2014	LAKESHORE LEARNING MATERIALS	\$150.00/D. LUCAS/FOGARTY	150.00
2015	11	231	07/15/2014	IMAGE WORKS OF OKLAHOMA, INC	COPIER LEASE FOR 2014-2015	42,000.00
2015	11	232	07/16/2014	MARDEL, INC.	\$150.00/A.INGLE/FOGARTY	150.00
2015	11	233	07/16/2014	WAL MART COMMUNITY	\$150.00/C. HALL/HS	150.00
2015	11	234	07/16/2014	WAL MART COMMUNITY	\$150.00/J. MUNGAI/COTTERAL	150.00
2015	11	235	07/16/2014	G.E. MONEY BANK	\$150.00/T. BARBOUR/JH	150.00
2015	11	236	07/16/2014	LAKESHORE LEARNING MATERIALS	\$150.00/T. DAVIDSON/FOGARTY	150.00
2015	11	237	07/16/2014	STAPLES ADVANTAGE	\$150.00/L. SMITH/HS	150.00
2015	11	238	07/16/2014	WAL MART COMMUNITY	\$150.00/L. GOOD/GUES	150.00
2015	11	239	07/16/2014	WAL MART COMMUNITY	\$150.00/J. HAGY/GUES	150.00
2015	11	240	07/16/2014	OFFICE DEPOT, INC.	\$150.00/M.FIELDS/HS	150.00
2015	11	241	07/16/2014	OFFICE DEPOT, INC.	\$150.00/K.BARRETT/HS	100.00
2015	11	242	07/16/2014	MARDEL, INC.	\$150.00/K. BARRETT/HS	50.00

GUTHRIE PUBLIC SCHOOLS
Purchase Order Register
GEN FUND-FOR OP 2014-2015

<i>Year</i>	<i>Fund</i>	<i>P.O. Number</i>	<i>Date</i>	<i>To Whom Issued</i>	<i>Description</i>	<i>Amount</i>
2015	11	243	07/16/2014	CNET SECURITY & CABLE	DOOR SECURITY/BENSON/TECHNOLC	9,245.00
2015	11	244	07/21/2014	ULINE, INC.	PURCHASE BUS PASS TAGS	2,413.49
2015	11	245	07/21/2014	TWOTREES TECHNOLOGY, LLC	CHROMEBOOK COMPARISON	260.00
2015	11	246	07/22/2014	EDMOND MUSIC, INC.	BLANKET FOR SUPPLIES FOR 2014-	2,500.00
2015	11	247	07/22/2014	PERFECTION LEARNING CORP.	SUPPLIES/AP HISTORY/HS	416.90
2015	11	248	07/22/2014	PRESTWICK HOUSE	\$150/D. HILL/HS	150.00
2015	11	249	07/22/2014	PALEN MUSIC CENTER, INC.	BLANKET FOR REPAIRS/BAND/HS	2,400.00
2015	11	250	07/22/2014	THE RAILROAD YARD, INC.	WELDING MATERIALS/TRANSPORTAT	250.00
2015	11	251	07/22/2014	DESHILDS TRUCK SERVICE, INC.	BLANKET FOR REPAIRS/TRANSPORT,	1,000.00
2015	11	252	07/22/2014	PIRAINO CONSULTING, INC.	POWER SUPPLY FOR SMARTBOARD	672.00
2015	11	253	07/22/2014	OFFICE DEPOT, INC.	\$150.00/T. STANSBURY/COTTERAL	100.00
2015	11	254	07/22/2014	QUILL CORPORATION	CALCULATORS/ACE/MATH/JH	8,875.05
2015	11	255	07/23/2014	OFFICE DEPOT, INC.	\$150.00/BAND TEACHERS/JH/HS	450.00
2015	11	256	07/23/2014	MARDEL, INC.	\$150.00/D.RUSSELL/HS	75.00
2015	11	257	07/23/2014	WAL MART COMMUNITY	\$150.00/D.RUSSELL/HS	75.00
2015	11	258	07/23/2014	TARGET STORES	\$150.00/T.KURIGER/HS	0.00
2015	11	259	07/23/2014	WAL MART COMMUNITY	\$150.00/T.KURIGER/HS	150.00
2015	11	260	07/23/2014	WAL MART COMMUNITY	\$150.00/M.FREDRICKSON/ARNOLD/	300.00
2015	11	261	07/23/2014	AIC MEDICAL	CHARGER FOR AUDIOMETER/SP ED/	72.50
2015	11	262	07/23/2014	TINA MICHELLE JORDAN	MILEAGE REIMBURSEMENT FOR 2014	500.00
2015	11	263	07/23/2014	ANNA DANIELLE FREDERICK	MILEAGE REIMBURSEMENT FOR 2014	500.00
2015	11	264	07/23/2014	LAKESHORE LEARNING MATERIALS	\$150.00/R. GILLETT/COTTERAL	150.00
2015	11	265	07/23/2014	REALLY GOOD STUFF, INC.	\$150.00/L. BENHAM/GUES	82.86
2015	11	266	07/23/2014	WAL MART COMMUNITY	\$150.00/L. BENHAM/GUES	67.14
2015	11	267	07/23/2014	MARDEL, INC.	\$150.00/S. LEGRANDE/JH	50.00
2015	11	268	07/23/2014	OFFICE DEPOT, INC.	\$150.00/S. LEGRANDE/JH	100.00
2015	11	269	07/23/2014	WAL MART COMMUNITY	\$150.00/C. CARRIS/JH	75.00
2015	11	270	07/23/2014	MARDEL, INC.	\$150.00/C. CARRIS/JH	75.00
2015	11	271	07/23/2014	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES/AG/HS	300.00
2015	11	272	07/23/2014	PROSPERITY BANK	ROOMS FOR SUMMER CONFERENCE	498.00
2015	11	273	07/23/2014	WAL MART COMMUNITY	\$150.00/R. SMITH/FOGARTY	100.00
2015	11	274	07/23/2014	STAPLES ADVANTAGE	\$150.00/R. SMITH/FOGARTY	50.00
2015	11	275	07/23/2014	JASON REECE	WASHER/DRYER REPAIRS/ATHLETICS	350.00
2015	11	276	07/23/2014	MEDCO SPORTS MEDICINE	MEDICAL SUPPLIES/ATHLETICS	2,959.84
2015	11	277	07/23/2014	STAPLES ADVANTAGE	\$150.00/K. TARRANT/HS	150.00
2015	11	278	07/23/2014	PEARSON EDUCATION	TEXTBOOKS/AP BIOLOGY/HS	4,206.68
2015	11	279	07/24/2014	JEANETTE BLEVINS	CONFERENCE EXPENSE REIMB./FAC:	356.00
2015	11	280	07/24/2014	WAL MART COMMUNITY	\$150.00/T. WALLRAVEN/FOGARTY	150.00
2015	11	281	07/24/2014	G.E. MONEY BANK	\$150.00/J. MICK/CENTRAL	87.44
2015	11	282	07/24/2014	WAL MART COMMUNITY	\$150.00/J.MICK/CENTRAL	62.56
2015	11	283	07/24/2014	HAYDEN-MCNEIL	LAB WORKBOOKS/SCIENCE/HS	298.75
2015	11	284	07/28/2014	WAL MART COMMUNITY	\$150.00/M. WEBB/JH	150.00
2015	11	285	07/28/2014	ANGELA M. STAUDT	OPAT CONTRACT SERVICES FOR 20	19,000.00
2015	11	286	07/28/2014	JENNIFER CLARK	OPAT CONTRACT SERVICES FOR 20	18,250.00
2015	11	287	07/28/2014	MARDEL, INC.	\$150.00/M. BALL/GUES	150.00
2015	11	288	07/28/2014	WAL MART COMMUNITY	\$150.00/S. GREEN/FOGARTY	150.00
2015	11	289	07/28/2014	LOGICAL RAM SOLUTIONS, INC	DISTRICT SERVER MEMORY/TECHNO	216.50
2015	11	290	07/28/2014	CNET SECURITY & CABLE	PE DOOR SECURITY/GUES	1,745.00

GUTHRIE PUBLIC SCHOOLS
Purchase Order Register
GEN FUND-FOR OP 2014-2015

<i>Year</i>	<i>Fund</i>	<i>P.O. Number</i>	<i>Date</i>	<i>To Whom Issued</i>	<i>Description</i>	<i>Amount</i>
2015	11	291	07/28/2014	AMERICAN LEGACY	\$150.00/A. PAUL/GUES	150.00
2015	11	292	07/28/2014	MARDEL, INC.	\$150.00/C. BROWN/COTTERAL	75.00
2015	11	293	07/28/2014	WAL MART COMMUNITY	\$150.00/C. BROWN/COTTERAL	75.00
2015	11	294	07/28/2014	OFFICE DEPOT, INC.	\$150.00/E. WOODARD/HS	150.00
2015	11	295	07/30/2014	WAL MART COMMUNITY	\$150/J.STEVENS/HIGH SCHOOL	150.00
2015	11	296	07/30/2014	LOWE'S COMPANIES, INC.	EQUIPMENT AND SUPPLIES	1,000.00
2015	11	297	07/30/2014	STAPLES ADVANTAGE	\$150.00/P. KINZIED/HS	150.00
2015	11	298	07/30/2014	STAPLES ADVANTAGE	\$150/A.CHADD/HIGH SCHOOL	150.00
2015	11	299	07/30/2014	STAPLES ADVANTAGE	\$150/M.WADE/HIGH SCHOOL	150.00
2015	11	300	07/30/2014	OFFICE DEPOT, INC.	\$150/C.DRAKE/HIGH SCHOOL	149.99
2015	11	301	07/30/2014	SYN-TECH SYSTEMS, INC.	LIMITED MAINTENANCE AGREEMENT	495.00
2015	11	302	07/30/2014	WAL MART COMMUNITY	\$150.00/T. SIMMONS/JH	150.00
2015	11	303	07/30/2014	MARDEL, INC.	\$150.00/L. KROTH/HS	150.00
2015	11	304	07/30/2014	MELISSA M SELLS	INTERPRETER FOR INSERVICE/OGLE	42.00
2015	11	305	07/31/2014	CUMMINGS SOUTHERN PLAINS, LTD	BUS REPAIRS/TRANSPORTATION	738.37
2015	11	306	08/04/2014	ASHTON FORSTON	CHOREOGRAPHY AND INSTRUCTION	1,200.00
2015	11	307	08/04/2014	ASCD	INSITIUTIONAL MEMBERSHIP FEES	985.00
2015	11	308	08/04/2014	DELL MARKETING L.P.	PRINTER INK/BLACKBURN/BAND/HS	269.97
2015	11	309	08/04/2014	OKLAHOMA HOME CENTERS, INC.	BLANKET FOR SUPPLIES/BAND/HS	900.00
2015	11	310	08/05/2014	MARDEL, INC.	\$150.00/B.COFIELD/JH	75.00
2015	11	311	08/05/2014	WAL MART COMMUNITY	\$150.00/B. COFIELD/JH	75.00
2015	11	312	08/05/2014	DEVELOPMENT STUDIES CENTER	READING MATERIALS/CENTRAL	1,632.00
Report Total :						196,642.38

GUTHRIE PUBLIC SCHOOLS
Purchase Order Register
Building 2014-2015

<i>Year</i>	<i>Fund</i>	<i>P.O. Number</i>	<i>Date</i>	<i>To Whom Issued</i>	<i>Description</i>	<i>Amount</i>
2015	21	52	07/14/2014	BRANCH'S HEATING & AIR	FFA HVAC REPLACEMENT	11,835.00
2015	21	53	07/14/2014	H & M CARPET CENTER LLC	TILE & BASE FOG PORTABLE	1,877.80
2015	21	54	07/14/2014	WARREN MOUNUMENT COMPANY	2013 FB CHAMPS MONUMENTS	5,198.00
2015	21	55	07/14/2014	EARTHSMART CONTROLS	CONTROL MODIFICATIONS/HS	23,350.00
2015	21	56	07/14/2014	A & A MECHANICAL, INC.	COMPUTER RM SPLIT SYSTEM/HS	11,500.00
2015	21	57	07/16/2014	H & H ENTERPRISES INT'L WIGS	FLOOR PRODUCTS FOR DISTRICT	2,000.00
2015	21	58	07/23/2014	HOMETOWN RENTAL & FEED, INC.	WEED EATER/SUPPLIES/ATHLETICS	442.90
2015	21	59	07/24/2014	H-I-S PAINT MFG. CO, LLC	PAINT SUPPLIES FOR DISTRICT	1,000.00
2015	21	60	07/30/2014	HOME DEPOT/GECF	CEILING TILE FOR DISTRICT	652.80
2015	21	61	07/31/2014	TKE CORPORATION	ELEVATOR & LIFT REPAIRS	1,000.00
2015	21	62	07/31/2014	VIRCO INC.	TABLES/CHAIRS/VO-AG/HS	2,998.70
2015	21	63	08/04/2014	HOME DEPOT/GECF	CEILING TILE FOR FFA/HS	1,403.52
2015	21	64	08/04/2014	ONE STOP COPY	BUSINESS CARDS/GAMMILL/MAINT.	15.00
2015	21	65	08/04/2014	WINDSOR DOOR COMPANY	OVERHEAD DOOR FOR FFA/HS	0.00
2015	21	66	08/04/2014	WINDSOR DOOR COMPANY	OVERHEAD DOOR FOR FFA/HS	2,656.00
2015	21	67	08/05/2014	THE STACY GROUP	ARCHITECTURAL SERVICES FOR 201	10,000.00
Report Total :						75,929.72

GUTHRIE PUBLIC SCHOOLS
Purchase Order Register
CHILD NUTRITION FUND 2014-2015

<i>Year</i>	<i>Fund</i>	<i>P.O. Number</i>	<i>Date</i>	<i>To Whom Issued</i>	<i>Description</i>	<i>Amount</i>
2015	22	20	07/23/2014	JANA LYNN WANZER	BLANKET PO FOR MILEAGE REIMB	250.00
					Report Total :	250.00

PurOrder	Date	To Whom Issued / Detail Description	Po Description / Classification	
7	07/01/2014	MUNICIPAL ACCOUNTING SYSTEMS, INC.	DATA PROCESSING FOR 2014-2015	
		STUDENT INFORMATION AND GRADEBOOK FOR 2014-2015	007-1000-340-100-0000-000-050	-25,106.00
			007-1000-340-100-0000-000-050	30,158.00
			Total Purchase Order	5,052.00
29	07/01/2014	COOPERATIVE COUNCIL FOR OKLAHOMA	LEGAL ASSIST/REGISTRATION FOR	
		LEGAL ASSISTANT FOR 2014-2015	006-2319-356-000-0000-000-050	-800.00
			006-2319-356-000-0000-000-050	1,000.00
			Total Purchase Order	200.00
57	07/01/2014	TRANSPAR GROUP INC.	TRANSPORTATION MANAGEMENT FEE	
		TRANSPORTATION MANAGEMENT FEE FOR 2014-2015	018-2720-340-000-0000-000-050	-139,200.00
			018-2720-340-000-0000-000-050	139,440.00
			Total Purchase Order	240.00
99	07/01/2014	KIMBERLY ANN BARRETT	MILEAGE/MEAL PER DIEM/TOLLS/	
		MEAL PER DIEM, MILEAGE AND TOLL REIMB. FOR AP	369-2573-580-252-0000-000-705	-270.00
		WORKSHOP IN TULSA, OK JULY 6-10	369-2573-580-252-0000-000-705	265.13
			Total Purchase Order	-4.87
121	07/01/2014	MELISSA ALLSBROOK	CONTRACT FOR SPEECH THERAPY FO	
		SPEECH THERAPY FOR SUMMER SCHOOL JULY 2014	044-2152-320-239-0000-000-050	-2,000.00
			044-2152-320-239-0000-000-050	1,440.00
			Total Purchase Order	-560.00
127	07/01/2014	PEARSON ASSESSMENTS	TESTING SUPPLIES/SPECIAL ED	
		TESTING MATERIALS PER ATTACHED	621-2140-614-239-0000-000-050	-3,359.05
			621-2140-614-239-0000-000-050	3,193.16
			Total Purchase Order	-165.89
129	07/01/2014	DELL MARKETING L.P.	PRINTER CARTRIDGE/SPECIAL ED	
		PRINTER CARTRIDGE AS PER ATTACHED QUOTE	621-2140-613-239-0000-000-050	-126.34
			621-2140-613-239-0000-000-050	132.99
			Total Purchase Order	6.65
176	07/01/2014	HAWTHORNE EDUCATIONAL SERVICES, INC	TESTING MATERIAL/SPECIAL ED	
		SHIPPING	044-2240-614-239-0000-000-050	-52.80
			Total Purchase Order	-52.80
177	07/01/2014	DELL MARKETING L.P.	COMPUTER/OGLE/ADMINISTRATION	
		DESKTOP COMPUTER	026-2580-653-000-0000-000-050	-1,293.40
			026-2580-653-000-0000-000-050	1,111.16
		SHIPPING	026-2580-653-000-0000-000-050	-38.98
			Total Purchase Order	-221.22
189	07/01/2014	JEANETTE BLEVINS	MEAL PER DIEM FOR FCCLA CONFER	
		MEAL PER DIEM FOR FCCLA NATIONAL LEADERSHIP	412-2573-580-314-8400-000-610	-250.00
		CONFERENCE IN SAN ANTONIO, TX JULY 6-10, 2014	412-2573-580-314-8400-000-610	300.00
			Total Purchase Order	50.00
191	07/02/2014	OFFICE DEPOT, INC.	FURNITURE/SUPPLIES/AG/HS	
		FURNITURE, EQUIPMENT AND SUPPLIES FOR 2014-2015	412-1000-654-311-8000-000-705	-3,000.00
			412-1000-654-311-8000-000-705	2,979.45
			Total Purchase Order	-20.55
193	07/03/2014	LRP PUBLICATIONS	SUBSCRIPTION/DR. SIMPSON/ ADMI	
		BOARD & ADMINISTRATOR, SCHOOL EDITION NEWSLETTER	041-2319-648-000-0000-000-050	-274.00
		SUBSCRIPTION	041-2319-648-000-0000-000-050	303.50
			Total Purchase Order	29.50
Total Fund				4,552.82

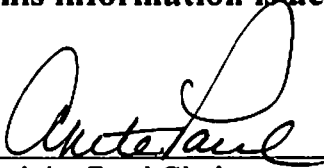
<i>PurOrder</i>	<i>Date</i>	To Whom Issued / Detail Description	Po Description / Classification	
16	07/01/2014	H-I-S PAINT MFG. CO, LLC	BLANKET FOR DISTRICT SUPPLIES	
		DISTRICT PAINT SUPPLIES	013-2620-618-000-0000-000-050	-31.52
			Total Purchase Order	-31.52
			Total Fund	-31.52

ACTIVITY FUND – FUND 60
BANK RECONCILIATION – FARMERS & MERCHANTS BANK
07/31/2014

<u>GENERAL LEDGER ACCOUNT</u>		<u>BALANCE PER BANK STATEMENT</u>	
Balance (07/01/14)	\$355,790.27	Balance as of (07/31/14)	\$370,930.33
Add Receipts	\$ 11,707.39	Add Deposits in Transit	\$ 150.00
Less Checks Written	\$ 2,360.38	less O/S Checks	\$ 5,943.05
Adjustments	\$	*Adjustments/	\$
		Bank correction	\$
Bank Balance per	\$365,137.28	Bank Balance per	\$365,137.28

Adjustment/Correction explanations:

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



 Activity Fund Clerk

8-4-14

 Date

GUTHRIE PUBLIC SCHOOLS
Custodians Analysis
SCHOOL ACTIVITY FNDS

Report Options: As Of Date: 07/2014; Time Frame: For Month; Field Order: Project; Group Totals: ; Page Break: No

