

AGENDA
WITH COMMENTARY

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

**MONDAY
AUGUST 12, 2024
6:30 P.M.**

AGENDA:

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

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: Pages 11-193

 - A. Treasurer's Report**
 - B. Activity Fund Fundraisers as per attached list**
 - C. Encumbrances for General Fund #'s 233-376, Building Fund #'s 76-140 and Activity Fund Reports- the full register is available online.**
 - D. Out of State Trip Request: Dr. Michelle Chapple – ASBO Int'l. Conference, Nashville, TN, 8/17/2024-8/21/2024**
 - E. Out of State Trip Request: Dr. Mike Simpson – Nat'l Conference on Education, New Orleans, LA, 3/5/25-3/8/25**

F. Agreement with Max Fairchild for donation of exercise equipment.... Pages 71-72
Commentary:
Max Fairchild closed a fitness center he had opened in town. Upon the closure, he offered a donation to the Athletic Department of all equipment in the center and asks that we agree to hold him harmless for any defects or liabilities. This agreement has been approved by attorneys for both the district and Mr. Fairchild.
Dr. Simpson will answer any questions.

G. Contracts/Agreements under \$10,000
1. Contract with Oklahoma Department of Career and Technology for Full-Time Adult Career and Technology Education Programs for 2024-2025
..... **Pages 73-74**
Commentary:
This is our annual contract with Career Tech to continue to offer their programs for the 2024-2025 school year.
John Hancock will answer any questions.

RECOMMENDED ACTION:
The Superintendent recommends approval.

2. Special Services Agreement with United Community Action Head Start for 2024-2025..... Pages 75-86
Commentary:
This is our annual renewal agreement with Head Start to provide Special Education Services to eligible students ages 3-5 which is required by federal regulations. A complete explanation is in your packets.
Kaitlin Smith will answer any questions.

RECOMMENDED ACTION:
The Superintendent recommends approval.

H. District Policy Revisions

Commentary: All revisions to current policy are the product of changes in the law from the legislative session that concluded last spring and come as recommendations from our legal counsel.
Dr. Simpson will answer any questions.

RECOMMENDED ACTION:
The Superintendent recommends approval.

1. C-1A Procurement..... Pages 87-88
2. D-9A Alcohol and Drug Testing for Bus Drivers..... Pages 89-102
3. D-51 Lactation Policy..... Page 103
4. E-5A Observation of Minute of Silence..... Page 104
5. E-14 District Wide Parental Involvement..... Pages 105-108

6. E-22 Student Promotion and Retention and Student Pass/Failure of a Course..... Pages 109-115
 7. E-38 Strong Readers Act..... Pages 116-125
 8. E-39 Graduation Policy Page 126
 9. E-41A Social Media and Social Networking..... Pages 127-131
 10. E-42 Media Center- Selection of Library Books..... Pages 123-137
 11. F-1A Student Residency..... Page 138-146
 12. F-13 Administration of Medicine to Students..... Pages 147-161
 13. F-13A Student Diabetes Care and Management..... Pages 162-164
 14. F-15 Suicide Awareness, Training, and Prevention..... Pages 165-166
 15. F-19 Student Records..... Pages 167-180
 16. G-3 Production of Public Records Policy..... Pages 181-182
 17. G-4 Open Records..... Pages 183-187
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10. Minutes of Regular Board Meeting July 15, 2024
 11. Proposed executive session for the purpose of hearing, discussing, deliberating on the District Level Appeal of Denial of Transfer of Student A, the disclosure of which information would violate confidentiality requirements of state and/or federal law, as authorized by OKLA. STATA. Tit. 25, Section 307 (B) (7).
 - A. Vote to go into executive session
 - B. Acknowledge Board’s return to open session
 - C. Statement of minutes of executive session
 12. Motion, discussion and vote to accept or deny the appeal of Student A regarding the Denial of Student A’s Transfer
 13. **Business Agenda:**
 - A. Presentation of proposed new district policies:
E-49 Released Time Course Pages 194-195

Commentary:
HB 1425 was passed by the Oklahoma State Legislature and signed into law by the Governor last spring. It requires school districts to adopt a policy allowing for students to be excused from school for up to 3 class periods per week or 125 class periods per school year to attend a “released time course” in religious or moral instruction provided by an independent entity off school property.

B. G-2 Voluntary Prayer..... Page 196

Commentary:

Voluntary Prayer – The Oklahoma State Board of Education passed administrative rule 210:35-3-251 that requires all school districts to adopt a policy permitting students and teachers to participate in voluntary prayer.

Dr. Simpson will answer any questions.

C. Recommendation, consideration and action to calculate the 2024-2025 school year by instructional hours..... Pages 197-205

Commentary:

We have done this for the last 13 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.

John Hancock will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

D. Recommendation, consideration and action upon authorizing Ms. Jana Wanzer as Authorized representative for the Child Nutrition Program

Commentary:

This is a yearly required authorization.

Dr. Chapple will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

E. Recommendation, consideration and action upon approval of contract with ParentSquare for communicating with Students and Parents..... Pages 206-210

Commentary:

On June 24, 2024, the Board of Education adopted policy E-41B which outlines acceptable methods of electronic communication between staff and students. Parent Square is a vendor we have selected to utilize for staff to assure compliance with this new policy and state law.

Mr. Benson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval

F. Recommendation, consideration and action upon approved list of communication apps..... Page 211

Commentary:
On June 24, 2024, the Board of Education adopted policy E-41B which outlines acceptable methods of electronic communication between staff and students. This policy requires us to adopt a list of approved applications that conform to the guidelines as set forth in the policy. The District IT staff have reviewed each application to verify its compliance with the policy.
Mr. Benson will answer any questions.

RECOMMENDED ACTION:
The Superintendent recommends approval.

G. Recommendation, consideration and action upon agreement with the City of Guthrie for School Resource Officers provided by Guthrie Police Department for 2024-2025..... Pages 212-217

Commentary:
The City of Guthrie will assign, at no cost, two City Police Officers to the District as School Resource Officers in accordance with the program outlined in the agreement in your packet. The City will provide the District a cash stipend in the amount of the difference between the District’s payroll and benefit expense for the District SRO.
Dr. Simpson will answer any questions.

RECOMMENDED ACTION:
The Superintendent recommends approval.

H. Recommendation, consideration and action upon agreement with Evans Sports, LLC for Broadcasting and Streaming rights for 2024-2025 Pages 218-219

Commentary:
Approval of this agreement will assure Evans Sports, LLC, dba Guthrie News Page has access to broadcast all football, basketball and wrestling contests as well as mutually agreed upon additional extracurricular events at regular season venues including away contests.
Dr. Simpson will answer any questions.

RECOMMENDED ACTION:
The Superintendent recommends approval

I. Recommendation, consideration and action upon Agreement with University of Oklahoma National Center for Disability Education and Training..... Pages 220-229

Commentary:

This agreement would allow Pre-Employment Transition Services (Pre-ETS) training to be conducted with students with disabilities. The Pre-ETS categories include: Job Exploration Counseling, Work-Based Learning, Counseling on Postsecondary Opportunities, Workplace Readiness Training, and Self-advocacy. This training would be conducted by approved Pre-ETS during the school day at no charge to the district.

Kaitlin Smith will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval

J. Recommendation, consideration and action upon agreement with Betsy Chen, BCBA of BC Behavioral LLC, to provide specialized services relating to the provision of educational and behavioral services for students for the 2024-2025 school year. Pages 230-233

Commentary:

This agreement with Betsy Chen may include, but are not limited to: review of records, participation in IEP meetings, completion of forms/progress reports, classroom observations, coaching, consultation, progress monitoring of student programs, evaluations, and professional development for school district staff, parents and aides. A Behavioral Support Coach will also be provided throughout the length of the contract.

Kaitlin Smith will answer any questions.

K. Recommendation, consideration and action upon agreement with Maria Guzman of Guzman Consulting, LLC for Psychoeducation and Psychological evaluation services for the 2024-2025 school year..... Pages 234-237

Commentary:

Federal and state policies require that evaluations and eligibility meetings must be completed within 45 school days of parent permission for testing. This contract with Ms. Guzman will supplement services previously provided by our vacant school psychologist position.

Kaitlin Smith will answer any questions.

L. Recommendation, consideration and action upon Contingency Modification #5 with Crossland Construction for construction management services..... Pages 238-239

Commentary:

The Board authorized the Superintendent to negotiate a contract with Crossland Construction at the Special Board Meeting on June 26. The contract has been finalized by attorneys for both Crossland Construction and Guthrie Public Schools and is now present for final consideration by the Board of Education.

Dr. Simpson will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

14. **Proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, extra-duty assignments as listed for 2024-2025 and teacher negotiations for 2024-2025, Support Personnel Handbook for 2024-2025, and Administrator’s Handbook and Salary Schedule for 2024-2025, discussing 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**
15. **Vote on action as set out on the Personnel Reports..... Pages 240-241**
16. **Action upon recommendation of extra-duty assignments as listed for 2024-2025
..... Pages 242-248**
17. **Recommendation, consideration and action upon approval for Levi Casey to be classified as an Adjunct Teacher for Algebra I and Geometry at Guthrie High School.**
18. **Recommendation, consideration and action upon approval for Shanda Hensel to be classified as an Adjunct Teacher for 6th Grade Reading at Guthrie Upper Elementary School.**
19. **Recommendation, consideration and action to assign Jay Benson to the title of Assistant Principal.**
20. **Recommendation, consideration and action to assign Justin Stevens to the title of Assistant Principal.**
21. **Recommendation, consideration and action upon Negotiated Agreement between the Guthrie Association of Classroom Teachers and the Guthrie Board of Education for 2024-2025**
22. **Recommendation, consideration and action upon Support Personnel Handbook for 2024-2025..... Pages 251-309**

Commentary:

This revision was in response to the passage of SB 1121 regarding a new provision for six (6) weeks of paid maternity leave for district personnel following the birth of a child. A similar revision is reflected in the Negotiated Agreement for Certified Staff. A revision was also made to reflect the change in district practice of now releasing all payroll at the same time monthly for summer payroll. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

23. **Recommendation, consideration and action upon Administrator’s Handbook and Salary Schedule, not including the Superintendent, for 2024-2025..... Pages 310-320**

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

Dr. Mike Simpson
Superintendent

kj

Posted by: _____

Date: _____ **Time:** _____

Place: _____

July 31, 2024

FARMERS & MERCHANTS

General Fund	4,283,152.67
Building Fund	914,402.60
Sinking Fund	785,608.19
ILR Fund	28,456.20
G&E Fund	76,987.17
Child Nutrition Fund	1,050,145.96
Activity Fund	673,717.90
School Age-Care Fund	75,619.14
Bond Fund	5,415,627.78

TOTAL	\$ 13,303,717.61
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GENERAL FUND:

Logan County	135,728.51
State of Oklahoma	0.00
Okla. Tax Comm.	49,188.41
School Land Earn.	49,160.34
R.O.T.C.	6,675.80
Federal Programs	58,022.80
Misc Receipts	8,408.17
Correcting Entry(-)	0.00
General Acct. Int.	12,246.64
Minus (-) Bank Fees	<u>25.00</u>
TOTAL	\$ 319,405.67

Local

Logan County	4,426.94
Bldg. for Champs	<u>20.00</u>
TOTAL	\$ 4,446.94

Logan County \$13,685.08

Local **2,054.52**

State	0.00
Federal	<u>21,919.64</u>
TOTAL	\$ 23,974.16

MISC	\$ 0.00
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Interest	4,843.97
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Bank Fees	<u>(-)7.50</u>
TOTAL	\$ 4,836.29



WARRANTS PAID

GENERAL FUND:

2023-2024	\$ 1,852,506.61
2024-2025	\$ 1,049,183.74

GIFTS & ENDOWMENTS FUND:

2023-2024	\$
2024-2025	\$

INS. LOSS RECOVERY FUND:

2023-2024	\$ 1,992.25
2024-2025	\$

BUILDING FUND:

2023-2024	\$ 119,617.30
2024-2025	\$ 44,403.71

CHILD NUTRITION FUND:

2023-2024	\$ 119,902.66
2024-2025	\$ 4,644.71

BOND FUND:

2023-2024	\$
2024-2025	\$ 1,372,020.93

TOTAL MONIES IN F&M BANK \$13,303,717.61

PLEDGED – FDIC \$ 250,000.00

PLEDGED – F&M BANK \$ 28,415,000.00



GUTHRIE PUBLIC SCHOOLS									
ACTIVITY FUND FUNDRAISER REQUESTS									
AS OF AUGUST 1, 2024									
#		CLUB		EVENT					
1)	FOGARTY PTO, #808		SKIP THE CAR LINE					
2)	FOGARTY ACTIVITY, #809		BIG KAHUNA CHOCOLATE/COOKIES					
3)	GUES ACTIVITY, # 812		NOVELTY STORE					
4)	GUES ACTIVITY, # 812		T-SHIRTS					
5)	GUES ACTIVITY, # 812		YEARBOOKS					
6)	GUES ACTIVITY, # 812		SNACK SHACK 1ST SEMESTER TEAM G					
7)	GUES ACTIVITY, # 812		SNACK SHACK 2ND SEMESTER TEAM G					
8)	GUES ACTIVITY, # 812		SNACK SHACK 1ST SEMESTER TEAM U					
9)	GUES ACTIVITY, # 812		SNACK SHACK 2ND SEMESTER TEAM U					
10)	GUES ACTIVITY, # 812		SNACK SHACK 1ST SEMESTER TEAM E					
11)	GUES ACTIVITY, # 812		SNACK SHACK 2ND SEMESTER TEAM E					
12)	GUES ACTIVITY, # 812		SNACK SHACK 1ST SEMESTER TEAM S					
13)	GUES ACTIVITY, # 812		SNACK SHACK 2ND SEMESTER TEAM S					
14)	GUES ACTIVITY, # 812		SPRING DANCE					
15)	GUES ACTIVITY, # 812		FALL DANCE					
16)	GUES FACULTY, #813		STAFF VENDING					
17)	GUES PTO, #815		HAT DAY					
18)	GUES PTO, #815		COIN WARS					
19)	GUES PTO, #815		KONA ICE					
20)	GUES PTO, #815		VALENTINE GRAMS					
21)	GUES PTO, #815		HOLIDAY GRAMS					
22)	HS, TENNIS, #855		POLAR BEAR PLUNGE TOURNAMENT					
23)	HS, TENNIS, #855		UGLY SWEATER TOURNAMENT					
24)	HS, TENNIS, #855		HALLOWEEN TRIPLE TOURNAMENT					
25)	HS, TENNIS, #855		LEXI HASTINGS MEMORIAL TOURNAMENT					
26)	HS, TENNIS, #855		TENNIS CAMP					
27)	HS, TENNIS, #855		BROOKLYN HIGH TOURNAMENT					
28)	HS, TENNIS, #855		BUTTER BRAIDS					
29)	HS, STUDENT SUPPORT, #885		WATER SALES					
30)	HS, JROTC, #895		INSTARAISE					
31)	HS, JROTC, #895		TEXLAHOMA BBQ FUNDRAISER NIGHT					
32)	HS, JROTC, #896		BILLY SIMS FUNDRAISER NIGHT					
33)	HS, JROTC, #897		HOLIDAY GREENERY BROCHURE SALES					
34)	HS, JROTC, #898		FAN CLOTH SPORTS APPAREL					
35		HS, STUCO, #899		HOMECOMING T-SHIRTS AND FLOAT ENTRIES					
36)	HS, VOCAL, #902		FALL HIGH SCHOOL MUSICAL					
37)	TRANSPORTATION, C&C, #934		STAFF SNACK/BEVERAGE SALES					



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/1/24 Site: FOGARTY Unobligated Account Balance: \$5,385.19

Account Name & Number: FOGARTY 808 PTO

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
SKIP THE LINE. PARENTS WILL PAY FOR CHANCES TO CUT THE CAR LINE FOR FALL AND SPRING

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

Does the fundraiser have food items? Yes ☐ No ☒

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer: _____

Purpose for which funds will be used: CLASSROOM SUPPLIES, FIELD TRIP SUPPLEMENT FUNDS, STUDENT INCENTIVES

Name/Address of Vendor: N/A

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

a. Estimated INCOME: \$2000.00
b. Less Estimated EXPENSES: 0.00
c. Estimated PROFIT: \$2000

NOTES: FUNDRAISER WILL BE HELD ONE TIME IN THE FALL AND AGAIN

Fall & Spring

First day Fundraiser: AUGUST 15, 2024 Last Day of Fundraiser: FEBRUARY 28, 2024 + 2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? n/a

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

Sponsor Signature: Lacey Hudson Date: 7-1-24

Principal's Signature: Marsha Todd Date: 7-1-24

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

Child Nutrition Director's Signature (if applicable): _____ Date: _____

Form: AF Fundraiser Request 3/5/2021 (Revised)

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YmChapple



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 07-16-2025 Site: Fogarty Unobligated Account Balance: 18,008.91

Account Name & Number: Fogarty Activity 809

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

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

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

Does the fundraiser have food items? Yes ☒ No ☐

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) COOKIES / CHOCOLATE COMBO FLYER IS ATTACHED

Manufacturer: TEAM UP TODAY

Purpose for which funds will be used: FURNITURE ONLINE TEACHER RESOURCES AND ONLINE SUBSCRIPTIONS

Name/Address of Vendor: BIG KAHUNA 1312 MARKUM DR. FORT WORTH TX. 76126

Items to be purchased in order to conduct the fundraiser: COOKIES / CHOCOLATE COMBO

a. Estimated INCOME:	<u>5000.00</u>	NOTES:	
b. Less Estimated EXPENSES:	<u>2000.00</u>		
c. Estimated PROFIT:	<u>3000.00</u>		

First day Fundraiser : SEPTEMBER 24, 2024 Last Day of Fundraiser: ~~OCTOBER 15, 2024~~ October 11th 2024

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? _____

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

Sponsor Signature: _____ Date: _____

Principal's Signature: Marsha Jedd Date: 07.11.24

Athletic Director's Signature (if applicable): _____ Date: 7.24.24

Child Nutrition Director's Signature (if applicable): _____ Date: _____

Form: AF Fundraiser Request 3/5/2021 (Revised)

Yntchapp

new \$2.00 COMBO!



Each kit contains 30 items equal to \$60 in sales

CHOCOLATE

2 • Pecanbacks



2 • Mint Patties



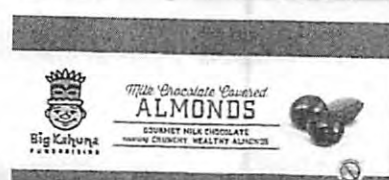
2 • Cookies N Cream



2 • Sea Salt Caramels



4 • Chocolate Covered Almonds



SOFT BAKED COOKIES

2 • Chocolate Chip



2 • Peanut Butter



1 • Cinnabon



1 • Candy Brownie



1 • Candy Cookie



1 • Cookies N Crème



3.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/24/24 Site: GUES-125 Unobligated Account Balance: \$23,399.62

Account Name & Number: Activity - 812

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Novelty Store
GUES school store for novelty items. Pencils, headphones, etc.

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

Does the fundraiser have food items? Yes ☐ No ☒

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer: MISC.- Amazon, OTC, Walmart, etc.

Purpose for which funds will be used: Classroom/office supplies.
Student incentives

Name/Address of Vendor: MISC., Amazon, OTC, Walmart etc.

Items to be purchased in order to conduct the fundraiser: Necklaces, bracelets,
Headphones, pencils, etc.

a. Estimated INCOME: \$1,000.00 NOTES: _____
b. Less Estimated EXPENSES: \$500.00 _____
c. Estimated PROFIT: \$500.00 _____

First day Fundraiser: 8/16/24 Last Day of Fundraiser: 8/22/25

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? _____

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

Sponsor Signature: [Signature] Date: 7/24/24

Principal's Signature: Michelle Wilson Date: 7/29/24

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

Child Nutrition Director's Signature (if applicable): _____ Date: _____

[Signature]

4.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/24/24 Site: GUES-125 Unobligated Account Balance: \$23,399.02

Account Name & Number: Activity-812

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) T-shirt fundraiser
GUES- T-shirt sales

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

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

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

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

Manufacturer: Gandy Ink

Purpose for which funds will be used: Programs such as discovery ed, study island, other instructional items, classroom/office supplies

Name/Address of Vendor: _____

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

a. Estimated INCOME:	<u>\$4,000.00</u>	NOTES:
b. Less Estimated EXPENSES:	<u>\$3,500.00</u>	
c. Estimated PROFIT:	<u>\$500.00</u>	

First day Fundraiser: 8/16/24 Last Day of Fundraiser: 5/22/25

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? Sold next year

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

Sponsor Signature: [Signature] Date: 7/24/24

Principal's Signature: [Signature] Date: 7/29/24

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

Child Nutrition Director's Signature (if applicable): _____ Date: _____

[Signature]



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/24/24 Site: GUES-125 Unobligated Account Balance: \$23,399.62

Account Name & Number: Activity-812

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.): Josten's Yearbook
sale of school yearbooks

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

Does the fundraiser have food items? Yes ☐ No ☒

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer: Josten's

Purpose for which funds will be used: student incentives, rewards, computer software, office/classroom supplies

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

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

a. Estimated INCOME: \$3,000.00
b. Less Estimated EXPENSES: \$1,500.00
c. Estimated PROFIT: \$1,500.00

NOTES: _____

First day Fundraiser: 8/15/24 Last Day of Fundraiser: 8/22/25

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? _____

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

Sponsor Signature: [Signature] Date: 7/24/24

Principal's Signature: [Signature] Date: 7/29/24

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

Child Nutrition Director's Signature (if applicable): _____ Date: _____

[Signature]



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/24/24 Site: GUES-125 Unobligated Account Balance: \$23,399.62

Account Name & Number: Activity-812

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) snack snack-team G purchases. snacks sold every Monday at their recess

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

Does the fundraiser have food items? Yes ☒ No ☐

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) water, chips, rice popcorn, chocolate bars, sno cones, etc.

Manufacturer: Sams, Walmart, Worlds Finest chocolate, etc.

Purpose for which funds will be used: student incentives, rewards computer software, office supplies, continued ed, building & grand needs

Name/Address of Vendor: Sams, Walmart, worlds Finest chocolate, etc.