	Begin Balance	Receipts	Adjusting Entries	Checks	Cash End Balance	Unpaid Purchase Orders	End Balance
Project 801 CENTRAL FACULTY	\$277.60	\$0.00	\$0.00	\$0.00	\$277.60	\$0.00	\$277.60
Project 802 CENTRAL ACTIVITY	\$6,820.75	\$0.00	\$0.00	\$0.00	\$6,820.75	\$0.00	\$6,820.75
Project 803 CENTRAL PTO	\$5,929.01	\$0.00	\$0.00	\$0.00	\$5,929.01	\$0.00	\$5,929.01
Project 804 COTTERAL PTO	\$3,262.80	\$0.00	\$0.00	\$0.00	\$3,262.80	\$0.00	\$3,262.80
Project 805 COTTERAL ACTIVITY	\$12,462.12	\$0.00	\$0.00	\$250.00	\$12,212.12	\$550.00	\$11,662.12
Project 806 COTTERAL FACULTY	\$630.51	\$0.00	\$0.00	\$0.00	\$630.51	\$0.00	\$630.51
Project 808 FOGARTY PARENTS ORG.	\$4,295.90	\$0.00	\$0.00	\$0.00	\$4,295.90	\$0.00	\$4,295.90
Project 809 FOGARTY ACTIVITY	\$21,049.44	\$0.00	\$0.00	\$0.00	\$21,049.44	\$4,130.00	\$16,919.44
Project 810 FOGARTY FACULTY	\$685.53	\$0.00	\$0.00	\$0.00	\$685.53	\$450.00	\$235.53
Project 812 GUES ACTIVITY	\$21,108.20	\$50.00	\$0.00	\$0.00	\$21,158.20	\$3,800.00	\$17,358.20
Project 813 GUES FACULTY	\$1,091.64	\$0.00	\$0.00	\$0.00	\$1,091.64	\$100.00	\$991.64
Project 815 GUES PARENTS ORG.	\$9,132.95	\$0.00	\$0.00	\$0.00	\$9,132.95	\$4,240.00	\$4,892.95
Project 816 GHS SPECIAL KIDS	\$51.65	\$0.00	\$0.00	\$0.00	\$51.65	\$0.00	\$51.65
Project 817 ART JUNIOR HIGH	\$280.76	\$0.00	\$0.00	\$0.00	\$280.76	\$0.00	\$280.76
Project 818 JH BUILDERS CLUB	\$427.26	\$0.00	\$0.00	\$0.00	\$427.26	\$0.00	\$427.26
Project 819 ATHLETICS JUNIOR HIGH	\$6,537.57	\$0.00	\$0.00	\$0.00	\$6,537.57	\$0.00	\$6,537.57
Project 820 GOLF JUNIOR HIGH	\$1,687.95	\$0.00	\$0.00	\$0.00	\$1,687.95	\$0.00	\$1,687.95
Project 821 FHA JUNIOR HIGH	\$347.46	\$0.00	\$0.00	\$0.00	\$347.46	\$0.00	\$347.46
Project 822 HONOR SOCIETY JR HIGH	\$1,560.29	\$0.00	\$0.00	\$0.00	\$1,560.29	\$0.00	\$1,560.29
Project 823 JR HIGH ACCOUNT	\$1,552.46	\$0.00	\$0.00	\$0.00	\$1,552.46	\$0.00	\$1,552.46
Project 824 JR HIGH FACULTY	\$1,845.78	\$0.00	\$0.00	\$0.00	\$1,845.78	\$50.00	\$1,795.78
Project 825 LIBRARY JR HIGH	\$3,316.34	\$0.00	\$0.00	\$0.00	\$3,316.34	\$0.00	\$3,316.34
Project 826 NJHS STATE PRESIDENT AT	\$8,093.78	\$0.00	\$0.00	\$0.00	\$8,093.78	\$0.00	\$8,093.78
Project 827 CHEERLEADERS JR HIGH	\$1,827.64	\$0.00	\$0.00	\$0.00	\$1,827.64	\$0.00	\$1,827.64
Project 830 STUCO JH	\$4,486.71	\$0.00	\$0.00	\$0.00	\$4,486.71	\$0.00	\$4,486.71
Project 831 T.S.A. JR HIGH	\$3,692.68	\$0.00	\$0.00	\$0.00	\$3,692.68	\$0.00	\$3,692.68
Project 832 YEARBOOK JR HIGH	\$3,186.81	\$0.00	\$0.00	\$0.00	\$3,186.81	\$0.00	\$3,186.81
Project 834 JR HIGH ACADEMIC TEAM	\$559.80	\$0.00	\$0.00	\$0.00	\$559.80	\$0.00	\$559.80
Project 850 ACADEMIC TEAM HS	\$211.70	\$0.00	\$0.00	\$0.00	\$211.70	\$0.00	\$211.70
Project 851 ART CLUB HS	\$5,862.87	\$0.00	\$0.00	\$0.00	\$5,862.87	\$0.00	\$5,862.87
Project 852 ATHLETICS HS	\$33,862.68	\$1,842.16	\$0.00	\$86.85	\$35,617.99	\$11,559.00	\$24,058.99
Project 853 HS CHEER	\$1,441.38	\$2,840.00	\$0.00	\$875.00	\$3,406.38	\$750.00	\$2,656.38
Project 855 TENNIS BOOSTER HS	\$6,493.79	\$0.00	\$0.00	\$0.00	\$6,493.79	\$0.00	\$6,493.79
Project 856 GHS LIBRARY	\$753.22	\$45.00	\$0.00	\$0.00	\$798.22	\$0.00	\$798.22
Project 857 YOUTH & GOVERNMENT HS	\$1,207.35	\$0.00	\$0.00	\$0.00	\$1,207.35	\$0.00	\$1,207.35
Project 858 GHS Link Crew	\$335.29	\$180.00	\$0.00	\$0.00	\$515.29	\$0.00	\$515.29
Project 859 BAND (OPERATING) HS	\$9,402.09	\$960.00	\$0.00	\$0.00	\$10,362.09	\$958.70	\$9,403.39
Project 860 CLASS OF 2016 HS	\$1,757.84	\$0.00	\$0.00	\$0.00	\$1,757.84	\$1,141.70	\$616.14
Project 861 CLASS OF 2017 HS	\$1,519.31	\$0.00	\$0.00	\$0.00	\$1,519.31	\$0.00	\$1,519.31
Project 865 CLASS OF 2012 HS	\$1,928.87	\$0.00	\$0.00	\$0.00	\$1,928.87	\$0.00	\$1,928.87
Project 866 CLASS OF 2013 HS	\$1,169.15	\$0.00	\$0.00	\$0.00	\$1,169.15	\$0.00	\$1,169.15
Project 867 CLASS OF 2014 HS	\$1,709.26	\$0.00	\$0.00	\$0.00	\$1,709.26	\$0.00	\$1,709.26
Project 868 CLASS OF 2015	\$5,616.60	\$0.00	\$0.00	\$0.00	\$5,616.60	\$0.00	\$5,616.60
Project 869 ENGLISH CLUB	\$1,413.36	\$0.00	\$0.00	\$0.00	\$1,413.36	\$0.00	\$1,413.36
Project 870 COURTESY COMMITTEE HS	\$275.47	\$0.00	\$0.00	\$0.00	\$275.47	\$0.00	\$275.47
Project 873 SPEECH HS	\$348.15	\$0.00	\$0.00	\$0.00	\$348.15	\$0.00	\$348.15
Project 874 FACULTY LOUNGE HS	\$878.18	\$0.00	\$0.00	\$0.00	\$878.18	\$0.00	\$878.18
Project 876 FFA 4H BOOSTER CLUB HS	\$22,526.92	\$0.00	\$0.00	\$0.00	\$22,526.92	\$0.00	\$22,526.92
Project 877 FFA HS	\$13,113.26	\$48.00	\$0.00	\$0.00	\$13,161.26	\$1,100.00	\$12,061.26
Project 878 FCCLA (FHA) HS	\$2,646.94	\$225.00	\$0.00	\$347.00	\$2,524.94	\$1,080.00	\$1,444.94
Project 879 FOREIGN LANGUAGE SPAN	\$664.49	\$0.00	\$0.00	\$0.00	\$664.49	\$0.00	\$664.49
Project 882 GUTHRIE RUNNING CLUB H	\$2,098.30	\$0.00	\$0.00	\$0.00	\$2,098.30	\$0.00	\$2,098.30
Project 883 HERITAGE CLUB HS	\$308.98	\$0.00	\$0.00	\$0.00	\$308.98	\$0.00	\$308.98
Project 884 HIGH SCHOOL ACCOUNT	\$19,257.43	\$722.19	\$0.00	\$0.00	\$19,979.62	\$5,440.97	\$14,538.65
Project 886 HONOR SOCIETY HS	\$2,022.50	\$0.00	\$0.00	\$0.00	\$2,022.50	\$0.00	\$2,022.50
Project 888 JOURNALISM HS	\$387.30	\$0.00	\$0.00	\$0.00	\$387.30	\$0.00	\$387.30
Project 889 KEY CLUB HS	\$430.52	\$0.00	\$0.00	\$0.00	\$430.52	\$0.00	\$430.52
Project 893 MU ALPHA THETA HS	\$620.21	\$0.00	\$0.00	\$0.00	\$620.21	\$0.00	\$620.21
Project 894 JCLC SUMMER CAMP	\$4,080.00	\$0.00	\$8,085.58	\$0.00	\$12,165.58	\$0.00	\$12,165.58
Project 895 JROTC HS	\$12,790.61	\$0.00	(\$8,085.58)	\$0.00	\$4,705.03	\$0.00	\$4,705.03
Project 896 S.A.D.D. HS	\$40.02	\$0.00	\$0.00	\$0.00	\$40.02	\$0.00	\$40.02
Project 897 SOCCER BOOSTER CLUB H	\$1,282.54	\$0.00	\$0.00	\$0.00	\$1,282.54	\$0.00	\$1,282.54
Project 898 SCIENCE CLUB HS	\$3,593.39	\$20.00	\$0.00	\$0.00	\$3,613.39	\$0.00	\$3,613.39

GUTHRIE PUBLIC SCHOOLS
Custodians Analysis
SCHOOL ACTIVITY FNDS

Report Options: As Of Date: 07/2014; Time Frame: For Month; Field Order: Project; Group Totals: ; Page Break: No

	Begin Balance	Receipts	Adjusting Entries	Checks	Cash End Balance	Unpaid Purchase Orders	End Balance
Project 899 STUDENT COUNCIL HS	\$14,531.35	\$0.00	\$0.00	\$0.00	\$14,531.35	\$3,000.00	\$11,531.35
Project 900 CAMPUS BEAUTIFICATION I	\$7,416.91	\$205.00	\$0.00	\$0.00	\$7,621.91	\$293.00	\$7,328.91
Project 902 VOCAL HS	\$1,245.58	\$0.00	\$0.00	\$0.00	\$1,245.58	\$0.00	\$1,245.58
Project 904 YEARBOOK HS	\$6,806.46	\$0.00	\$0.00	\$0.00	\$6,806.46	\$0.00	\$6,806.46
Project 907 HS MEMORIAL FUND	\$73.92	\$0.00	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92
Project 908 VOCAL TRIP ACCOUNT HS	\$440.94	\$0.00	\$0.00	\$0.00	\$440.94	\$0.00	\$440.94
Project 911 FFA BUILDING FUND	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
Project 912 GHS BUSINESS PROF OF AI	\$597.44	\$0.00	\$0.00	\$0.00	\$597.44	\$0.00	\$597.44
Project 913 DRAMA HS	\$824.31	\$0.00	\$0.00	\$0.00	\$824.31	\$0.00	\$824.31
Project 921 BANQUET ACCOUNT	\$309.01	\$0.00	\$0.00	\$0.00	\$309.01	\$0.00	\$309.01
Project 922 COURTESY COMMITTEE AD	\$38.87	\$0.00	\$0.00	\$0.00	\$38.87	\$0.00	\$38.87
Project 925 GENERAL FUND REFUND	\$0.00	\$1,902.93	\$0.00	\$0.00	\$1,902.93	\$0.00	\$1,902.93
Project 927 HALL OF FAME BANQUET	\$736.17	\$0.00	\$0.00	\$0.00	\$736.17	\$0.00	\$736.17
Project 929 SPECIAL OLYMPICS	\$22,375.24	\$0.00	\$0.00	\$0.00	\$22,375.24	\$0.00	\$22,375.24
Project 930 DISTRICT ELEM. PTO	\$175.34	\$0.00	\$0.00	\$0.00	\$175.34	\$0.00	\$175.34
Project 932 SUMMER SCHOOL HS	\$0.00	\$1,400.00	\$0.00	\$0.00	\$1,400.00	\$0.00	\$1,400.00
Project 933 FAVER C&C	\$386.63	\$0.00	\$0.00	\$0.00	\$386.63	\$0.00	\$386.63
Project 934 TRANSPORTATION C&C	\$3,624.03	\$315.48	\$0.00	\$407.53	\$3,531.98	\$1,004.87	\$2,527.11
Project 935 VENDING MACHINE ADMIN	\$238.20	\$33.80	\$0.00	\$0.00	\$272.00	\$275.00	(\$3.00)
Project 936 GUES HONOR CHOIR	\$348.97	\$0.00	\$0.00	\$0.00	\$348.97	\$0.00	\$348.97
Project 937 FAVER ACTIVITY	\$41.00	\$0.00	\$0.00	\$0.00	\$41.00	\$0.00	\$41.00
Project 938 NATIVE AMERICAN PARENT	\$205.72	\$0.00	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72
Project 940 ADMINISTRATION MISC	\$3,544.05	\$173.83	\$0.00	\$0.00	\$3,717.88	\$225.00	\$3,492.88
Project 941 SCHOOL AGE CARE	\$578.77	\$0.00	\$0.00	\$0.00	\$578.77	\$0.00	\$578.77
Project 942 C.N. CLEARING ACCT	\$0.00	\$44.00	\$0.00	\$44.00	\$0.00	\$19,956.00	(\$19,956.00)
Project 943 S.A.C. CLEARING ACCT	\$0.00	\$700.00	\$0.00	\$350.00	\$350.00	\$2,150.00	(\$1,800.00)
Grand Total	\$355,790.27	\$11,707.39	\$0.00	\$2,360.38	\$365,137.28	\$62,254.24	\$302,883.04

EMPLOYEE TRIP REQUEST

Check if Out of State

Mick Fredrickson

3 Jul 14

Name of Employee

Date

Employee's Current Assignment High School JROTC Army Instructor

Title of Conference or Activity Top of Texas Drill Meet

Location Wichita Falls, TX Dates of Conference 4 Oct 14

Full Legal Name (for air travel) _____

Departure Date 4 Oct 14 AM PM (check one) Return Date 4 Oct 14 AM PM (check one)

If applicable, a Field Trip/Transportation Request has been completed: Yes

PLEASE INDICATE HOW THIS CONFERENCE OR WORKSHOP WILL RELATE TO YOUR PRESENT ASSIGNMENT.

Taking Drill Team, Color Guard, Physical Fitness Team, and Pellet Rifle Team to competition.

Cost for attendance (give a close estimate if necessary)

Costs are covered by which fund? BE SPECIFIC PLEASE. General Fund, Title I, Staff Development, Activity Fund, etc.

Travel* \$ 250.00 (mileage, air, ground, parking & toll) see below
Registration \$ 210.00
Lodging \$
Meals \$ (overnight stay required; calculate at \$30 per night)
Substitute \$ (calculate @ \$60 per day)
Total \$ 460.00

All costs to be paid by Activity Fund #895

Will a substitute be needed? Yes No (Remember to complete your sub request)

Principal's Approval [Signature] 7-14-14

Program Director's Approval [Signature] 7-22-14

Board of Education Approval _____ Date

*Refund for toll fees, parking and ground travel requires receipt.

EMPLOYEE TRIP REQUEST

Check if Out of State

Claude Arnold

3 Jul 14

Name of Employee

Date

Employee's Current Assignment Army Instructor High School

Title of Conference or Activity Top of Texas Military Skills Meet

Location Wichita Falls, TX Dates of Conference 4 Oct 14

Full Legal Name (for air travel) _____

Submit copy of Driver's License for flights - it must match the boarding pass.

Departure Date 4 Oct 14 AM PM (check one) Return Date 4 Oct 14 AM PM (check one)

If applicable, a Field Trip/Transportation Request has been completed: Yes

PLEASE INDICATE HOW THIS CONFERENCE OR WORKSHOP WILL RELATE TO YOUR PRESENT ASSIGNMENT.

Escort various JROTC teams for competition.

Cost for attendance (give a close estimate if necessary)

Costs are covered by which fund? BE SPECIFIC PLEASE. General Fund, Title I, Staff Development, Activity Fund, etc.

Table with 2 columns: Cost Category (Travel, Registration, Lodging, Meals, Substitute, Total) and Amount. Includes sub-headers for Travel (mileage, air, ground, parking & toll) and Meals (overnight stay required; calculate at \$30 per night). Total is \$ 0.00.

Will a substitute be needed? Yes No (Remember to complete your sub request)

Principal's Approval [Signature] 7-14-14

Program Director's Approval [Signature] 7-29-14

Board of Education Approval _____ Date

*Refund for toll fees, parking and ground travel requires receipt.



**GUTHRIE PUBLIC SCHOOLS
FIELD TRIP REQUEST
Effective 11-08**

Today's Date 3 Jul 14 Date of Activity 4 Oct 14

Destination Wichita Falls, TX

Class & Grade Level JROTC 9-12

Teacher(s) Fredrickson/Arnold

Names of teacher assistants or other adults attending:

Number of students 25 Number of sponsors 2

Leave Time 0630 Return Time 1700

Event Beginning Time if different 1000 Event Ending Time if different 1400

Emergency Phone Contact Number Fredrickson Cell (405) 625-5807

Cost to be paid per student 0 Due when? _____ Cost to district 0

Paid for by Activity Fund Yes No

Sub needed? Yes No (If yes, please complete sub request.)

Transportation request completed? Yes No

Activity information placed on your site's calendar & web page? Yes No

Chris L. Grand
Principal Signature

7-14-14
Date

If special needs students are involved, the Special Education Director must approve.

Special Education Director

Date

Every student must have a signed consent, indemnity and release form on file before going on any activity.

List the PASS objective and the educational objective to be addressed by this field trip:

ALLOW CADETS TO PARTICIPATE IN PELLET RIFLE, DRILL TEAM, COLOR GUARD AND PHYSICAL FITNESS COMPETITIONS

Must be completed at the site level for ANY trip out of the building, but only needs board approval for out-of-state trips.

EMPLOYEE TRIP REQUEST

Check if Out of State

Mick Fredrickson

3 Jul 2014

Name of Employee

Date

Employee's Current Assignment Senior Army Instructor

Title of Conference or Activity JROTC National Raider Challenge Competition

Location San Antonio, TX Dates of Conference 15-17Jan 15

Full Legal Name (for air travel) N/A

Submit copy of Driver's License for flights - it must match the boarding pass.

Departure Date 15 Jan 15 AM (check one) PM Return Date 17 Jan 15 AM (check one) PM

If applicable, a Field Trip/Transportation Request has been completed: Yes

PLEASE INDICATE HOW THIS CONFERENCE OR WORKSHOP WILL RELATE TO YOUR PRESENT ASSIGNMENT.

Allows GHS cadets to compete at the National Level for Physical Fitness Challenges. No school travel required as alternate means have been arranged (National Guard)

Cost for attendance (give a close estimate if necessary)

Costs are covered by which fund? BE SPECIFIC PLEASE. General Fund, Title I, Staff Development, Activity Fund, etc. Activity Fund to pay all associated costs and fees

Travel* \$ 0.00 (mileage, air, ground, parking & toll) see below
Registration \$ 210.00
Lodging \$
Meals \$ (overnight stay required; calculate at \$30 per night)
Substitute \$ (calculate @ \$60 per day)
Total \$ 210.00

Acct #895

Will a substitute be needed? Yes No (Remember to complete your sub request)

Principal's Approval Signature Date 2-14-14

Program Director's Approval Signature Date 2-22-14

Board of Education Approval Date

*Refund for toll fees, parking and ground travel requires receipt.



**GUTHRIE PUBLIC SCHOOLS
FIELD TRIP REQUEST
Effective 11-08**

Today's Date 3 Jul 14 Date of Activity 15-17Jan 15

Destination Camp Bullis, San Antonio, TX

Class & Grade Level JROTC 9-12

Teacher(s) Fredrickson

Names of teacher assistants or other adults attending:

Number of students 10 Number of sponsors 1

Leave Time 0730 Return Time 2300

Event Beginning Time if different 1200 Event Ending Time if different 1300

Emergency Phone Contact Number Fredrickson Cell (405) 625-5807

Cost to be paid per student 0 Due when? _____ Cost to district 0

Paid for by Activity Fund Yes No
 Sub needed? Yes No (If yes, please complete sub request.)
 Transportation request completed? Yes No

Activity information placed on your site's calendar & web page? Yes No

Principal Signature

7-14-14
Date

If special needs students are involved, the Special Education Director must approve.

Special Education Director

Date

Every student must have a signed consent, indemnity and release form on file before going on any activity.

List the PASS objective and the educational objective to be addressed by this field trip:

ALLOW CADETS TO PARTICIPATE IN NATIONAL RAIDER CHALLENGE COMPETITION.