Indian Nation Wholesale - slushies

Items to be purchased in order to conduct the fundraiser: water, chips, popcorn, chocolate bars, sno cones, cups, straws

a. Estimated INCOME: \$20,000.00
b. Less Estimated EXPENSES: \$10,000.00
c. Estimated PROFIT: \$10,000.00

NOTES: 1st Semester

First day Fundraiser : 8-19-24 Last Day of Fundraiser: 12-20-24

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? _____

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

Sponsor Signature: [Signature] Date: 7/24/24

Principal's Signature: Michelle Wilson Date: 7/29/24

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 7/30/24

[Signature]



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/24/24 Site: GUES-125 Unobligated Account Balance: \$23,399.62Account Name & Number: Activity - 812Select One: ☒ Soliciting in School Only ☐ Soliciting in school & community ☐ Community OnlyDescribe the fundraiser to be conducted (items sold/activity planned, etc.): snack snack-team G purchases. snacks sold every Monday at their recess

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

Does the fundraiser have food items? Yes ☒ No ☐

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) water, chips, juice popcorn, chocolate bars, sno cones, etc.Manufacturer: Sams, Walmart, Worlds Finest chocolate, etc.Purpose for which funds will be used: student incentives, rewards computer software, office supplies, continued ed, building a grand needsName/Address of Vendor: Sams, Walmart, Worlds Finest chocolate, etc.Items to be purchased in order to conduct the fundraiser: Indian Nation Wholesale - slushies water, chips, popcorn, chocolate bars, sno cones, cups, straws

a. Estimated INCOME: \$20,000.00
 b. Less Estimated EXPENSES: \$10,000.00
 c. Estimated PROFIT: \$10,000.00

NOTES: Second SemesterFirst Day Fundraiser: 1-13-25 Last Day of Fundraiser: 5-23-25

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? _____

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

Sponsor Signature: [Signature] Date: 7/24/24Principal's Signature: [Signature] Date: 7/24/24

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 7/30/2024

Form: AF Fundraiser Request 3/5/2021 (Revised)

[Signature]

8.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/24/24 Site: GUES-125 Unobligated Account Balance: \$23,399.62

Account Name & Number: Activity-812

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.): snack snack-team U purchases. snacks sold every Tuesday at their recess

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

Does the fundraiser have food items? Yes ☒ No ☐

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) water, chips, juice popcorn, chocolate bars, sno cones, etc.

Manufacturer: Sam's, Walmart, Worlds Finest chocolate, etc.

Purpose for which funds will be used: student incentives, rewards computer software, office supplies, continued ed, building & grand needs

Name/Address of Vendor: Sam's, Walmart, Worlds Finest chocolate, etc.

Items to be purchased in order to conduct the fundraiser: water, chips, popcorn, chocolate bars, sno cones, cups, straws

a. Estimated INCOME: \$20,000.00
b. Less Estimated EXPENSES: \$10,000.00
c. Estimated PROFIT: \$10,000.00

NOTES: 1st Semester

First day Fundraiser: 8-20-24 Last Day of Fundraiser: 12-18-24

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? _____

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

Sponsor Signature: [Signature] Date: 7/24/24

Principal's Signature: [Signature] Date: 7/29/24

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 7/30/2024

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GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/24/24 Site: QUES-125 Unobligated Account Balance: \$23,399.62

Account Name & Number: Activity - 812

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.): snack snack-team v purchases. snacks sold every tuesday at their recess

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

Does the fundraiser have food items? Yes ☒ No ☐

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) water, chips, juice popcorn, chocolate bars, sno cones, etc.

Manufacturer: Sams, Walmart, Worlds Finest chocolate, etc.

Purpose for which funds will be used: student incentives, rewards computer software, office supplies, continued ed, building & grounds needs

Name/Address of Vendor: Sams, Walmart, Worlds Finest chocolate, etc.

Items to be purchased in order to conduct the fundraiser: water, chips, popcorn, chocolate bars, sno cones, cups, straws

a. Estimated INCOME: \$20,000.00
b. Less Estimated EXPENSES: \$10,000.00
c. Estimated PROFIT: \$10,000.00

NOTES: 2nd Semester

First day Fundraiser: 7-7-25 Last Day of Fundraiser: 5-20-25

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: [Signature] Date: 7/24/24

Principal's Signature: [Signature] Date: 7/29/24

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 7/30/2024

Form: AF Fundraiser Request 3/5/2021 (Revised) [Signature]



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/24/24 Site: GUES-125 Unobligated Account Balance: \$23,399.62Account Name & Number: Activity - 812Select One: ☒ Soliciting in School Only ☐ Soliciting in school & community ☐ Community OnlyDescribe the fundraiser to be conducted (items sold/activity planned, etc.): snack snack-team E. purchases. snacks sold every Wednesday at their recess

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

Does the fundraiser have food items? Yes ☒ No ☐

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) water, chips, juice popcorn, chocolate bars, sno cones, etc.Manufacturer: Sams, Walmart, Worlds Finest chocolate, etc.Purpose for which funds will be used: Student incentives, rewards computer software, office supplies, continued ed, buildings, grand needsName/Address of Vendor: Sams, Walmart, Worlds Finest chocolate, etc.Items to be purchased in order to conduct the fundraiser: water, chips, popcorn, chocolate bars, sno cones, cups, straws

- a. Estimated INCOME: \$20,000.00
b. Less Estimated EXPENSES: \$10,000.00
c. Estimated PROFIT: \$10,000.00

NOTES: 1st SemesterFirst day Fundraiser: 8-21-24 Last Day of Fundraiser: 12-18-24

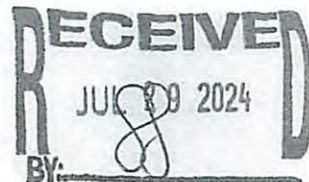
I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? _____

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

Sponsor Signature: [Signature] Date: 7/24/24Principal's Signature: [Signature] Date: 7/29/24

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 7/30/2024[Signature]



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/24/24 Site: GUES-125 Unobligated Account Balance: \$23,399.62

Account Name & Number: Activity-812

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.): snack snack-team E. purchases. snacks sold every Wednesday at their recess

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

Does the fundraiser have food items? Yes ☒ No ☐

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) water, chips, juice popcorn, chocolate bars, sno cones, etc.

Manufacturer: Sams, Walmart, Worlds Finest chocolate, etc.

Purpose for which funds will be used: student incentives, rewards computer software, office supplies, continued ed, building & ground needs

Name/Address of Vendor: Sams, Walmart, Worlds Finest chocolate, etc.
Indian Nations whole sale - student needs
Items to be purchased in order to conduct the fundraiser: water, chips, popcorn, chocolate bars, sno cones, cups, straws

a. Estimated INCOME: \$20,000.00
b. Less Estimated EXPENSES: \$10,000.00
c. Estimated PROFIT: \$10,000.00

NOTES: 2nd Semester

First day Fundraiser: 1-8-25 Last Day of Fundraiser: 5-21-25

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? _____

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

Sponsor Signature: [Signature] Date: 7/24/24

Principal's Signature: [Signature] Date: 7/29/24

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

Child Nutrition Director's Signature (if applicable): _____ Date: 7/30/2024

Form: AF Fundraiser Request 3/5/2021 (Revised)

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GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/24/24 Site: GUES-125 Unobligated Account Balance: \$23,399.62

Account Name & Number: Activity-812

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) snack snack-teams purchases. snacks sold every Thursday at their recess

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

Does the fundraiser have food items? Yes ☒ No ☐

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) water, chips, juice popcorn, chocolate bars, snow cones, etc.

Manufacturer: Sams, Walmart, Worlds Finest chocolate, etc.

Purpose for which funds will be used: Student incentives, rewards computer software, office supplies, continued ed, building & grand needs

Name/Address of Vendor: Sams, Walmart, worlds Finest chocolate, etc.

Items to be purchased in order to conduct the fundraiser: water, chips, popcorn, chocolate bars, snow cones, cups, straws

a. Estimated INCOME: \$20,000.00
b. Less Estimated EXPENSES: \$10,000.00
c. Estimated PROFIT: \$10,000.00

NOTES: 1st Semester

First day Fundraiser: 8/19/24 Last Day of Fundraiser: 12/19/24

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? _____

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

Sponsor Signature: [Signature] Date: 7/24/24

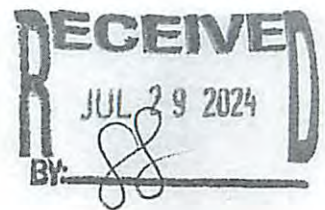
Principal's Signature: [Signature] Date: 7/29/24

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 7/30/2024

[Signature]

13)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/24/24 Site: GUES-125 Unobligated Account Balance: \$23,399.62

Account Name & Number: Activity-812

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.): snack snack-teams purchases. snacks sold every Thursday at their recess

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

Does the fundraiser have food items? Yes ☒ No ☐

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) water, chips, juice popcorn, chocolate bars, snow cones, etc.

Manufacturer: Sams, Walmart, Worlds Finest chocolate, etc.

Purpose for which funds will be used: student incentives, rewards computer software, office supplies, continued ed, building & grand needs

Name/Address of Vendor: Sams, Walmart, worlds finest chocolate, etc.

Items to be purchased in order to conduct the fundraiser: water, chips, popcorn, chocolate bars, snow cones, cups, straws

a. Estimated INCOME: \$20,000.00
b. Less Estimated EXPENSES: \$10,000.00
c. Estimated PROFIT: \$10,000.00

NOTES: 2nd Semester

First day Fundraiser: 1-9-25 Last Day of Fundraiser: 5-22-25

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? _____

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

Sponsor Signature: [Signature] Date: 7/24/24

Principal's Signature: [Signature] Date: 7/29/24

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 7/30/2024

[Signature]



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/24/24 Site: GUES-125 Unobligated Account Balance: \$23,399.42

Account Name & Number: Activity 812

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Spring School Dance - After school with concessions

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

Does the fundraiser have food items? Yes ☒ No ☐ Concessions only sold 1 day during dance after school hours.

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) soft drinks, water, nuts
chips, nachos, hot dogs, candy, etc. (only sold during dance.)

Manufacturer: MISC. (Sams, Walmart, Amazon)

Purpose for which funds will be used: Instructional items, classroom/office supplies, student incentives, Building and ground needs

Name/Address of Vendor: MISC. (Sams, Walmart, Amazon)

Items to be purchased in order to conduct the fundraiser: concession items, paper products, utensil, novelty items

a. Estimated INCOME: \$3,000.00

b. Less Estimated EXPENSES: \$1,500.00

c. Estimated PROFIT: \$1,500.00

NOTES:

First day Fundraiser: 2/3/25

Last Day of Fundraiser: 2/28/25

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: [Signature]

Date: 7/24/24

Principal's Signature: [Signature]

Date: 7/29/24

Athletic Director's Signature (if applicable):

Date:

Child Nutrition Director's Signature (if applicable): [Signature]

Date: 7/30/2024

[Signature]



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/24/24 Site: GUES-125 Unobligated Account Balance: \$23,399.62

Account Name & Number: Activity-812

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.): Fall Dance - ~~After~~ in school Dance with concessions

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

Does the fundraiser have food items? Yes ☒ No ☐ concessions only sold 1 day during dance after school day.

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) soft drinks, chips, juice, candy, nachos, hot dogs, other assorted concession items.

Manufacturer: MISC. (Sams, Amazon, Walmart)

Purpose for which funds will be used: Instructional items, building and ground needs, student incentives, technology

Name/Address of Vendor: MISC. (Sams, Walmart, Amazon)

Items to be purchased in order to conduct the fundraiser: concession items including paper products, utensils, novelty items, decorations

a. Estimated INCOME: \$3,000.00 NOTES: _____
b. Less Estimated EXPENSES: \$1500.00 _____
c. Estimated PROFIT: \$1500.00 _____

First day Fundraiser: 10/1/24 Last Day of Fundraiser: 10/31/24

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? _____

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

Sponsor Signature: [Signature] Date: 7/24/24

Principal's Signature: Michelle Wilson Date: 7/29/24

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 7/30/2024

Form: AF Fundraiser Request 3/5/2021 (Revised) 4mChapple



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/24/24 Site: GUES-12S Unobligated Account Balance: \$738.29

Account Name & Number: GUES - Faculty - 813

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

Describe the fundraiser to be conducted, (items sold/activity planned, etc.) Coca Cola vending machine available to teachers only.

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

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

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

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

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

Manufacturer: Coca Cola

Purpose for which funds will be used: Classroom/office supplies. Software. Building & ground needs

Name/Address of Vendor: _____

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

a. Estimated INCOME: \$3,000.00 NOTES: _____
b. Less Estimated EXPENSES: \$1500.00 _____
c. Estimated PROFIT: \$1500.00 _____

First day Fundraiser : 8/15/24 Last Day of Fundraiser: 5/22/25

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? _____

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

Sponsor Signature: [Signature] Date: 7/24/24

Principal's Signature: [Signature] Date: 7/29/24

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 7/30/2024

[Signature]

17.)



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/24/24 Site: GILES 125 Unobligated Account Balance: \$7,537.89

Account Name & Number: PTO - 815

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Hat Day - every Friday from August to May

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

Does the fundraiser have food items? Yes ☐ No ☒

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer: N/A

Purpose for which funds will be used: student incentives, meals for conferences, instructional items, ground needs

Name/Address of Vendor: N/A

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

a. Estimated INCOME: \$1,000.00
b. Less Estimated EXPENSES: 0
c. Estimated PROFIT: \$1,000.00

NOTES: _____

First day Fundraiser: 8/16/24 Last Day of Fundraiser: 5/16/25

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? _____

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

Sponsor Signature: [Signature] Date: 7/24/24

Principal's Signature: [Signature] Date: 7/29/24

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

Child Nutrition Director's Signature (if applicable): _____ Date: _____

[Signature]



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/24/24 Site: GUES-125 Unobligated Account Balance: \$7,637.⁸⁹

Account Name & Number: PTO-815

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Coin wars
money brought by students will be collected by classroom for a competition
 If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in Schools nutritional standards that went into effect across the country July 1st, 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards : <https://foodplanner.healthiergeneration.org/calculator/>

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

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

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

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

Manufacturer: N/A

Purpose for which funds will be used: Instructional items, teacher/School Classroom supplies, student incentives, meals for conferences

Name/Address of Vendor: N/A

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

a. Estimated INCOME:	<u>\$3,500.⁰⁰</u>	NOTES: _____
b. Less Estimated EXPENSES:	<u>0.⁰⁰</u>	
c. Estimated PROFIT:	<u>\$3,500.⁰⁰</u>	

First day Fundraiser : 2/3/25 Last Day of Fundraiser: 2/28/25

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? _____

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

Sponsor Signature: [Signature] Date: 7/24/24

Principal's Signature: Michelle Wilentz Date: 7/24/24

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

Child Nutrition Director's Signature (if applicable): _____ Date: _____



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/24/24 Site: GUES-125 Unobligated Account Balance: \$7,537.89

Account Name & Number: PTO-815

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) KONA ICE - SNO CONES sold once a month to students & staff

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

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

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) SNO CONES with various flavors

Manufacturer: KONA ICE

Purpose for which funds will be used: Instructional items, student incentives, building and ground needs.

Name/Address of Vendor: Kona Ice, 12609 SW 24th St. Yukon, OK 73099

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

a. Estimated INCOME: \$10,000.00 NOTES: _____
 b. Less Estimated EXPENSES: \$7,000.00 _____
 c. Estimated PROFIT: \$3,000.00 _____

First day Fundraiser : 8/15/24 Last Day of Fundraiser: 8/22/25

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? _____

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

Sponsor Signature: [Signature] Date: 7/24/24

Principal's Signature: [Signature] Date: 7/29/24

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 7/30/2024

[Signature]



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/24/24 Site: GUES-125 Unobligated Account Balance: \$7,537.89Account Name & Number: PTO-816Select One: ☒ Soliciting in School Only ☐ Soliciting in school & community ☐ Community Only

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

-selling holiday grams to studentsValentine gram

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

Does the fundraiser have food items? Yes ☒ No ☐

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

chocolate, etc.Candy - suckers.

Manufacturer:

MISC. CA Amazon, OTC, Walmart

Purpose for which funds will be used:

Building and ground needs, student incentives, classroom office supplies, field trips

Name/Address of Vendor:

MISC. CA Amazon, OTC, Walmart

Items to be purchased in order to conduct the fundraiser:

etc.candy - suckers, chocolate, Crush Popsa. Estimated INCOME: \$3,000.00

NOTES:

b. Less Estimated EXPENSES: \$1500.00c. Estimated PROFIT: \$1500.00

First day Fundraiser:

2/13/25 4/15/25

Last Day of Fundraiser:

2/28/25 4/25/25

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? _____

Are school district facilities required? _____

If yes, a facility use permit form must be completed.

Sponsor Signature: _____

[Signature]

Date:

7/24/24

Principal's Signature: _____

[Signature]

Date:

7/29/24

Athletic Director's Signature (if applicable): _____

Date:

Child Nutrition Director's Signature (if applicable): _____

Date:

7/30/2024

Form: AF Fundraiser Request 3/5/2021 (Revised)

[Signature][Signature]



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/24/24 Site: GUES-12S Unobligated Account Balance: \$7,537.89Account Name & Number: PTO-815Select One: ☒ Soliciting in School Only ☐ Soliciting in school & community ☐ Community OnlyDescribe the fundraiser to be conducted (items sold/activity planned, etc.) Holiday gram - selling holiday grams to students

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

Does the fundraiser have food items? Yes ☒ No ☐

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Candy - suckers, chocolate, etc.Manufacturer: MISC. (Amazon, OTC, Walmart)Purpose for which funds will be used: building and ground needs, student incentives, classroom/office supplies, field tripsName/Address of Vendor: MISC. (Amazon, OTC, Walmart)Items to be purchased in order to conduct the fundraiser: candy - suckers, chocolate, etc.

a. Estimated INCOME: \$3,000.00
 b. Less Estimated EXPENSES: \$1,500.00
 c. Estimated PROFIT: \$1,500.00

NOTES: _____

First day Fundraiser: 7/23/24 Last Day of Fundraiser: 12/20/24

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? _____

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

Sponsor Signature: [Signature] Date: 7/24/24Principal's Signature: [Signature] Date: 7/29/24

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

Child Nutrition Director's Signature (if applicable): [Signature] Date: 7/30/24[Signature]



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/25/2024 Site: HS Unobligated Account Balance: 66,000 8655.85

Account Name & Number: Tennis #855

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

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

Polar Bear Plunge Pickleball Tournament

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

Does the fundraiser have food items? Yes ☐ No ☒

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer:

Purpose for which funds will be used: Resurfacing courts, equipment, tennis balls, court rentals, travel, substitute teachers

Name/Address of Vendor:

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

a. Estimated INCOME: 500.00

NOTES:

b. Less Estimated EXPENSES: 0

c. Estimated PROFIT: 500.00

First day Fundraiser : 10/29/2024 1-19-25

Last Day of Fundraiser: 10/29/2024 1-19-25

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Mary Hudson

Date: 7/25/2024

Principal's Signature: [Signature]

Date: 07/25/2024

Athletic Director's Signature (if applicable):

Date:

Child Nutrition Director's Signature (if applicable):

Date:

[Signature]



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/25/2024 Site: HS Unobligated Account Balance: 66,000?

Account Name & Number: Tennis #855

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

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

Ugly Sweater Triples Tennis Tournament

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

Does the fundraiser have food items? Yes ☐ No ☒

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer:

Purpose for which funds will be used: Resurfacing courts, equipment, tennis balls, court rentals, travel, substitute teachers

Name/Address of Vendor:

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

a. Estimated INCOME: 500.00

NOTES:

b. Less Estimated EXPENSES: 0

c. Estimated PROFIT: 500.00

First day Fundraiser: 10/29/2024

Last Day of Fundraiser: 10/29/2024

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Mary Hudson

Date: 7/25/2024

Principal's Signature: Dustin Alton

Date: 07/25/2024

Athletic Director's Signature (if applicable):

Date:

Child Nutrition Director's Signature (if applicable):

Date:

Form: AF Fundraiser Request 3/5/2021 (Revised)

M Schapple



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM



Request Date: 7/25/2024

Site: HS

Unobligated Account Balance: \$6,000?

Account Name & Number: Tennis #855

Select One: ☐ Soliciting in School Only

☒ Soliciting in school & community

☐ Community Only

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

Halloween Triples Tournament

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

Does the fundraiser have food items? Yes ☐

No ☒

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer:

Purpose for which funds will be used: Resurfacing courts, equipment, tennis balls, court rentals, travel, substitute teachers

Name/Address of Vendor:

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

a. Estimated INCOME: 500.00

b. Less Estimated EXPENSES: 0

c. Estimated PROFIT: 500.00

NOTES:

First day Fundraiser : 10/29/2024

Last Day of Fundraiser: 10/29/2024

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Mary Hudson

Date: 7/25/2024

Principal's Signature: [Signature]

Date: 07/25/2024

Athletic Director's Signature (if applicable):

Date:

Child Nutrition Director's Signature (if applicable):

Date:

Form: AF Fundraiser Request 3/5/2021 (Revised)

[Signature]



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM



Request Date: 7/25/2024 Site: HS Unobligated Account Balance: \$6,000?

Account Name & Number: Tennis #855

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

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

Lexi Hastings Memorial Tennis Tournament

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

Does the fundraiser have food items? Yes ☐ No ☒

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer:

Purpose for which funds will be used: Resurfacing courts, equipment, tennis balls, court rentals, travel, substitute teachers

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: \$750.00

NOTES:

b. Less Estimated EXPENSES: 0

c. Estimated PROFIT: \$750.00

First day Fundraiser : 10/6/2024

Last Day of Fundraiser: 10/6/2024

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Mary Hudn

Date: 7/25/2024

Principal's Signature: Antoin Shkator

Date: 07/25/2024

Athletic Director's Signature (if applicable):

Date:

Child Nutrition Director's Signature (if applicable):

Date:

Form: AF Fundraiser Request 3/5/2021 (Revised)

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GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/25/2024 Site: HS Unobligated Account Balance: 8655.85

Account Name & Number: Tennis #855

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

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

Tennis Camp 3:30 - 5:00 PM - F

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

Does the fundraiser have food items? Yes ☐ No ☒

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer:

Purpose for which funds will be used: Resurfacing courts, equipment, tennis balls, court rentals, travel, substitute teachers

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: \$750.00

NOTES:

b. Less Estimated EXPENSES: 0

c. Estimated PROFIT: \$750.00

First day Fundraiser : 9/23/2024

Last Day of Fundraiser: 9/27/2024

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Mary Hudson

Date: 7-25-24

Principal's Signature: [Signature]

Date: 07/25/2024

Athletic Director's Signature (if applicable):

Date:

Child Nutrition Director's Signature (if applicable):

Date:

Form: AF Fundraiser Request 3/5/2021 (Revised)

[Signature]



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/25/2024 Site: HS Unobligated Account Balance: \$5,000.00

Account Name & Number: Tennis #855

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Brooklyn High Memorial Pickleball Tournament

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

Does the fundraiser have food items? Yes ☐ No ☒

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer:

Purpose for which funds will be used: Resurfacing courts, equipment, tennis balls, court rentals, travel, substitute teachers

Name/Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: \$500.00	NOTES:
b. Less Estimated EXPENSES: 0	
c. Estimated PROFIT: \$500.00	

First day Fundraiser : 8/25/2024 Last Day of Fundraiser: 8/25/2024

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Mary Hudson Date: 7-25-24

Principal's Signature: [Signature] Date: 07/25/2024

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

Child Nutrition Director's Signature (if applicable): Date:

Form: AF Fundraiser Request 3/5/2021 (Revised)

Principal's Signature: [Signature] Date: 07/25/2024

Athletic Director's Signature (if applicable): Date: 7/25/24

Child Nutrition Director's Signature (if applicable): Date:

Form: AF Fundraiser Request 3/5/2021 (Revised)



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GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM



Request Date: 7/25/2024 Site: HS Unobligated Account Balance: \$0.0000

Account Name & Number: Tennis #855

8655.85

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

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

Diamond Fundraising/Butter Braids Frozen

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

Does the fundraiser have food items? Yes ☒ No ☐

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Butter Braids

Manufacturer: Diamond Fundraising

Purpose for which funds will be used: Resurfacing courts, equipment, tennis balls, court rentals, travel, substitute teachers

Name/Address of Vendor: Diamond Fundraising

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

a. Estimated INCOME: 1200.00
b. Less Estimated EXPENSES: 0
c. Estimated PROFIT: 1200.00
NOTES:

First day Fundraiser : 11/6/2024 Last Day of Fundraiser: 11/20/2024

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

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

Sponsor Signature: Mary Huelm Date: 7/25/2024

Principal's Signature: [Signature] Date: 07/25/2024

Athletic Director's Signature (if applicable): [Signature] Date: 7/25/24

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

Form: AF Fundraiser Request 3/5/2021 (Revised)

Does not meet

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GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/22/2024

Site: Guthrie High School

Unobligated Account Balance: ~~54486.95~~

3986.95

Account Name & Number: Student Support #885

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Selling water in the main office.

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

Does the fundraiser have food items? Yes ☒ No ☐

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer:

Purpose for which funds will be used: To purchase of yearbooks for students who can't afford them and provide scholarships to office aids students

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

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

a. Estimated INCOME: 3500.00

b. Less Estimated EXPENSES: 1000.00

c. Estimated PROFIT: 2500.00

NOTES: Bottle water will not be sold during lunch

First day Fundraiser : 8/15/2024

Last Day of Fundraiser: 5/22/2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold?

Are school district facilities required? No

If yes, a facility use permit form must be completed.

Sponsor Signature: Wendy Jones

Date: 7/22/2024

Principal's Signature: [Signature]

Date: 7/22/2024

Athletic Director's Signature (if applicable):

Date:

Child Nutrition Director's Signature (if applicable): [Signature]

Date: 7/24/24

Form: AF Fundraiser Request 3/5/2021 (Revised)

Does meet

[Signature]



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/27/2024 Site: GHS Unobligated Account Balance: 9832.44

Account Name & Number: JROTC Activity Fund #895

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) "Instaraise" online fundraiser. We will offer a variety of products to purchaes, to include Guthrie laser etched tumblers; donors may also make direct donations instead of item purchases.

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

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Proceeds will go the Cadet Activity Fund. The funds support new equipment purchases, equipment maintenance, competition registration fees and transportation costs.

Name/Address of Vendor: JMS Fundraising; 540 Willow Ave #B, Cedarhurst, NY 11516

Items to be purchased in order to conduct the fundraiser: All items (except donations) are direct purchase; no bulk items.

a. Estimated INCOME: <u>\$4,000</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>0</u>	_____
c. Estimated PROFIT: <u>\$4,000</u>	_____

First day Fundraiser : January 7, 2025 Last Day of Fundraiser: March 7, 2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? _____

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

Sponsor Signature: BREDE.THOMAS.KYLE.1133519900 Date: 11/13/2023

Principal's Signature: [Signature] Date: 06/27/2024

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

Child Nutrition Director's Signature (if applicable): _____ Date: _____

Form: AF Fundraiser Request 3/5/2021 (Revised)

[Signature]



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM



Request Date: 6/27/2024 Site: GHS Unobligated Account Balance: \$9764.92

Account Name & Number: JROTC #895

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Texlahoma BBQ Fund-raiser Night

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

Does the fundraiser have food items? Yes ☐ No ☒

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Texlahoma BBQ; assorted menu items

Not held during school hours

Manufacturer: _____

Purpose for which funds will be used: A portion of the overall sales will be donated the JROTC student activity fund which supports clothing, equipment, and competition registration for our teams

Name/Address of Vendor: Texlahoma BBQ, 121 E. Waterloo Rd., Suite 8, Edmond, OK 73034

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

a. Estimated INCOME: ~\$400.00 NOTES: _____
b. Less Estimated EXPENSES: 0 _____
c. Estimated PROFIT: ~\$400.00 _____

First day Fundraiser: 17 July 2024 8-13-24 Last Day of Fundraiser: 14 March 2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? N/A

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

Sponsor Signature: BREDE.THOMAS.KYLE.1133519900 Date: _____

Principal's Signature: [Signature] Date: 06/27/2024

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

Child Nutrition Director's Signature (if applicable): _____ Date: _____

Form: AF Fundraiser Request 3/5/2021 (Revised)

[Signature]



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM



Request Date: 6/27/2024 Site: GHS Unobligated Account Balance: 9764.92

Account Name & Number: JROTC #895

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Billy Sims Fund-raiser Night

Not held during school hours. Families encouraged to eat at Billy Sims.

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

Does the fundraiser have food items? Yes ☐ No ☒ A portion of sales will be donated to JROTC

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) Billy Sims BBQ; assorted menu items

Manufacturer: _____

Purpose for which funds will be used: A portion of the overall sales will be donated the JROTC student activity fund which supports clothing, equipment, and competition registration for our teams

Name/Address of Vendor: Billy Sims BBQ, 1624 S. Division St., Suite C, Guthrie, OK 73044

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

a. Estimated INCOME: ~\$300.00 NOTES: _____
b. Less Estimated EXPENSES: 0 _____
c. Estimated PROFIT: ~\$300.00 _____

First day Fundraiser : 18 September 2024 Last Day of Fundraiser: 20 November 2024

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? N/A

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

Sponsor Signature: BREDE.THOMAS.KYLE.1133519900 Date: _____

Principal's Signature: [Signature] Date: 06/27/2024

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

Child Nutrition Director's Signature (if applicable): _____ Date: _____

Form: AF Fundraiser Request 3/5/2021 (Revised)

[Signature]



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 6/27/2024 Site: GHS Unobligated Account Balance: \$9764.92

Account Name & Number: JROTC #895

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Holiday Greenery Sales. JROTC will sale a variety of holiday wreaths, garland, and other holiday swag items.

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

Does the fundraiser have food items? Yes ☒ No ☐

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) None

Manufacturer: _____

Purpose for which funds will be used: The student activity fund will support clothing, equipment, and competition registration for our teams.

Name/Address of Vendor: Sherwood Forest Farms, 2896 29th Ave SW, Tumwater, WA 98512

Items to be purchased in order to conduct the fundraiser: No up front costs or purchases. All orders will be "point of sale" items. Vendor payment is the reimbursement cost per item sold.

a. Estimated INCOME: ~\$7000.00

b. Less Estimated EXPENSES: ~1000.00

c. Estimated PROFIT: ~\$6000.00

NOTES: _____

First day Fundraiser: 13 September 2024

Last Day of Fundraiser: 7 November 2024

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? Donated to needy cadets / local charities

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

Sponsor Signature: BREDE.THOMAS.KYLE.1133519900

Digitally signed by BREDE THOMAS KYLE 1133519900
DN: cn=2024.06.24 13:43:10 -0500

Date: _____

Principal's Signature: [Signature]

Date: 06/27/2024

Athletic Director's Signature (if applicable): _____

Date: _____

Child Nutrition Director's Signature (if applicable): _____

Date: _____

Form: AF Fundraiser Request 3/5/2021 (Revised)

[Signature]



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/25/2024 Site: GHS Unobligated Account Balance: \$8,479.44

Account Name & Number: JROTC #895

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) Fan Cloth sports apparel. JROTC will market a variety of Guthrie and JROTC branded sportswear to the school district and community.

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

- Does the fundraiser have food items? Yes ☐ No ☒
- * If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:
- This fundraiser will not operate on the school campus during the times school breakfasts, lunches, dinners or after school snacks are being served.
 - This fundraiser will not operate for more than fourteen(14) days in total.
 - The individual or organization will provide documentation to the school of the food products sold to the students during the school day, which is defined as midnight to thirty (30) minutes after school ends.

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) None

Manufacturer: _____

Purpose for which funds will be used: The student activity fund supports clothing, equipment, travel costs and competition registration for our teams.

Name/Address of Vendor: BSN Sports

Items to be purchased in order to conduct the fundraiser: No up front costs or purchases. All orders will be "point of sale" items and shipped to the school 2-3 at the conclusion of the sales period.

a. Estimated INCOME: <u>~\$1000.00</u>	NOTES: _____
b. Less Estimated EXPENSES: <u>0</u>	_____
c. Estimated PROFIT: <u>~\$1,000</u>	_____

First day Fundraiser: 13 September 2024 Last Day of Fundraiser: 7 November 2024

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? Donated to needy cadets / local charities

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

Sponsor Signature: BREDE.THOMAS.KYLE.1133519900 Digitally signed by BREDE.THOMAS.KYLE.1133519900 Date: 7/25/2024

Principal's Signature: [Signature] Date: 07/25/2024

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

Child Nutrition Director's Signature (if applicable): _____ Date: _____

[Signature]



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/15/2024

Site: High School

Unobligated Account Balance: 10,750

Account Name & Number: GHS STUCO 899

Select One: ☐ Soliciting in School Only

☐ Soliciting in school & community

☐ Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.) GUTHRIE HIGH SCHOOL HOMECOMING WEEK AND PARADE.

Selling T-Shirts and float entry fees

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

Does the fundraiser have food items? Yes ☐

No ☒

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) _____
NONE

Manufacturer: N/A Various

Purpose for which funds will be used: STUCO ACTIVITIES, HOMECOMING EVENTS

Name/Address of Vendor: Various

Items to be purchased in order to conduct the fundraiser: T-Shirts, Supplies for parade operation

a. Estimated INCOME: 0

NOTES: _____

b. Less Estimated EXPENSES: 0

c. Estimated PROFIT: 0

First day Fundraiser : SEPTEMBER 1, 2024

Last Day of Fundraiser: OCTOBER 4, 2024

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? _____

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

Sponsor Signature: Marta M...

Date: 7-15-2024

Principal's Signature: [Signature]

Date: 07/31/2024

Athletic Director's Signature (if applicable): _____

Date: _____

Child Nutrition Director's Signature (if applicable): _____

Date: _____

Form: AF Fundraiser Request 3/5/2021 (Revised)

[Signature]



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/25/2024 Site: GHS Unobligated Account Balance: 7000 7515.98

Account Name & Number: Vocal-902

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

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

Fall HS Musical

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

Does the fundraiser have food items? Yes ☐ No ☒

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

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

Manufacturer: _____

Purpose for which funds will be used: Items used for producing choir and musicals i.e. props, costumes sets, music and uniforms, T-Shirts, Sound Equipment
Subs and Busses, Awards, unforeseen items needed for the vocal music program

Name/Address of Vendor: _____

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

a. Estimated INCOME: 3000

b. Less Estimated EXPENSES: 2000

c. Estimated PROFIT: 1000

NOTES: _____

First day Fundraiser : 11/1/2024

Last Day of Fundraiser: 12/1/2024

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? _____

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

Sponsor Signature: Bill R...

Date: 7/25/24

Principal's Signature: Dustin Thompson

Date: 07/25/2024

Athletic Director's Signature (if applicable): _____

Date: _____

Child Nutrition Director's Signature (if applicable): _____

Date: _____

Form: AF Fundraiser Request 3/5/2021 (Revised)

Mr. Chapple



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Request Date: 7/1/2024

Site: TRANSPORTATION

Unobligated Account Balance: 1394.21

Account Name & Number: TRANSPORTATION C&C #934

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.) SNACKS AND BEVERAGES FOR RESALE AT THE TRANSPORTATION BUILDING. SOLD ONLY TO STAFF.

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

Does the fundraiser have food items? Yes ☒ No ☐

Not For Students

* If "Yes" and you wish to be exemption the "Smart Snacks in School" standards, then you must certify all below:

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies) CHIPS, COOKIES, CANDY, ETC (SNACK ITEMS).
ASSORTED BEVERAGES

Manufacturer: VARIOUS

Purpose for which funds will be used: VENDING SUPPLIES AND ANY TRANSPORTATION DEPARTMENT NEEDS LISTED IN THE ALLOWABLE EXPENDITURES FOR ACCOUNT #934

Name/Address of Vendor: VARIOUS. TYPICALLY GUTHRIE CONFECTIONARY OR IMPERIAL VENDING.

Items to be purchased in order to conduct the fundraiser: ASSORTED SNACKS AND BEVERAGES

a. Estimated INCOME: \$300.00

NOTES:

b. Less Estimated EXPENSES: \$200.00

c. Estimated PROFIT: \$100.00

First day Fundraiser: 8/13/2024

Last Day of Fundraiser: 6/30/2025

I understand that when the fundraiser is completed the After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close of the fundraiser. What will happen to any items that are not sold? N/A

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

Sponsor Signature:

Date: 7-23-24

Principal's Signature:

Date: 7-24-2024

Athletic Director's Signature (if applicable):

Date: 7-25-24

Child Nutrition Director's Signature (if applicable):

Date: 7-25-24

Form: AF Fundraiser Request 3/5/2021 (Revised)