Must be completed at the site level for ANY trip out of the building, but only needs board approval for out-of-state trips.

FACILITY USE AND LICENSE AGREEMENT

THIS AGREEMENT is entered into as of the ____ day of _____, 2014, between **INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA, a/k/a Guthrie Public Schools (“School District”)** and the **YMCA OF GREATER OKLAHOMA CITY (“Licensee”)**.

RECITALS:

A. Licensee desires to use a portion of the buildings and improvements located at School District’s **Cotteral Elementary School** (the “Facility”) solely to operate a full time day care center for infants ages _____ through _____, with before and after-school child care provided for school-aged children, (the “Permitted Use”).

B. The School District desires to allow Licensee to use and occupy the Facility at specific times and for specific purposes set forth herein.

THEREFORE, in consideration of the following mutual promises, covenants and conditions, and intending to be legally bound, the parties agree as follows:

1. The School District agrees to allow Licensee to use and occupy the Facility from August 1, 2014, through June 30, 2015, for the Permitted Use. This Agreement shall be subject to renewal upon mutual written agreement of the parties. Any renewal terms shall begin on July 1 and end on June 30 of each subsequent year (each a “Renewal Term”). Either party may terminate this Agreement upon giving a thirty (30) day written notice to the other party. This Agreement may be terminated immediately if either party commits a material breach of any of the provisions of this Agreement and does not cure such breach within ten (10) days after receipt of written notice thereof from the other party.
2. Licensee shall pay School District at the rate of Thirty Dollars (\$30) per classroom, per day, the total number of classrooms to be determined from time to time, depending upon demand, upon mutual agreement between the parties. School District shall invoice Licensee monthly. Payment shall be made within ten (10) days of Licensee’s receipt of invoice.
3. Licensee shall give a Twenty-Five Percent (25%) tuition discount and priority of enrollment to children of employees of the School District.
4. As a condition to Licensee’s use of the Facility, Licensee shall obtain and maintain throughout the term of this Agreement all required licensure from the Oklahoma Department of Human Services. Cancellation, suspension, revocation or surrender of such licensure shall constitute a basis for immediate termination of this Agreement by School District. Licensee shall comply with all applicable federal, state and local laws governing the Permitted Use.

5. Licensee agrees to indemnify, defend and hold harmless the School District, its agents and employees from any and all liability regardless of the source and regardless of the type of claim which may occur or arise out of, directly or indirectly, the Licensee's occupancy and use of the Facility. Licensee shall maintain and pay for Commercial General Liability Insurance specifically related to the Licensee's use and occupancy of the Facility issued by a company or companies authorized to do business in the State of Oklahoma, naming the School District as an additional insured, and providing coverage in amounts not less than the amounts required to insure the School District's liability under the Oklahoma Governmental Tort Claims Act, including any amendments thereto subsequent to the date of this Agreement. Copies of certificates of insurance evidencing such coverage shall be furnished to the School District prior to the commencement of the term of this Agreement. The insurance certificates shall require the insurer to provide at least ten (10) days prior written notice to the School District before cancellation of the coverage for any reason, including non-payment of the premium. Nothing contained herein shall be construed to limit or waive the School District's immunity from liability under laws now in existence, or existing in the future.
6. Licensee warrants and represents that it is authorized to sign this Agreement and by signing this Agreement binds itself, its affiliates, members, successors and assigns.
7. The rights and privileges granted to the Licensee by this Agreement may not be assigned or transferred without prior written consent of the School District. No waiver of any portion of this Agreement shall be effective unless in writing and signed by the School District and Licensee. This Agreement with any items incorporated by reference shall constitute the entire agreement between the parties and supersedes all prior negotiations and agreements.
8. The School District reserves the right to refuse admission, eject or cause to be ejected from the Facility any objectionable person or persons, and neither the School District nor any of its administrators, agents or employees shall be liable to Licensee for any damages that may be sustained by Licensee through the exercise by the School District of this right.
9. Licensee will use the Facility only for the Permitted Use and will take reasonable precautions to ensure that the Facility and any ancillary equipment of the School District are used in a careful and prudent manner so as to prevent any loss, defacement or damage to them. Licensee is liable to the School District for the damages, repair or replacement of any items damaged during Licensee's use of the School District's Facility.
10. School District shall have no responsibility for any loss of, damage to, destruction or disappearance of any of Licensee's property in the Facility. Licensee assumes the entire risk of the foregoing. Licensee understands that School District does not and will not maintain any casualty or other insurance on Licensee's property. Licensee waives any right of subrogation on behalf of its insurance carrier against School District for any loss of, damage to, destruction or disappearance of Licensee's property in the Facility.

11. The parties shall, at all times, act and function pursuant to the Agreement and hold themselves out as independent contractors. It is not the intention of the parties to form a joint venture or partnership. This Agreement should not be construed to create a contract of employment or an agency relationship. Licensee is solely responsible for operations concerning the Permitted Use, for employment of staff, benefits and workers' compensation coverage and for the payment of all taxes, including federal state and local employment taxes arising out of Licensee's activities hereunder. In no event shall Licensee or its employees, agents or representatives be entitled to benefits or workers' compensation coverage of any kind from School District.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year first above written.

**INDEPENDENT SCHOOL DISTRICT NO. 1
OF LOGAN COUNTY, OKLAHOMA, a/k/a
Guthrie Public Schools**

By: _____
President, Board of Education

ATTEST:

Clerk, Board of Education

“SCHOOL DISTRICT”

YMCA OF GREATER OKLAHOMA CITY

By: _____
Name: _____
Title: _____

Address: _____

Telephone: _____

“LICENSEE”



Staking A Claim in Our Students' Future

Doug Ogle
Executive Director Personnel/Secondary Ed.

Phone 405-282-8900
doug.ogle@guthrieok.net
www.guthrie.k12.ok.us

Memo

To: Dr. Mike Simpson & Guthrie Board of Education

From: Doug Ogle, Executive Director of Personnel and
Secondary Education

Date: July 29, 2014

Re: 2014-15 School Calendar Conversion

Guthrie Public Schools has an adopted calendar of 180 days for the 2014-2015 school year. I would like to recommend that Guthrie Public Schools convert to the 1080 hours (days to hours) to be used should unforeseen events cause the cancellation of classes as indicated on the adopted calendar.

COUNTY
Logan

DISTRICT
Guthrie

SITE
Guthrie High School - 705

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

Number of Days	# of Hours per Day	TOTAL PARENT-TEACHER CONFERENCE HOURS
2	6	12

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial Days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:15 AM	3:10 PM	415	25	390	175	1137.50

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
		0		0		0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
ADDITIONAL DAYS TAUGHT		0	TOTAL MINUTES	0	TOTAL HOURS	0.00

Professional Development Hours/Days

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR
177

GRAND TOTAL HOURS	1179.50
-------------------	---------

Superintendent Signature _____

Date _____

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

COUNTY
Logan

DISTRICT
Guthrie

SITE
Guthrie Junior High - 610

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

Number of Days	# of Hours per Day	TOTAL PARENT-TEACHER CONFERENCE HOURS
2	6	12

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial Days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:15 AM	3:10 PM	415	30	385	175	1122.92

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
		0		0		0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
ADDITIONAL DAYS TAUGHT		0	TOTAL MINUTES	0	TOTAL HOURS	0.00

Professional Development Hours/Days

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR
177

GRAND TOTAL HOURS	1164.92
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Superintendent Signature _____

Date _____

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

COUNTY
Logan

DISTRICT
Guthrie

SITE
GUES - 125

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

Number of Days	# of Hours per Day	TOTAL PARENT-TEACHER CONFERENCE HOURS
2	6	12

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial Days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:15 AM	3:10 PM	415	25	390	175	1137.50

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
		0		0		0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
ADDITIONAL DAYS TAUGHT		0	TOTAL MINUTES	0	TOTAL HOURS	0.00

Professional Development Hours/Days

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR
177

GRAND TOTAL HOURS	1179.50
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Superintendent Signature _____

Date _____

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

COUNTY
Logan

DISTRICT
Guthrie

SITE
Fogarty - 110

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

Number of Days	# of Hours per Day	TOTAL PARENT-TEACHER CONFERENCE HOURS
2	6	12

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial Days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:15 AM	3:10 PM	415	30	385	175	1122.92

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
		0		0		0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		0		0		0.00
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		0		0		0.00
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		0		0		0.00
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		0		0		0.00
		0		0		0.00
ADDITIONAL DAYS TAUGHT		0	TOTAL MINUTES	0	TOTAL HOURS	0.00

Professional Development Hours/Days

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR
177

GRAND TOTAL HOURS	1164.92
-------------------	---------

Superintendent Signature _____

Date _____

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

COUNTY
Logan

DISTRICT
Guthrie

SITE
Central - 130

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

Number of Days	# of Hours per Day	TOTAL PARENT-TEACHER CONFERENCE HOURS
2	6	12

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial Days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:15 AM	3:10 PM	415	25	390	175	1137.50

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
		0		0		0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
ADDITIONAL DAYS TAUGHT		0	TOTAL MINUTES	0	TOTAL HOURS	0.00

Professional Development Hours/Days

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR
177

GRAND TOTAL HOURS	1179.50
--------------------------	---------

Superintendent Signature _____

Date _____

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

COUNTY
Logan

DISTRICT
Guthrie

SITE
Cotteral - 120

Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)

Number of Days	# of Hours per Day	TOTAL PARENT-TEACHER CONFERENCE HOURS
2	6	12

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial Days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
8:15 AM	3:10 PM	415	25	390	175	1137.50

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
		0		0		0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)

Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
		0		0		0.00
ADDITIONAL DAYS TAUGHT		0		0	TOTAL HOURS	0.00

Professional Development Hours/Days

Number of Days	Number of Hours	TOTAL PROFESSIONAL DEVELOPMENT HOURS
5	6	30

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR
177

GRAND TOTAL HOURS	1179.50
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Superintendent Signature _____

Date _____

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

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

GARY BOXLEY
ATHLETIC DIRECTOR

TO: Dr. Simpson and the Guthrie Board of Education

FROM: Chris LeGrande, HS Principal

DATE: July 24, 2014

SUBJECT: TRACE PROGRAM

The administrative team here at Guthrie High School requests that we be allowed to continue the Teen Risk Avoidance and Character Education (TRACE) program for the 2014-2015 school year. The program will once again be offered to incoming freshman via parental permission only. The program will be incorporated into the Oklahoma History classes once a week for approximately 12 weeks. We believe the TRACE program was highly effective in promoting goal setting as well as instrumental in encouraging students to make good choices. Therefore, we respectfully ask that we be granted permission to offer the curriculum a second successive year.



Guthrie Public Schools

Memo

To: Dr. Mike Simpson and Guthrie Board of Education

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

Date: July 29, 2014

Re: Oklahoma Parents as Teachers (OPAT) Program

I am pleased to announce the award of a \$38,000.00 grant for the operation of the Oklahoma Parents as Teachers program to Guthrie Public Schools. The standards for the grant are to serve a minimum of 63 families with personal visits each month, meet staffing qualifications, attend required training for staff, and participate in the program evaluation. The evaluation report is submitted to the Oklahoma Legislature annually.

Attached are the contracts for two qualified Oklahoma Parents as Teachers (OPAT) Parent Educators to plan and implement the OPAT program for Guthrie Public Schools.

Oklahoma Parents as Teachers have provided this service to Guthrie Public Schools since 2001 for children under the age of 3 years old. This is a great positive contact with families in the community. I recommend we continue this service agreement with OPAT.

CONTRACT

This contract is entered into on the 26th day of July, 2014, by and between Independent School District No. 1 of Logan County, Oklahoma, a public corporation, hereinafter referred to as "SCHOOL", and ANGELA STAUDT, hereinafter referred to as "Staudt".

RECITALS:

SCHOOL desires to obtain the services of a qualified Oklahoma Parents as Teachers (OPAT) Parent Educator/Coordinator to plan and implement its OPAT program. Staudt desires to provide SCHOOL with the services of a qualified OPAT Parent Educator/Coordinator to provide the listed services.

NOW, THEREFORE, the parties agree as follows:

1. **Staudt shall perform any or all of the following services, as requested by SCHOOL:**

As OPAT coordinator/parent educator

- a. **Successfully complete the Parents as Teachers National Center Foundational Training & Model Implementation parent educator certification.**
- b. **Plan and make monthly personal visits to 24 families per month at times convenient for parents.**
- c. **Participate in recruitment activities.**
- d. **Conduct developmental screenings annually.**
- e. **Conduct group meetings with parents.**
- f. **Complete personal visit records.**
- g. **Prepare reports, as needed, regarding services provided to children and families served.**
- h. **Maintain confidentiality as required by state and federal law and regulations and by SCHOOL policy.**

- i. Attend regular staff meetings.**
- j. Participate in in-service training activities.**
- k. Ensure monthly statistical reports are submitted to the OK State Department of Education.**
- l. Provide education to the community on OPAT and its services.**
- m. Recruit and supervise program staff.**

Other:

- aa. Obtain a minimum of 10 hours of in-service training for continued education during the term of this Agreement.**
 - bb. Maintain qualification requirements to perform the services identified in Section 1 of this Agreement.**
 - cc. Perform other services as may be mutually agreed by SCHOOL and Staudt.**
- 1. Nothing herein shall prevent Staudt from delivering similar services to parties other than District during the term of this Agreement, provided such activities do not prevent Staudt from providing the services required by this Agreement.**
 - 2. The term of this contract will extend from the date approved by both Contracting parties through May 31, 2015. Should the SCHOOL'S school year be extended to make up for days missed due to inclement weather, Staudt will continue to provide services to SCHOOL through the last day of the school year as extended , without additional compensation. Although the Contract period extends over one school year, due to holidays and school breaks, services will be provided for 38 weeks during this period. The SCHOOL, and all travel time incurred within the SCHOOL district by Staudt traveling from one school site to another. Documentation, planning, meetings and other work necessary for the delivery of services may be performed at any location most convenient for Staudt. The SCHOOL agrees to provide adequate space for the implementation of such services at SCHOOL.**

2. SCHOOL agrees to pay Staudt for all services delivered under the terms of this contract, NINETEEN THOUSAND DOLLARS AND NO CENTS (\$19,000.) total over the entire term of this Contract. SCHOOL will pay this amount in 10 installments of NINETEEN HUNDRED DOLLARS and NO CENTS (\$1900.00), with the first installment to be paid in August, 2014, and the last in May, 2015.

3. Staudt acknowledges that Staudt is an independent contractor for Federal Tax purposes. Staudt further acknowledges that all revenue received by By Staudt pursuant to this Contract constitutes "net earnings from self-Employment" as the term is defined in Section 1402(a) of the Internal Revenue Code of 1986, as amended. Staudt further acknowledges that She files her own quarterly returns in this particular matter and reports all Of her income to the government. Staudt indemnifies and holds SCHOOL Harmless for all costs, damages, taxes, penalties, interest and expense Attributable to (a) Staudt's underpayment of income and /or employment taxes on Staudt's revenue received pursuant to this Contract, and (b) Staudt's late payment of income and/or employment taxes on Staudt's revenue received pursuant to this Contract.

4. Should either Staudt or the SCHOOL choose to discontinue services during the term of this Contract, thirty (30) days written notice is required.

5. THIS CONTRACT IS NOT ASSIGNABLE.

IN WITNESS WHEREOF, SCHOOL and Staudt have executed this Contract on the day and year first above written.

INDEPENDENT SCHOOL DISTRICT NO. 1
OF LOGAN COUNTY, OKLAHOMA

By: _____
Superintendent Guthrie Public Schools

Date

By: Angela Staudt
Angela Staudt

7/26/14
Date

CONTRACT

This contract is entered into on the 26th Day of July, 2014 by and between Independent School District No. 1 of Logan County, Oklahoma, a public corporation, hereinafter referred to as “SCHOOL”, and Jennifer Clark, hereinafter referred to as “Clark”.

RECITALS:

SCHOOL desires to obtain the services of a qualified Oklahoma Parents as Teachers(OPAT) Parent Educator to plan and implement its OPAT program, “Clark” desires to provide SCHOOL with the services of a qualified OPAT Parent Educator to provide the listed services.

NOW, THEREFORE, the parties agree as follows:

- 1. Clark shall perform any or all of the following services, as requested by the SCHOOL.**

As OPAT parent educator:

- a. Successfully complete the Parents as Teachers National Center Foundational Training & Model Implementation.**
- b. Plan and make monthly personal visits to 39 families per month at times convenient for parents.**
- c. Participate in recruitment activities.**
- d. Conduct developmental screenings annually.**
- e. Conduct group meetings with parents.**
- f. Complete personal visit records.**
- g. Prepare reports, as needed, regarding services provided to children and families served.**
- h. Maintain confidentiality as required by state and federal law and regulations and by SCHOOL policy.**
- i. Attend regular staff meetings.**

- j. **Participate in in-service training activities.**
- k. **Submit monthly data reports to OPAT Coordinator.**

Other:

- aa. **Obtain a minimum of 10 hours of in-service training for continued education during the term of this Agreement.**
- bb. **Maintain qualification requirements to perform the services identified in Section 1 of this Agreement.**
- cc. **Perform other services as may be mutually agreed upon by SCHOOL and Clark.**
- 1. **Nothing herein shall prevent Clark from delivering similar services to parties other than District during the term of this Agreement, provided such activities do not prevent Clark from providing the services required by this Agreement.**
- 2. **The term of this Contract will extend from the date approved by both Contracting parties through the last day of the fourth quarter of the 2014-15 school year. Should the SCHOOL'S school year be extended to make up for days missed due to inclement weather, Clark will continue to provide services to SCHOOL through the last day of the school year as extended, without additional compensation. Although the Contract period extends over one school year, due to holidays and school breaks, services will be provided for 38 weeks during this period. The SCHOOL and Clark will jointly establish the number of hours per week for which Clark will provide services. Inclusive within these hours shall be all services detailed in Section 1, all administrative or record keeping duties deemed necessary by the parties to this Contract for adequate delivery of service to the SCHOOL, and all travel time incurred within the SCHOOL district by Clark traveling from one school site to another. Documentation, planning, meetings and other work necessary for the delivery of services may be performed at any location most convenient for Clark. The SCHOOL agrees to provide adequate space for the implementation of such services at SCHOOL.**

3. SCHOOL agrees to pay Clark for all services delivered under the Terms of this Contract EIGHTEEN THOUSAND TWO HUNDRED FIFTY DOLLARS (\$18,250.) total over the entire term of this Contract. SCHOOL will pay this amount in 10 installments of EIGHTEEN HUNDRED TWENTY-FIVE DOLLARS (\$1825.), with the first such installment to be paid in August, 2014, and the last in May, 2015.

4. Clark acknowledges that Clark is an independent contractor for Federal Tax purposes. Clark further acknowledges that all revenue received by Clark pursuant to this Contract constitutes "net earnings from self-employment" as the term is defined in Section 1402(a) of the Internal Revenue Code of 1986, as amended. Clark further acknowledges that she files her own quarterly returns in this particular matter and reports of her income to the government. Clark indemnifies and holds SCHOOL harmless for all costs, damages, taxes, penalties, interest and expense attributable to (a) Clark's underpayment of income and /or employment taxes on Clark's revenue received pursuant to this Contract, and (b) Clark's late payment of income and /or employment taxes on Clark's revenue received pursuant to this Contract.

5. Should either Clark or the SCHOOL choose to discontinue services During the term of this Contract, thirty (30) days' written notice is required.

6. THIS CONTRACT IS NOT ASSIGNABLE.

IN WITNESS WHEREOF, SCHOOL and Clark have executed this Contract on the day and year first above written.

INDEPENDENT SCHOOL DISTRICT NO. 1
OF LOGAN COUNTY, OKLAHOMA

By: _____
Superintendent Guthrie Public Schools

Date

By: Jennifer Clark
Jennifer Clark

7/26/14
Date

MEMORANDUM:

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

FROM: Eldona Woodruff, Director of Special Education

SUBJECT: Agreement with Melissa Allsbrook to provide Speech Language
Services for the 2014-2015 school year.

DATE: August 1, 2014

Attached is an agreement with Melissa Allsbrook to provide Speech Language Services for the 2014-2015 school year. She has agreed to continue to provide Speech Language Services for \$45.00 per hour. She does not charge mileage. The cost of this service will be approximately \$48,600.

Additional Quotes received:

Pro Care Therapy - CFY \$60-\$65 CCC \$65-\$75 per hour plus mileage.

Ardor Health Solutions – \$62 - \$72 per hour plus mileage.