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 233 - 376, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	233	07/10/2024	44398	DETCO INDUSTRIES, INC.	5 GAL WASHER SOLVENT	200.00
11	234	07/10/2024	12899	O'REILLY AUTOMOTIVE STORES, INC.	FRONT ROTORS	247.00
11	235	07/10/2024	12682	MIDWEST BUS SALES, INC.	HUB SERV KIT - DISK ROTOR	1,412.28
11	236	07/09/2024	11169	ENDEX OF OKLAHOMA, INC.	INTERCOM FOR PORTABLE	1,250.00
11	237	07/09/2024	12635	MERIDIAN TECHNOLOGY CENTER	TUITION FOR BUS DRIVER COURSES	1,000.00
11	238	07/11/2024	12899	O'REILLY AUTOMOTIVE STORES, INC.	DEF FILTERS AND BRAKE PADS	1,131.90
11	239	07/11/2024	84830	KAITLIN MARY SAGAR SMITH	MILEAGE REIMBURSEMENT	500.00
11	240	07/11/2024	82157	LISA C WOODS	MILEAGE REIMBURSEMENT	500.00
11	241	07/11/2024	44610	SOUTHWEST BUS SALES, INC.	STEP TREADS & STEPTREAD NOSES	1,714.80
11	242	07/10/2024	44280	MARTIN AUTOMOTIVE	REPAIRS TO TRUCK 63	2,000.00
11	243	07/10/2024	12899	O'REILLY AUTOMOTIVE STORES, INC.	INTERNAL TRANS FILTERS	775.50
11	244	07/10/2024	44888	IMPERIAL SUPPLIES HOLDINGS INC	MISC SUPPLIES	209.07
11	245	07/08/2024	44494	LAZEL, INC.	ONLINE CURRICULUM	396.00
11	246	07/15/2024	15994	AMAZON CAPITAL SERVICES	\$200 CLASSROOM SUPPLIES\M.FIELDS\HS	200.00
11	247	07/11/2024	15994	AMAZON CAPITAL SERVICES	\$200 CLASSROOM SUPPLIES\J.SMITH\HS	200.00
11	248	07/11/2024	12899	O'REILLY AUTOMOTIVE STORES, INC.	RADIATOR & ANTIFREEZE FOR VAN 88	173.97
11	249	07/08/2024	12910	OFFICE DEPOT, INC.	\$200 CLASSROOM SUPPLIES\C.DRAKE\HS	200.00
11	250	07/08/2024	45107	ARVEST BANK OPERATIONS, INC.	AIRBNB HOME FOR TULSA STATE FAIR	2,951.00
11	251	07/08/2024	44188	ALAN G SMITH	BLADE SHARPENING	250.00
11	252	07/08/2024	15994	AMAZON CAPITAL SERVICES	SUPPLIES AND MATERIALS FOR AG PROGRAM	750.00
11	253	07/08/2024	15994	AMAZON CAPITAL SERVICES	\$200 CLASSROOM SUPPLIES\K.BARRETT\FAVER	198.72
11	254	07/16/2024	43644	NOREGON SYSTEMS LLC	JPRO DIAGNOSTIC SOFTWARE W/ NEXTSTEP REPAIR	4,994.60
11	255	07/16/2024	45187	SAFEROUTZ CORP	CONSULTATION ASSISTANCE FOR ROUTING SYSTEM	1,000.00
11	256	07/16/2024	14201	WALKER TIRE DTR LLC	TIRES FOR SUV 35	400.00
11	257	07/16/2024	11613	HOIDALE CO INC	FUEL SYSTEM INSPECTIONS	1,588.00
11	258	07/16/2024	44610	SOUTHWEST BUS SALES, INC.	OPENVIEW HEATED CONVEX MIRROR	759.40
11	259	07/17/2024	17736	IXL LEARNING, INC.	SITE LICENSES: MATH, ELA, SCIENCE (K-12)	60,021.00
11	260	07/17/2024	44917	ONPAA	2024 2025 MEMBERSHIP DUES	500.00
11	261	07/17/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200 \E.WOODARD\FAVER	192.06
11	262	07/16/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/MCKNIGHT/FOGARTY	196.00
11	263	07/17/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/FARRIS/FOGARTY	200.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 233 - 376, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	264	07/11/2024	15994	AMAZON CAPITAL SERVICES	TEACHER\$200/MICK/FOGARTY	199.05
11	265	07/11/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/SEISS/CENTRAL	199.61
11	266	07/17/2024	12899	O'REILLY AUTOMOTIVE STORES, INC.	FUEL FILTERS X 8	313.84
11	267	07/16/2024	12682	MIDWEST BUS SALES, INC.	C020031317 MOUNTING BLOCK UPPER	48.87
11	268	07/16/2024	44610	SOUTHWEST BUS SALES, INC.	PR2407-2107 CLEARANCE LIGHT LED YELLOW	290.00
11	269	07/15/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200\K. TARRANT\HS	200.00
11	270	07/15/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200\GREGORY SALGADO\HS	200.00
11	271	07/15/2024	12387	LOWES COMPANIES, INC.	SUPPLIES AND MATERIALS FOR AG PROGRAM	1,000.00
11	272	07/16/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200\R.MESHEW\HS	200.00
11	273	07/16/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200\K.DEAN\HS	200.00
11	274	07/15/2024	14207	WALMART COMMUNITY	CLEANING / MEDICAL	275.00
11	275	07/01/2024	43557	EDUSKILLS, LLC	2024-2025 EDUSKILLS AGREEMENT	12,760.00
11	276	07/18/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/HENINGTON/FOGARTY	200.00
11	277	07/17/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/BOUDLE/CENTRAL	189.39
11	278	07/18/2024	14207	WALMART COMMUNITY	TEACHER \$200\L.PORTER\HS	200.00
11	279	07/17/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/OLDENBURG/HS	200.00
11	280	07/14/2024	12447	MARDEL, INC.	TEACHER\$200/ADAMS/GUES	200.00
11	281	07/11/2024	12447	MARDEL, INC.	TEACHER \$200/HAYS/GUES	100.00
11	282	07/13/2024	14207	WALMART COMMUNITY	TEACHER \$200/HAYS/GUES	100.00
11	283	07/09/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/PEREZ/GUES	178.30
11	284	07/01/2024	44380	SCHOOL SAFE ID, LLC	CAR TAGS FOR CENTRAL,COTTERAL, C/O & FOGARTY	7,935.80
11	285	07/22/2024	12899	O'REILLY AUTOMOTIVE STORES, INC.	BATTERY FOR TRUCK 97	174.91
11	286	07/22/2024	45280	ALCOHOL AND DRUG TESTING INC	CDL DRIVER RANDOM TESTING	2,000.00
11	287	07/22/2024	44887	BENTON'S SERVICE CENTER INC	OIL CHANGE ON TRUCK 97	125.00
11	288	07/01/2024	84571	TAMARA KAY JONES	EXPENSE REIMBURSEMENT FOR 2024-2025	250.00
11	289	07/18/2024	12910	OFFICE DEPOT, INC.	STAFF CHAIRS	1,000.00
11	290	07/22/2024	44087	GOOLSBEE TIRE SERVICE INC	12 TIRES FOR BUSES	2,160.00
11	291	07/24/2024	15994	AMAZON CAPITAL SERVICES	FURNITURE FOR DISPATCH/ROUTING AREA	1,504.00
11	292	07/24/2024	45282	FROG STREET PRESS, LLC	ON DEMAND PD FOR NEW PRE-K CURRICULUM	1,499.00
11	293	07/23/2024	10311	NATIONAL FFA ORGANIZATION	FFA JACKETS FOR MEASUREMENT	925.00
11	294	07/23/2024	45086	SJS HOSPITALITY LLC	HOTEL ROOM FOR SUMMER CONFERENCE IN TULSA	485.98
11	295	07/23/2024	17398	EDMOND MUSIC, INC.	REPAIR AND EQUIPMENT	4,200.00
11	296	07/22/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200\A.CHADD\HS	200.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 233 - 376, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	297	07/22/2024	14207	WALMART COMMUNITY	TEACHER \$200\K.BREDE AND C.CAMPBELL \HS	400.00
11	298	07/22/2024	11933	JOHN VANCE MOTORS, INC.	BODY BUSHINGS FOR TRUCK 80	1,500.00
11	299	07/24/2024	42257	SOLUTION TREE	REGISTRATION	2,307.00
11	300	07/25/2024	44170	THOMAS BRENTON MALOY	BUS SEAT REPAIRS	1,400.00
11	301	07/24/2024	44862	CWHD REPAIR LLC	BUS 11 SPRING REPAIR	3,796.54
11	302	07/23/2024	15994	AMAZON CAPITAL SERVICES	\$200 SUPPLIES/JENNIFER CYPHERS/GUES	199.91
11	303	07/01/2024	81425	JAMES D BENSON	EXPENSE REIMB FOR 2024/2025	2,500.00
11	304	07/01/2024	82236	GREGORY DUANE SULLAWAY	EXPENSE REIMB FOR 2024/2025	1,500.00
11	305	07/01/2024	84339	JOHN WILLIAM WEBB	EXPENSE REIMB FOR 2024/2025	1,000.00
11	306	07/01/2024	82756	LYNETTE CHRISTINE SARASUA	EXPENSE REIMB FOR 2024/2025	1,000.00
11	307	07/01/2024	83714	TREVOR LEE MOWDY	EXPENSE REIMB FOR 2024/2025	1,000.00
11	308	07/30/2024	45292	PARENTSQUARE INC	STUDENT COMMUNICATION	24,500.00
11	309	07/29/2024	12963	OKLAHOMA DEPT. OF CAREER & TECH ED.	CURRICULUM FOR AG PROGRAMS	80.00
11	310	07/29/2024	15994	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES FOR BUILDING/CENTRAL OFFICE	900.00
11	311	07/29/2024	17907	TEACHER INNOVATIONS, INC	PLANBOOK ANNUAL SUBSCRIPTION FOR 24-25	540.00
11	312	07/29/2024	15994	AMAZON CAPITAL SERVICES	TEACHER 200/ERBAR/JH	200.00
11	313	07/25/2024	84836	KAITLYN ELIZABETH ALBRECHT	REIMBURSEMENT FOR FACS CONFERENCE	115.00
11	315	07/25/2024	12171	LAKESHORE LEARNING MATERIALS	TEACHER \$200/D.SHAFER/C.OAK	198.91
11	316	07/25/2024	44280	MARTIN AUTOMOTIVE	FURTHER REPAIRS TO TRUCK 63	2,450.00
11	317	07/25/2024	43821	TEACHER SYNERGY, LLC	TEACHER \$200/JENEA MIDGETT/FOGARTY	200.00
11	318	07/23/2024	45281	DANIEL ADKISSON	COLORGUARD CHOREOGRAPHY	2,200.00
11	319	07/19/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/KRISTINA WOLF/FOGARTY	200.00
11	320	07/18/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/SHEROLYN LEGRANDE/JH	200.00
11	321	07/01/2024	15994	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	247.43
11	322	07/31/2024	44862	CWHD REPAIR LLC	BUS 32 DOOR REPAIRS	1,200.00
11	323	07/31/2024	12682	MIDWEST BUS SALES, INC.	Z020015995 MODULE	845.49
11	324	07/31/2024	44033	EARNHEART CRESCENT LLC	FUEL TO CHARTER OAK FOR FIRE SUPPRESSION SYSTEM	700.00
11	325	07/30/2024	15994	AMAZON CAPITAL SERVICES	\$200/CENTRAL/T. WHITE	200.00
11	326	07/30/2024	41972	CONTRACT PAPER GROUP, INC.	COPY PAPER FOR DISTRICT	18,354.00
11	327	07/30/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/S.DOWNS/C.OAK	60.00
11	328	07/30/2024	12171	LAKESHORE LEARNING MATERIALS	TEACHER \$200/S.DOWNS/C.OAK	139.90
11	329	07/01/2024	84292	NANCY ELIZABETH MCLEAN	OT CONTRACT	50,000.00
11	330	07/31/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/TRINDLE/CHARTER OAK	191.73
11	331	07/31/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/TAMMIE WILDA/FOGARTY	200.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 233 - 376, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	332	07/30/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/LAURA DUNWOODY/FOGARTY	199.48
11	333	07/30/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200.00/CALEE LYONS/FOGARTY	200.00
11	334	07/29/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/AMBER MOORE/FOGARTY	199.83
11	335	07/29/2024	12447	MARDEL, INC.	TEACHER \$200/MELANIE BALL/COTTERAL	100.00
11	336	07/29/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200.00/MELANIE BALL/COTTERAL	100.00
11	337	07/28/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/DEANNA DAVENPORT/FOGARTY	200.00
11	338	07/28/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/KIM HINKLE/FOGARTY	200.00
11	339	07/27/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/CHRISTY GILBERT/FOGARTY	200.00
11	340	08/01/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200\S.STEVENSON\HS	200.00
11	341	08/01/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/RICE/CLASSROOM SUPPLIES/JH	50.00
11	342	08/01/2024	14207	WALMART COMMUNITY	TEACHER \$200/RICE/JH	150.00
11	343	08/01/2024	14207	WALMART COMMUNITY	TEACHER \$200\P.JOHNSON-FIELDS\HS	200.00
11	344	08/01/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200\C.O'HARA\HS	200.00
11	345	08/01/2024	12447	MARDEL, INC.	TEACHER \$200/BETH TAYLOR/COTTERAL	100.00
11	346	07/31/2024	15994	AMAZON CAPITAL SERVICES	SUPPLIES AND MATERIALS FOR AG PROGRAM	350.00
11	347	07/31/2024	14207	WALMART COMMUNITY	TEACHER \$200\T.DICKINSON\HS	200.00
11	348	07/30/2024	14207	WALMART COMMUNITY	TEACHER \$200\V. ANAYA \HS	200.00
11	349	07/29/2024	40887	LISA M HOEL	FLUTE INSTRUCTION/CLINICIAN	2,500.00
11	350	07/29/2024	12980	OKLAHOMA SECONDARY SCHOOL	CONTEST ENTRIES	700.00
11	351	07/29/2024	12967	OKLAHOMA HOME CENTERS, INC.	HARDWARE	800.00
11	352	08/01/2024	16829	OFFICEMAX, INC.	FILE CABINETS FOR UPSTAIRS OFFICE	730.00
11	353	08/01/2024	12447	MARDEL, INC.	TEACHER \$200/ABIGAIL BALL/COTTERAL	100.00
11	354	08/01/2024	15994	AMAZON CAPITAL SERVICES	TEACHER \$200/ABIGAIL BALL/COTTERAL	100.00
11	355	08/01/2024	45107	ARVEST BANK OPERATIONS, INC.	SMORE ONLINE NEWSLETTER YEARLY - EDUCATOR PRO	179.00
11	356	08/02/2024	44351	SURVEYMONKEY INC.	SURVEYS	468.00
11	357	08/02/2024	11933	JOHN VANCE MOTORS, INC.	VAN 78 A/C REPAIR	1,000.00
11	358	08/02/2024	12682	MIDWEST BUS SALES, INC.	Z020016003 "SCREW-TORX HEAD,M10 X 1.5 X25	107.20
11	359	08/05/2024	11933	JOHN VANCE MOTORS, INC.	REPAIRS TRUCK 83	2,000.00
11	360	08/04/2024	12899	O'REILLY AUTOMOTIVE STORES, INC.	VARIOUS PARTS	1,000.00
11	361	07/31/2024	44494	LAZEL, INC.	ANNUAL SUBSCRIPTION	528.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 76 - 140, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	76	07/10/2024	43749	TREAT'S SOLUTIONS, LLC	FLOOR STRIPPER	651.48
21	77	07/11/2024	44870	REECE SAMUEL WILLIAM	HS SIDEWALK AND FREEZER PAD	4,400.00
21	78	07/11/2024	44157	POPE CONTRACTING, INC.	INSTALL PARTITIONS IN FAVER LOCKER ROOM	1,200.00
21	79	07/11/2024	10110	HENKE & WANG PLUMBING	REPLACE WATER HEATER AT CHARTER OAK	3,361.55
21	80	07/11/2024	10110	HENKE & WANG PLUMBING	FAVER LOCKER ROOM PLUMBING	1,600.00
21	81	07/11/2024	10110	HENKE & WANG PLUMBING	INSTALL GAS LINES IN HS KITCHEN	1,400.00
21	82	07/10/2024	43883	UNITED REFRIGERATION, INC.	COMPRESSOR & TXV FOR HS RM 31	1,300.00
21	83	07/15/2024	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00
21	84	07/15/2024	44870	REECE SAMUEL WILLIAM	DISTRICT CONCRETE WORK	1,000.00
21	85	07/15/2024	44635	WAXIE'S ENTERPRISES, LLC	TILE & GROUT PADS FOR HS	421.20
21	86	07/15/2024	44562	ANDECO FLOORING & BLINDS	REPLACE FLOOR TILE IN HS CAFE & HALL	4,176.57
21	87	07/15/2024	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PAINT AND PAINT SUPPLIES	1,000.00
21	88	07/15/2024	44157	POPE CONTRACTING, INC.	INSTALL CANOPY AT FAVER	4,000.00
21	89	07/15/2024	17491	ENGINEERED EQUIPMENT, INC.	DISTRICT HVAC FILTERS	1,000.00
21	90	07/15/2024	11254	FEDERAL CORPORATION	VALVES FOR CENTRAL AHU	400.00
21	91	07/16/2024	43973	CHRISTOPHER CODY HAYES	LAY SOD AT HS CAFE WEST ENTRANCE	625.00
21	92	07/16/2024	45001	EXTERIOR SOLUTIONS GROUP, LLC	ROOF REPAIRS AT THE HIGH SCHOOL	2,500.00
21	93	07/16/2024	43988	RUSSELL INTERIORS, INC.	WINDOW SHADES FOR JH TECH CLASSROOMS	3,540.00
21	94	07/16/2024	44157	POPE CONTRACTING, INC.	MATERIAL FOR HS CANOPY	2,500.00
21	95	07/17/2024	44507	JACK CHAPMAN	REPLACE 3 DOORS ON PRACTICE FIELD BUILDING	4,992.00
21	96	07/22/2024	10110	HENKE & WANG PLUMBING	REMOVE URINAL AT FAVER LOCKER ROOM	1,000.00
21	97	07/22/2024	11254	FEDERAL CORPORATION	HVAC PARTS AND SUPPLIES	1,000.00
21	98	07/24/2024	43749	TREAT'S SOLUTIONS, LLC	DEVASTATOR STRIPPER	603.48
21	99	07/23/2024	15994	AMAZON CAPITAL SERVICES	DISTRICT PARTS AND SUPPLIES	1,000.00
21	100	07/19/2024	17890	JOHNSON CONTROLS, INC	PLANNED SERVICE AGREEMENT FOR GUES	10,312.00
21	101	07/25/2024	43883	UNITED REFRIGERATION, INC.	DISTRICT HVAC PARTS AND SUPPLIES	1,000.00
21	102	07/25/2024	15418	VIRCO INC.	CO TEACHERS DESKS, CHAIRS, & KIDNEY TABLES	2,888.02
21	103	07/24/2024	44562	ANDECO FLOORING & BLINDS	INSTALL VCT IN WRESTLING AT HS	3,353.90
21	104	07/24/2024	15418	VIRCO INC.	20 STUDENT DESKS & 20 STUDENT CHAIRS	3,437.20
21	105	07/24/2024	17890	JOHNSON CONTROLS, INC	PLANNED SERVICE AGREEMENT FOR JR HIGH	6,337.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 76 - 140, Fund Codes: 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	106	07/25/2024	44092	INNOVATIVE MECHANICAL LLC	DISTRICT HVAC REPAIRS AND SERVICE	1,000.00
21	107	07/29/2024	44157	POPE CONTRACTING, INC.	BUILD RAMP FOR CO PORTABLE	4,800.00
21	108	07/30/2024	40596	JAMES C. MCGEE	SAND FOR DISTRICT PLAYGROUNDS	1,800.00
21	109	07/29/2024	44724	HW 2020 PROPERTY LLC	REPAIR DRAIN AT SOFTBALL & GUES	1,000.00
21	110	07/29/2024	44724	HW 2020 PROPERTY LLC	MOWING & CLEARING AT CHARTER OAK	2,500.00
21	111	07/29/2024	44681	FRESH FILTERED AIR, INC	DISTRICT HVAC FILTER CHANGES	2,500.00
21	112	07/30/2024	11619	HOME DEPOT CREDIT SERVICES	DECK MATERIAL FOR CHARTER OAK	1,700.00
21	113	07/30/2024	16626	JOHN HUDSON	TRIMMING AND CLEARING SHRUBS AT COTTERAL	300.00
21	114	07/30/2024	14946	MCPHAIL'S MOWER & MAGNETO, INC.	HS- BLADE LAWNMOWER (ATHLETIC FIELDS)	75.00
21	115	07/30/2024	43749	TREAT'S SOLUTIONS, LLC	PADS AND JR JUMBO TP	992.24
21	116	07/31/2024	45200	BRADY INDUSTRIES OF KANSAS LLC	DISTRICT CANLINERS	2,206.75
21	117	07/31/2024	44635	WAXIE'S ENTERPRISES, LLC	DISTRICT CLEANER & CLOTHS	4,224.40
21	118	07/31/2024	44635	WAXIE'S ENTERPRISES, LLC	TP, ROLL TOWELS, AND HAND SOAP FOR DISTRICT	6,260.10
21	119	07/30/2024	17747	ROBERT L HINER	REPLACE FLOOR AT FOGARTY	5,970.00
21	120	07/31/2024	13646	CAROLYN BLACK HALLER	TRAFFIC SIGNS	1,120.00
21	121	07/31/2024	44635	WAXIE'S ENTERPRISES, LLC	TRASH TILT TRUCK, CANS UPRIGHT DUST PANS	1,453.49
21	122	07/31/2024	10110	HENKE & WANG PLUMBING	INSTALL HOSE BIB AT JR HIGH	1,500.00
21	123	08/02/2024	12967	OKLAHOMA HOME CENTERS, INC.	DISTRICT PARTS AND SUPPLIES	1,000.00
21	124	08/02/2024	15994	AMAZON CAPITAL SERVICES	DISTRICT PARTS AND SUPPLIES	1,000.00
21	125	08/01/2024	45270	PUCKETT DUSTIN	MOVE PORTABLE FROM NPS TO CHARTER OAK	16,000.00
21	126	08/02/2024	15418	VIRCO INC.	CLASSROOM FURNITURE QUOTE #8303908	8,737.36
21	127	08/02/2024	15418	VIRCO INC.	CLASSROOM DESKS	2,429.80
21	128	08/02/2024	11619	HOME DEPOT CREDIT SERVICES	DECK MATERIAL FOR 2ND PORTABLE AT CHARTER OAK	1,700.00
21	129	08/02/2024	44157	POPE CONTRACTING, INC.	BUILD DECK & RAMP FOR 2ND PORTABLE AT CO	4,800.00
21	130	08/02/2024	43973	CHRISTOPHER CODY HAYES	LAY SOD ON NORTH END OF GUES	1,250.00
21	131	08/05/2024	40596	JAMES C. MCGEE	REPAIR HS ENTRY DRIVE	1,000.00
21	132	08/05/2024	41388	CITIBANK\TRACTOR SUPPLY CREDIT PLAN	LIME FERTILIZER FOR SOFTBALL	100.00
21	133	08/05/2024	43914	HUGG AND HALL EQUIPMENT COMPANY	FORK LIFT AND MAN LIFT PM SERVICES	1,000.00
21	134	08/05/2024	42872	PATRICK A. COUNTESS	CHAINLINK AND SLATS FOR NORTH END OF GUES	2,840.00
21	135	08/06/2024	42501	EARTHSMART CONTROLS, LLC	DISTRICT HVAC CONTROLS REPAIRS AND SERVICE	1,000.00
21	136	08/06/2024	15994	AMAZON CAPITAL SERVICES	DISTRICT PARTS AND SUPPLIES	1,000.00

Encumbrance Register

Options: Year: 2024-2025, Date Range: 7/1/2024 - 6/30/2025, PO Range: 76 - 140, Fund Codes: 21


Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	137	08/06/2024	45283	FIRE HOSE SUPPLY LLC	HS- HOSE (SB) ATHLETIC FIELDS	318.87
21	138	08/06/2024	41388	CITIBANK\TRACTOR SUPPLY CREDIT	PROPANE FOR FORKLIFT	800.00
				PLAN		
21	139	08/06/2024	44013	CENTRAL OKLAHOMA WINNELSON	WATER FOUNTAIN FOR GUES	634.12
21	140	08/06/2024	44724	HW 2020 PROPERTY LLC	MOWING & CLEARING HEATHER	2,500.00
					ROAD PROPERTY	
Non-Payroll Total:						\$159,511.53
Payroll Total:						\$0.00
Balance Forward:						\$0.00
Report Total:						\$159,511.53

ACTIVITY FUND - FUND 60
BANK RECONCILIATION - FARMERS & MERCHANT BANK
AS OF 8/01/2024

<u>GENERAL LEDGER ACCOUNT</u>		<u>BANK RECONCILIATION</u>	
Balance (7/1/2024)	\$ 653,596.07	Balance per bank statement (7/31/2024)	\$ 673,717.90
Add Receipts	\$ 15,603.07	Add Deposits in Transit	\$ -
Less Checks Written	\$ (1,763.82)	Less O/S Checks	\$ (6,732.58)
Adjustments	\$ (450.00)	Adjustments	\$ -
Balance per Ledger	\$ 666,985.32	Balance per Ledger	\$ 666,985.32

Ledger Adjustment details: Bank balance correction.
Bank Adjustment details:

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

	8/1/2024
Stephanie Simmons, Activity Fund Clerk	Date

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2024 - 7/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
101 HS ADMINISTRATION	\$0.00	(\$16.98)	\$16.98	\$0.00	\$0.00	\$0.00	\$0.00
801 CENTRAL FACULTY	\$0.00	\$0.00	\$212.94	\$0.00	\$212.94	\$0.00	\$212.94
802 CENTRAL ACTIVITY	\$0.00	\$0.00	\$14,589.17	\$0.00	\$14,589.17	\$1,720.00	\$12,869.17
803 CENTRAL PTO	\$0.00	\$0.00	\$9,671.83	\$0.00	\$9,671.83	\$1,000.00	\$8,671.83
804 COTTERAL PTO	\$0.00	\$0.00	\$16,454.14	\$0.00	\$16,454.14	\$0.00	\$16,454.14
805 COTTERAL ACTIVITY	\$0.00	\$0.00	\$24,161.87	\$0.00	\$24,161.87	\$0.00	\$24,161.87
806 COTTERAL FACULTY	\$0.00	\$0.00	\$722.18	\$0.00	\$722.18	\$0.00	\$722.18
808 FOGARTY PARENTS ORG.	\$0.00	\$0.00	\$5,385.19	\$0.00	\$5,385.19	\$0.00	\$5,385.19
809 FOGARTY ACTIVITY	\$0.00	\$0.00	\$18,008.91	\$0.00	\$18,008.91	\$1,999.50	\$16,009.41
810 FOGARTY FACULTY	\$0.00	\$0.00	\$251.61	\$0.00	\$251.61	\$0.00	\$251.61
811 ELEM SNACK GRANT	\$0.00	\$0.00	\$903.69	\$0.00	\$903.69	\$0.00	\$903.69
812 GUES ACTIVITY	\$0.00	\$0.00	\$23,399.62	\$0.00	\$23,399.62	\$0.00	\$23,399.62
813 GUES FACULTY	\$0.00	\$0.00	\$738.29	\$0.00	\$738.29	\$0.00	\$738.29
814 GUES HONOR CHOIR	\$0.00	\$0.00	\$525.83	\$0.00	\$525.83	\$0.00	\$525.83
815 GUES PARENTS ORG.	\$0.00	\$0.00	\$7,537.89	\$0.00	\$7,537.89	\$0.00	\$7,537.89
816 GHS SPECIAL KIDS	\$0.00	\$0.00	\$8,781.74	\$0.00	\$8,781.74	\$0.00	\$8,781.74
817 ART JUNIOR HIGH	\$0.00	\$0.00	\$28.60	\$0.00	\$28.60	\$0.00	\$28.60
818 JH BUILDERS CLUB	\$0.00	\$0.00	\$163.56	\$0.00	\$163.56	\$0.00	\$163.56
819 ATHLETICS JUNIOR HIGH	\$0.00	\$0.00	\$5,545.07	\$0.00	\$5,545.07	\$1,800.00	\$3,745.07
820 GOLF JUNIOR HIGH	\$0.00	\$0.00	\$4,566.58	\$0.00	\$4,566.58	\$0.00	\$4,566.58
821 FHA JUNIOR HIGH	\$0.00	\$0.00	\$2,784.30	\$0.00	\$2,784.30	\$0.00	\$2,784.30
822 HONOR SOCIETY JR HIGH	\$0.00	\$0.00	\$3,407.36	\$0.00	\$3,407.36	\$0.00	\$3,407.36
823 JR HIGH ACCOUNT	\$0.00	\$0.00	\$1,023.28	\$0.00	\$1,023.28	\$0.00	\$1,023.28
824 JR HIGH FACULTY	\$0.00	\$0.00	\$1,745.57	\$0.00	\$1,745.57	\$420.00	\$1,325.57
825 LIBRARY JR HIGH	\$0.00	\$0.00	\$1,745.74	\$0.00	\$1,745.74	\$0.00	\$1,745.74
826 LEARN 2 LOVE	\$0.00	\$0.00	\$10,592.17	\$0.00	\$10,592.17	\$0.00	\$10,592.17
827 CHEERLEADERS JR HIGH	\$0.00	\$2,454.00	\$2,390.16	\$0.00	\$4,844.16	\$0.00	\$4,844.16
828 JH LADY JAYS BBALL	\$0.00	\$570.00	\$0.00	\$0.00	\$570.00	\$0.00	\$570.00
830 STUCO JH	\$0.00	\$0.00	\$3,226.65	\$0.00	\$3,226.65	\$0.00	\$3,226.65
831 T.S.A. JR HIGH	\$0.00	\$0.00	\$397.04	\$0.00	\$397.04	\$0.00	\$397.04
832 YEARBOOK JR HIGH	\$0.00	\$0.00	\$8,196.13	\$0.00	\$8,196.13	\$4,400.00	\$3,796.13
834 JR HIGH ACADEMIC TEAM	\$0.00	\$0.00	\$170.74	\$0.00	\$170.74	\$0.00	\$170.74
840 CHARTER OAK ACTIVITY	\$0.00	\$0.00	\$24,301.36	\$0.00	\$24,301.36	\$1,414.00	\$22,887.36
841 CHARTER OAK PTO	\$0.00	\$0.00	\$19,283.50	\$0.00	\$19,283.50	\$0.00	\$19,283.50
842 CHARTER OAK FACULTY	\$0.00	\$0.00	\$463.72	\$0.00	\$463.72	\$0.00	\$463.72
850 ACADEMIC TEAM HS	\$0.00	\$0.00	\$125.70	\$0.00	\$125.70	\$0.00	\$125.70
851 ART CLUB HS	\$0.00	\$0.00	\$5,238.86	\$0.00	\$5,238.86	\$300.00	\$4,938.86
852 ATHLETICS HS	\$0.00	\$8,905.41	\$43,239.85	\$138.05	\$52,007.21	\$96,704.02	(\$44,696.81)
853 HS CHEER	\$0.00	\$0.00	\$4,734.87	\$0.00	\$4,734.87	\$600.00	\$4,134.87
854 FOOTBALL CAMP	\$0.00	\$0.00	\$10,069.96	\$0.00	\$10,069.96	\$0.00	\$10,069.96
855 TENNIS HS	\$0.00	\$180.00	\$8,475.85	\$0.00	\$8,655.85	\$0.00	\$8,655.85
856 GHS LIBRARY	\$0.00	\$0.00	\$86.59	\$0.00	\$86.59	\$0.00	\$86.59
858 GHS LINK CREW	\$0.00	\$0.00	\$430.84	\$0.00	\$430.84	\$0.00	\$430.84
859 BAND (OPERATING) HS	\$0.00	\$74.99	\$13,917.29	\$0.00	\$13,992.28	\$961.00	\$13,031.28
862 CLASS OF 2027 HS	\$0.00	\$0.00	\$1,846.67	\$0.00	\$1,846.67	\$0.00	\$1,846.67
864 GHS ALUMNI ACCOUNT	\$0.00	\$0.00	\$15,365.41	\$0.00	\$15,365.41	\$0.00	\$15,365.41
866 CLASS OF 2024 HS	\$0.00	\$0.00	\$1,549.59	\$0.00	\$1,549.59	\$0.00	\$1,549.59
867 CLASS OF 2025 HS	\$0.00	\$0.00	\$2,652.72	\$0.00	\$2,652.72	\$0.00	\$2,652.72
868 CLASS OF 2026 HS	\$0.00	\$0.00	\$2,173.85	\$0.00	\$2,173.85	\$0.00	\$2,173.85
869 ENGLISH CLUB	\$0.00	\$0.00	\$736.83	\$0.00	\$736.83	\$0.00	\$736.83
870 HS FACULTY/COURTESY ACCOUNT	\$0.00	\$0.00	\$1,545.40	\$0.00	\$1,545.40	\$150.00	\$1,395.40
871 HS STUDENT PANTRY	\$0.00	\$0.00	\$11,086.58	\$0.00	\$11,086.58	\$0.00	\$11,086.58
876 FFA 4H BOOSTER CLUB HS	\$0.00	\$0.00	\$38,391.54	\$0.00	\$38,391.54	\$0.00	\$38,391.54
877 FFA HS	\$0.00	\$865.00	\$9,886.52	\$82.00	\$10,669.52	\$9,364.45	\$1,305.07
878 FCCLA (FHA) HS	\$0.00	\$0.00	\$5,913.08	\$513.50	\$5,399.58	\$330.00	\$5,069.58
879 FOREIGN LANGUAGE SPAN HS	\$0.00	\$0.00	\$3,086.64	\$0.00	\$3,086.64	\$0.00	\$3,086.64
880 XC BLUECREW	\$0.00	\$469.00	\$4,607.45	\$0.00	\$5,076.45	\$0.00	\$5,076.45

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2024 - 7/31/2024

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
881 LADY JAYS BASKETBALL	\$0.00	\$0.00	\$432.96	\$0.00	\$432.96	\$0.00	\$432.96
882 GUTHRIE RUNNING CLUB HS	\$0.00	\$960.00	\$894.04	\$0.00	\$1,854.04	\$1,578.33	\$275.71
883 HERITAGE CLUB HS	\$0.00	\$0.00	\$464.67	\$0.00	\$464.67	\$0.00	\$464.67
884 HIGH SCHOOL ACCOUNT	\$0.00	\$0.00	\$9,417.79	\$0.00	\$9,417.79	\$9,400.00	\$17.79
885 STUDENT SUPPORT HS	\$0.00	\$0.00	\$4,486.95	\$500.00	\$3,986.95	\$1,000.00	\$2,986.95
886 HONOR SOCIETY HS	\$0.00	\$0.00	\$6,859.47	\$0.00	\$6,859.47	\$0.00	\$6,859.47
889 KEY CLUB HS	\$0.00	\$0.00	\$119.80	\$0.00	\$119.80	\$0.00	\$119.80
890 SPEECH HS	\$0.00	\$0.00	\$672.63	\$0.00	\$672.63	\$0.00	\$672.63
891 STEM CLUB	\$0.00	\$0.00	\$4.85	\$0.00	\$4.85	\$0.00	\$4.85
893 MU ALPHA THETA HS	\$0.00	\$0.00	\$13,350.54	\$0.00	\$13,350.54	\$0.00	\$13,350.54
894 HS PROM ACCOUNT	\$0.00	\$0.00	\$25,147.10	\$0.00	\$25,147.10	\$100.00	\$25,047.10
895 JROTC HS	\$0.00	\$0.00	\$10,292.71	\$460.27	\$9,832.44	\$1,333.28	\$8,499.16
897 SOCCER CLUB HS	\$0.00	\$0.00	\$25,138.63	\$0.00	\$25,138.63	\$0.00	\$25,138.63
898 SCIENCE CLUB HS	\$0.00	\$20.00	\$8,095.90	\$0.00	\$8,115.90	\$0.00	\$8,115.90
899 STUDENT COUNCIL HS	\$0.00	\$0.00	\$12,671.64	\$0.00	\$12,671.64	\$0.00	\$12,671.64
900 CAMPUS BEAUTIFICATION HS	\$0.00	\$0.00	\$5,988.04	\$0.00	\$5,988.04	\$2,350.00	\$3,638.04
902 VOCAL HS	\$0.00	\$350.00	\$7,165.98	\$0.00	\$7,515.98	\$0.00	\$7,515.98
904 YEARBOOK HS	\$0.00	\$300.00	\$51,402.17	\$0.00	\$51,702.17	\$0.00	\$51,702.17
905 GPS eSPORTS	\$0.00	\$0.00	\$179.73	\$0.00	\$179.73	\$0.00	\$179.73
907 HS MEMORIAL FUND	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$0.00	\$0.00	\$58.14	\$0.00	\$58.14	\$0.00	\$58.14
911 FFA BUILDING FUND	\$0.00	\$0.00	\$1,651.71	\$0.00	\$1,651.71	\$0.00	\$1,651.71
913 DRAMA HS	\$0.00	\$0.00	\$703.74	\$0.00	\$703.74	\$0.00	\$703.74
922 COURTESY COMMITTEE ADMIN	\$0.00	\$0.00	\$154.53	\$70.00	\$84.53	\$50.00	\$34.53
925 GENERAL FUND REFUND	\$0.00	\$83.00	\$2,805.36	\$0.00	\$2,888.36	\$0.00	\$2,888.36
927 HALL OF FAME BANQUET	\$0.00	\$0.00	\$2.07	\$0.00	\$2.07	\$0.00	\$2.07
929 DISTRICT SPECIAL OLYMPICS	\$0.00	\$0.00	\$18,951.84	\$0.00	\$18,951.84	\$0.00	\$18,951.84
931 TECHNOLOGY INSURANCE ACCOUNT	\$0.00	\$130.00	\$771.99	\$0.00	\$901.99	\$0.00	\$901.99
932 SUMMER SCHOOL HS	\$0.00	\$0.00	\$22,565.55	\$0.00	\$22,565.55	\$0.00	\$22,565.55
933 FAVER C&C	\$0.00	\$0.00	\$129.63	\$0.00	\$129.63	\$0.00	\$129.63
934 TRANSPORTATION C&C	\$0.00	\$74.97	\$1,319.24	\$0.00	\$1,394.21	\$0.00	\$1,394.21
935 VENDING MACHINE ADMIN	\$0.00	\$62.90	\$776.08	\$0.00	\$838.98	\$600.00	\$238.98
937 FAVER ACTIVITY	\$0.00	\$0.00	\$711.27	\$0.00	\$711.27	\$0.00	\$711.27
940 ADMINISTRATION MISC	\$0.00	\$120.78	\$13,129.90	\$0.00	\$13,250.68	\$250.00	\$13,000.68
Total	\$0.00	\$15,603.07	\$653,146.07	\$1,763.82	\$666,985.32	\$137,824.58	\$529,160.74



EMPLOYEE TRIP REQUEST

Check if Out of State



MICHELLE CHAPPLE

8/7/2024

Name of Employee

Date

Employee's Current Assignment CHIEF FINANCIAL OFFICER

Title of Conference or Activity 2024 ABSO INTERNATIONAL CONFERENCE & EXPO

Location NASHVILLE, TENNESSEE

Date(s) of Conference SEPTEMBER 18-20, 2024

Full Legal Name (for air travel)

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

Departure Date 8/17/2024



AM



PM

(check one)

Return Date 8/21/2024



AM



PM

(check one)

If applicable, a Field Trip / Transportation Request has been completed: ☐ Yes
(See site financial secretary for details on Out of State transportation requests.)

PLEASE INDICATE HOW THIS EVENT WILL RELATE TO YOUR PRESENT ASSIGNMENT.

I SERVICE AS THE PRESIDENT ELECT FOR THE OKLAHOMA ASBO BOARD OF DIRECTORS. THIS CONFERENCE ALLOWS GLOBAL INTERACTION ADDRESSING FINANCE AND SERVICES TO SCHOOL BUSINESS. CURRENT LEGISLATION FROM CAPITOL HILL IS DISCUSSED AS WELL AS PRODUCTS AND SERVICES TO EFFECTIVELY SERVE OUR STUDENTS.

Cost for attendance – EMPLOYEE expenses only.

(Give a close estimate, if necessary)

Costs are covered by which fund?

BE SPECIFIC PLEASE.

General Fund, Title I, Staff Development, Activity Fund, etc.

Travel*	\$	0.00	(mileage, air, ground, parking & toll) see below
Registration	\$	0.00	
Lodging	\$	0.00	
Meals	\$	0.00	(overnight stay required; calculated at daily IRS per diem rate in state and out of state)
Substitute	\$	0.00	(calculate @ \$65 per day)
Total	\$	0.00	

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

Principal's Approval

Signature

Date

Program Director's Approval

Signature

Date

Board of Education Approval

Date

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

- ASBO INTERNATIONAL'S ANNUAL CONFERENCE & EXPO -



NASHVILLE, TENNESSEE | SEPTEMBER 18-20

Schedule at a Glance

Schedule is subject to change.

Tuesday, September 17	
12:00 pm – 4:00 pm	Registration
1:00 pm – 5:00 pm	Pre-Conference Workshops (\$)
2:00 pm – 6:00 pm	Emerging Leaders Scholarship Workshop (Invitation Only)

Wednesday, September 18	
7:00 am – 6:00 pm	Registration
8:00 am – 9:00 am	Education Sessions (Including Affiliate Track)
9:15 am – 10:15 am	Education Sessions (Including Affiliate Track)
10:30 am – 11:30 am	Education Sessions (Including Affiliate Track)
11:30 am – 1:00 pm	Lunch Break (<i>on your own</i>)
1:00 pm – 1:30 pm	Opening Session
1:45 pm – 2:45 pm	Education Sessions (Including Affiliate Track)
3:00 pm – 4:00 pm	Education Sessions (Including Affiliate Track)
4:15 pm – 5:15 pm	Education Sessions (Including Affiliate Track)
5:45 pm – 6:30 pm	First Timer's Reception

Wednesday, September 18	
5:45 pm – 6:30 pm	Corporate Alliance Partners' Reception (Invitation Only)
6:30 pm – 7:30 pm	Welcome Reception
7:30 pm – 11:00 pm	Complimentary shuttles for registered participants to/from downtown Nashville <i>Last pick-up from downtown: 11:00 pm</i>

Thursday, September 19	
7:00 am – 6:00 pm	Registration
8:00 am – 9:00 am	Education Sessions (Including Affiliate Track)
9:15 am – 10:15 am	Innovation Hour
10:30 am – 12:00 pm	General Session
12:00 pm – 1:30 pm	Lunch Break (<i>on your own</i>)
12:00 pm – 1:30 pm	AEDG Meeting (Invitation Only)
1:30 pm – 2:30 pm	Education Sessions (Including Affiliate Track)
2:45 pm – 3:45 pm	Education Sessions (Including Affiliate Track)
3:45 pm – 5:45 pm	Expo Opening Reception
6:15 pm – 8:30 pm	Eagle Award Reception and Dinner (Invitation Only)
6:15 pm – 8:30 pm	Pinnacle Award Reception and Dinner (Invitation Only)
5:45 pm – 11:00 pm	Complimentary shuttles for registered participants to/from downtown Nashville <i>Last pick-up from downtown: 11:00 pm</i>

Friday, September 20	
7:30 am – 4:00 pm	Registration
8:00 am – 9:00 am	Education Sessions
9:15 am – 10:15 am	Best in School Business Awards Ceremony Light breakfast refreshments provided.

Friday, September 20	
10:15 am – 12:15 pm	Expo Closing Reception
12:15 pm – 1:30 pm	Lunch Break <i>(on your own)</i>
12:15 pm – 1:30 pm	Industry Insights Luncheon (Invitation Only)
1:30 pm – 2:30 pm	Education Sessions
2:45 pm – 3:45 pm	Education Sessions
4:00 pm – 5:00 pm	Education Sessions
7:30 pm – 11:30 pm	Closing Reception Woolworth Theatre, Downtown Nashville Enjoy drinks, light appetizers, and music from the John Stone Band Sponsored by American Fidelity and Equitable
6:00 pm – 12:00 am	Complimentary shuttles for registered participants to/from downtown Nashville <i>Last pick-up from downtown: 12:00 am</i>



EMPLOYEE TRIP REQUEST

Check if Out of State _____

Name of Employee _____

Date _____

Employee's Current Assignment _____

Title of Conference or Activity _____

Location _____

Date(s) of Conference _____

Full Legal Name (for air travel) _____

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

Departure Date _____ AM _____ PM
(check one)

Return Date _____ AM _____ PM
(check one)

If applicable, a Field Trip / Transportation Request has been completed: _____ Yes
(See site financial secretary for details on Out of State transportation requests.)

PLEASE INDICATE HOW THIS EVENT WILL RELATE TO YOUR PRESENT ASSIGNMENT.

Cost for attendance – EMPLOYEE expenses only.

(Give a close estimate, if necessary)

Costs are covered by which fund?

BE SPECIFIC PLEASE.

General Fund, Title I, Staff Development,
Activity Fund, etc.

Travel* \$ _____ (mileage, air, ground,
parking & toll) see below

Registration \$ _____

Lodging \$ _____

Meals \$ _____ (overnight stay required;
calculated at daily IRS per
diem rate in state and out of
state)

Substitute \$ _____ (calculate @ \$65 per day)

Total \$ _____

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

Principal's Approval

Signature

Date

Program Director's Approval

Signature

Date

Board of Education Approval

Date

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



March 6–8, 2025



New Orleans, LA



Ernest N. Morial Convention Center




(<https://nce.aasa.org>)



(<https://www.aasa.org/>)

REGISTER FOR NCE 2025
([HTTPS://COREREG.CMRUS.COM/AASA2025/](https://corereg.cmrus.com/aasa2025/))

Schedule



Plan your time at one of the most comprehensive education conferences for public school superintendents and administrators: the 2025 AASA National Conference on Education.

Over three action-packed days, AASA's National Conference on Education combines peer-to-peer networking with other superintendents from across the country, world-class education from seasoned practitioners, opportunities to interact with game-changers from outside the education field, and the NCE Exhibit Hall (<https://nce.aasa.org/nce-exhibit-hall/>), which is filled with innovation.

Wednesday, March 5

All times are Central Standard Time (CST).

1 – 5pm

Pre-Conference Workshops

2 – 5pm

Registration Open

Thursday, March 6

6am

Fun Run (<https://nce.aasa.org/special-events/#funrun>)

Ticketed Event: \$10 fee Includes a T-Shirt (<https://nce.aasa.org/special-events/>)

7am – 4:15pm

Registration Open

7:30am – 3:15pm

NCE Exhibit Hall (<https://nce.aasa.org/nce-exhibit-hall/>)

7:30 – 9am

Exhibit Hall Coffee Break

8 – 10am

Special Contracts Session (<https://nce.aasa.org/special-events/#specialcontracts1>)

Ticketed Event: \$70 (<https://nce.aasa.org/special-events/>)

Featuring Maree Sneed, Partner, Hogan Lovells US LLP, Washington, DC (<https://nce.aasa.org/special-events/>)

8:30am – 3pm

Career Expo (<https://nce.aasa.org/special-events/>)

9 – 10am

Thought Leader Sessions

Educational Sessions

Roundtable Sessions

10:15 – 11:15am

Thought Leader Sessions

Educational Sessions

Roundtable Sessions

11:15am – 2:15pm

NCE Exhibit Hall (<https://nce.aasa.org/nce-exhibit-hall/>)

12noon – 1:30pm

Federal Relations Luncheon (<https://nce.aasa.org/special-events/#lunch>)

Ticketed Event: \$80 (<https://nce.aasa.org/special-events/>)

12:45 – 1:45pm

Thought Leader Session

1:45pm

Exhibit Hall Snacks

2:15 – 3:15pm

Thought Leader Sessions

Educational Sessions

Roundtable Sessions

3:30 – 5:30pm

General Session

5:30 – 6:30pm

Welcome Reception

Friday, March 7

7:30am – 5pm

Registration Open

8 – 9am

Breakout Sessions

9 – 11am

Second General Session

11am – 2:30pm

NCE Exhibit Hall

11am – 3pm

Career Expo (<https://nce.aasa.org/special-events/>)

11:15am – 12:15pm

Thought Leader Sessions

Educational Sessions

Roundtable Sessions

12:15 – 2:15pm

Dr. Effie H. Jones Memorial Equity Luncheon (<https://nce.aasa.org/special-events/#equitylunch>)

Ticketed Event: \$80 (<https://nce.aasa.org/special-events/>)

12:45 – 1:45pm

Thought Leader Sessions

Educational Sessions

Roundtable Sessions

1:45 – 2:15pm

Exhibit Hall Snacks

2:30 – 3:30pm

Thought Leader Session

Educational Sessions

3:45 – 4:45pm

Thought Leader Session

Saturday, March 8

7:30am – 12noon

Registration Open

8 – 9am

Educational Sessions

9:15 – 10:15am

Educational Sessions

10:30am – 12noon

Closing General Session

**MARCH 6-8, 2025
NEW ORLEANS, LA**

**REGISTER FOR NCE 2025
([HTTPS://COREREG.CMRUS.COM/AASA2025/](https://corereg.cmrus.com/aasa2025/))**

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Legal Disclaimers (<http://www.aasa.org/content.aspx?id=1650>) • AASA Home (<http://www.aasa.org/>)

DONATION AGREEMENT

This Donation Agreement ("Agreement") is made and entered into on this ____ day of _____, 2024, by and between Max Fairchild ("Donor") and Guthrie Public Schools ("Recipient").

WHEREAS, the Donor desires to donate certain exercise and workout equipment, including related floor mats and exercise paraphernalia (collectively referred to as "Equipment"), to the Recipient; and

WHEREAS, the Recipient desires to accept the donation of the Equipment and agrees, to the extent permitted by Oklahoma law, to hold the Donor harmless from any and all liability arising from the use and possession of the Equipment.

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, the parties hereto agree as follows:

1. Donation of Equipment

1.1 The Donor agrees to donate the gym Equipment to the Recipient.

2. Acceptance and Condition of Equipment

2.1 The Equipment will be conveyed to the Recipient "as is" and "where is." The Donor makes no warranties, express or implied, whether of title, merchantability, fitness for any particular purpose or use, or otherwise, on the Equipment.

2.2 Under no circumstances will the Donor be liable to the Recipient or any other person for any direct, indirect, incidental, special, or consequential damages arising out of or related to this Agreement or the Equipment.

3. Hold Harmless and Indemnification

3.1 The Recipient agrees, to the extent permitted by Oklahoma law, to hold the Donor harmless and indemnify the Donor harmless and indemnify the Donor from any and all claims, liabilities, damages, losses, costs, and expenses (including reasonable attorneys' fees) arising from or in connection with the use, possession, maintenance, or operation of the Equipment by the Recipient, its employees, students, or any third parties.

3.2 The Recipient shall ensure proper and safe use of the Equipment and will take all necessary precautions to prevent injuries or damages arising from its use.

4. Delivery of Equipment

4.1 The Donor agrees to deliver the Equipment to the Recipient at a mutually agreed upon time and location. The cost of delivery shall be borne by the Donor.

5. Use of Equipment

- 5.1 The Recipient agrees that this donation is not a "sale" of the Equipment. The Recipient further agrees to use the Equipment solely for the stated purpose of this donation, as set forth by the Recipient in its grant application and as accepted by the Donor, and not for resale, remarketing, distribution, rent, lease, or any other use inconsistent with such stated purpose.

6. Entire Agreement; Amendments

- 6.1 This Agreement embodies the entire agreement between the Donor and the Recipient with respect to the Equipment and supersedes all prior oral and written, and all contemporaneous oral, agreements, proposals, representations, and understandings of the parties concerning the Equipment. This Agreement may not be amended or modified except by a writing signed by both parties.

7. Governing Law

- 7.1 This Agreement shall be governed by and construed in accordance with the laws of the State of Oklahoma, without regard to its conflict of law principles.

8. Severability

- 8.1 If any provision of this Agreement is held to be invalid or unenforceable, such provision shall be deemed modified to the extent necessary to make it valid and enforceable, and the remaining provisions shall continue in full force and effect.

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

DONOR:

Max Fairchild

RECIPIENT:

[Name]

[Title]

Guthrie Public Schools

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
NOTICE OF ALLOCATION
OF STATE PROGRAM ASSISTANCE & SALARY SUPPLEMENTS FOR FY 25

SUPERINTENDENT
GUTHRIE SCHOOL SYSTEM
802 E VILAS
GUTHRIE, OK, 73044

TYPE OF AID	Project Code	Revenue Code	Amount
Program Assistance	412	3812	
3.00 AG EDUCATION			\$39,000.00
2.00 FAM AND CONSUMER SCIENCES			\$16,000.00
2.00 SCIENCE TECHNOLOGY ENGINEERING AND MATH			\$19,000.00
Summer Salary	411	3811	
3.00 AG EDUCATION			\$23,760.00
State Teacher Supplement	411	3811	
3.00 AG EDUCATION			\$7,800.00
2.00 FAM AND CONSUMER SCIENCES			\$4,400.00
2.00 SCIENCE TECHNOLOGY ENGINEERING AND MATH			\$4,400.00
Total:			\$114,360.00

NOTE: Please provide a copy of this report to your business manager, local director,
person responsible for OCAS coding and school principal where these programs
are located

Questions regarding this Notice of Allocation should be directed to Valerie
McBane at 405-743-5458

I hereby certify that the above allocations are made in accordance with the
Oklahoma School Code.