Career Staff Unlimited - \$69 per hour plus mileage.

Christine Hayes \$60-\$65 per hour plus mileage.

Supplemental Health starting at \$62 per hour plus mileage if a therapist is available.

Solient – \$65 per hour

Thank you.

Attention: Eldona Woodruff

This contract is for speech pathology services provided by Melissa Allsbrook, M.S. CCC-SLP, ASHA #12116391

Services:

Speech/Language services in accordance to the personnel job description provided by the Guthrie School District, including, but not limited to: providing speech and language services, screening, evaluations, I.E.P. preparation/execution, RTI services, parent teacher conferences, assistive technology team, homebound services.

Rate:

\$45/hour

Contract:

4 to 5 days per week, parent teacher conferences and as needed for training, meetings and/or team participation. Either party can terminate this contract after giving a 30 day notice.

This contract is for the 2014-2015 school year.

Please call with any questions or concerns: 405-328-8781

Signed:

Melissa Allsbrook, M.S. CCC-SLP

Date: July 30, 2014

MEMORANDUM:

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

FROM: Eldona Woodruff, Director of Special Education

SUBJECT: Agreement with Christine Hayes to provide Speech Language Services
for the 2014-2015 school year.

DATE: August 6, 2014

Attached is an agreement with Christine Hayes to provide Speech Language Services for the 2014-2014 school year. Originally, Ms. Hayes provided a quote of \$60 - \$65 per hour. She has contracts with other agencies ranging from \$60 to \$72 per hour. She has agreed to provide this service for the 2014-2015 school year for up to 14 hours a week at \$55 per hour plus mileage at the Oklahoma State Travel Reimbursement Act rate. The approximate cost of this service will be \$27,720 plus mileage at \$1,017 for a total of approximately \$28,737.

Additional Current Quotes received:

Pro Care Therapy – CFY \$60 - \$65 CCC \$65 - \$75 plus mileage
Ardor Health Solutions - \$62 - \$72 per hour plus mileage
Career Staff Unlimited - \$69 per hour plus mileage
Supplemental Health starting at \$62 per hour plus mileage
Solient - \$65 per hour plus mileage

Thank you.

CONTRACT FOR SPEECH LANGUAGE PATHOLOGY SERVICES
2014-2015

This contract is by and between Guthrie Public Schools District I-001 and Christine Hayes M.S. CCC-SLP, for speech language pathology services for the 2014-2015 school year.

Term of Contract: The term of this contract shall commence the 12th day of August, 2014, and shall continue through the 30th day of June, 2015, at which time the contract shall automatically terminate.

Contracted Services: During the term of this contract, Christine Hayes, Speech Language Pathologist, agrees to provide the following services when and if requested by the Guthrie Public School District:

Provide speech language screenings and evaluations with written summary/report in compliance with procedural guidelines;

Provide appropriate and ethical speech language therapy as indicated by individual students' IEP or RtI plan, and provide consultation services;

Complete all required paperwork, and attend/coordinate IEP and eligibility meetings.

Compensation: Christine Hayes shall be paid compensation for contracted services rendered at the request of Guthrie Public Schools upon proper performance of services and receipt of billing and mileage claim. Christine Hayes, will provide such services for \$55.00 per hour plus mileage charged at the Oklahoma State Travel Reimbursement Act rate.

Termination: Either party may terminate this contract upon thirty (30) days written notice.

For Guthrie Public Schools

Christine Hayes

Date

Date

AGREEMENT

This agreement made and entered into this 15 day of July, 2014 by and between the City of Guthrie, Oklahoma, a municipal corporation, hereinafter referred to as the "City", and the Guthrie School District of Logan County, Oklahoma, hereinafter referred to as "District", WITNESSETH.

PURPOSE: The purpose of this agreement is to provide for the increased safety and security of the public schools of the District through the placement of a police officer in said schools.

ADMINISTRATION: This agreement shall be administered by the City Manager and the Chief of Police with input from the District administration. These representatives shall be responsible for administering this agreement and shall have the authority to determine the duties to be performed by the officer and the resolution of the disputes. The City Manager and the Chief of Police of the City shall receive from the District periodic recommendations and suggestions as to needs of the District. These recommendations shall be submitted by the Superintendent of Schools for the District.

TERM OF AGREEMENT: This agreement shall be in effect as of the date the agreement is signed by both parties for a period of one calendar year and may be renewed on an annual basis.

AGENCY REPRESENTATIVES: The parties will develop procedures for ongoing meetings and will, at least annually, review and if necessary, recommend any changes.

MODIFICATION OF AGREEMENT: Modification of this agreement shall be made only by consent of both parties. Such shall be made with the same formalities as were followed in this agreement and shall include a written document setting forth the modifications signed by the parties.

QUALIFICATIONS: The officer shall be a duly certified police officer of the City and shall perform those tasks and duties delineated in the schedule of duties as approved by the administrators. City agrees and guarantees that police officer will be, at all time, certified Peace Officer for the State of Oklahoma and meet all requirements as set forth by the Oklahoma Council on Law Enforcement Education and Training, the City of Guthrie, Oklahoma and as may be required by law. City warrants to District that police officer is fully trained in the proper and appropriate law enforcement use of all equipment issued to or allowed by City for use by police officers, including, but not limited to, any weapons or equipment designed to or capable of causing harm to persons or property.

DUTIES OF SCHOOL RESOURCE OFFICERS:

The SRO's duties will include, but not be limited to, the following:

- A. To be an extension of the principal's office for assignments consistent with this Agreement.
- B. To be a visible, active law enforcement figure on campus dealing with law enforcement matters and school code violations originating on the assigned campus.

- C. To act as the designee of the campus administrator in maintaining the physical plant of the assigned campus to provide a safe environment as to law enforcement matters and school code violations. This includes building(s), grounds, parking lot(s), lockers and other public school property.
- D. To provide a classroom resource for law education using approved materials.
- E. To be a resource for students which will enable them to be associated with a law enforcement figure in the students' environment.
- F. To be a resource for teachers, parents and students for conferences on an individual basis dealing with individual problems or questions, particularly in the area of substance control.
- G. To make appearances before site councils, parent groups, and other groups associated with the campus and as a speaker on a variety of requested topics, particularly drug and alcohol abuse.
- H. The SRO will not be involved in ordinary school discipline, UNLESS; it pertains to preventing a potential disruption and/or climate that places students at risk of harm. Disciplining students is a School District responsibility, and only when the principal and the SRO agree that the SRO's assistance is needed to maintain a safe and proper school environment would the principal request SRO involvement.
- I. If the principal believes that in a given situation or incident there is a law violation, the principal may request SRO involvement.
- J. All law enforcement agencies requesting to conduct formal police interviews, interrogations, and arrests of any student should be referred to the campus SRO.
- K. The SRO will be familiar with helpful community agencies, such as mental health clinics, drug treatment centers, etc., that offer assistance to dependency-and delinquency-prone youths and their families. Referrals will be made when necessary.
- L. The SRO and the principal will develop plans and strategies to prevent and/or minimize dangerous situations which might result in student unrest.
- M. The SRO is first and foremost a law enforcement officer. This fact must be constantly reinforced.
- N. The SRO may be asked to provide community wide crime prevention presentations that include, but are not limited to:
 - Drugs and the law – Adult and juvenile;
 - Alcohol and the law – Adult and juvenile;
 - Sexual assault prevention;
 - Safety programs – Adult and juvenile;
 - Assistance in other crime prevention programs as assigned.

- O. The SROs will wear approved department uniform, formal business attire or business casual with appropriate logos and name badges depending on the time of the school year, the type of school activity or program, and the requests of the school and/or police department. The Chief of Police and the principal shall jointly set expectations and resolve any disputes in this area.
- P. The SROs will wear their department authorized duty weapons in accordance with department policy.

ACCESS TO EDUCATION RECORDS:

- A. School officials shall allow SROs to inspect and copy any public records maintained by the school to the extent allowed by law.
- B. If confidential student records information is needed by an SRO, the information may be released only as allowed by law.

EMPLOYMENT OF SCHOOL RESOURCE OFFICERS:

- A. The SROs shall be employees of the Police Department and shall be subject to the administration, supervision and control of the Police Department.
- B. The SROs shall be subject to all personnel policies and practices of the Police Department except as such policies or practices may be modified by the terms and conditions of this Agreement.
- C. The Police Department, in its sole discretion, shall have the power and authority to hire, discharge, and discipline SROs.
- D. A joint committee composed of representatives of the Police Department and the School District shall make recommendations for the SRO positions to the Chief of Police who shall assign such officers. If a principal is dissatisfied with an SRO who has been assigned to that principal's school, then that principal may request that the Chief of Police assign a different officer as the SRO for that school.
- E. The parties shall agree in writing how many SROs will be employed during any school year.

FUNDING: In consideration for the City's assignment of a School Resource Officer in accordance with the program outlined in this agreement, the District agrees to pay the sum of \$32,000.00 per officer. This amount represents the nine (9) months school is in session. The costs associated with expected salary and all applicable benefits and premium expenses are based on the 2014 salary and benefit expenses of the SRO. The City will invoice the District one-half of the annual sum in January and the second half in April. Upon renewal of this agreement funding in successive years shall be an amount as calculated above. Prior to the start of each school year, the City shall calculate the cost for the next year in accordance with this paragraph and provide notice of such to the District 45 days prior to the first day of school. Such amount shall be the new payment amount for the agreement unless the District chooses to terminate this agreement as provided below.

LIABILITY: City agrees that it shall be responsible for any liability arising from the actions of the officer in the same manner and to the same extent as it has liability for the actions of any police officer. Each party shall assume and be responsible for any liability or the costs of litigation arising from actions of its own employees.

TERMINATION: This agreement shall be subject to termination upon written notification by either party upon sixty (60) days notice.

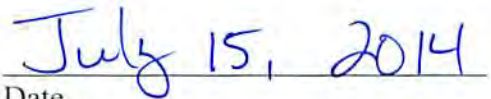
WITNESS OUR HANDS the day and year first above written:

“City”

By:



Mayor, City of Guthrie



Date

Attest:



City Clerk, City of Guthrie

“District”

By:

President, Board of Education
Guthrie Public Schools

Date

Attest:

Clerk of the Board of Education
Guthrie Public Schools

FINANCIAL ADVISOR SERVICES AGREEMENT

THIS AGREEMENT, made between MUNICIPAL FINANCE SERVICES, INC., Edmond, Oklahoma, hereinafter referred to as "Financial Advisor," and INDEPENDENT SCHOOL DISTRICT NUMBER ONE, LOGAN COUNTY, OKLAHOMA (Guthrie Board of Education), GUTHRIE, OKLAHOMA, hereinafter referred to as "School District," represents a contractual agreement between said parties for certain services as provided below.

Scope of Services. The purpose of this agreement is for the Financial Advisor to render on-going financial advice to the School District on certain financial matters, including, but not limited to:

- i) Assist in the School District's annual budget by providing projections of current and future debt service requirements and tax levies required to adequately repay any outstanding indebtedness;
- ii) Assist the School District in developing an investment strategy which maximizes investment income, yet maintains a prudent management approach;
- iii) Inform the School District of national or state legislation impacting tax-exempt financing by local governmental issuers;
- iv) Assess refunding or refinancing opportunities for the School District on a continuous basis and recommend appropriate action when clear, concise benefits accrue to the School District;
- v) Work with the School District to develop a long-term, comprehensive financing plan which will sufficiently fund major capital improvements identified by the School District;
- vi) Conduct special studies as directed by the School District to assess innovative financing techniques required to fund proposed projects;
- vii) Analyze the issuance of General Obligation Bonds to finance specific improvements and recommend a financing structure which will limit as much as possible the total indebtedness incurred by the School District. For each series of bonds, perform the role of Financial Advisor which shall include, but not be limited to, the following tasks:
 - a) Prepare all election documents necessary to call and hold an election required to obtain voter approval of any financing vehicle;
 - b) Prepare a Notice of Sale, Offering Documents and other information for distribution to prospective bidders, detailing the proposed financing and terms and conditions of the sale of bonds;
 - c) Obtain appropriate ratings and/or credit enhancement for the District's bonds, if deemed economically beneficial;
 - d) Work with the School District staff, Local Counsel and Bond Counsel to review all legal and financial documents;
 - e) Conduct the actual sale of bonds and advise the School District on the adequacy of the rates received;

- f) Coordinate the closing and delivery of the bonds and receipt of proceeds including the preparation of the Transcript of Proceedings for Oklahoma Attorney General approval;
- viii) Attend meetings of the Board as needed to keep abreast of the economic and administrative climate of the School District; and
- ix) Remain fully accessible to any information requests or other related needs of the Board members and staff.

Best Effort. Financial Advisor hereby agrees that it will, at all times, faithfully, industriously and to the best of its ability, experience and talent, perform all duties that may be required pursuant to the express terms hereof to the reasonable satisfaction of the School District.

Term of Employment. This Agreement shall be in effect from July 1, 2014 through June 30, 2015, inclusive.

Compensation. The Financial Advisor's compensation for services rendered as Financial Advisor for each series of bonds issued is as follows:

Fee: ½ of 1% of par amount
Minimum fee: \$17,500

Expenses: Reimbursement of out-of-pocket expenses in the fixed amount of \$2,000. Out-of-state travel for rating meetings, if any, is to be reimbursed at actual, verified costs.

Other costs of issuance such as rating fees, publication cost, official statement printing and distribution, bond printing, registrar-paying agent expenses and Attorney General Bond Examination Fees are to be paid by the School District.

Any fees or expenses payable to Financial Advisor are on a contingency basis, payable only upon the successful passage of an election and the actual closing of a bond transaction.

Other Provisions.

- i) **Termination.** This Agreement may be terminated by either party for good cause shown on thirty (30) days written notice to the other party.
- ii) **Assignment and Binding Effect.** This Agreement shall be binding on and shall inure to the benefit of the respective successors and assigns of Financial Advisor and School District, but no assignment of this Agreement or any payments provided to be made hereunder shall be effective without prior written consent from the other party.
- iii) The School District hereby acknowledges receipt of the Financial Advisor's Form ADV Part 2A Brochure and 2B Brochure Supplements at least forty-eight (48) hours prior to consideration and execution of this Agreement as required by the Oklahoma Department of Securities.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed and do hereby warrant and represent that their respective signatory whose signature appears below has been and is on the date of the

Agreement duly authorized by all necessary and appropriate action to execute this Agreement.

Dated this ____ day of _____, 2014.

**INDEPENDENT SCHOOL DISTRICT NUMBER
ONE, LOGAN COUNTY, OKLAHOMA**

President, Board of Education

ATTEST:

Clerk, Board of Education

(SEAL)

MUNICIPAL FINANCE SERVICES, INC.

Jon Wolff, Vice-President

EVALUATION AND OTHER ACADEMIC MEASURES

All certified staff evaluations will comply with the requirements of the district's Teacher and Leader Effectiveness model.

2013-2014 School Year and 2014-2015 School Year

Qualitative components of the evaluation will count for 100% of the employee's total score. The district will have a pilot program with respect to other academic measures ("OAM") but OAM scores will not be a part of the employee's final evaluation score. Employees are required to participate in the pilot OAM program.

2015-2016 School Year

Quantitative and qualitative components of the evaluation will each be valued at 50% of the employee's total score. Thirty five percent (35%) of the employee's quantitative score will be based on student academic growth as demonstrated through multiple years of standardized test data, and fifteen percent (15%) shall be comprised of OAM scores.

Board Approved Other Academic Measures

The board of education adopts the attached list of OAMs as its approved list. This list provides all options promulgated by the Oklahoma State Department of Education which are currently available to certified personnel within the school district. The board acknowledges that there may be other assessments and options approved by the Oklahoma State Department of Education but which are not available within the school district. The attached list is intended to provide maximum flexibility for certified personnel and is not intended to limit any employee's access to OAMs.

Each employee is entitled to select one (1) OAM from at least two (2) approved, appropriate OAMs. If there are not at least two (2) approved, appropriate OAMs on the list, the superintendent shall make a recommendation to the board of education for approval of additional OAMs. The superintendent will not make recommendations to the board regarding adopting additional OAMs if two (2) approved, appropriate OAMs are already on the approved list.

Because of the difficulty in amassing, reviewing and analyzing data regarding OAMs, no employee will be permitted to use more than one OAM per school year.

The board encourages collaboration among faculty when selecting OAMs in order to create consistency within the school district. By way of example, the board encourages all 5th grade English teachers, 9th grade science teachers, etc. to consult with each other and agree on the same measures and 5-tier ratings for all employees in the category. Despite the board's preference for this level of professionalism, the board respects each individual employee's right to select an appropriate OAM and related SMART plan.

Employees Who Teach Multiple Grades / Subjects

In the event an employee teaches multiple grades/subjects, the employee will not select an OAM for each grade/subject. Employees teaching multiple grades/subjects are only guaranteed two (2) OAM choices total - not two (2) choices per grade/subject.

Selection of Other Academic Measures

Certified employees, in conjunction with their supervisor, will annually select an OAM. The OAM selected must meet the following criteria:

- be specific to the employee's job assignment (for employees teaching multiple subjects, the employee may select an OAM which is relevant to any of the subjects);
- reflect student performance which is impacted by the teacher;
- be objectively quantifiable;
- be on the board approved list of OAMs; and
- be approved by the employee's supervisor as outlined below.

Selection and Approval of OAM and Related Processes

All certified employees must submit a proposed OAM, data sources and SMART plan to his/her supervisor within thirty (30) calendar days of the first day of school. The proposal must be submitted on the attached form. The supervisor shall have five (5) school days to accept or reject the employee's proposal.

Employees and supervisors are expected to work together collegially through this process and only the formal submission and approval/rejection notice are required to be written. If an impasse develops at any point during this process, the employee and the supervisor will begin a mediation process.

Mediation Process

If an employee and supervisor are unable to agree on an appropriate OAM, data sources and/or SMART plan, either party can request that the superintendent or superintendent's designee meet with the parties to determine an appropriate outcome. In order to request mediation, either party may email designated staff member to request mediation. The superintendent or superintendent's designee will promptly schedule a meeting with both parties and at the conclusion of the conference if the parties still have not reached an agreement the superintendent or superintendent's designee will make a determination. The superintendent or superintendent's designee will provide a written report of the agreement reached or decision made within two (2) school days of the meeting. The superintendent or superintendent's designee's decision is final and non-appealable.

Extenuating Circumstances

In the event an extenuating circumstance (e.g., student teacher, extended illness, natural disaster, etc.) impacts student achievement after approval of the SMART goal, a reflective analysis will be used in lieu of the OAM score. The analysis must be in depth and provide information regarding the data which is available, the factors which contributed to the data, and the employee's assessment of all factors surrounding the SMART goal.

Evaluation Timing

The administration is expected to act promptly in gathering data and providing feedback to employees regarding OAMs. However, it is impossible to have all OAM assessment data completed in time to be utilized during the current school year. Accordingly, OAM scores will be included on the employee’s subsequent year evaluation.

Guthrie Public Schools & Oklahoma State Department of Education

Approved Other Academic Measures List

The measures listed below are approved for the Other Academic Measures (OAMs) component of the TLE System. All OAMs meet the definition of Other Academic Measure approved by the Oklahoma State Board of Education based on the recommendations of the TLE Commission.