Danielle Kipp,
Finance Manager
Oklahoma Department of Career and Technology Education

7/18/2024 2:38 PM
Date

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION
CONTRACT FOR SECONDARY CAREER AND TECHNOLOGY EDUCATION PROGRAM(S) FOR SCHOOL YEAR 2024-2025

It is understood and agreed that Oklahoma Career and Technology Education funds will be used to assist in the development and maintenance of a Career and Technology Education program that meets the standards, provisions, and requirements contained in the State Plan for Career and Technology Education, the CareerTech state rules and regulations, and policies pertaining to Career and Technology Education, state laws, and federal policies pertaining to Career and Technology Education. The aforementioned district will provide the funds necessary for quality programs and report such expenditures to the Oklahoma Department of Career and Technology Education (ODCTE). All programs supported under this contract have been coordinated with other training agencies and institutions in the area.

It is also understood and agreed that necessary records shall be kept, and all reports required by the State Board shall be submitted to the appropriate area of ODCTE by the established due date. The Salary and Teaching Schedule, **due by September 30, 2024** is one of these reports and is considered a part of this contract in addition to CESI Enrollment and Follow-Up reports. Those programs delinquent in submitting accurate reports are subject to having reimbursement withheld or withdrawn by ODCTE.

The program(s) on the listed attachment shall have an established local advisory committee to assist in their development and/or direction.

The teacher(s) of the program(s) listed herein shall have a valid teaching certificate in the specific subject matter area. Other Career and Technology Education personnel involved in the delivery of the programs listed shall meet the minimum requirements for the duties and responsibilities for which funds are requested.

It is understood that program(s) provided for in this contract, as indicated on the list of programs included with this contract, and the Salary and Teaching Schedule, shall be operated for ten or twelve calendar months. Ag Education is a twelve (12) month program. All other CTE programs follow the school calendar. Should any program(s) not be operational for the entire period and led by a certified instructor(s) as indicated on this contract, it is understood that funding will be reduced proportionately.

Program assistance funds received from ODCTE shall be spent on CareerTech programs and will be coded to 412. Salary supplement received from ODCTE shall be coded to 411.

Furthermore, the aforementioned school district certifies that all such program(s) listed in this contract are open with respect to equal access to males and females and that disabled students who, under the direction of a planning committee apply for admission, are provided Career and Technology Education as specified in the Individual Education Plan (IEP) as appropriate.

This contract, once signed and completed, should be returned to renae.burke@careertech.ok.gov **no later than September 30, 2024**.

Approved:

Brent Haken, State Director

Date

President, Board of Education

Date

Superintendent of Schools

Date

Guthrie School System

District Name (please print)

MEMORANDUM:

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

FROM: Kaitlin Sagar-Smith, Director of Special Services

SUBJECT: Special Services Agreement with United Community Action Head Start

DATE: August 5, 2024

Attached is an agreement with United Community Action Head Start to provide Special Education Services to eligible students ages 3-5. Through this agreement, Head Start personnel will participate in the referral, assessment, eligibility and IEP development of eligible students. Head Start will also provide services for students placed in the program by their IEP team. Through this agreement, Guthrie Public Schools will provide assessment and special education services to eligible students. This agreement does not place any additional financial expenses on Guthrie Public Schools. Federal regulations require Guthrie Public Schools to provide these special education services to all eligible children ages 3-5. Head Start is required to have this agreement with the local school district.

Memorandum of Understanding
Between
United Community Action Program Head Start and
Guthrie Public Schools
2024-2025

This Memorandum of Understanding is entered into by and between United Community Action Program Head Start and Guthrie Public Schools to improve the availability and quality of services to Head Start Children and families in our community.

The purpose of this memorandum is for coordination of services between Head Start and the local public school for our preschool aged children and families.

UCAP Head Start is mandated under the “Improving Head Start for School Readiness Act of 2007” section 642 (e) (5) to collaborate and coordinate with public entities to the extent practicable.

UCAP Head Start has identified activities in which services between Head Start and the public school may appease this provision in a unified manner.

Both parties will engage in an ongoing system of communication to ensure all eligible children and their families have access to quality early childhood educational experiences.

The UCAP Head Start Program along with the public school will provide the following roles and responsibilities in this collaborative agreement.

These activities will include; but not limited to:

- a) Share the UCAP School Readiness Goals
UCAP will provide along with this MOU a copy of our School Readiness Goals
- b) Join in Recruitment/Pre-Enrollment events
Staff will inform parents of upcoming enrollment time as notified by the public school
- c) Share information as needed for children transitioning into public school with written consent from parent.
Staff will gather written consent from parents as to what documents is needed by the Public school for enrollment such as birth certificate, immunization record, etc.
- d) Invite Kindergarten teacher to speak at parent meeting in UCAP Head Start
Staff will inform the public school on a scheduled time for a representative, preferably a kindergarten teacher, to come and provide parents as to what is to be expected in their child’s next level of education.
- e) Joint staff training sessions when allowable to establish camaraderie between school and Head Start personnel
UCAP staff will collaborate with public school administrators on training that would be of interest to both parties for joint attendance.
- f) Share information with parents about events occurring at the public school via flyers or notes

UCAP staff will disseminate any flyers or notices from the public school informing parents of events they would be welcome to attend

- g) Plan tours for Head Start children and parents to visit public school and get acquainted with public school personnel and the view the facility.

UCAP staff will coordinate with public school personnel for a time for tours or visits to occur.

Approved By:

Kim Rice
UCAP Head Start Director

Guthrie
Public School Superintendent

**SPECIAL SERVICES AGREEMENT BETWEEN
United Community Action Head Start & Guthrie Public Schools
2024-2025**

This is a local agreement between Guthrie Public Schools, hereinafter referred to as the local education agency (LEA), and United Community Action Head Start Program, hereinafter referred to as the local Head Start Program. The following information states the roles and responsibilities of parties regarding Head Start Program eligible children ages three through five identified as having disabilities in accordance with procedures established by the Oklahoma State Department of Education, Special Education Services (OSDE/SES) and by the Head Start Program Performance Standards (45 CFR 1304 Chapter XIII 1302). These regulations are promulgated under federal and state laws governing the education of children with disabilities.

This agreement is to describe the responsibilities of each entity, outline areas of cooperation and provide guidance for local cooperation, and coordination between and among all aforementioned parties in the implementation of the Disabilities Education Improvement Act (IDEA) 2007 and (45 CFR Chapter XIII), Head Start Program Performance Standards: 42 U.S.C. 9801 et seq., subchapter B of 45 CFR Chapter XIII is revised, 2016). Pertinent contact information for all agencies is included as Attachment A.

For the 2024-2025 School Year, Guthrie Public Schools will utilize: Developmental Delay _____, or Categorical, _____, eligibility for Head Start age children.

Guthrie Public Schools is _____ is not _____ using Response to Intervention (RTI) for Head Start aged (3-5) children.

I. LEA RESPONSIBILITIES:

- A. The LEA ensures that IDEA Part B, Section 619, (preschool) funds received for the provision of services to eligible children with disabilities ages three through five who are served in the Head Start Program are expended in accordance with the requirements of the IDEA. Funds may be used for, but are not limited to, the following: cost of evaluation; materials and supplies; contractual arrangements for services when the Head Start Program has a qualified provider and/or the provision of qualified providers for IDEA Individualized Education Program (IEP) services.
- B. Upon referral from the Head Start Disabilities Services Manager or designee, the LEA shall provide a multidisciplinary team evaluation, when appropriate, for determination of the need for special education and related services under the IDEA.
- C. The LEA shall be responsible for the provision of procedural safeguards including due process and mediation procedures for any child determined to be eligible under the IDEA and enrolled in the Head Start Program.

- D. The LEA shall provide, through prior written notice of meetings, that the appropriate Head Start Program representative be directly involved and receive appropriate documentation throughout the process of referral, evaluation, IEP development, and/or placement of children with disabilities enrolled in the Head Start Program.
- E. The LEA shall ensure the provision of appropriate special education and related services to those eligible children with disabilities under IDEA enrolled in the Head Start Program. All IDEA services for which the child is eligible will be documented on the IEP with the responsible person(s)/agency specified for the provision of each service.
- F. The LEA will maintain and submit to the OSDE/SES the annual child count of IDEA eligible preschool children with disabilities served in the LEA and by the Head Start Program.

II. **LOCAL HEAD START RESPONSIBILITIES:**

- A. The Head Start shall provide screening and assessment for all children enrolled in the Head Start as required by Head Start Program Performance Standards 45 CFR 1304 and 1308, participate in Child Find activities under the IDEA with the LEA, and in coordination with the LEA shall provide parents with their rights under these programs.
- B. The Head Start shall provide all Head Start services to any child enrolled in Head Start who meets eligibility requirements in accordance with the Head Start Program Performance Standards.
- C. A Head Start representative will participate in the LEA referral procedures, multidisciplinary evaluation, IEP development, and implementation of the portions of the IEP's identified for the Head Start Program, and the IEP review as appropriate.
- D. The Head Start will provide a support system for families and children with disabilities through training, information dissemination and involvement in the program as well as collaboration with the LEA and other community services.
- E. The Head Start Disabilities Services Manager or designee shall work with the LEA for assurance of collaboration and coordination of services to preschool children with disabilities.
- F. The Head Start will provide the number of children receiving IEP services under the IDEA to the LEA for the child count report by October 1, annually.
- G. The Head Start agrees to provide and participate with the LEA in joint training of staff and parents as appropriate.

III. COORDINATION OF COST SHARING:

The local Head Start and Local Education Agency agreement will address planning of cost-sharing resources and funding to assure that integrated services are implemented in a manner which maintains State and Federal fiscal support for children with disabilities in these programs. The Head Start and the LEA agree to the following cost-sharing services (see Attachment B for examples)

IV. COORDINATION OF REQUIRED PAPERWORK:

To coordinate paperwork required by Head Start and the LEA special education program, the following process will be utilized:

- A. Parental consent must be obtained by the Head Start Program prior to referral to the LEA.
- B. The Head Start or the LEA will obtain parental consent for exchange of information between the two programs through use of the State of Oklahoma Standard Form: consent for Release of Confidential Information.
- C. The Head Start will release results of vision, hearing, developmental, health, and speech screenings as well as other relevant information as a part of the Head Start referral process developed in conjunction with the LEA.
- D. When Head Start refers a child for a multidisciplinary evaluation to the LEA, the LEA will first obtain parental consent, with assistance of the Head Start personnel as needed.
- E. The LEA special education program, with parental consent, will release copies of IDEA IEP's, multidisciplinary evaluations, multidisciplinary evaluation and eligibility team summary, necessary special education records and documentation of services provided to the Head Start.
- F. All personally identifiable information collected, used, or maintained by the Head Start will be kept in a secure manner, which prevents unauthorized access, in a central location adhering to confidentiality requirements under the Family Educational Rights and Privacy Act (FERPA) and state laws.

V. COORDINATION OF SCREENING:

In the coordination of screening between the Head Start and the LEA special education program, the following process is agreed upon:

- A. The LEA special education program and the Head Start will determine designated program personnel to be responsible for conducting screenings within each program to collaboratively implement requirements of the IDEA and Head Start Performance Standards (45 CFR 1308).
- B. This agreement will include the following time frame for completion of screening or transfer of information. The time frame includes the 45 calendar days timeline for screening of all children enrolled in the Head Start as mandated in the Head Start Performance Standards (45 CFR 1308).

One or more of the following methods has been considered: (Check one or more as appropriate)

- ☐ 1. Joint screening:-Screening will be conducted simultaneously by Head Start staff and LEA special education staff within the same location.
- ☐ 2. Shared staff: -Local implementation may incorporate coordination of shared staff (e.g., required vision, hearing, speech/language, health, and developmental screening may be conducted by the Head Start under Head Start Program Performance Standards, and the LEA special education program may complete required screening under the IDEA).
- ☐ 3. Shared Information-Screening will be provided for referrals as determined by both entities. Consent for release of information will be obtained at the time of screening.

VI. **COORDINATION OF IEP REVIEW:**

The Head Start and the LEA will conduct an IEP review at least annually or when a change of program or placement of a child is being considered. The parent, the Head Start staff or the LEA special education program staff at any time, may request a meeting. Procedural safeguards for notification will be followed.

VII. COORDINATION OF INSERVICE TRAINING:

The LEA and the Head Start program will agree to coordinate inservice training when feasible. Considerations for top priority training include:

1. IDEA procedural safeguards training for both entities
2. Overview of Head Start program requirements
3. Overview of LEA Special Education Program and requirements
4. Identified local training needs
5. Individual child needs.

VIII. TRANSITION

The LEA and Head Start Program will agree to coordinate transition of children with disabilities from the Head Start program to the LEA early in the school year of the child's last attending year in Head Start, no later than October. Meetings will be held between the LEA and Head Start program and child's family members in order to facilitate a smooth transition.

IX. RESOLUTION OF DISPUTE

In the event of disputes between the Head Start and the LEA special education program, the following process will be followed for resolution:

- A. The dispute will first be brought to the attention of the LEA special education director and the Head Start Director and/or the Head Start Disabilities Services Manager to seek resolution of the dispute.
- B. If the issue is not resolved, the matter will then be submitted in writing to the Head Start Director and the LEA special education director or the LEA superintendent to facilitate resolution.
- C. If the issue is not resolved, as described in section VIII.B, then the matter will be submitted in writing to OSDE/SES, for assistance in the resolution of any IDEA dispute between the Head Start and the LEA.
- D. If the issue is not resolved and is an issue under the Head Start Program Performance Standards 45 CFR 1308 the matter will be submitted in writing to the Administration on Children Families Region VI office or the American Indian/Alaska Native Programs Branch.

Signatures:

Head Start Director

Date

Superintendent, LEA

Date

**ATTACHMENT A:
CONTACT INFORMATION**

Head Start Program Name: UCAP, Inc.
United CAP Head Start Program Address: 501
6th Street, Pawnee, OK 74058
Head Start Director: Kim Rice
Head Start Director's
Email: krice@ucapinc.org

Head Start Disabilities Services Coordinator:
Heather Tennial
Head Start Disabilities Services Coordinator's
Email: h Tennial@ucapinc.org
Disabilities Services Coordinator Phone
Number: 918-762-2561 x327

Head Start Center Director: Sherry Howry
Head Start Site: 2700 S. Division,
Guthrie, OK 73044
HS center email: guthrie@ucapinc.org
Guthrie Head Start Phone #: 405-282-1257
Head Start Site Fax Number 405-282-5247

LEA Superintendent: Dr. Mike Simpson
LEA Address: 802 East Vilas,
Guthrie, OK, 73044
LEA Superintendent's Phone Number:
405-282-8900
LEA Superintendent's Email Address
mike.simpson@guthrie.net

Oklahoma Head Start Collaboration Office
Paula Brown, Project Director
605 Centennial Blvd
Edmond OK 73013
Phone 405-949-1495
Fax 405-949-0955
Email: headstart@okacaa.org

ACF Federal Region VI Office
Kenneth Gilbert, Regional Program Manager
1301 Young Street, Ste 917
Dallas, TX 75202
Phone: (214) 767-9648
Fax: (214) 767-3743
Email: dallas@acf.hhs.gov

ACF/ACYF/Head Start Bureau/AI/ANPB
330 "C" Street, S.W., Room 2030 Main Office
Washington, D.C. 20047
Phone: (202) 205-8437
Fax: (202) 205-8436
AI/ANPB Toll-Free Phone: 877-876-2662

ATTACHMENT B:

EXAMPLES OF AREAS OF COST-SHARING

- Classroom assistants
- Transportation
- Adaptive equipment
- Assistive technology

D-1* 2024-2025

**UCAP, Inc. Head Start/Early Head Start
Permission for Referral to LEA/SoonerStart for Evaluation**

Disabilities Services Coordinator info: Heather Tennial, 918-762-2561 x327

*This form is completed in conjunction with the Release of Confidential Information
CFSUPP-3, with both being sent to LEA or SoonerStart office. Send e-mail from COPA referral to
htennial@ucapinc.org*

Center: _____ **Teacher:** _____

Child's Name: _____ **DOB:** _____

I, _____, **(do)** _____ **(do not)** _____

(Parent/Guardian Name) (mark one)

hereby give _____ **Head Start/Early Head**

(Name of Head Start/Early Head Start Center)

Start permission to refer my child _____ **to the**

(Child's Name)

_____ **Public Schools/SoonerStart for further evaluation**

(Name of LEA or Local SoonerStart Office)

and possible special or early intervention services.

(Parent/Guardian Signature) (Date)

(Teacher Signature) (Date)

Head Start/Early Head Start Use Only

Screening Results

ASQ-3 Indicate Score/Cutoff for each area:

Communication: ____/____, Gross Motor: ____/____, Fine Motor: ____/____,

Problem Solving: ____/____, Personal-social: ____/____/

Comments: _____ Date _____

ASQSE Indicate Total Score/Cutoff Score _____/_____/Date _____

Hearing _____/_____/Date _____ Vision _____/_____/Date _____

(Indicate Child Results/Pass Results for both Hearing and Vision)

Physical _____ Date _____

(Most Recent)

Dental _____ Date _____

(Most Recent)

Other _____ Date _____

PROCUREMENT

To ensure fair and open competition in the purchase of needed equipment and supplies, the district shall seek quotes or proposals in the following manner:

Quotes/Requests for Proposal:

\$5,000 to \$9,999	If possible at least three quotes shall be secured verbally. Purchase order may be approved by the superintendent or superintendent's designee.
\$10,000 to \$49,999	If possible, at least three quotes shall be obtained in written form from the supplier. Purchase order may be approved by the superintendent or the superintendent's designee.
\$50,000 and over	If possible, at least three sealed quotes or formal requests for proposal shall be secured in accordance with specific procedures established by the superintendent. Purchase order or contract must be submitted to the board of education for approval before the award is made.

A summary of quotes and/or proposals will be attached to purchase orders.

Bids

No contract involving an expenditure of more than \$100,000 (or any construction management trade contract or subcontract exceeding \$50,000) for the purpose of constructing a building or making any improvements or repairs to school buildings (a "Public Construction Contract") shall be made except upon sealed bids in accordance with the Public Competitive Bidding Act of 1974, OKLA. STAT. title 61, sec. 101 et seq. (the Act). No contract shall be split into two or more contracts involving sums below this threshold for the purpose of avoiding the requirements of the Act. The Act does not prohibit the district from erecting a building or making improvements on a force account basis. The term "force account" means the purchase of necessary materials and the use of the districts' regularly employed staff to provide necessary labor

Public Construction Contracts over \$10,000 but under \$100,000 may be awarded on the basis of written quotes to the lowest responsible qualified contractor. Public Construction Contracts for less than \$10,000 (or less than \$25,000 for minor maintenance and repair) may be negotiated with a qualified contractor.

New transportation equipment shall be purchased from the list maintained by the State Board of Education by sealed bid at a price not greater than the price filed with the State Board of Education in accordance with the provisions of OKLA. STAT. title 70, sec 9-109.

Items Exempt From Quotes/Requests for Proposal

Because of the unique nature of some goods and services, the following will be exempt from quotes/requests for proposal requirements. However, every effort will be made to obtain the best quality goods and services at a reasonable cost from a qualified vendor.

1. Professional Services – those services defined by the Oklahoma Cost Accounting System (OCAS) as purchased professional and technical services. Examples include educational services, accounting services, legal services, medical services, etc.
2. Textbooks

3. Utilities

4. State and Local Contracts

Quotes/requests for proposal requirements may be waived for goods and services purchased from a vendor awarded an Oklahoma State Contract. Furthermore, when it is in the district's best interest, the district may purchase from other public contracts or special pricing offers awarded and made to other political sub-divisions. Quotes/requests for proposal requirements shall be waived for procurements made from other public contracts.

5. Single (Sole) Source Selection

Single source selections shall be exempt from quote/proposal requirements provided that said procurements shall meet all three of the following requirements:

1. Goods or services are unique to one manufacturer/supplier and no other similar (equal in function and performance) or like goods or services are available from another supplier.
2. The manufacturer distributes directly or has limited distribution to a single distributor.
3. Manufacturer (not distributor) submits a written letter on company letterhead stating why the goods or services are unique to his company and that distribution is limited to the manufacturer or sole distributor. This letter must be attached to the requisition.

Sole source procurement may also be allowed where compatibility of equipment, accessories, or replacement parts are of paramount consideration. Documentation of such shall be included with requisition.

In the event of emergencies or extenuating circumstances, the superintendent may authorize deviations from this policy provided that any such deviation does not violate the Public Competitive Bidding Act of 1974, Okla. Stat. title 61, sec. 101 et seq.

Federal Funds

All purchases with federal funds will be made in accordance with the specific requirements associated with those funds (i.e., child nutrition, Title I, grants, etc.). These expenditures must be made in accordance with the Uniform Guidance, when applicable.

ALCOHOL AND DRUG TESTING FOR BUS DRIVERS**PURPOSE**

The purpose of this Policy is to prevent accidents and injuries resulting from alcohol or controlled substance use by drivers of commercial motor vehicles. This Policy is intended to comply with the School District's mandatory obligations under regulations issued by the United States Department of Transportation ("DOT").

DEFINITION OF TERMS

Certain terms used in this Policy have the following meaning unless the context plainly shows otherwise:

1. "Alcohol" means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohols including methyl or isopropyl alcohol.
2. "Alcohol concentration" means the number of grams of alcohol (for example: 0.04) in 210 liters of expired deep lung air.
3. "Alcohol confirmation test" means a subsequent test using an EBT (a breath testing device), following a screening test with a result of 0.02 or greater, that provides quantitative data about the alcohol concentration.
4. "Alcohol screening device" ("ASD") means a breath or saliva device, other than an EBT, that is approved by the National Highway Traffic Safety Administration ("NHTSA") and appears on the Office of Drug & Alcohol Policy & Compliance's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids" because it conforms to the model specifications from NHTSA.
5. "Alcohol use" means the consumption of any beverage, mixture or preparation, including any medication, containing alcohol.
6. "BAT" means a qualified breath alcohol technician.
7. "Cancelled test" means a drug or alcohol test that has a problem identified and cannot be or has not been corrected. A cancelled test is neither a positive or a negative test.
8. "CDL" means commercial driver's license.
9. "Clearinghouse" means the Federal Motor Carrier Safety Administration's (FMCSA) Commercial Driver's License Drug and Alcohol Clearinghouse.
10. "Collection site" means a place selected by the employer where employees present themselves for the purpose of providing a urine specimen for a drug test.
11. "Confirmatory drug test" means a second analytical procedure performed on a urine specimen to identify and quantify the presence of a specific drug or drug metabolite.
12. "Confirmed drug test" means a confirmatory drug test result received by a MRO from a laboratory.
13. "Controlled substance" means amphetamines, cannabinoids, cocaine, phencyclidine (PCP), opioids, or a metabolite of any of these substances.

14. "Designated employer representative" ("DER") means an employee authorized by the employer to take immediate action(s) to remove employees from safety-sensitive duties, or cause employees to be removed from these covered duties, and to make required decisions in the testing and evaluation processes. The DER also receives test results and other communications for the employer.
15. "Dilute specimen" means a urine specimen with creatinine and specific gravity values that are lower than expected for human urine.
16. "Driver" means: (i) a school district employee who is required to have a CDL to perform the employee's duties; (ii) employees of independent contractors who are required to have CDLs; (iii) owner-operators; (iv) leased drivers; and (v) occasional drivers.
17. "EBT" means a device that is approved by NHTSA for the evidential testing of breath at the .02 and .04 alcohol concentrations, and appears on the Office of Drug & Alcohol Policy & Compliance's Web page for "Approved Screening Devices to Measure Alcohol in Bodily Fluids" because it conforms to the model specifications available from NHTSA.
18. "Federal Act" means the Omnibus Transportation Testing Act of 1991 and the regulations issued by the United States Department of Transportation pursuant to that Act.
19. "Oklahoma Act" means the Oklahoma Standards for Workplace Drug and Alcohol Testing Act.
20. "Initial drug test" means the test used to differentiate a negative specimen from one that requires further testing for drugs or drug metabolites.
21. "Initial validity test" means the first test used to determine if a specimen is adulterated, diluted, or substituted.
22. "Invalid drug test" means the result reported by an HHS-certified laboratory in accordance with the criteria established by HHS Mandatory Guidelines when a positive, negative, adulterated, or substituted result cannot be established for a specific drug or specimen validity test.
23. "Medical review officer" ("MRO") means a person who is a licensed physician and who is responsible for receiving and reviewing laboratory results generated by an employer's drug testing program and evaluating medical explanations for certain drug test results.
24. "Safety-sensitive function" means all time from the time a driver begins to work or is required to be in readiness to work until the time he/she is relieved from work and all responsibility for performing work.
25. "Screening Test Technician" ("STT") means a person who instructs and assists employees in the alcohol testing process and operates an ASD.
26. "Service agent" means any person or entity, other than an employee of the employer, who provides services to employers and/or employees in connection with DOT drug and alcohol testing requirements.
27. "Split specimen" means a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.
28. "Stand-down" means the practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a

drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed a verified test.

29. "Substance Abuse Professional" ("SAP") means a person who evaluates employees who have violated a DOT drug and alcohol regulation and makes recommendations concerning education, treatment, follow-up testing, and aftercare.
30. "Substituted specimen" means a specimen with creatinine and specific gravity values that are so diminished that they are not consistent with human urine.
31. "Verified test" means a drug test result or validity testing result from a United States Department of Health and Human Services certified laboratory that has undergone review and final determination by the MRO.

REQUIRED TESTING & CONSENT

The following testing is required of all drivers:

PRE-EMPLOYMENT TESTING AND CONSENT

A driver must pass an alcohol and controlled substance test prior to performing a safety-sensitive function. The test will be conducted during the hiring process or immediately before the driver first performs a safety-sensitive function.

1. Alcohol Testing

A driver may not commence the performance of duties unless the test shows a concentration of less than 0.04. If the test shows a concentration of between 0.02 and 0.04, no safety-sensitive duties may be performed for at least 24 hours.

A pre-employment alcohol test will not be required if:

- i. The driver has undergone an alcohol test required by the Federal Act within the previous six weeks and tested under 0.04; and
- ii. The driver provides evidence that no prior employer of the driver has any record of alcohol misuse by the driver within the previous six months.

2. Controlled Substances

The driver must receive a confirmed negative controlled substance test result from a medical officer, except that no testing is required if:

- i. The driver has participated within the previous 30 days in a drug testing program meeting the requirements of the Federal Act; and
- ii. While participating in the program, the driver either (a) was tested for controlled substances within six months prior to the date of employment application or (b) participated in a random controlled substance testing program for the 12 months prior to the date of the employment application; and
- iii. The driver provides evidence that no prior employer of the driver has any record of a violation of controlled substance use rules by the driver within the previous six months.

3. Pre-employment Consent

The school district shall comply with the query requirements of the FMCSA, including participation in the Clearinghouse. This participation is described in detail in the District's policy on *Compliance with Regulations regarding the FMCSA Clearinghouse*. As part of this compliance, until January 6, 2023 the School District shall request the driver's written consent to obtain the following information from DOT-regulated employers who have employed the driver

during the three (3) years before the date of the driver's application to a position requiring safety-sensitive duties:

- i. Alcohol tests with a result of 0.04 or higher alcohol concentration;
- ii. Verified positive drug tests;
- iii. Refusals to be tested (including verified adulterated or substituted drug test results);
- iv. Other violations of DOT agency drug and alcohol testing regulations; and
- v. Documentation of the driver's successful completion of return-to-duty requirements (for those drivers who have violated a drug or alcohol regulation). If the previous employer does not have this documentation, the School District shall request that the driver produce it.

A driver may not perform safety-sensitive functions if s/he refuses to consent in writing to the release of the above information.

This records check shall be in addition to any queries conducted on the Clearinghouse website. After January 6, 2023, the school district shall continue to seek records from employers to the extent required by FMCSA and DOT regulations and shall seek consents when such records checks are required.

Drivers are responsible for furnishing the District with accurate information regarding their employment history, including accurate identification of all former DOT-regulated employers.

The School District shall maintain a written, confidential record of the information obtained or of the good faith efforts made to obtain the information. This record shall be maintained for three years from the date of the driver's first performance of safety-sensitive functions.

Prior to the driver's first performance of safety-sensitive functions, the School District shall ask the driver whether s/he has tested positive, or refused to test, on any pre-employment drug or alcohol test (1) administered by a DOT-regulated employer, (2) in connection with a position for which the driver applied, (3) involving the driver's failure to obtain safety-sensitive transportation work, and (4) over the period of three years preceding the date of the employee's application for employment with the School District. If the driver admits to a positive test or a refusal to test within the past two years, the School District shall not allow the driver to perform safety-sensitive functions until and unless the driver documents successful completion of the return-to-duty process.

4. **Consequences Associated with Pre-employment Testing.**
The School District may decline to employ an applicant who fails drug testing, provides false information, or who fails to cooperate with the District in procuring testing and test results. To the extent the applicant has been offered employment or placed in an alternate position pending the receipt of test results, the offer may be withdrawn and alternate employment terminated in accordance with the District's policies and procedures applicable to employee termination.

POST-ACCIDENT TESTING

1. **Alcohol.**
As soon as practical following an accident, an alcohol test will be administered to the following drivers:
 - i. Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involves loss of life.
 - ii. Each surviving driver who received a moving traffic violation arising from the accident, if the accident involved:
 - a. bodily injury to any person that necessitated immediate medical treatment away from the scene of the accident; or
 - b. at least one vehicle incurred disabling damage as a result of the accident that required the vehicle to be transported away from the scene by a tow truck or other vehicle.

If the test is not administered within two hours of the accident, the employer must prepare and maintain a record of why the test was not administered. If the test is not administered within eight hours of the accident, the driver's supervisor shall cease attempts to administer an alcohol test and shall prepare a written report explaining why a test was not given.

Drivers shall remain readily available for testing. A driver leaving the scene of an accident without a valid reason prior to submission to the test may be deemed to have refused to submit to testing.

A breath or blood alcohol test conducted by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the test results are obtained by the School District.

2. **Controlled Substances.**

As soon as practical following an accident, a test for controlled substances will be administered to the following drivers:

- i. Each surviving driver who was performing safety-sensitive functions with respect to the vehicle, if the accident involved the loss of human life.
- ii. Each surviving driver who received a moving traffic violation arising from the accident, if the accident involved:
 - a. bodily injury to any person that necessitated immediate medical treatment away from the scene of the accident; or
 - b. at least one vehicle incurred disabling damage as a result of the accident that required the vehicle to be transported away from the scene by a tow truck or other vehicle.

The test is to be administered within thirty-two (32) hours of the accident. If no test is made within that time period, then no test will be made and the driver's supervisor will prepare a written report stating the reasons for not administering a prompt test.

Drivers shall remain readily available for testing. A driver leaving the scene of an accident without a valid reason prior to submission to the test may be deemed to have refused to submit to testing.

A urine test for controlled substances administered by a law enforcement agency will be considered to meet these requirements if the test meets the requirements of the Federal Act and the results are obtained by the School District.

RANDOM TESTING

Random alcohol and controlled substances testing of drivers will be conducted throughout the year. Selection of the drivers to be tested will be made by a scientifically valid method, such as random-number table or a computer based random-generator matched with drivers' social security numbers, payroll identification numbers or other comparable identifying numbers. Dates for administering unannounced testing shall be unpredictable and spread reasonably throughout a nine (9) month period.

Drivers are to be tested while performing safety-sensitive functions, just before performing those functions, or just after ceasing those functions. A driver who is notified of selection for random alcohol or controlled substances testing must proceed to the test site immediately, unless the driver is performing a safety-sensitive function other than driving, in which case the driver must cease performing the safety-sensitive function and proceed to the test site as soon as possible.

The minimum annual percentage rate for random alcohol testing will be twenty five percent (25%) of the average number of driver positions, subject to adjustment of the percentage by the Federal Highway Administration. The minimum annual percentage rate for random testing for controlled substances will be fifty percent (50%) of the average number of driver positions.

REASONABLE SUSPICION TESTING

Alcohol and controlled substance testing will be conducted when there is reasonable suspicion to believe that a driver has violated a provision in this Policy. Reasonable suspicion shall be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech or body odors of the driver. Reasonable suspicion for controlled substance use may also be based on indications of the chronic and withdrawal effects of controlled substances.

Alcohol testing is authorized only if the observations are made during, just preceding, or just after the period of the work day that the driver is performing a safety-sensitive function. A written record must be made as to why an alcohol test was not made within two hours following a determination of reasonable suspicion of misuse. No test is to be made if eight hours passed after the determination.

Persons designated to determine whether reasonable suspicion exists shall receive at least sixty (60) minutes of training on performance indicators of probable alcohol misuse. The required observations shall be made by a supervisor who has received training in detecting the symptoms of alcohol/controlled substance misuse. The supervisor who makes the determination that reasonable suspicion exists shall not conduct the alcohol test.

A written record will be made of the observations leading to a controlled substance reasonable suspicion test. The record will be signed by the supervisor who made the observations. The record will be made within twenty four (24) hours of the observed behavior or before the test results are received, whichever is earlier.

RETURN TO DUTY TESTING

1. Returning after Reasonable Suspicion of Alcohol Abuse Determination.

A driver suspected of being under the influence of or impaired by alcohol will not be permitted to perform a safety-sensitive function until:

- i. an alcohol test shows a concentration of less than 0.02; or
- ii. 24 hours have elapsed following a determination that there was reasonable suspicion to believe the driver has violated the rules in this Policy against alcohol misuse.

2. Returning after Violation of Prohibitions in the Policy

A driver who has engaged in conduct prohibited by this Policy shall not be permitted to perform safety-sensitive functions until s/he first passes a controlled substance test and/or an alcohol test with an alcohol concentration of less than 0.02.

A driver who has violated a provision in this Policy cannot again perform any safety-sensitive duties for any employer until and unless the driver completes the SAP evaluation, referral, and education/treatment process.

FOLLOW UP TESTING

A driver who has been identified by a SAP as needing assistance in resolving problems with alcohol misuse or controlled substance use and who has returned to duty involving the performance of a safety-sensitive function will be subject to a minimum of six (6) unannounced follow-up alcohol and/or controlled substance tests over the following twelve (12) months. The SAP is the sole determiner of the number and frequency of follow-up tests, as well as whether the tests will be for drugs, alcohol or both. The SAP can direct additional testing during this period or for an additional period up to a maximum of sixty (60) months. The School District must carry out the SAP's follow-up testing requirements.

TEST PROCEDURES

Testing methodology will comply with the requirements of the Oklahoma Act, except that the requirements of the Federal Act stated in this Policy supersede the provisions of the Oklahoma Act. Alcohol testing must be conducted

in a location that provides visual and aural privacy to the driver, sufficient to prevent unauthorized persons from seeing or hearing the test.

ALCOHOL TESTING PROCEDURES

1. Initial Alcohol Screening Tests

i. Procedures for an Alcohol Screening Test Using an EBT or Non-Evidential Breath ASD:

- a. When the driver enters the testing location, the BAT or STT will require the driver to provide positive identification. If the driver requests, the BAT or STT will provide positive identification. The BAT or STT will explain the testing procedure. An individually-sealed mouthpiece is opened in the view of the driver and attached to the EBT. The driver will then blow into the mouthpiece for at least six (6) seconds or until the device indicates that an adequate amount of breath has been obtained. If the EBT does not provide a printed result, the BAT or STT will record the test number, date, technician's name, location and test result in a log book. The driver will initial the log book. If the EBT provides a printed result, the result is either: (i) printed on the testing form; or (ii) affixed to the form with tamper-evident tape.
- b. If the screening test result is less than 0.02, the BAT or STT will transmit the result in a confidential manner to the School District's DER, who is designated by the board of education or the school superintendent to receive and handle alcohol test results in a confidential manner.
- c. If the breath test is 0.02 or higher, a confirmation test is required.

ii. Procedure for an Alcohol Screening Test Using Saliva ASD

- a. When the driver enters the testing location, the STT will require the driver to provide positive identification. If the driver requests, the STT will provide positive identification. The STT will explain the testing procedure. The STT will check the expiration date on the device and show it to the driver. An individually wrapped package containing the device will be opened in the presence of the driver, and the driver will be instructed to insert the device into his or her mouth and use it in the manner described by the manufacturer. If the driver chooses not to use the device, the STT must insert the device into the driver's mouth and gather saliva.
- b. If the screening test result is less than 0.02, the STT will transmit the result in a confidential manner to the school district's DER, who is designated by the board of education or the school superintendent to receive and handle alcohol test results in a confidential manner.
- c. If the test result is an alcohol concentration of 0.02 or higher, a confirmation test is required.

2. Alcohol Confirmation Tests

- i. All The confirmation tests must be conducted using an EBT. The confirmation test must occur no less than fifteen (15) minutes after the completion of the screening test and should occur no more than thirty (30) minutes after the completion of the screening test.
- ii. Before a confirmation test is given, the BAT must conduct a "blank" test on the EBT to obtain a reading of 0.00. The remainder of the confirmation test is identical to the screening test for EBTs described in section 1.i.a above..

- iv. If the confirmation test result is lower than 0.02, nothing further is required of the driver.
- v. If the confirmation test result is 0.02 or higher, the driver must sign and date the ATF. The BAT will immediately transmit the result to the DER in a confidential manner.
- vi. Refusal to take a required test has the same consequences as if the driver had tested 0.04 or more. The following constitutes a refusal to take a test: (1) failure to appear for any test within a time required to appear; (2) failure to provide an adequate amount of saliva or breath for testing without a valid medical explanation; (3) failure to cooperate with any part of the testing process; (4) failure to sign the alcohol testing form or ATF certification; (5) failure to remain at the testing site until the testing process is complete, unless the test is a pre-employment test; (6) failure to undergo a medical examination or evaluation due to insufficient breath sampling; (7) leaving the scene of an accident before being tested, except when reasonably necessary to receive medical treatment.

CONTROLLED SUBSTANCES TESTING PROCEDURES

In accordance with the Federal Act, testing for controlled substances may be conducted either through urine or oral fluid specimen testing. All collections must be collected as split specimens.

1. Procedures for Collection of Urine Specimens.
 - ~~i. All urine collections must be split specimen collections.~~
 - ii. The School District must direct an immediate ~~urine~~ collection under direct observation with no advance notice to the driver, if:
 - a. the laboratory reported to the Medical Review Officer (“MRO”) that a specimen is invalid and the MRO has reported that there is not an adequate medical explanation for the result; or
 - b. the MRO reported that the original positive, adulterated, or substituted test result had to be cancelled because the test of the split specimen could not be performed.
 - c. The laboratory reported to the MRO that the specimen was negative-dilute with a creatinine concentration greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL, and the MRO reported the specimen as negative-dilute and that a second collection must take place under direct observation.
 - iii. The School District must direct a collection under direct observation of a driver if the drug test is a return-to-duty test or a follow-up test.
 - iv. A driver must receive an explanation of the reasons for a directly observed collection.
 - v. If a driver declines to allow a directly observed collection, that driver will be considered to have refused to test.
2. Procedures for Testing of Urine Specimens for Controlled Substances.
 - i. Testing of urine samples for controlled substances shall be performed by a laboratory certified by the federal Department of Health and Human Services (“DHHS”) under the National Laboratory Certification Program.
 - ii. Controlled substance testing may only be performed for the following five drugs or classes of drugs: (a) marijuana metabolites, (b) cocaine metabolites, (c) amphetamines, (d) opioid metabolites, and (e) phencyclidine (PCP).
 - iii. If the driver requests a test of a split specimen, the first laboratory will ship the unopened split specimen to a second DHHS-approved laboratory for testing. If the test of the split

- specimen fails to confirm the presence of a controlled substance, the entire test is cancelled.
- iv. The driver must request a split specimen test verbally or in writing within 72 hours of being notified of a verified positive drug test or refusal to test because of adulteration or substitution.
 - v. If a driver does not make a request within 72 hours, the driver may present information to the MRO documenting that serious injury, illness, lack of actual notice of the verified test result, inability to contact the MRO, or other circumstances unavoidably prevented the driver from making a timely request.
 - vi. If a driver makes a timely request for a split specimen test, the School District must ensure that the MRO, first laboratory and second laboratory perform the split-specimen testing functions in a timely manner. If necessary, the School District must pay for the split specimen testing and seek reimbursement from the driver.
 - vii. The MRO will report split specimen test results to the DER and driver.
 - viii. The laboratory will report results directly to the MRO. The laboratory will not report the results to anyone else.

In the case of a urine test, if the MRO finds a negative test was dilute, the district will require the employee to submit to a retest. Such a retest will only be under direct observation if directed by the MRO.

- ix. When the MRO receives a confirmed positive, adulterated, substituted, or invalid test result from the laboratory, the MRO will attempt to contact the driver to determine whether the driver wants to discuss the test result. If the MRO cannot reach the driver after reasonable efforts to do so, the MRO must contact the DER but cannot tell the DER that the driver has a confirmed positive, adulterated, substituted, or invalid test result. The DER must then attempt to contact the driver. If the DER makes contact with the driver, the DER should simply direct the driver to contact the MRO immediately and inform the driver of the consequences of failing to contact the MRO within the next 72 hours. If the DER is unable to reach the driver after making three (3) attempts, spaced reasonably, over a 24-hour period, then the DER may place the driver on temporary medically unqualified status or medical leave. Documentation must be kept by the DER of any actual and/or attempted contacts with the driver, including the dates and times of the contacts. If the DER is unable to contact the driver within the 24-hour period, the DER must leave a message for the driver by voice mail, e-mail or letter to contact the MRO and inform the MRO of the date and time of this message.
- x. Confirmation testing for controlled substances will be performed in accordance with the Oklahoma Act, except when the Oklahoma Act conflicts with Federal law.
- xi. The MRO may conduct additional testing of a specimen as authorized by the DOT if doing so is necessary to verify a test result.
- xii. The MRO must verify a confirmed positive test result for marijuana, cocaine, amphetamines, semi-synthetic opioids (i.e. hydrocodone, hydromorphone, oxycodone, and oxymorphone) and/or PCP unless the driver presents a legitimate medical explanation for the presence of the drug(s)/metabolite(s) in her or his system. In determining whether an employee's legally valid prescription consistent with the Controlled Substance Act for a substance in the categories constitutes a legitimate medical explanation, the MRO must not question whether the prescribing physician should have prescribed the substance.
- xiii. The MRO must verify a confirmed positive test result for opiates in the following circumstances:
 - a. The MRO must verify the test result positive if the laboratory confirms the presence of 6-acetylmorphine (6-AM in the specimen)

- b. In the absence of 6-AM, if the laboratory confirms the presence of either morphine or codeine at 15,000 ng/mL or above, the MRO must verify the test result positive unless the employee presents a legitimate medical explanation for the presence of the drug(s)/metabolite(s) in her or his system.
- c. For all other opiate positive results, the MRO must verify a confirmed positive test result for opiates only if they determine that there is clinical evidence, in addition to the urine test, of unauthorized use of any opium, opiate or opium derivate.
- iv. As part of the verification decision, the MRO must conduct a medical interview that includes reviewing the driver's medical history and any other relevant biomedical factors presented by the driver, as well as directing the driver to undergo further medical evaluation.
- v. DOT tests must be completely separate from non-DOT tests in all respects, and DOT tests must take priority over non-DOT tests. DOT tests must be completed before a non-DOT test is begun. The results of a DOT test shall not be disregarded or changed based on the results of a non-DOT test.

PROHIBITIONS

A driver will not be permitted to report to duty or to remain on duty requiring the performance of a safety-sensitive function if:

ALCOHOL

- i. The driver has an alcohol concentration of 0.04 or higher as measured on a breath test.
- ii. The driver displays behavior or appearance characteristics of alcohol misuse.
- iii. The driver is under the influence of or is impaired by alcohol, as shown by behavioral, speech, and performance indicators of alcohol misuse.
- iv. The driver possesses alcohol while on duty.
- v. The driver uses alcohol during duty performance.
- vi. The driver has used alcohol within the four hours prior to performing duties.
- vii. The driver has had an accident within the last eight hours and has not taken a breath test showing clearance from prohibited alcohol levels.
- viii. The driver has refused to take a breath test for alcohol use.
- ix. The driver is taking any prescription or non-prescription medication containing alcohol, even if the driver has notified the driver's supervisor of the medication use.

CONTROLLED SUBSTANCES

- i. The driver uses any controlled substance, unless the use is pursuant to a physician's written certification stating that the use does not adversely affect the driver's ability to safely operate a motor vehicle.
- ii. A supervisor or administrative employee has actual knowledge that a driver has used a controlled substance.
- iii. The driver has a verified positive test for a controlled substance.
- iv. The driver displays behavior or appearance characteristics of controlled substance use.
- v. The driver has refused to take a controlled substance test.

REFUSAL TO TEST

A driver has refused to take an alcohol or controlled substance test if s/he:

- i. Fails to appear for any test as directed by the School District.
- ii. Fails to remain at the testing site until the testing is complete.
- iii. Fails to provide a urine specimen.
- iv. Fails to provide a sufficient amount of urine when there is no adequate medical explanation for the failure.

- v. Fails to permit a directly observed or monitored collection.
- vi. Fails or declines to take a second test the School District or collector has directed.
- vii. Fails to undergo a medical examination or evaluation as directed by the MRO as part of the verification process or as directed by the DER when the urine sample was insufficient.
- viii. Fails to cooperate with any part of the testing process (e.g. refuses to empty pockets when directed to do so, behaves in a confrontational way that disrupts the collection process).
- ix. Has a verified adulterated or substituted test result.