Category of Measure	Approved Measures	Examples of Possible 5-Tier Rating Scales
State Assessments	<ul style="list-style-type: none"> • End of Instruction (EOI) • Oklahoma Core Curriculum Tests (OCCT) • Oklahoma Alternate Assessment Program (OAAP) • Dynamic Learning Maps (DLM) 	<p>5 – 95% proficient or advanced 4 – 85% proficient or advanced 3 – 75% proficient or advanced 2 – 65% proficient or advanced 1 – less than 65% proficient or advanced</p> <p>5 – 20% increase in student proficiency 4 – 15% increase in student proficiency 3 – 10% increase in student proficiency 2 – 5% increase in student proficiency 1 – less than 5% increase in student proficiency</p>
“Off the Shelf” Assessments – Assessments commonly used throughout the state and/or nationally.	<ul style="list-style-type: none"> • Advanced Placement (AP) • Assessments on the ACE Alternate Test List • BEAR /Literacy First • EXPLORE/PLAN/ACT • NWEA MAP Tests • SAT/PSAT • Star Reading • CPAA Test • Battelle • Brigance • K-TEA • Iowa Skills Test 	<p>5 – 100% on grade level 4 – 90% on grade level 3 – 80% on grade level 2 – 70% on grade level 1 – less than 70% on grade level</p> <p>5 – 20% increase in passing rate 4 – 15% increase in passing rate 3 – 10% increase in passing rate 2 – 5% increase in passing rate 1 – less than 5% increase in passing rate</p>

Category of Measure	Approved Measures	Examples of Possible 5-Tier Rating Scales
A-F Report Card Components	<ul style="list-style-type: none"> • Overall School Grade or GPA • Student Academic Performance Grade • Student Growth Grade • Whole School Performance Grade • Any A-F Report Card Component (e.g., Graduation Rate, Bottom 25% Growth) 	<p>5 – A on an individual component 4 – B on an individual component 3 – C on an individual component 2 – D on an individual component 1 – F on an individual component</p> <p>5 – Improvement of GPA by one point 4 – Improvement of GPA by one-half point 3 – Improvement of GPA by one-quarter point 2 – Same GPA 1 – Lowered GPA</p>
Student Competition	<ul style="list-style-type: none"> • National, State, Area, or Regional Competitions (Sponsored by OSSAA or similar Organization) • Robotics Competitions • State Science Fair 	<p>5 – 1st or 2nd place in area competition 4 – 3rd or 4th place in area competition 3 – 1st or 2nd place in regional competition 2 – Invitation to regional competition 1 – No invitation to regional competition</p> <p>5 – 20% increase in students who qualify to compete 4 – 15% increase in students who qualify to compete 3 – 10% increase in students who qualify to compete 2 – 5% increase in students who qualify to compete 1 – less than 5% increase in students who qualify to compete</p>
Miscellaneous	<ul style="list-style-type: none"> • IEP Goal Attainment • Service Learning Project Portfolios • Student Community Service Project Portfolios • Teacher/Leader Portfolios • Third Grade Promotion • State-, District- and/or Consortium- 	<p>5 – 100% of Students Meeting All IEP Goals 4 – 90% of Students Meeting All IEP Goals 3 – 80% of Students Meeting All IEP Goals 2 – 70% of Students Meeting All IEP Goals 1 – Less than 70% of Students Meeting All IEP Goals</p> <p>Each measure in the Miscellaneous Category is unique; therefore, it is not possible to give</p>

	Developed Benchmark Assessments	examples of 5-tier rating scales for each measure. Locally- or regionally-developed rubrics may be needed to establish 5-point rating scales for some of these measures. To the degree possible, the State Department of Education will work with district representatives to develop state models of rubrics and rating scales for these measures.
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Other Academic Measure Worksheet
Guthrie Public Schools
~~2013-2014~~ **2014-15**

Teacher/Leader’s Name Position School

Step 1: Identify an Academic Area of focus:

Step 2: Identify the Pre-Assessment chosen and results of the Pre-Assessment:

Step 3: Select an Other Academic Measure from below and identify the specific selection:

Select one Academic Area of Focus from the approved District OAM list.	Identify Specific Selection
State assessments	
Value-Added Model (VAM) score	
"Off the shelf" Assessments	
A-F Report Card Components	

Student Competition	
Miscellaneous	
Other (Only allowable if there are not two options on the District OAM list that are relevant to the job duties of the teacher.)	

Step 4: Establish a SMART Goal:

Step 5: Establish a 5-Point Rating Scale:

5 _____

4 _____

3 _____

2 _____

1 _____

DATE COMPLETED

EDUCATOR'S SIGNATURE*

ADMINISTRATOR'S SIGNATURE*

*Signatures indicate the educator and administrator agree to the goal and 5-point rating scale that will be used in the final evaluation.

Step 6: Evaluation

OAM Rating Score:

Evidence or Comments:

Date Completed

EDUCATOR'S SIGNATURE*

ADMINISTRATOR'S SIGNATURE*

*Signatures indicate that the educator and administrator agree to the factual findings of the ratings assigned.

**STUDENT PROMOTION AND RETENTION
AND STUDENT PASS/FAILURE OF A COURSE**

Introduction

The Board of Education, having determined that a need exists for a uniform policy governing the circumstances and considerations to be weighed in determining whether to promote a student to the next grade or retain the student in the same grade for an additional year, has established the following policy to govern this situation. The purpose of this policy is to provide guidelines for teachers and administrators to follow in determining whether to promote or retain students in the School District, and to establish a uniform procedure to be followed in cases where retention is appropriate.

This policy also establishes an appeal procedure as required by Oklahoma law by which parents may challenge the decision to retain a student at his or her present grade level or to not pass a student in a course.

As used in this policy, "promote" or "promotion" means to place a student who has successfully completed the requirements of a particular grade level into the next higher grade level following the end of the school year, or before November 1 of the academic year if the student is being promoted at mid-year in accordance with the Reading Sufficiency Act, and to record on the student's permanent cumulative record that he or she has successfully completed his or her current grade level.

As used in this policy, "retain" or "retention" means a decision to decline to advance a student into the next higher grade level following the end of the school year and to indicate on the student's permanent cumulative record that he or she has not successfully completed the requirements of his or her current grade level.

As used in this policy, "not passed in a course" or similar wording, means the student is assigned a failing semester grade in a course of study which failing grade will be recorded on the student's permanent cumulative record.

Promotion/Retention and Failing Courses

Each school in this District will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, the principal and additional personnel who may be assigned by the principal or superintendent when appropriate. No committee will be formed regarding a failing grade in a course, but such failing grade shall be shown on the student's report card.

Supportive evidence must be presented to the student and parent regarding a retention decision. This evidence must be based on:

- 1) Testing which actually covers the subject matter presented to the student.
- 2) Assignments directly related to the subject matter being taught.
- 3) Consideration will also be given to the student's attendance record, although this matter will not bear the same weight as items 1 and 2.

4. Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social), although this matter will not bear the same weight as items 1, 2 and 3 and cannot be the sole reason for a decision to retain or promote a student.

The student and the parent must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that the student's performance is insufficient, and the student's parents will be mailed a written notice. The school staff will make every effort to help the student improve the student's academic standing.

Promotion will be determined by successfully completed units of instruction to be established by the board of education, the superintendent and the relevant principal.

Retention based on the Reading Sufficiency Act

As provided for in the school district's Reading Sufficiency Testing **and Procedures** Policy, reading sufficiency testing will be conducted in the school district to ensure that each student has attained the necessary reading skills upon completion of the third grade. **No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.**

Any student who demonstrates proficiency in reading at the third-grade level through a screening instrument for the acquisition of reading skills approved by the State Board of Education shall not be subject to retention. Upon demonstrating the proficiency through the screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that the student has satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention.

If a third-grade student is identified at any point of the academic year as having a significant reading deficiency, which shall be defined as scoring below proficient on a screening instrument for the acquisition of reading skills approved by the State Board of Education, the school district shall immediately begin a student reading portfolio and shall provide notice to the parent of the student's reading deficiency as described in the school district's Reading Sufficiency Act Testing and Procedures Policy.

If a student has not yet demonstrated proficiency in reading prior to the completion of third grade, the student may qualify for automatic promotion to the fourth grade upon scoring at the "limited knowledge" level on the reading portion of the statewide third-grade criterion-referenced test. Prior to promotion, however, the school district shall provide notice to the parent(s) and/or guardian(s) of the child that the child is not yet reading at grade level and provide the parent(s) and/or guardian(s) of the child the option for retention should they so desire. The notice shall contain, at a minimum, the most recently identifiable grade level on which the student is actually proficient, the opportunities for summer reading programs, school and/or community based reading tutoring, vendors which provide reading tutoring and the rights to the continuing intensive remediation pursuant to this paragraph. A student so promoted shall be entitled to intensive remediation in reading until the student is able to demonstrate proficiency in reading at the grade level in which the student is enrolled. An intensive remediation plan shall be developed by a "Student Reading Proficiency Team" composed of:

1. the parent(s) and/or guardian(s) of the student,
2. the teacher assigned to the student who had responsibility for reading instruction in that academic year,
3. a teacher in reading who teaches in the subsequent grade level,
4. the school principal, and
5. a certified reading specialist, if one is available.

If a student has not yet demonstrated proficiency in reading at the third-grade level prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments for the acquisition of reading skills approved by the State Board of Education, has not accumulated evidence of third-grade proficiency through a student portfolio, or is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade. The school district may also apply the principles of this paragraph, or the subsequent paragraph, in grades kindergarten through second grade.

For the 2013-14 and 2014-15 school years, a student not qualified for automatic promotion may be evaluated for "probationary promotion" by a "Student Reading Proficiency Team" composed of:

1. the parent(s) and/or guardian(s) of the student,
2. the teacher assigned to the student who had responsibility for reading instruction in that academic year,
3. a teacher in reading who teaches in the subsequent grade level,
4. the school principal, and
5. a certified reading specialist.

The student shall be promoted to the fourth grade if the team members unanimously recommend "probationary promotion" to the school district superintendent and the superintendent approves the recommendation that promotion is the best option for the student. If a student is allowed a "probationary promotion", the team shall continue to review the reading performance of the student and repeat the requirements of this paragraph each academic year until the student demonstrates grade-level reading proficiency, as identified through a screening instrument which meets the acquisition of reading skills criteria approved by the State Board of Education, for the corresponding grade level in which the student is enrolled or transitions to the requirements set forth by the Achieving Classroom Excellence Act.

Beginning with students entering the first grade in the 2011-2012 school year, a student identified as having a reading deficiency, based on administered assessments, that is not remedied by the end of third grade, as demonstrated by scoring at the unsatisfactory level on the reading portion of the third-grade criterion-referenced test, shall be retained in the third grade. No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

Beginning with the 2015-16 school year, students who score at the unsatisfactory level on the reading portion of the statewide third-grade criterion referenced test and who are not subject to a good cause exemption shall be retained in the third grade and provided intensive instructional services and supports.

The school district shall annually report the number of probationary promotions to the State Department of Education

Beginning with the 2015-2016 school year, students who score unsatisfactory on the reading portion of the statewide third-grade criterion referenced test and who are not subject to a good cause exemption shall be retained in the third grade and provided intensive instructional services and supports.

For students who do not meet the academic requirements for promotion, **and who are not otherwise promoted pursuant to this policy**, the school district may promote the student for good cause only. Good-cause exemptions shall be limited to the following:

1. Limited English-proficient students who have had less than two (2) years of instruction in an English language learner program;

2. ~~Students on an individualized education plan (IEP) which indicates that participation in the statewide criterion-referenced tests are not appropriate;~~ **Students with disabilities whose individualized education plan (IEP), consistent with state law, indicates that the student is to be assessed with alternate achievement standards through the Oklahoma Alternate Assessment Program (OAAP);**
3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
4. Students who demonstrate, through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
5. ~~Students on an IEP that reflects that the student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading and was previously retained in kindergarten, first, second, or third grade; or~~ **Students with disabilities who participate in the statewide criterion-referenced tests and who have an IEP that reflects that the student has received intensive remediation in reading for more than two (2) years but still demonstrates a deficiency in reading and was previously retained in prekindergarten for academic reasons, kindergarten, first, second, or third grade; and**
6. Students who have received intensive remediation in reading for two (2) or more years but still demonstrate a deficiency in reading and who were previously retained in kindergarten, first, second, or third grade for a total of two (2) years.

A student who is **otherwise** promoted ~~according to this paragraph~~ **pursuant to this policy, or by meeting one of the good cause exemptions**, shall be provided intensive reading instruction during an altered instructional day that includes specialized diagnostic information and specific reading strategies for that student. The school district shall assist schools and teachers to implement research based reading strategies for the promoted student shown to be successful in improving reading among low-performing readers.

~~In addition to the good cause exemptions set forth above, requests to exempt students from the academic requirements for promotion to the next grade shall only be made upon documentation, that shall consist only of a student portfolio, submitted from the teacher of the student to the school principal that indicates that the promotion of the student is appropriate and is based upon the record of the student.~~

Requests to exempt students from retention based on a good-cause exemption (1-6 above) require that a teacher submit documentation consisting only of the alternative assessment results or student portfolio work and the IEP, as applicable, to the school principal indicating that the student meets one of the good-cause exemptions and promotion is appropriate. The principal will review and discuss the documentation with the teacher and, if applicable, the other members of the Student Reading Proficiency Team. If the principal determines the student meets one of the good cause exemptions and should be promoted based on the documentation provided, the principal shall make a written recommendation to the superintendent. The superintendent shall also review the documentation and either accept or reject the recommendation of the principal in writing.

The school district will provide written notice to the parent or guardian of any student who is to be retained due to not meeting the reading proficiency required for promotion and the reasons the student is not eligible for a good-cause exemption. The notice shall contain a description of proposed interventions and intensive instructional supports that will be provided to the student to remediate the identified areas of reading deficiency.

Mid-Year Promotion of Retained Third Graders

The School District implements the following policy for mid-year promotion of a third grade student retained due to a reading deficiency. Retained third grade students may only be promoted mid-year to fourth grade prior to

November 1 of the academic year. To be eligible for mid-year promotion, the student must demonstrate that he or she:

1. is a successful and independent reader, reading at or above grade level; and
2. is ready to be promoted to fourth grade; and
3. is demonstrating a level of reading proficiency required to score above the unsatisfactory level on the third-grade statewide criterion-referenced test; and
4. is showing progress sufficient to master appropriate fourth-grade level skills, as determined by the School District.

Tools that the School District may use, in accordance with rules of the State Board of Education, in reevaluating a retained third grade student may include: subsequent assessments, alternative assessments or portfolio reviews.

A mid-year promotion shall only be made upon agreement of the parent or guardian of the student and the school principal.

Appeal Process

After receiving a decision to retain a student or upon receipt of the student's report card showing a failing grade in a course, any parent may request reconsideration of a retention decision or a decision to not pass a student in a course by taking the following steps:

First Level of Appeal: The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of written notification of the committee's initial decision to retain or in the case of failing a course, within five (5) days of the student or parent's receipt of the report card, the decision will be final and nonappealable.

Second Level of Appeal: The parent may request review of the principal's decision by letter to the superintendent. If no request is received within five (5) days of the parent's receipt of the principal's written notification of his or her decision, the principal's decision will be final and nonappealable.

Final Level of Appeal: The parent may request review of the superintendent's decision by letter to the superintendent or the Clerk of the Board of Education. If no request is received within five (5) days of the parent's receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final. The parent will be notified in writing of the date, time and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final and nonappealable.

If a parent disagrees with the Board's decision, he or she may prepare a written statement stating the reason(s) for disagreement, which will be placed in and become a part of the student's permanent cumulative record.

Reference: 70 OKLA. STAT. §1210.508C, OAC 210:15-27-3

**NOTIFICATION FORM FOR POSSIBLE STUDENT RETENTION
OR POSSIBLE STUDENT FAILURE OF A COURSE**

TO: _____
[Name of Parent]

FROM: _____
[Name of Administrator or Teacher]

RE: _____
[Name of Student]

DATE: _____

[Check the following items, as appropriate]:

_____ This is to advise you that the above-named student is in danger of being retained in his/her current grade because his/her performance is insufficient.

PLEASE CONTACT ME AS SOON AS POSSIBLE TO DISCUSS THIS ISSUE.

_____ This is to advise you that the above-named student is in danger of being retained in his/her current grade because his/her performance on reading sufficiency tests has demonstrated a reading deficiency.

PLEASE CONTACT ME AS SOON AS POSSIBLE TO DISCUSS THIS ISSUE.

_____ This is to advise you that the above-named student is in danger of failing the following course: _____
[Name of course]

PLEASE CONTACT ME AS SOON AS POSSIBLE TO DISCUSS THIS ISSUE.

PROFICIENCY BASED PROMOTION

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. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area and according to Oklahoma State Department of Education Regulations.

Qualifying students are those who are legally enrolled in Guthrie Public Schools.

Students shall have the opportunity to demonstrate proficiency in the following core areas: social studies, language arts, the arts, languages, mathematics, and science (O.S. 11-103.6). Students will be allowed to take proficiency assessments in multiple subject areas.

Assessments will include: Oklahoma's *Priority Academic Student Skills (PASS)*, the curriculum and instruction of the Guthrie Public Schools, and the entire course being assessed. *PASS* and the type of assessment or evaluation for each core curriculum area will be made available upon request.

The opportunity for proficiency assessment will be provided at least twice each school year. Persons requesting testing should contact the school site attended by the student for dates and arrangements for these assessment opportunities. Testing will be by appointment only. The district shall disseminate materials explaining the opportunities of Proficiency Based Promotion to students and parents in the district each year.

Students must progress through a curriculum area in a sequential manner. Students will not be allowed to test out of any class for which they have already taken a more advanced class in the same core area. Elementary, junior high or high school students may demonstrate proficiency and advance to the next level in a curriculum area.

Proficiency for advancing to the next level of study will be demonstrated by a score of 90 percent or comparable performance on an assessment or demonstration.

Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area. The school will confer with the parent/guardian in making such promotion/acceleration decisions. Such factors as social and mental growth should be considered. If the parent/guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent/guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.

The district will make appropriate notation on the student's permanent record for core curriculum classes successfully completed by the student by proficiency based assessment. This notation will *not* be a letter grade but will designate the course passed. If proficiency is demonstrated in the high school level of curriculum, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the credit requirements for the high school diploma.

Students not demonstrating proficiency will be allowed to try again during the next assessment period. Students may *not* retake tests during the same testing period. Failure to demonstrate proficiency will *not* be noted on the student transcript or permanent record.

Units earned through proficiency assessment will be transferable with students among school district within the state of Oklahoma.

PROFICIENCY BASED PROMOTION

1. Upon the request of a student, parent, guardian, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum.
 - A. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area, for example: Portfolio, criterion-referenced test, thesis, project, product or performance. Proficiency in all laboratory sciences will require that students are able to perform relevant laboratory techniques.
 - B. Students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 OKLA. STAT. § 11-103.6:
 - Social Studies
 - Language Arts
 - The Arts
 - Languages
 - Mathematics
 - Science
 - C. Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration.
 - D. The opportunity for proficiency assessment will be provided at least twice each school year.
 - E. Qualifying students are those who are legally enrolled in the district.
 - F. The district will not require registration for the proficiency assessment more than one month in advance of the assessment date.
 - G. Students will be allowed to take proficiency assessments in multiple subject areas.
 - H. Students not demonstrating proficiency will be allowed to try again during the next assessment period.
 - I. Exceptions to standard assessment may be approved by the district for students with disabilities.
2. Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be given the opportunity to advance to the next level of study in the appropriate curriculum area.
 - A. The school will confer with parents in making such promotion/acceleration decisions. Such factors as social and mental growth should be considered.
 - B. If the parent or guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent or guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
 - C. Failure to demonstrate proficiency will not be noted on the transcript.
 - D. Students must progress through a curriculum area in a sequential manner. Elementary, middle level, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
 - E. If proficiency is demonstrated in a 9-12 curriculum area, appropriate notation will be placed on the high school transcript. The unit shall count toward meeting the requirements for the high school diploma.
 - F. Units earned through proficiency assessment will be transferable with students among school districts within the State of Oklahoma.

3. Proficiency assessment will measure mastery of the subject matter standards adopted by the State Board of Education.
4. Options for accommodating students' needs for advancement after they have demonstrated proficiency may include, but are not limited to, the following:
 - A. Individualized instruction;
 - B. Correspondence courses;
 - C. Independent study;
 - D. Concurrent enrollment;
 - E. Cross-grade grouping;
 - F. Cluster grouping;
 - G. Grade/course advancement; and
 - H. Individualized education programs.
5. The district will disseminate materials explaining the opportunities for proficiency based promotion to students and parents in the district each year. The subject matter standards adopted by the State Board of Education, and type of assessment or evaluation for each core curriculum area will be made available upon request.

OAC 210: 35-27-2

READING SUFFICIENCY ACT TESTING AND PROCEDURES

Every student enrolled in kindergarten, first, second, and third grades shall be assessed for the acquisition of reading skills for the grade level in which enrolled. Any student who is assessed and found not to be reading at the appropriate grade level shall be provided a reading assessment plan. The plan shall include a program of reading instruction designed to enable the student to acquire the appropriate grade level of reading skills.

Progress of Reading Instruction and Committee

Beginning with students entering the first grade in the 2011-2012 school year, the program of reading instruction shall include provisions of the Reading Enhancement and Acceleration Development (READ) Initiative adopted by the School District. The plan may include, but is not limited to:

Additional in-school instructional time sufficient for the development of reading and comprehension skills of the student,

Tutorial instruction as needed after regular school hours, on Saturdays, and during the summer,

~~Use of teaching methodologies as determined appropriate by a reading assessment committee (may include phonics and other methodologies in general practice).~~ **Assessments identified for diagnostic purposes and periodic monitoring to measure the acquisition of reading skills as identified in the student's program of reading instruction.**

Throughout the school year progress monitoring shall continue, and diagnostic assessment, if determined appropriate, shall be provided. The student shall be reassessed at the conclusion of the program of instruction. The program will be continued until the student is determined not to be in need of remediation in reading. A committee will be established at each school site to determine the reading assessment plan for each student for whom the plan is necessary. If possible, the committee shall include a certified reading specialist. A student's parent or guardian shall be included in the development of a plan for that student. If a reading assessment plan is being provided for a student on an Individualized Education Program (IEP), a special education teacher must be consulted and the plan may be a separate document from the IEP, or an IEP team meeting may be convened and the plan could then be included in the student's IEP.

Grade Promotion After Participation in Summer Academy Programs

If, by the end of the second quarter of the school year, a teacher determines that a third grade student is not reading at grade level, the parent or guardian shall be notified of the student's current reading level, the proposed program of reading instruction for the student, and the potential need for the student to participate in a summer academy or other program designed to assist the student in attaining grade-level reading skills.

A teacher who determines that a third grade student is unable to meet the reading competencies required for completion of third grade ~~shall~~ **may**, after consultation with the parent or guardian of the student, recommend that the promotion of the student to the fourth grade be contingent upon the participation in, and successful completion of the required reading competencies, at a summer academy or other program. If the student does not participate in the summer academy or other program or does not successfully complete the reading competencies in the summer academy or other program, the student shall be retained in the third grade.

~~Third grade students who are on an IEP for reading and have met all of their IEP goals are not eligible to attend a Reading Sufficiency Act summer academy reading program.~~

Program of Reading Assessment Plan Instruction and Retention

~~Beginning with students entering the first grade in the 2011-2012 school year, if the reading deficiency of a student, as identified based on the assessments administered, is not remedied by the end of third grade, as demonstrated by scoring at the unsatisfactory level on the reading portion of the third grade criterion referenced test, the student shall be retained in the third grade.~~

For any third grade student not reading at that grade level, as determined by ~~multiple assessments, a new reading assessment plan~~ **the screening instruments for the acquisition of reading skills approved by the State Board of Education, a new program of reading instruction** shall be developed and implemented. ~~The assessments will include a nationally recognized reading assessment and will be given at mid-year.~~ The new plan shall include provisions of the READ Initiative adopted by the School District and may include specialized tutoring. If possible, a fourth-grade teacher shall be involved in the development of the program of reading instruction.

The parent of any student who is found to have a reading deficiency and is not reading at the appropriate grade level, and has been provided a reading assessment plan, shall be notified in writing of the following:

- That the student has been identified as having a substantial deficiency in reading;
- A description of the current services being provided to the student;
- A description of the proposed supplemental instructional services designed to remediate the reading deficiency that will be provided to the student;
- That the student will not be promoted to the fourth grade if the reading deficiency is not remediated by the end of the third grade, unless the student is exempt for good cause;
- Strategies for parents to use in helping their child succeed in reading proficiency;
- That, in addition to the third-grade criterion-referenced test, portfolio reviews and assessments are also available in considering promotion or retention;
- The specific criteria and policies of the school district for mid-year promotion.

For students who do not meet the academic requirements for promotion, the School District may promote the student for good cause only. For details on the good-cause exceptions and requests to exempt students from the academic requirements for promotion, see the School District's Promotion and Retention Policy.

Beginning with the 2015-16 school year, students who score at the unsatisfactory level on the reading portion of the statewide third-grade criterion referenced test and who are not subject to a good cause exemption shall be retained in the third grade and provided intensive instructional services and supports.

Instruction and Interventions for Retained Students

~~Beginning with the 2011-2012 school year,~~ **†**The School District shall conduct a review of the reading instruction program for all students who score at the unsatisfactory level on the reading portion of the criterion-referenced tests administered to the student. The review shall address additional supports and services needed to remediate the identified areas of reading deficiency. A student portfolio shall be completed for each retained student.

Students retained due to a reading deficiency will be provided intensive interventions in reading as well as intensive instructional services and supports to remediate the identified areas of reading deficiency, including a minimum of ninety (90) minutes of daily, uninterrupted, scientific-research based reading instruction. Retained students shall be provided other strategies prescribed by the School District, which may include, but are not limited to:

- small group instruction,
- reduced teacher-student ratios,
- more frequent progress monitoring,
- tutoring or mentoring,
- transition classes containing third and fourth grade students,
- extended school day, week, or year, and
- summer reading academies, if available.

Additionally, students who are retained will be provided a high-performing teacher who can address the needs of the student, **based on student performance data and above-satisfactory performance appraisals. In addition to the required reading enhancement and acceleration strategies, students who are retained will be provided ~~and~~** at least one of the following instructional options:

- supplemental tutoring in scientific research based reading programs in addition to the regular reading block, including tutoring before or after school,
- a parent-guided “Read at Home” assistance plan developed by the State Department of Education,
- a mentor or tutor with specialized reading training.

The School District may, in accordance with rules of the State Board of Education, use subsequent assessments, alternative assessments, or portfolio reviews in order to reevaluate a retained third grade student for mid-year promotion to the fourth grade. See the School District’s Promotion and Retention Policy for details on mid-year promotion.

Copies of the results of all assessments administered shall be made a part of the student’s permanent record.

Reading Enhancement and Acceleration Development (READ) Initiative

The School District establishes the following READ Initiative. The focus of the School District’s READ Initiative is to prevent the retention of third grade students by offering intensive accelerated reading instruction to third grade students who have failed to meet the reading standards for promotion to fourth grade, and to kindergarten through third grade students who are exhibiting a reading deficiency.

The School District’s READ Initiative will be provided to all kindergarten through third grade students at risk of retention as identified by the reading assessments administered to the student. The School District’s READ Initiative program will be provided during regular school hours in addition to the regular reading instruction and will provide a state approved reading curriculum that at a minimum, meets the following specifications:

- assists students assessed as exhibiting a reading deficiency in developing the ability to read at grade level,
- provides skill development in phonemic awareness, phonics, fluency, vocabulary, and comprehension,
- provides scientifically based and reliable assessment,
- provides initial and ongoing analysis of the reading progress of each student,
- is implemented during regular school hours,
- provides a curriculum in core academic subjects to assist the student in maintaining or meeting proficiency levels for the appropriate grade in all academic subjects,
- establishes at each school an Intensive Acceleration Class for retained third-grade students who subsequently score at the unsatisfactory level on the reading portion of the statewide criterion-referenced tests. The focus of the Intensive Acceleration Class shall be to increase the reading level of a child at least two grade levels in one school year,
- provide reports to the State Department of Education, upon request, on the specific intensive reading interventions and support implemented by the School District,
- provide to a student who has been retained in the third grade and has received intensive instructional services but is still not ready for grade promotion, the option of being placed in a transitional instructional setting. A transitional instructional setting shall specifically be designed to produce learning gains sufficient to meet fourth grade performance standards while remediating the student’s areas of reading deficiency.

The School District’s Intensive Acceleration Class shall:

- be provided to any student in the third grade who scores at the unsatisfactory level on the reading portion of the statewide criterion-referenced tests and who was retained in the third grade the prior year because of scoring at the unsatisfactory level on the reading portion of the statewide criterion-referenced tests,
- have a reduced student-teacher ratio,

provide an uninterrupted reading instruction for the majority of student contact time each day and incorporate opportunities to master the fourth grade state standards in other core subject areas, use a reading program that is scientific-research-based and has proven results in accelerating student reading achievement within the same school year, provide intensive language and vocabulary instruction using a scientific-research-based program, including use of a speech-language therapist, include weekly progress monitoring measures to ensure progress is being made, and provide reports outlining the progress of students in the class at the end of the first semester to the State Department of Education.

Board of Education Reporting Requirements

In addition to other reporting requirements under the Reading Sufficiency Act, the School District's Board of Education shall annually report to the parent or guardian of each student in the District the progress of the student toward achieving state and District expectations for proficiency in reading, writing, science, and mathematics. The Board of Education shall report to the parent or guardian of each student the results of each statewide criterion-referenced test. The evaluation of the progress of each student shall be based on the student's classroom work, observations, tests, district and state assessments, and other relevant information. The progress of each student will be provided in writing to the student's parent or guardian.

Additionally, the School District's Board of Education will annually publish on the District's website, and report in writing in the format prescribed by the State Department of Education, to the State Board of Education by September 1 of each year the following information on the prior school year:

- the progression of the District's students identified as having reading deficiencies and the policies and procedures of the School District on student retention and promotion,
- by grade, the number and percentage of all students in grades three through ten performing at the unsatisfactory level on the reading portion of the statewide criterion-referenced tests,
- by grade, the number and percentage of all students retained in grades three through ten,
- information on the total number and percentage of students who were promoted for good cause, by each category of good cause as specified in the District's Promotion and Retention Policy, and
- any revisions to the policies of the School District on student retention and promotion from the prior year.

Reference: 70 OKLA. STAT. §1210-508C, 70 OKLA. STAT. §1210-508E

REPORTING SUSPECTED CHILD ABUSE AND/OR 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 non-accidental 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.

**CHILD ABUSE, NEGLECT, EXPLOITATION AND TRAFFICKING:
REPORTING AND INVESTIGATION REVISED**

District employees have a legal obligation under Oklahoma law to report child abuse, neglect and exploitation to the Oklahoma Department of Human Services (DHS). District employees are also obligated under Oklahoma law to report suspected child trafficking to the Oklahoma Bureau of Narcotics and Dangerous Drugs Control (OBNDCC). In addition, district employees have an obligation to report suspected abuse, neglect, exploitation or trafficking affecting students to principals or other school officials to ensure the student's safety and welfare while at school or participating in school activities. Although there are no reporting requirements regarding students who are 18 or older, any employee who suspects that an adult student is being mistreated should notify the principal. The purpose of this policy is to provide directives and guidelines to assist district employees in fulfilling their legal responsibility.

Certain terms used in this policy have the following definitions:

"Abuse and neglect" means harm or threatened harm through action or inaction to a child's health or welfare, including non-accidental physical pain or injury, or mental injury or safety, sexual abuse, sexual exploitation, or negligent treatment or maltreatment, including but not limited to the failure or omission to provide adequate food, clothing, shelter or medical care or protection from harm or threatened harm, by a person responsible for the child's health or welfare.

A "person responsible for a child's health, safety or welfare" includes a parent, a legal guardian, a custodian, a foster parent, a person 18 years of age or older with whom the child's parent cohabitates or any other adult residing in the home of the child, an agent or employee of a public or private residential home, institution or facility, or an owner, operator or employee of a child care facility as defined by OKLA. STAT. tit. 10 § 402.

"Sexual abuse" includes but is not limited to rape, incest and lewd or indecent acts or proposals, as defined by law. "Sexual exploitation" includes but is not limited to allowing, permitting or encouraging a child to engage in prostitution, as defined by law, or allowing, permitting, encouraging or engaging in the lewd, obscene or pornographic photographing, filming or depicting of a child in those acts as defined by state law.

"Exploitation" means an unjust or improper use of the resources of a child for the profit or advantage, pecuniary or otherwise, of a person other than the child, through the use of undue influence, coercion, harassment, duress, deception, false representation or false pretenses.

"Trafficking" is defined by the Oklahoma Statutes at OKLA. STAT. tit. 21 § 866.

"Parent" refers to parents, guardians or others who have legal responsibilities for specific children.

Reporting Suspected Child Abuse, Neglect Exploitation or Trafficking

Any district employee having reasonable cause to believe that a student under the age of 18 years is suffering from abuse, neglect or exploitation shall immediately report this matter to DHS through the hotline designated for this purpose (1-800-522-3511). Employees must report suspected child trafficking to OBNDCC at 1-800-522-8031. The employee should then provide notice to the school principal or other school official that a report was made, the name of the child, circumstances surrounding the report and the confirmation number provided by the hotline representative.

Neither the board of education nor any district employee will discharge or in any manner discriminate or retaliate against the person who in good faith provides such reports or information, testifies, or is about to testify in any proceeding involving child abuse, neglect, exploitation, or trafficking, provided that the person did not perpetrate or inflict the abuse, neglect, exploitation or trafficking.

After a report is made to DHS or OBNDCC via the hotline, the reporting party will prepare a written report which contains the confirmation number of the report, the date and time of the telephone contact, the name of the person to whom the district employee made the oral report, 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. A copy of this report will be furnished to the principal or, if the reporter believes the principal is not an appropriate individual, to the superintendent.

Information Concerning Child Abuse, Neglect Or Exploitation

In any instance in which the district receives a report from DHS regarding any confirmed report of sexual abuse or severe physical abuse concerning the child, the superintendent will forward to a subsequent school in which the child enrolls all confirmed reports of sexual abuse and severe physical abuse received from DHS, and the superintendent will notify DHS of the child's new school and address, if known.

All information or documents generated or received by the district in regard to the matter are confidential and shall not be disclosed except to investigators of DHS, the district's attorneys, the district attorney's office, a subsequent district in which the child enrolls, a person designated to assist in the treatment of or with services provided to the child or other state or federal officials in connection with the performance of their official duties. The information or documents shall be maintained and transmitted by the district in the same manner as special education records. Such records shall be destroyed when the child reaches the age of 18.

Investigating Child Abuse, Neglect Or Exploitation

At the request of appropriately identified investigators of DHS, OBNDCC or the district attorney's office, the superintendent, principal or other school official shall permit the investigators access to a student about whom the agency received a report. The interview will be arranged in a manner that minimizes embarrassment to the child. The superintendent will not contact the parent, guardian or other person responsible for the child's health or welfare prior to or following the interview, unless permission for parent contact is provided by law enforcement authorities. No district employee will be present during the interview. However, a district employee may be present prior to the interview if the employee believes that his or her temporary presence will make the child more comfortable or if the representatives request the presence of a district employee during the interview.

Reports to Principal or Other School Officials

Suspected instances of child abuse, neglect, exploitation or trafficking, whether the result of circumstances at home, school or at other locations, affects the child while he or she is in the care and custody of the school. Consequently, employees are required to report any suspicion of child abuse, neglect, exploitation or trafficking by any individual, whether the identity is known or unknown, to the principal or other school official. This reporting obligation exists in all instances, including circumstances suggestive of this conduct at school or connected with school activities. Accordingly, this policy includes an obligation to notify the principal or other school official, if for any reason the employee has a reasonable belief that the principal should not be notified, in any instance involving suspected abuse, neglect, exploitation or trafficking of a student.

Immunity for Good Faith Reports

Oklahoma law provides that any district employee who in good faith and exercising due care makes a report to DHS or another appropriate law enforcement office, allows access to a child by persons authorized to investigate a report concerning the child or participates in any judicial proceeding resulting from a report, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed.

Reference: 10A OKLA. STAT. §1-2-101 et seq.

TOBACCO USE ON SCHOOL PROPERTY**Smoking and Background**

Smoking has been identified as a significant health problem in the United States. It is a leading cause of premature death, disease, and chronic disability in our country.

Smoking can be hazardous to health for both smokers and non-smokers. For smokers, it can contribute to heart attack, stroke, high blood pressure, emphysema, and several forms of cancer. Non-smokers can be affected by breathing the toxic products that tobacco smoke adds to the air. The use of snuff and chewing tobacco can cause gum disease and oral cancer.

Thousands of Oklahoma adolescents begin smoking each year. The majority go on to become regular, adult smokers.

Purpose

The board is dedicated to providing a healthy, comfortable, and productive environment for staff, students, and citizens. The board believes that education has a central role in establishing patterns of behavior related to good health and that measures are necessary to help its students to resist tobacco use. The board is concerned about the health of its employees and also recognizes the importance of adult role-modeling for students during formative years. Therefore, the board shall discourage the use of tobacco products by its staff and students.

Policy

It is the intent of this policy to prohibit tobacco use of any kind by anyone on school property 24 hours per day, seven days per week, 365 days per year. This prohibition includes school buildings, grounds, and school-owned vehicles. Possession of tobacco products by students on school property is prohibited.

“Tobacco products” includes, but is not limited to: cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, digital/personal vaporizers, and electronic nicotine delivery systems and cartridges **and products designed for use with electronic nicotine delivery systems, regardless of the nicotine content of the product.**

At or near each entrance of every district building the following sign shall be conspicuously posted: Smoking in this building is prohibited.

“Smoking” means the carrying by a person or having access to a lighted cigar, cigarette, pipe or other lighted smoking article. Smoking also includes using products which mimic or simulate smoking behavior, regardless of whether such products actually contain tobacco. This prohibition includes but is not limited to e-cigarettes, digital/personal vaporizers, and electronic nicotine delivery systems.

Enforcement

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and non-smokers. All individuals on school premises share in the responsibility for adhering to and enforcing this policy. Any individual who observes a violation on school property may report it in accordance with the procedures listed below.

Students

Any student using, possessing or distributing tobacco products in violation of this policy will be subject to appropriate disciplinary measures, including out-of-school suspension, pursuant to the board's policies regarding student discipline.

Staff

Any violation of this policy by staff will be referred to the appropriate supervisor. One written warning will be issued to the staff member with a copy placed in his or her district personnel file. Further violations will be considered willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal and non-renewal of staff.

Citizens

Citizens who are observed smoking or using tobacco products on district property in violation of this policy will be asked to refrain from smoking on school property. If the individual fails to comply with the request, his or her violation of policy may be referred to the building principal or other district supervisory personnel responsible for the area or program during which the violation occurred. The supervisor shall make a decision on further action which may include a directive to leave school property. Repeated violations may result in a recommendation to the superintendent or board of education to prohibit the individual from entering district property for a specified period of time. If deemed necessary by the school administration or the board of education, local law enforcement officials may be called upon to assist with enforcement of this policy.

DANGEROUS WEAPONS

~~The Guthrie Public Schools is committed to taking such steps as are reasonably necessary in an effort to provide students and employees with a safe educational environment. It is therefore, the policy of the Guthrie Public Schools to absolutely prohibit the use and/or possession of dangerous weapons on school premises or at school functions. This policy on dangerous weapons is applicable to all students without regard to age or grade.~~

A. Definition of a Weapon:

~~Any item not commonly used or designed to inflict bodily harm but is designed in a similar manner to an item commonly used or designed to inflict bodily harm and which can be used to inflict bodily harm. Examples include, but are not limited to, box cutters, razor blades, pen knives, or any form of a knife.~~

~~Any poison or any other chemical or biological agent of whatever nature; any controlled substance, or any prescription or non-prescription medication that is used or planned to be used to harm another person at School.~~

~~Items not commonly used or designed to inflict harm and/or threaten or intimidate others but are used by a student to inflict bodily harm on another, inflict damage on the property of another, or are displayed in a threatening, aggressive, belligerent or intimidating manner toward another or the property of another. Items include, but are not limited to, belts, combs, pencils, files, compasses, scissors, rocks, thrown objects, etc. Laser pointers and similar devices are in themselves deemed to be items that can be displayed to threaten or intimidate others and thus are not to be possessed, displayed, or used at school.~~

B. Guns and Projectile Devices:

~~The use, transportation, display or possession of any kind of gun, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, on the campus, parking lots, premises or property of the Guthrie Public Schools or during school sponsored activities, functions or events shall result in the immediate suspension of all students involved for a period of time which shall be not less than one calendar year (P.L. 103-227), provided however, that the superintendent of schools or designee may modify the suspension requirement on a case-by-case basis. If modified, the term of the suspension shall not be less than the balance of the semester in which the infraction occurred.~~

~~NOTE: The term "gun or device capable of discharging or throwing projectiles" shall include but not be limited to (a) rifles, pistols or shotguns of any (a) caliber and/or (b) B-B guns or air pistols and/or (c) potato throwers, dart guns or blow guns and/or (d) any other device the purpose of which is to throw, discharge or fire objects, bullets, or shells.~~

~~For the purpose of this policy, any student who aids, knowingly accompanies, assists, or participates with another student who uses, displays or possesses a gun or device capable of discharging or throwing projectiles in violation of this policy, shall also be subject to suspension for not less than one calendar year.~~

C. Disciplinary Procedures

- ~~Any student who uses, possesses, brings or displays a gun or projectile throwing device on school premises or at school functions and/or any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a gun or device capable of discharging or throwing projectiles in violation of this policy shall be disciplined under the School District's out-of-school suspension policy.~~

D. — *Facsimiles*

Any student who has a facsimile of a gun or other weapon, including but not limited to a cap, toy, or water gun or any other item resembling a gun or other weapon in his/her possession at school, transports to school or any school-sponsored event will be disciplined as follows even though such fake item cannot actually cause bodily harm or harm to property of others, but which have the appearance of a weapon. These items are deemed in themselves to be a disruption to school operations and a source that can cause fear or intimidation in others.

1. — Parent/guardian will be notified.
2. — The student may be suspended.
3. — If harm or threat should occur, the student will be dealt with the same as having a gun.

E. — *Knives, Weapons or Other Dangerous Devices*

The use, or possession of any kind of knife, weapon or device capable of stabbing, cutting, injuring, maiming or disfiguring other persons OR damaging property, on the campus, parking lots, premises or property of the Guthrie Public Schools or during school sponsored activities, functions or events may result in the following disciplinary action against all students involved:

WARNING: — A warning will be given when the knife, weapon or device (a) has not been displayed or used in a threatening manner and (b) has not caused any harm, injury, destruction or damage and (c) is a knife or device commonly used or carried by persons for use other than as a weapon and (d) no verbal threats to use such knife, weapon or device in an inappropriate manner have preceded the possession and (e) the student has no prior school disciplinary record of physical violence, aggression, injury, damage or threats.

NOTE: — This warning provision shall not apply to persons using, displaying or possession of guns or projectile devices, or to any student who aids, knowingly accompanies, assists, or participates with another student who uses, displays or possesses a gun or projectile device, because such violations carry an automatic long term suspension of not less than one calendar year.

1. — Suspension for not less than ten (10) school days and not more than two (2) semesters shall occur under any of the following conditions: (a) if the student has previously been warned not to bring such knife, weapon or device on school property or to school events; or (b) when the knife, weapon or device is one not commonly carried and is used, intended or designated for the purpose of causing physical injury or property damage; or (c) when the particular circumstances surrounding the use or possession of the knife, weapon or device reflect that such possession posed a danger to persons or property.

NOTE: The short term suspension provision shall not apply to persons using, displaying or possessing guns or projectile devices, or to any student who aids, knowingly accompanies, assists, or participates with another student who uses, displays or possesses a gun or projectile device, because such violations carry an automatic long term suspension of not less than one calendar year.

The term “knife, weapon or device” shall include but not be limited to (1) knives of all sizes and types (2) brass knuckles, chains, clubs, and sharp instruments (3) explosives, bombs, combustible fluids or materials, firecrackers, poisons, chemicals or spray paint and/or (4) knives, weapons or devices, the use, threat or purpose of which is to cause personal injury or property damage.

For the purpose of this policy, any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a knife, weapon or device capable of causing personal injury or property damage in violation of this policy, shall also be subject to the same disciplinary action as the student who actually uses, displays, possesses or threatens to use such knife, weapon or device.

Disciplinary Procedures

~~Any student who uses, possesses or displays a knife, weapon or device capable of stabbing, cutting, injuring, maiming or disfiguring other persons OR damaging property in violation of this policy, and any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a knife, weapon or device capable of causing personal injury or property damage, in violation of this policy who is subject to a suspension of more than ten (10) days shall be entitled to the appeal procedures for out of school student suspensions.~~

F. Threats of Use of Weapons:

~~A student at School or a School sponsored Event who threatens to use a weapon to harm another individual or an individual's property or school property is in violation of this policy even though the student does not in fact actually possess a weapon. The mere threat of the use of a weapon is a disruption to school operations and/or harmful to the expectations of students and parents that students will not be threatened with harm by a weapon while at school.~~

STUDENT POSSESSION OF DANGEROUS WEAPONS

In order to provide a safe environment for the students and staff of the district, the board of education adopts this policy prohibiting the possession and/or use of dangerous weapons, replicas or facsimiles of dangerous weapons and items or instrumentalities which are used to threaten harm or are used to harm any person.

Dangerous weapons, including but not limited to firearms, are a threat to the safety of the students and staff of the district. In addition, possession of dangerous weapons, or replicas or facsimiles of dangerous weapons, disrupts the educational process and interferes with the normal operation of the district.

For the foregoing reasons and except as specifically provided in paragraph 10 below, possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. Further, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited.

For purposes of this policy, "possession of a dangerous weapon" includes, **BUT IS NOT LIMITED TO**, any person having a dangerous weapon: (1) on his or her person; (2) in his or her locker; (3) in his or her vehicle; (4) held by another person for his or her benefit; or (5) at any place on school property, a school bus or vehicle, or at a school activity.

A dangerous weapon includes, **BUT IS NOT LIMITED TO**, a pistol, revolver, rifle, shotgun, air gun or spring gun, B-B gun, stun gun, hand grenades, fireworks, slingshot, bludgeon, blackjack, brass knuckles or artificial knuckles of any kind, nun-chucks, dagger, bowie knife, dirk knife, butterfly knife, any knife, regardless of the length or sharpness of the blade, any knife the blade of which can be opened by a flick of a button or pressure on the handle, any pocketknife, regardless of the length or sharpness of the blade, any pen knife, "credit card" knife, razor, dart, ice pick, explosive smoke bomb, incendiary device, sword cane, hand chains, firearm shells or bullets, garrottes, choking devices, mace, pepper spray, and any item whose principal purpose is for use as a weapon, whether offensive or defensive, and any replica or facsimiles of any of the foregoing items, or any item or instrumentality which is used to threaten harm or is used to harm any person or any chemical, material or substance which can cause an irritation to or reacts with human tissue, or any chemical, material or substance used, given, applied to or administered to another person without that person's consent. The foregoing list of "dangerous weapons" is descriptive and by way of example only and is not to be considered an exclusive or limiting list of dangerous weapons. It will not be a defense to any disciplinary action under this policy that the student possessing the dangerous weapon did not know that it is dangerous weapon, but such claim of a lack of knowledge may be considered in mitigation of any disciplinary penalty.

Any student in possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, in violation of this policy or who uses any item or instrumentality to threaten harm to any person or is used to harm any person may be placed under emergency suspension from school, pending an investigation of the incident by the appropriate school or legal authorities. Students who violate this policy may be suspended from school, barred from school property and all school activities for any period of time up to the maximum period authorized by law. Additionally, appropriate school staff members may seek to file criminal charges against the student.

If a teacher or other school employee has a reasonable suspicion to believe that a student is in possession of a dangerous weapon, or a replica or facsimile of a dangerous weapon, the teacher or employee shall immediately investigate the matter and shall confiscate any such weapon found if this can be accomplished without placing any students or staff in jeopardy, and shall immediately notify the superintendent or the superintendent's designee. If the teacher or employee does not believe that the weapon can be confiscated safely, the teacher or employee shall immediately notify the superintendent or the superintendent's designee of the situation.

If the superintendent or his/her designee learns that a student is believed to be in possession of a dangerous weapon or replica or facsimile thereof, the superintendent or designee shall observe the following procedure:

1. Immediately investigate the matter and contact the police or campus security, if appropriate.
2. If not already confiscated by an employee of the district and if it can be accomplished without risk of injury, the superintendent or designee should take possession of the dangerous weapon or replica or facsimile.
3. Notify the superintendent or designee.
4. Notify the student's parents.
5. Cooperate fully with the police.
6. Transfer confiscated weapon to the police department, if feasible.

A student who has been suspended from another school district because of the possession of a dangerous weapon, or replica or facsimile of a dangerous weapon, shall not be accepted as a transfer student into the district.

An exception to this policy may be granted for students participating in an authorized curricular or extracurricular activity or team involving the use or demonstration of a dangerous weapon, or replica or facsimile of a dangerous weapon. For this exception, prior written approval by the superintendent is required. Students who participate in JROTC may also be granted an exception to bring an inoperable weapon onto campus for the limited purpose of participating in a school program. The principal must approve this exception in advance, the weapon must remain inoperable at all times while on campus, and the weapon must not be used in a manner which is inconsistent with the permission granted.

A student's inadvertent or unintentional possession of a dangerous weapon or replica or facsimile thereof on school property, a school bus or vehicle, or at a school activity is no defense or excuse to compliance to this policy, but may be considered in determining the length or severity of any punishment for violation of this policy.

Notwithstanding any of the foregoing provisions, rights of due process for all students and rights of disabled students must be observed in accordance with applicable law and school board policies.

USE OF SCHOOL PROPERTY (REGULATIONS)

In accordance with the policy of the board of education, the following regulation shall govern the use of school facilities.

Application

All organizations must make application in writing on a provided application form to the superintendent's office at least ten days prior to the date of the meeting requested.

If the organization's request is one with regularly occurring dates, approval may be given for the entire schedule. Should a conflict develop with a school activity, the school district reserves the right to cancel the permission granted or to suggest a change to a mutually satisfactory date and time.

Although application by a minor is not acceptable, this does not prohibit the use of school property by them. provided the application is made by a competent adult who will supervise and be responsible for the group.

Permitted Use

Permission for use of school property belonging to this school district may be granted to educational, political, literary, cultural, religious, scientific, cultural or recreational organizations for purposes and programs which:

1. Are beneficial to the youth of the community and to the programs of this school district;
2. Are acceptable to the superintendent; and
3. Do not result in an increased tax burden on the citizens of the school district.

Priority Use

The superintendent or designee is to determine whether the proposed use of the property will conflict with scheduled school programs and is to monitor the property for signs of misuse or abuse.

Prohibited Use

School property will not be used for:

1. Meetings which promote subversive teachings and doctrines contrary to the spirit of American institutions;
2. Activities tending to cause unrest in the community or which reflect upon or promote discrimination against citizens of the United States because of race, color, national origin, handicap, creed or sex;
3. Any activity that may violate the patterns of good taste, manners, or morals, or be destructive or injurious to the buildings, grounds or equipment; or
4. Any purpose in conflict with school objectives or not approved by the superintendent.

Payment in Advance

All payments for the use of school property must be received at the office of the superintendent at least 72 hours in advance of the meeting time.

Responsibility of Applicant

The applicant and his/her organization will be held responsible for the proper use of the building, for the conduct of persons attending the meeting, and will see to it that activities are confined to the areas requested and to the hours agreed upon in the application. The applicant will indemnify the school district for any theft, loss or damage to school property over and above normal wear which might be expected from use, and will make prompt payment for such theft, loss, or damage. An indemnity bond or a deposit may be required if circumstances warrant. It is required that users of school property will see that the activities are conducted at all times under competent adult supervision. The superintendent or designee will be the judge of unwarranted damages to the school property.

All rooms or areas will be left in as good condition as they were found, except for the usual accumulation resulting from normal building use. No applicant may sublet any part of the building area named in the application request. All applications for repetitious use of the school property will be renewed at the beginning of each school year and are subject to review by the superintendent.

Users of school property must assume responsibility for the safety and protection of the audience, workmen and participants to the extent required by law. The superintendent has the right to require minimum limits of public liability and property damage insurance for all groups using any school property, and to require that there be evidence presented to the superintendent in the form of a certificate of insurance, showing Independent School District Number I of Logan County as an additional named insured.

Time Limits

The superintendent of schools shall approve times for all meetings on school property.

Cancellations

Requests for cancellation of the use of school facilities must be received at least 24 hours in advance of the meeting time. Failure to do so will obligate the applicant and the organization to pay for all custodial and such other expenses as are incurred in opening the building for use.

Cancellation of permission may be ordered whenever such action is deemed in the best interest of the school district. However, such cancellations will not be made except when unforeseen emergencies arise, and then with as much advance notice as possible. Permission may be canceled by the superintendent if conduct or infraction of regulations warrant.

Holidays

As a general rule, school properties will not be available for use by outside organizations on school or national holidays. Should one or more meetings approved as a series of meetings fall on such days, such meeting dates will be automatically canceled for these days only. The superintendent may, in his or her best judgment, authorize limited exceptions to this rule for good cause shown.

Non-school Days

School property will be available on non-school days, such as weekends and summer months, provided proper application is made and approved by the superintendent and provided such use is not a conflict with use of the property by school organizations or students.

Charges

Charges made for use of school property are not rentals as that term is generally used, but are based on the cost of operating expenses that would not otherwise have been incurred, such as utilities, supplies, maintenance of facilities, custodial and cafeteria services, as well as cleric services necessary to process each application. Such reimbursement charges are subject to change as the superintendent may deem necessary. With prior permission of the board of education, a fee in excess of operating expenses may be charged to a property user if such user is using school property as a part of a profit-making operation. Such fee will be set by the board of education after recommendation of the superintendent.

Building Use Without Charge

School organizations such as student organizations, school employee groups and educational organizations, such as the OEA, school board organizations, etc., are granted building use without charge as long as such use does not conflict with regular school sessions.

No fee will be assessed against the following types of school-affiliated and youth-serving organizations for their regularly scheduled meetings:

1. Parent-Teacher Association, booster clubs, band parents--monthly meetings (afternoon or night);
2. Cub Scouts--monthly pack and committee meetings (night);
3. Girl Scouts--weekly afternoon meetings and one monthly night meeting; and

4. Campfire Girls--weekly afternoon meetings and one monthly night meeting.

If there should be additional meetings of the above-mentioned school-affiliated and youth-serving organizations, they will be charged for custodial services and/or cafeteria employee services as required, according to the regular fee as determined by the superintendent.

Organizations which qualify for use of meeting space without charge on weekdays will be charged regular rates for meetings held on Saturdays and Sundays, for weekday meetings which extend beyond 11: 00 p.m., for use of recreational facilities such as gymnasiums, and for all fund raising activity meetings.

Custodial Care

A school custodian is assigned for continuous duty during the time the group will be using the school property. The custodian will return to open the building prior to the time set for the meeting, arrange the requested property and serve as the official representative of the school district. No one except the qualified custodian will be allowed to operate or adjust equipment in the building. Upon conclusion of the meeting,, the custodian will clean, properly arrange the property and carefully inspect the premises before locking the building. For situations in which the meeting does not materialize and has not been previously canceled, the custodian will remain on duty for one hour after the requested starting time of the meeting and, if no word is received within that period indicating a later starting time, the custodian will lock the building.

Custodians are instructed not to open any areas other than those required in the application. Additional space may be arranged by filing an additional application. Emergency needs may be requested by telephone.

Police Guards

Uniformed officers must be on duty when so directed by the superintendent.

~~Drinking and Smoking~~

~~The use of intoxicating liquor or beverages will not be permitted on school property. Fire regulations prohibit smoking in school auditoriums, on the stage, in dressing rooms or workrooms, or in other rooms for such purposes. Smoking will be permitted in areas designated as "smoking areas" by the principal in charge of the building where proper precautions have been taken to protect against fire and receptacles for ashes are provided.~~

Alcohol, Drugs, Tobacco and Dangerous Weapons

The use or possession of alcoholic beverages, low-point beer or controlled substances (drugs) will not be permitted on school property. Organizations using school property for any purpose are expected to comply with district policy concerning the use of tobacco.

Dangerous weapons, including but not limited to firearms, are prohibited on school property, although individuals with a valid handgun license pursuant to the Oklahoma Self Defense Act may possess a firearm in the parking lot and may store that weapon in their vehicle in accordance with Oklahoma law. Individuals who have received prior permission from the principal may possess an inoperable weapon on the premises for participation in a school program, as long as the weapon remains inoperable while at school and the individual uses the weapon in accordance with the permission granted.

Athletic Activities

Permission for athletic activities involving the use of school property by non-school groups will be granted. Such use does not include permission to use the apparatus and other special athletic equipment belonging to the school. Practice sessions will be allowed non-school groups provided such sessions do not involve the presence of spectators.

In those instances where team competition is involved, it must be clearly understood that no team sponsored by an organization other than the schools will be identified by name as representing any school in this district.

Apparatus and Equipment

Requests to use public address systems, projection equipment and screens, spotlights, stage sceneries, pianos and so forth will be included in the application. The costs of transparencies, gelatins, special scenery, and special lighting effects are to be paid by the using groups. All such equipment and properties, will be operated, moved and controlled only by persons specifically designated by the principal.

As a precaution against fire, no request will be granted for the use of lighted candles or other actual flame equipment in connection with building usage.

Classroom apparatus, such as shop, science, physical education, home-making, music, business education, art laboratory, data processing equipment and athletic equipment which is regularly used for school instruction will not be available for use by non-school groups.

School equipment is not available for use off school premises unless it is beneficial to the district in carrying forward its programs.

Cafeterias

Use of cafeterias will be granted with or without use of kitchen facilities. No organization will have access to the cafeteria kitchen area unless the cafeteria manager is present and in charge, together with such additional paid help from the cafeteria manager's staff as may be required. In planning an event which will use the cafeteria kitchen equipment, the area dietitian, the cafeteria manager, and whatever number of helpers they deem necessary, must all be involved in the planning, operation and supervision of such project. Because of the food supplies and expensive equipment, and because of the rigid requirements of health and sanitation authorities, the use of cafeteria facilities must be under the direct control of the cafeteria department.

Refreshments will be served only in cafeterias, unless other areas have been approved by the principal,

Swimming Pools

~~Swimming pools will be available to organized groups provided such use does not interfere with the needs of the school, and provided further that a lifeguard, with a current Red Cross or YMCA Senior Life Saving Certificate, or a Red Cross Water Safety Instructor's Certificate, or a YMCA Leader Examiner Certificate, or comparable certificate, be on active duty at all times.~~

~~All provisions of the Oklahoma Public Bathing Place Act and Interpretive Code, latest revision, will be observed in detail by all individuals or groups using the pool.~~

Parking Lots

Parking lots are provided, with the use of most school buildings. If use of only a parking lot is desired, application will be made as for use of any school property. Parking areas are not reserved exclusively for groups using school buildings. Playgrounds will not be used for parking.

Use of School Buses

School buses may be used for "summer youth activities" as approved by the State Department of Education, whenever such equipment is not available from commercial firms in the area, and whenever such use is beneficial to the youth of the district, provided such youth groups are adequately supervised by adults and provided further that all costs for such operations, including any damages to equipment and usual wear and tear, are defrayed by the using group. Only legally qualified drivers may drive school buses.

Use of School Grounds and Recreational Facilities

School grounds will be made available to the general public at times when they are not being used for school purposes. The general public has a responsibility not to cause damage to the property or become a nuisance to adjoining property owners and others in the neighborhood.

The board realizes that each case should be dealt with separately. However, the following regulations will serve as a guide:

1. School playgrounds may be used by organized athletic leagues when not in conflict with school programs, upon approval of application to use such property;
2. Approval of such application does not include uses of any building facilities. Application for use of restrooms may be made subject to advance payment of a standard charge;
3. No automobiles, motor scooters, motorbikes or other such licensed vehicles are to be driven on the playgrounds;

- 4. Baseball and other such sport activities will be permitted as long as there is no damage to neighboring or school property; and
- 5. No organized athletic leagues will be permitted on school grounds on Sundays.

Church Services

Church services by established religious groups may be scheduled on school property on a temporary basis due to emergency situations or to early organizational efforts of such groups to build or expand a church facility.

Concessions

Concession rights at all school facilities are reserved for this school district. These may be assigned to school organizations upon request or may be contracted by outside vendors.

Interpretation of the Policy and Regulations

The superintendent shall interpret and enforce all provisions of the school's policy and regulations. The superintendent's interpretation shall be final unless at least two board members direct that the issue be brought to the board of education for review.

REVIEW OF INSTRUCTIONAL MATERIAL

In order to promote transparency in the education process, the district's instructional materials will be available for parent review. Instructional materials include items such as teacher manuals, films, tapes and other supplementary materials regardless of format.

In order to review these materials, a parent should submit a written request to the building principal. The request must specify the class/subject, teacher, student's name, and the types of items being requested for review. Within ten (10) days the principal will arrange for a mutually convenient time for the review or will notify the parent that a review cannot be permitted. If the principal declines to allow a parent to review the materials, the principal will provide the parent with an explanation of why the material is not available. All reviews will be conducted during school hours by scheduling an appointment with the building principal. Instructional materials may not be removed from the individual school sites.

In the event the requested review is denied or after fifteen (15) days with no response from the principal, the parent may request this information through the board of education in accordance with the district's policy regarding parent rights.

OKLA. STAT. tit. 70 § 11-106.1

FAMILY INVOLVEMENT
DISTRICT WIDE PARENTAL INVOLVEMENT
(Parent Bill of Rights)

~~The Guthrie Board of Education believes that the education of children should be a joint effort between the school and the parent. While the school system accepts the primary responsibility of classroom education, we believe that the training and education of children should begin and continue in the home.~~

~~Therefore, it is the policy of this board of education to encourage parental involvement in the education of their children.~~

The board supports parents' efforts to be involved in the district's education programs. This policy outlines the district's efforts to educate parents and support parent involvement in response to the 2014 Parents' Bill of Rights.

Parents have the right be involved in their minor child's education, including directing that education. Parents are encouraged to exercise their rights in conjunction with district guidance so as not to inadvertently impede their minor child's compliance with federal and state mandated requirements – including requirements related to graduation. Parents also have the right to review school records related to their minor child.

Parents generally have the right to consent prior to an audio or video recording being made of their minor child. This right does not preempt the district's right to make recordings (without specific parental approval) related to:

- safety, general order and discipline
- academic or extracurricular activities
- classroom instruction
- security/surveillance of the buildings or grounds
- photo ID cards

Parents have the right to receive prompt notice if their minor child is believed to be the victim of a crime perpetrated by someone other than the parent, unless law enforcement or DHS officials have determined that parental notification would impede the related investigation. These notice provisions do not apply to matters which involve routine misconduct typically addressed through student discipline procedures. School personnel will not attempt to encourage or coerce a child to withhold information from parents.

1. The district will promote parent participation at the site level with the goal of improving parent and teacher cooperation in areas such as homework, attendance and discipline. This will be accomplished through activities such as:

- Parent teacher conferences
- Back to school / meet the teacher nights
- District sponsored webpages with class information available to parents
- School newsletters
- Remind 101 Text Messaging
- Site Parent Nights / Activities / Programs
- Homework Hotline

The district will inform parents about their children's course of study by disseminating this information:

- During annual enrollment
- In student handbooks
- On the district's webpage

2. Parents may review learning materials affecting their minor children's course of study, including supplemental materials, by making a request through the building principal.

3. Parents who object to a learning material or activity may withdraw their minor child from the class or program in which the material is used. In order to withdraw a student, the parent must submit a written request, signed and dated by a parent, to the building principal. Parents who choose to withdraw their minor child from a required class are responsible for making alternate arrangements for the child to earn credit for the class.
4. The district offers sex education in grades 5, 7 and 8. Parents who object to their minor child participating in the district's sex education program must submit a written notice, signed and dated by a parent, to the principal in order for their child to be excused from participation. Students who are not participating in the district's sex education program will be permitted to study in the school library or office during sex education instruction.
5. If a teacher is going to provide instruction or presentations regarding sexuality in a course apart from formal sex education, the teacher will send written notice home to parents 10 days in advance of the presentation. Parents who object to their minor child's participation in such instruction may send a written request to the building principal to have the student excused from the presentation. Any such student will be permitted to study in the school library or office during the presentation.
6. Parents may learn about the nature and purpose of clubs and activities which are part of the school curriculum by reviewing student handbooks and the district's website. The district's extracurricular clubs and activities are also published in student handbooks, the district's policy manual, and are available on the district's website.
7. Parents have numerous rights and decision making responsibilities concerning their minor children. To assist parents in meeting these responsibilities and to fulfill its obligations under the 2014 Parent Bill of Rights, the district has compiled the following information for parents:
 - A. The district provides sex education to students in grades 5, 7 and 8. Parents may opt their student out of the district's sponsored sex education program by following the procedures established in item 4 above.
 - B. Parents who are not residents of the district may enroll their minor children in the district's schools in accordance with the district's open transfer policy. A copy of that policy is available in the superintendent's office.
 - C. The district utilizes a number of resources to educate students. Parents who object to an assignment based on sex, morality or religion may opt their minor child out of the assignment by following the procedures established in item 3 above.
 - D. Students are generally required to receive a predetermined set of immunizations prior to enrolling in school and to receive additional boosters throughout enrollment in the district. This requirement may be waived if the parent submits a note from the minor child's physician stating that the child should be excused from the immunization for health reasons or if the parent submits a note objecting to the immunization of the child.
 - E. Students are required to meet certain obligations in order to be promoted to a subsequent grade, particularly with regard to learning to read. Parents can learn about these requirements – including efforts the district will take in order to help students become successful readers – by reviewing the district's policies on Reading Sufficiency Act testing, and student promotion. Copies of these policies are available in the superintendent's office.
 - F. Students are required to meet certain obligations in order to graduate from high school. Parents can learn about these requirements each year during course enrollment. This information is also available in student handbooks and on the Oklahoma State Department of Education's website (www.ok.gov/sde/).
 - G. The district provides AIDS education for students in grade 7. Parents may opt their minor student out of this education by submitting a written request, signed and dated by a parent, to the building principal. Students who are not participating in the district's AIDS education program will be permitted to study in the school library or office during the scheduled instruction.
 - H. Parents have the right to review student test results related to their minor student. Parents may review the results of classroom exams by contacting their child's teacher. Parents may review the results of state-wide testing by contacting their child's building principal.

- I. Qualifying students have the right to participate in the district's gifted and talented program in accordance with the district's policy regarding the program. A copy of the policy is available through the superintendent's office.
- J. Parents have the right to review teachers' manuals, films, tapes or other supplementary instructional material if the materials are being used in connection with a research or experimentation program or project. In order to review these materials, the parent should contact the building principal.
- K. Parents have the right to receive a school report card. Information regarding these report cards will be provided through school publications, but a copy of the actual report card is available in the superintendent's office.
- L. Students are required to attend school regularly, and the district is required to notify parents of any student absence unless the parent has already contacted the school to report the absence. The district will send a written notice to parents if their minor student appears to be in danger of exceeding the maximum allowable number of absences and will notify the district attorney and the parent if a child may be considered truant. Parents may contact the child's principal for additional information regarding student absences.
- M. Parents have the right to review the district's courses of study and textbooks. Arrangements for this review can be made through the building principal.
- N. Students may be excused from school for religious purposes provided the parent contacts the building principal to request such an absence.
- O. Parents have the right to review all district policies, including parental involvement policies. Copies of these policies are available through the superintendent's office.
- P. Parents have the right to participate in parent-teacher organizations. Information regarding these groups will be made available during activities such as enrollment, schedule pickups and back to school night. Parents who wish to have additional information regarding these groups can obtain more detail through the principal's office.
- Q. Parents may opt out of selected district level data collection related to state longitudinal student data system reporting. Parents may not opt out of necessary and essential record collecting. Parents may file an opt out request through the superintendent's office.

Parents requesting information outlined in this policy should submit written requests for information through the building principal or superintendent's office, as noted in the respective section. Appropriate school personnel will either make the information available or provide a written explanation of why the information is being withheld within ten (10) days of the request. Any parent whose request is denied or who does not receive a response within fifteen (15) days may submit a written request for the information to the board of education. The board will include an item on its next public meeting agenda (or the following meeting, if time does not permit inclusion of the item on the agenda) to allow the board to formally consider the parent's request.

OKLA. STAT. tit. 25 § 2001

GUN-FREE SCHOOLS STUDENT SUSPENSION

Any student who is determined to have:

- brought a weapon to a school under the jurisdiction of the district; or
- possessed a weapon within two thousand (2,000) feet of public school property; or
- possessed a weapon at a school event

shall be suspended out of school for a period of not less than one calendar year. This policy does not apply to students who are members of the JROTC and who possess or bring an inoperable weapon to school for participation in a school program, provided the student obtained prior permission from the principal, the weapon remains inoperable while at school and the weapon is used consistent with the permission granted.

Any out-of-school suspension imposed under this policy may be modified for any student on a case-by-case basis by the chief administrative officer of the district.

For the purposes of this policy, the following definitions shall control:

- The term "weapon" means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.
- The term "chief administrative officer" means the superintendent or the board of education.
- The term "determined to have brought a weapon to a school under the jurisdiction of the district" means any student being in possession or control of a weapon on property owned, leased or rented by the district, including, but not limited to, school buildings, parking lots and motor vehicles and any student who is in possession or control of a weapon at any district sponsored function regardless of whether such function is conducted on district property.

Enforcement of this policy shall be consistent with state and federal laws dealing with discipline of students with disabilities.

Students who violate this policy will be referred to the appropriate criminal justice or juvenile delinquency system. Any firearm seized from a student by any school employee shall immediately be delivered to a law enforcement authority for disposition pursuant to applicable law.

Any out-of-school suspension initiated pursuant to this policy shall be subject to the procedural safeguards set forth in the district's policy for the out-of-school suspension of students.

Consistent with Oklahoma law, for an out-of-school suspension under this policy, no education plan shall be implemented during the term of the suspension. This policy does not apply to student suspensions for non-weapon violations.

Reference: OKLA. STAT. tit. 70 § 24-101.3



Board of Education Personnel Reports

Employment Request

Classification						
Certified						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Allen, Lori	High School	Environmental Science	08/14/14		6	Ryan Hoskins
Bertels, Emily	High School	Spanish I	08/14/14		6	Linda Smith
Delaney, Joni	Fogarty	3rd Grade	08/14/14		6	Amber Moore
Fiddler, James	GUES	5th Grade	08/14/14		6	Greg Friese
Gamble, Kayla	Central	Severe Profound HS	08/14/14		6	Kayla Gamble
Knott, Shelayna	Fogarty	3rd Grade	08/14/14		6	Misty Gebhart
Longnecker, Debor	GUES	4th Grade	08/14/14		6	Tracey Edwards
Moffitt, Angela	High School	English/ACE Remediation	08/14/14		6	Maggie Melssen
Moore, Amanda	High School	FCCLA	08/14/14		6	Jody Webber
Rife, Amanda	Junior High	8th Grade English	08/14/14		6	Shannon Kraft
Washington, Jonat	Junior High	7th Grade Geography	08/14/14		6	Jeff Ball
Williams, Stephani	GUES	4th Grade	08/14/14		6	Cindy Boyce
Wunderle, Cynthia	Central	1st Grade	08/14/14		6	Tia Davidson

Classification						
Support						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Barham, Valerie	GUES	Sp Ed Paraprofessional	08/14/14	3	7.5	Bertha Stover
Dean, Deborah	High School	Sp Ed Paraprofessional	08/14/14	3	7.5	Jacki Cowan
Eaves, Jessica	High School	Secretary High School	08/18/14	4	7.5	Elise Friese
Lijewski, John	High School	Grounds Superintendent	07/16/14	8	8	New Position
Lockett, Terrance	High School	Sp Ed Paraprofessional	08/14/14	3	7.5	Anthony Bowie
Martinez, Mercedes	High School	Custodian	08/18/14	3	8	Michael Brown
Webb, Stephanie	High School	Cafeteria Worker	08/14/14	2	6	Terina Graham

FMLA Request

Support: 1

Certified: 0

Transfer of Position Report

Classification					
Certified					
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Friese, Gregory	5th Grade	6th Grade	Kelli Johnson	8/14/2014	
Holderman, Marsha	Instructional Coach GUE	District RTI/Assessment	Teresa Hartley	8/14/2014	
Turner, Emily	Interventionist 6th Grade	Instructional Coach	Marsha Holderman	8/14/2014	

Classification					
Support					
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Bowie, Anthony	Paraprofessional HS	Paraprofessional Central	Carol Rubio	8/14/2014	
Feliz, Socorro	Cafeteria Cent 6.5 Hrs	Cafeteria Cott 6 Hrs	Maxine West	8/14/2014	
Kroth, Natasha	Cafeteria JH 7.5 Hrs	Cafeteria JH 6.5 Hrs	Alma Smith	8/14/2014	
Rowley, Lanetta	Library Aide GUES	Site Secretary GUES	Amanda Ward	7/31/2014	



Board of Education Personnel Reports

Smith, Alma	Cafeteria JH 6.5 Hrs	Cafeteria JH 7.5 Hrs	Natasha Kroth	8/14/2014
Webb, Francis	Cafeteria GUES 6.5 Hrs	Cafeteria Cent 6.5 Hrs	Scorro Feliz	8/14/2014
West, Maxine	Cafeteria Cott 6 Hrs	Cafeteria GUES 7.5 Hrs	Melissa Turner	8/14/2014

Separation of Employment

Classification Certified

Name	Site	Teaching Assignment	Reason for Separation	Effective Date
Edwards, Tracey	GUES	4th Grade	Resigning	7/30/2014
Hartley, Teresa	Administration	RTI Assessment Coord.	Resigning	7/25/2014
Kraft, Shannon	Junior High	English 8th Grade	Resigning	7/23/2014
Melssen, Maggie	High School	English II	Resigning	7/28/2014
Skinner, Cathleen	High School	Foreign Language 3 hrs/da	Resigning	8/7/2014

Classification Support

Name	Site	Teaching Assignment	Reason for Separation	Effective Date
Clements, Melissa	Fogarty	Library Aide	Resigning	8/4/2014
Friese, Elise	High School	Secretary	Resigning	7/30/2014
Rubio, Carol	Central	Sp Ed Paraprofessional	Resigning	8/1/2014
Ward, Amanda	GUES	Secretary	Resigning	7/21/2014



SUPPORT PERSONNEL HANDBOOK

FOR THE SCHOOL YEAR

2013-2014-2014-2015

ALSO AVAILABLE AT

www.guthrie.k12.ok.us

PUBLICATIONS

TABLE OF CONTENTS

SECTION A *BOARD OF EDUCATION*

SECTION	POLICY
SA-1	POLICIES AND PROCEDURES

SECTION B PERSONNEL

SB-1	APPLICATIONS
SB-2	NON-DISCRIMINATION
SB-3	SEXUAL HARASSMENT
SB-4	CONTRACTS
SB-5	PAYROLL
SB-6	USE OF TELEPHONE
SB-7	COMMISSIONS
SB-8	PROFESSIONAL CONDUCT OF PERSONNEL
SB-9	DRESS/APPEARANCE
SB-10	FINANCIAL OBLIGATIONS
SB-11	CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER
SB-12	CHILD ABUSE AND NEGLECT
SB-13	ADMINISTRATIVE CENTER WORK SCHEDULE
SB-14	SUPERVISION OF FAMILY MEMBERS
SB-15	STAFF USE OF TOBACCO PRODUCTS
SB-16	WORKER'S COMPENSATION

SECTION	POLICY
SB-17	WORK SCHEDULES, PAY GRADES & SALARY SCHEDULES
SB-18	EVALUATION
SB-19	PROFESSIONAL LEAVE
SB-20	JURY DUTY
SB-21	MATERNITY LEAVE
SB-22	PERSONAL LEAVE
SB-23	BEREAVEMENT LEAVE
SB-24	SICK LEAVE
SB-25	SUPPORT EMPLOYEE VACATIONS
SB-26	SUSPENSION, DEMOTION OR TERMINATION
SB-27	REDUCTION IN FORCE

SECTION C
MISCELLANEOUS POLICIES

SC-1	DISTRICT EMPLOYEE PURCHASES
SC-2	HYGIENE AND SANITATION (BLOODBORNE PATHOGENS)
SC-3	STAFF SAFETY
SC-4	USE OF DRUGS AND CONTROLLED SUBSTANCES BY EMPLOYEES DRUG-FREE WORKPLACE
SC-5	DISPOSAL OF SURPLUS PROPERTY
SC-6	FOOD SERVICES
SC-7	MAINTENANCE AND OPERATION OF THE PLANT

SECTION	POLICY
SC-8	INSURANCE
SC-9	HAZARDOUS MATERIALS COMMUNICATION
SC-10	SMOKE FREE ENVIRONMENT
SC-11	MAINTENANCE
SC-12	USE OF SCHOOL VEHICLE
SC-13	COORDINATION OF TRANSPORTATION SERVICES
SC-14	ACCIDENTS AND ACCIDENT REPORTING
SC-15	OUT-OF-STATE TRAVEL
SC-16	BUS DRIVERS
SC-17	COMMERCIAL DRIVER'S LICENSE REIMBURSEMENT
SC-18	FAIR LABOR STANDARDS ACT
	SUPPORT PERSONNEL EVALUATION INSTRUMENT

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 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 (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 days

Included are all Teacher Assistants, Library Assistants and Handicap Bus Drivers

Contracted days - 180 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
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
<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>	
Route Supervisor	10
Lead Mechanic	9
Mechanic	5-8
Full Time Special Needs Driver	5-13
Dispatcher	4-5
Route Driver / Monitor	13
Monitor	2
<i>Child Nutrition</i>	
Cafeteria Manager	6
Secretary to Child Nutrition Director	4
Cafeteria Worker	2
<i>School Age Care</i>	
School Age Care Director	8
School Age Care Master Teacher/Assistant Director	7
School Age Care Master Teacher	5
School Age Care Lead Teacher	1

* *Separate Pay Scale for Route Drivers / Monitors*

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 2014 - 15

	<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>
Experience													
0	\$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
1	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
2	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
3	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
4	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
5	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
6	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
7	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
8	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
9	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
10	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
11	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
12	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
13	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
14	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
15	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
16	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
17	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
18	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
19	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
20	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
21	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
22	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
23	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
24	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
25	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
26	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
27	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
28	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
29	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

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	Building Principal
Maintenance Personnel	Director of Maintenance
Cafeteria Personnel	Building Principal - Director of Food Services
Transportation Personnel	Director of Transportation
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~~ **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 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 of 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 initialed 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
Property Meeting Minutes
August 4, 2014
5:00 p.m.**

Members present: Dr. Mike Simpson, Dennis Schulz, Jerry Gammill, Tom Holtz, Jennifer Bennett-Johnson, Tom Holtz, Terry Pennington and Linda Skinner.

Mr. Gammill spoke on the following items:

Expenditure Reports:

- Summarized the expenses for July
- Outlined new Purchase Orders

Completed Projects:

- 107 Work Orders
- Central: Carpet replacement
Trim and termite repair
- High School asbestos abatement (Waiting on closing documents)
- Floor tile replacement in North portable at Fogarty

Projects in Progress:

- Currently have 10 work orders from July
- Summer cleaning near completion
- High School: Gym seating scheduled for delivery on Sept. 11th
Replacing 60 chair desks, 60 folding chairs, 10 folding tables
- High School (FFA): HVAC unit being replaced with split system
Ceiling tiles being replaced in all classrooms
Overhead door being replaced
- Jr. High: Replacing 30 chair desks
- Squires Field fence and gate replacement (Waiting on fence panels)

New Projects:

- Obtaining quotes for replacement of HVAC unit at the Building for Champions

Guthrie Public Schools
Finance Committee Meeting Minutes
August 5, 2014
4:00 P.M.

In Attendance: Dr. Mike Simpson, Dennis Schulz, Doug Ogle, Carmen Walters, Eldona Woodruff, Sharon Watts, Janna Pierson and Vicki Biggs.

Travis Sallee attended in the absence of Gail Davis.

Mr. Schulz opened the meeting by letting the committee know the first pages were routine financial reports and if they had questions to please call or e-mail him.

Mr. Schulz discussed the following:

Interest Rates

No Change

Support Handbook

Discussed the changes made to the handbook and stated the changes were noted in red. If members had any questions, asked that they contact Mr. Ogle.

Ms. Woodruff discussed the following:

Speech Contract

This is a contract for Melissa Allsbrook for 3 days of service per week. She explained that she still was in need of another Speech Therapist for 2 days per week.

Dr. Simpson discussed the following:

YMCA Contract

Let the committee know this was for the daycare program. They would be using two portables at Cotteral. Cotteral custodians will be responsible for cleaning the rooms.

School Resource Officers (SRO's)

The City of Guthrie will provide three SRO's for the schools. The City will cover the cost of one officer and the district will cover the cost of two officers.

Oklahoma Parents as Teachers (OPAT)

Explained this program was fully funded by a State Grant and has been a very helpful tool for the district for the past several years.

Municipal Finance Services, Inc.

This is a contract for Financial Advisor Services and does not cost the district any monies unless a Bond Issue is passed.

Guthrie Public Schools
Curriculum Committee Minutes
August 5, 2014
5:00 p.m.

In attendance: Dr. Mike Simpson, Carmen Walters, Doug Ogle, Eldona Woodruff, Travis Sallee, Janna Pierson and Sheryl Miles.

Terry Pennington attended in the absence of Gail Davis.

Discussion Items:

Carmen Walters

Data Retreat

The Data Retreat was very positive. The site leadership teams and administrators reviewed testing data and developed goals for the upcoming school year. The teams updated the site School Improvement Plans.

Final State Testing Update

- Math and Reading 2011/2012/2013/2014 Longitudinal Data Chart
- Social Studies, Science and Writing 2011/2012/2013/2014 Data Chart

Doug Ogle

TLE

- Current observations for one evaluation is two informal and one formal observation
- Currently career teachers have one evaluation and temporary/probationary teachers have two evaluations per year
- Estimate of 502.5 hours per year are spent district wide on observations

Proposed changes for the amount of observations per year

- One informal and one formal observation for one evaluation
- Estimate of 335 hours per year would be spent district wide on observations

Making this change would allow the building administrators more time to be in the classrooms and work with teachers.