STANDING DOWN EMPLOYEES

Stand-down is “the practice of temporarily removing an employee from the performance of safety-sensitive functions based only on a report from a laboratory to the MRO of a confirmed positive test for a drug or drug metabolite, an adulterated test, or a substituted test, before the MRO has completed verification of the test result.”

- i. DOT regulations prohibit employers from standing employees down, before the MRO has completed verification of the test result.
- ii. A verified test is a drug test result or validity testing result from an HHS-certified laboratory that has undergone review and final determination by the MRO.
- iii. The District may assign a driver non-driving duties pending the receipt of a verified test result when the District has reasonable suspicion to believe the employee is impaired.
- iv. When the District does remove an employee from service, following verification of the drug test result, it will do so consistent with the confidentiality requirements, within its control, imposed by law.

REFERRAL AND TREATMENT

A driver who violates any of the Prohibitions in this Policy shall be advised of the resources available to the driver for evaluating and resolving problems associated with the misuse of alcohol or use of controlled substances, including the names, addresses and telephone numbers of substance abuse professionals and counseling and treatment programs.

A driver who violates any of the prohibitions in this policy must be evaluated by a SAP who shall determine what assistance, if any, the driver needs in resolving problems associated with alcohol misuse or controlled substance use. The driver will not be permitted to perform safety-sensitive duties for any employer until and unless he or she completes the SAP evaluation, referral, and education/treatment process.

If the driver is identified as needing assistance in resolving problems associated with alcohol misuse or controlled substance use, the driver must be evaluated by a SAP to determine if the driver has properly followed the prescribed rehabilitation program. The driver must be subject to unannounced follow-up alcohol and/or controlled substance tests upon return-to-duty.

The SAP will provide a written report directly to the DER highlighting the SAP’s specific recommendations for a course of education and treatment with which the driver must comply prior to returning to the performance of safety-sensitive functions. Neither the driver nor the School District shall seek a second SAP’s evaluation in order to obtain another recommendation. Only the SAP who made the initial evaluation may modify his or her initial recommendations.

If the SAP recommends that the driver continue treatment, aftercare or support group services after returning to safety-sensitive duties, the School District may require the driver to participate in the recommended treatment or services as part of the return-to-duty agreement.

These requirements do not apply to drivers refusing to be tested or drivers having a pre-employment test of 0.04 or more.

The School District is not required to return a driver to safety-sensitive duties just because the driver complies with the SAP's recommendations.

EDUCATIONAL MATERIALS

Each driver shall receive educational materials that explain: (1) the alcohol misuse prevention requirements; (2) the School District's policies and procedures; (3) the identity of a contact person knowledgeable about the materials; (4) factual information on the effects of controlled substance use and alcohol misuse on personal life, health and safety; (5) where help can be obtained, including information regarding the School District's Employee Assistance Program; (6) categories of employees subject to testing; (7) a description of prohibited conduct and the circumstances that trigger testing; (8) testing procedures and safeguards; (9) what constitutes a refusal to submit to testing and the consequences; (10) signs and symptoms of an alcohol or controlled substance problem; (11) consequences for drivers with an alcohol test level of 0.02 or more but less than 0.04; and (12) the consequences of violating the rules in this Policy. The District's staff will prepare and distribute appropriate educational materials as provided for in this section.

MAINTENANCE OF RECORDS

Upon written request, a driver is entitled to obtain copies of any School District records concerning the driver's use of alcohol or controlled substances, including test results.

The School District shall not release individual test results or medical information about a driver to third parties without the employee's specific written consent to the release of a particular piece of information to a particular person or organization. Notwithstanding this prohibition, the School District may release information pertaining to a driver's drug or alcohol test without the employee's consent in certain legal proceedings.

DISCIPLINARY ACTION

Employees who violate any prohibition in this Policy will be subject to disciplinary measures, including employment termination. Likewise, employees whose test results are positive for alcohol or controlled substances are subject to disciplinary actions, including employment termination. The same disciplinary consequences face individuals who provide false information in connection with the testing process or who fail to cooperate with the District's efforts to fulfill its testing obligations.

CLEARINGHOUSE PARTICIPATION

The school district shall report to the Clearinghouse in any situation required by 49 C.F.R. §382.705(b) and shall supply all required information. MROs and SAPs shall also be required to report to the Clearinghouse any situation to which they are required to provide information under 49 C.F.R §382.705. The situations where reporting is required are described in detail in the school district's policy on *Compliance with Regulations regarding the FMCSA Clearinghouse*.

OTHER POLICIES

This Policy does not supersede any other School District policy pertaining to alcohol misuse or controlled substance use by School District employees, except to the extent that this Policy is specific to drivers performing safety-sensitive functions. To the extent permitted by federal law, this Policy is to be interpreted consistent with Oklahoma's Act regarding drug and alcohol testing of personnel.

**GUTHRIE SCHOOL DISTRICT
BUS DRIVER CONSENT FOR RELEASE OF INFORMATION
FROM DOT-REGULATED EMPLOYER(S)**

I, _____, hereby agree to allow any of my former Department of Transportation ("DOT") regulated employers, who have employed me within two (2) years of the date that I applied for a position with the School District, to release information concerning my prior drug and alcohol tests and results. This is for any position I held which required the performance of safety-sensitive duties. I understand that the School District is required by law to obtain my consent in writing, and my signature below authorizes any of my former DOT-regulated employers to release the following information to the School District:

1. Alcohol tests with a result of 0.04 or higher alcohol concentration;
2. Verified positive drug tests;
3. Refusals to be tested (including verified adulterated or substituted drug test results);
4. Other violations of DOT agency drug and alcohol testing regulations; and
5. Documentation of the successful completion of the return-to-duty requirements (if I have violated a drug or alcohol regulation).

I further agree to turn over copies of any documentation or information I have in my possession that relates to the five (5) areas described above. I understand that if I refuse to consent in writing to the release of the above information, federal law prohibits me from performing safety-sensitive duties.

By signing below I acknowledge that I have read, understand and agree to the foregoing. I also acknowledge and affirm that I have provided the School District with a complete listing of my former employers, including my former DOT-regulated employers.

Driver (Print name)

Driver (Signature)

Date

For School District Use Only:

	<i>(date)</i>	<i>(District employee initials)</i>
<i>Consent form provided to bus driver:</i>	_____	_____
<i>Consent form returned from bus driver:</i>	_____	_____
<i>Consent declined:</i>	_____	_____

BUS DRIVER QUESTIONNAIRE

1. Have you ever tested positive on any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work during the past two (2) years? Yes No

2. Have you ever refused to take any pre-employment drug or alcohol test administered by an employer to which you applied for, but did not obtain, safety-sensitive transportation work during the past two (2) years? Yes No

3. If you answered “Yes” to Question 1 or 2, have you successfully completed the return-to-duty process? Yes No

4. If you answered “Yes” to Question 3, can you provide documentation of your successful completion of the return-to-duty process? Yes No

If you desire to provide any comments to supplement your answers to questions 1-4 above, please do so below:

LACTATION POLICY

The purpose of this policy is to provide school district employees who are lactating with accommodations should they desire to express breast milk during the workday while separated from their newborn child.

The board of education shall provide any employee who is lactating reasonable paid break time each day to use a designated lactation room for the purpose of maintaining milk supply and comfort. The break time may run concurrently with any break time, paid or unpaid, already provided to the employee. **If the break time is unpaid, the lactating employee must be completely relieved from duty.**

The board shall make a reasonable effort to designate a private, secure and sanitary room or other location, other than a ~~toilet stall~~ **bathroom**, where an employee can pump or express her milk or breastfeed her child. The designated area shall be a space where intrusion from co-workers, students and the public can be prevented, and one where an employee who is using this area can be shielded from view.

Contact Information

Any employee who has experienced gender-based harassment, discrimination, bullying, or similar misconduct, including discrimination based on a pregnancy-related condition, or has additional questions regarding the information contained in this policy should contact:

**Ms. Carmen Walters
Title IX Coordinator
Guthrie Public Schools
802 E. Vilas
Guthrie, OK 73044
405-282-8900**

Reference: 29 U.S.C. § 207(r); Okla. Stat. tit. 70, § 5-149.3

**~~POLICY DIRECTING OBSERVATION OF MOMENT~~ *MINUTE* OF
SILENCE**

The Oklahoma Legislature has directed that the board of education of each school district shall ensure that the public schools within the district shall observe approximately one minute of silence each day. This policy is adopted to comply with that directive.

The principal of each school building within the school district is hereby directed to designate approximately one minute of instructional time each school day for the observation of a ~~moment~~ *minute* of silence. At the beginning of each semester, the principal or his or her designee will give teachers direction as to how the ~~moment~~ *minute* of silence is to be observed. The ~~moment~~ *minute* of silence shall be for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices. Teachers shall neither encourage students to use nor discourage students from using the ~~moment~~ *minute* of silence for any particular purpose, such as reflection, meditation, prayer, or other silent activity. All teachers shall be made aware that it is the student's decision as to how to utilize the ~~moment~~ *minute* of silence, provided that the student's choice does not interfere with, distract, or impede other students in the exercise of their individual choices.

The daily minute of silence will begin with an announcement over the public address system that there will be a pause for a minute of silence in which students and teachers may reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

Reports of violations must be submitted by the complaining party to the principal of the school building where the violation occurred. The district will investigate all reports that a student or teacher has not been permitted to observe approximately one minute of silence each school day pursuant to this policy.

Reference: 70 Okla. Stat. §11-101.2
O.A.C. 210: 35-3-252

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

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.

Pursuant to the 2023 Oklahoma "Parents' Bill of Rights" (OAC 210: 10-2-3) no district employee and no Independent Contractor shall encourage, coerce, or attempt to encourage or coerce a minor child to withhold information from the child's parent or guardian. The district shall disclose to the child's parent or guardian any information known to the district or its employees or an Independent Contractor regarding material changes reasonably expected to be important to a parent or guardian regarding their child's health, social or psychological development, including identity information. Such disclosures shall occur within 30 days of learning the information and may include referrals for appropriate counseling services. Any parent or guardian alleging a violation by the district of OAC 210: 10-2-3 shall provide a written complaint to the State Department of Education. Any violation by an Independent Contractor that the district knew or should have known about shall be attributed to the district responsible for the contract.

"Independent Contractor" means an individual, organization, or entity that is engaged by and/or contracted by the district to provide services or instruction, whether directly or indirectly, to students or within the district on a temporary contractual basis and is not an employee of the district.

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. Pursuant to the 2023 Oklahoma "Parents' Bill of Rights" (OAC 210: 10-2-1, et seq.) sex or sexuality education means any class, program, curriculum, instruction, test, survey, questionnaire, course, or other instructional material that relates to sexual behavior, sexual attitudes, or sexuality, including but not limited to gender identity or sexual orientation. A written objection from a parent/guardian may object to sex or sexuality education or any other instruction questioning beliefs or practices in sex, morality, or religion. 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. A minor student is required to have (1) a current, up-to-date immunization record OR (2) a completed and signed state-approved exemption form. Either the up-to-date immunization record or a completed and signed state-approved exemption form must be on file with the district **prior** to the student's admission to the district. The exemption form shall specify that the student has received or is in the process of receiving the immunizations currently required by Oklahoma State Department of Health regulations, unless the exemption has been granted from the immunizations on medical, religious, or personal grounds or as otherwise required by law.

The immunization requirements shall be posted on the district's website and in any notice or publication provided to parents/guardians regarding immunizations. The state-approved exemption form is available at the Oklahoma State Department of Health website, URL:
<https://oklahoma.gov/health.html>.

- ~~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 and on the district website.~~
- 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 or on the district website.
- 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.
- R. The district will not procure, solicit to perform, arrange for the performance of, perform surgical procedures or perform a physical examination upon a minor student or prescribe any prescription drugs to a minor student without first obtaining a written consent for the proposed assessment or treatment. The written

consent will be effective for the school year for which it was granted, and must be renewed each subsequent school year. If the assessment or treatment for which the written consent is provided is performed through telemedicine at a school site, and if the written consent is provided by the Parent and is currently effective, the health professional shall not be required to verify that the parent is at the school site.

- S. The district will not procure, solicit to perform, arrange of the performance of or perform an assessment for mental health therapy on a minor student without first obtaining consent of a parent or legal guardian of the minor. The written consent will be effective for the school year for which it was granted, and must be renewed each subsequent school year. If the assessment or treatment for which the written consent is provided is performed through telemedicine at a school site, and if the written consent is provided by the Parent and is currently effective, the health professional shall not be required to verify that the parent is at the school site. However, a student shall not be seen without consent.
- T. A student shall not be vaccinated at school or on school grounds or receive a vaccine as part of the mobile vaccination effort without prior written authorization, including the signature of the parent or legal guardian of the student for the vaccine or group of vaccines to be administered during a single visit.

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.

Reference: Okla. Stat. tit. 70 § 1-116.2
Okla. Stat. tit. 25 § 2001
Okla. Stat. tit. 25 § 2004, et seq.
Okla. Stat. tit. 70 § 1210.191
O.A.C. 310: 535-1-2
O.A.C. 210: 10-2-1, et seq.

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.~~

This policy establishes guidelines for teachers and administrators related to student promotion and retention. It also establishes an appeal procedure for parents who wish to challenge a retention or promotion decision.

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.

No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

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. To determine the promotion and retention of a third grade student pursuant to the Reading Sufficiency Act, the State Board of Education shall use only the reading comprehension and vocabulary scores portion of the statewide third grade assessment and shall not use the other language arts scores portions of the test. No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.~~

~~Any first grade, second grade, or third grade 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 not meeting grade level targets 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 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.~~

~~A student not eligible for automatic promotion and who does not meet the criteria established by the Commission for Educational Quality and Accountability on the reading portion of the third grade statewide assessment may be evaluated for "probationary promotion" by the Student Reading Proficiency Team. The Student Reading Proficiency Team shall be 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 principal and the school district superintendent and the principal and 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 a locally designed remediation plan after the fifth grade which shall have the goal of ensuring that the student is on track to be college and career ready.~~

~~Students who do not meet grade level targets on the reading portion of the statewide third grade assessment, who are not subject to a good cause exemption, and who do not qualify for promotion or "probationary promotion," 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. _____ English language learners who have had less than two (2) years of instruction in an English language learner program;
2. _____ 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 with disabilities who participate in the statewide assessment and who have an IEP that reflects that the student has received intensive remediation in reading and has made adequate progress in reading pursuant to the student's individualized education program for;
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

prekindergarten, kindergarten, first, second, or third grade, and

7. ~~Students who have experienced medical emergencies during the district's testing window and have been approved for this exemption through the Oklahoma State Department of Education.~~

~~A student who is otherwise promoted pursuant to this policy, or by meeting one of the good cause exemptions, shall be provided intensive reading instruction that includes specialized diagnostic information and specific reading strategies for that student until the student meets grade level targets in reading. 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.~~

~~Requests to exempt students from retention based on a good cause exemption (1-7 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 by reasonable expectation that he or she:~~

- ~~1. is a successful and independent reader, reading at or above grade level;~~
- ~~2. has progressed sufficiently to master appropriate fourth grade reading skills; and~~
- ~~3. has met any additional requirements, such as satisfactory achievement in other curriculum areas, as determined by the policies of the district.~~

~~Standards that provide a reasonable expectation that a student has met the above requirements include demonstration of a level of proficiency required to meet grade level criteria as established by the Office of Educational Quality and Accountability (OEQA) on the third grade assessment and mastery of reading skills, consistent with the month of promotion to fourth grade, as presented in the scope and sequence of the district's core reading program. Evidence of demonstrated mastery shall be shown by the following:~~

- ~~1. Successful completion of portfolio elements that meet state criteria, as outlined in O.A.C. 210: 15-27-3(d); or~~
- ~~2. Satisfactory performance on a subsequent alternative standardized assessment, pursuant to O.A.C. 210: 15-27-3(e).~~

~~To promote a student mid-year using a student portfolio there must be evidence of the student demonstrating a level of proficiency required to meet criteria on the Oklahoma state standards as assessed by the reading comprehension~~

and vocabulary portions of the third grade assessment, and mastery of the Oklahoma Academic Standards as assessed by the reading foundations/processes and vocabulary portions of the fourth grade assessment, as specified in O.A.C. 210: 15-27-3(b). In addition, the portfolio must also meet the requirements listed in O.A.C. 210: 15-27-3(d).

~~To promote a student mid-year using an alternative standardized assessment there must be evidence that the student scored at or above grade level on the reading portion of an alternative standardized reading assessment listed in O.A.C. 210: 15-27-2(b)(3)(A), as demonstrated by standard scores or percentiles consistent with the month of promotion to the fourth grade. Alternative assessments administered for the purpose of determining a student's eligibility for mid-year promotion must also comply with any additional requirements such as those mandated by O.A.C. 210: 15-27-2(b)(3) and the district's policy for mid-year promotion, provided that alternative assessments administered for this purpose may be administered until November 1 of the school year.~~

~~A mid-year promotion shall only occur upon agreement of the parent or legal guardian of the student, and the school principal. Such decision should be made in consultation with the student's third and fourth grade teachers.~~

~~The Individualized Program of Reading Instruction for any retained third-grade student who has been promoted mid-year to fourth grade shall be re-evaluated and modified as appropriate to support success in fourth grade, and shall be implemented for the entire academic year.~~

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 steps outlined below.

Parents who disagree with the district's decision to promote a student to the next grade may also appeal the decision upon receipt of the student's report card by taking the steps outlined below.

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. The superintendent may delegate the review of the decision to a designee. 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 or his/her designee'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 or his/her designee's written notification of their decision, the superintendent's or designee'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. Prior to retaining a student at the parent's request, the student's parent will be required to sign an acknowledgment form accepting responsibility for any adverse consequences of retaining a student against district recommendations.

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

READING SUFFICIENCY ACT TESTING AND PROCEDURES

Every student enrolled in kindergarten shall be assessed at the beginning, middle and end of each school year using a screening instrument approved by the State Board of Education for the acquisition of reading skills including, but not limited to, phonemic awareness, letter recognition, and oral language skills as identified in the subject matter standards adopted by the State Board of Education. Every first, second, and third grade student shall be assessed for the acquisition of reading skills for the grade level in which enrolled. Any student who is assessed and who is not meeting grade level targets in reading 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 Proficiency Team

The program of reading instruction shall align with the State subject matter standards, shall be based on a three-tiered Response to Intervention ("RtI") model, and 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:

Sufficient in-school instructional time sufficient for the acquisition of phonemic awareness, phonics, reading fluency, vocabulary, and comprehension, if necessary, tutorial instruction as needed after regular school hours, on Saturdays, and during the summer, and 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.

A student enrolled in first or second grades who has been assessed and found not to be meeting grade level targets in reading, shall be entitled to supplemental instructional services and supports in reading until the student is determined by the results of a screening instrument to be meeting grade level targets in readings. The program of reading instruction for each student shall be developed by a Student Reading Proficiency Team and shall include supplemental instructional services and supports. Each team shall be composed of:

1. ——— The parent or guardian of the student,
2. ——— The teacher assigned to the student who had responsibility for reading instruction in that academic year,
3. ——— A teacher who is responsible for reading instruction and is assigned to teach in the next grade level of the ——— student, and
4. ——— A certified reading specialist, if one is available.

The reading progress of kindergarten students at risk for reading difficulties at the beginning of the school year shall be monitored throughout the school year and measured mid year and at year end. Kindergarten students who are not meeting grade level targets by mid year in reading shall be provided a program of reading instruction designed to enable the student to acquire the appropriate grade level reading skills.

A Probationary Promotion Reading Proficiency Team may evaluate a student for probationary promotion if the student is enrolled in third grade, is not eligible for automatic promotion, and scores below the proficiency level does not meet the criteria established by the Commission for Educational Quality and Accountability on the reading portion of the third grade statewide criterion-referenced test. The Probationary Promotion Reading Proficiency Team shall be composed of:

- 1. ——— The parent or guardian of the student,
- 2. ——— The teacher assigned to the student who had responsibility for reading instruction in that academic ——— year,

- _____ 3. _____ A teacher who is responsible for reading instruction and is assigned to teach in the next grade level
_____ of the student, and
- _____ 4. _____ A certified reading specialist, if one is available.

~~The principal and superintendent must approve the probationary promotion. For a student who is approved for probationary promotion, the Probationary Promotion Reading Proficiency Team shall continue to review the student's reading performance and repeat the evaluation and recommendation process each academic year until the student demonstrates he or she is meeting grade-level targets on an approved screening instrument such that the student is on track to be college and career ready.~~

Throughout the school year progress monitoring shall continue, and diagnostic assessment, if determined appropriate, shall be provided. Year end reading skills shall be measured to determine reading success. The program of reading instruction shall continue until the student is determined by the results of approved reading assessments to be meeting grade-level targets. If a reading instruction program 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 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.

Program of Reading Instruction and Retention

For any third grade student not reading at that grade level, as determined by 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 new plan shall include provisions of the READ Initiative adopted by the School District and may include specialized tutoring.

~~The minimum criteria for grade-level performance of third-grade students pursuant to the Reading Sufficiency Act shall be that students are able to read and comprehend grade-level text. To determine the promotion and retention of third-grade students pursuant to the Reading Sufficiency Act, the State Board of Education shall use only the scores for the standards for reading foundations/processes and vocabulary portions of the statewide third-grade assessment administered pursuant to 70 O.S. Section 1210.508 and shall not use the scores from the other language arts portions of the assessment. The performance levels established by the Commission for Educational Quality and Accountability pursuant to Section 1210.508 shall ensure that students meeting the performance-level criteria are performing at grade level on the reading foundations and vocabulary portions of the statewide third-grade assessment.~~

Each program of reading instruction shall be based upon a three-tiered Response to Intervention ("RtI") model and shall include:

1. ~~For students identified for Tier I intervention, a minimum of ninety (90) minutes of uninterrupted daily scientific research-based reading instruction;~~
2. ~~For students identified for Tier II intervention, at least an amount of uninterrupted scientific research-based reading instructional time that is:~~
 - A. ~~Based on specific student needs;~~
 - B. ~~Reflects the needed intensity and/or frequency as identified on a screening tool, diagnostic assessment and/or progress monitoring instrument; and~~
 - C. ~~Is determined by the classroom teacher reading specialist (if available) and building principal.~~
3. ~~For students identified for Tier III intervention, at least forty five (45) to sixty (60) minutes of additional uninterrupted daily scientific research-based reading instruction in addition to the ninety (90) minutes of uninterrupted daily reading instruction provided under Tier I.~~

~~The parent of any student who is found to have a reading deficiency and is not meeting grade level reading targets, 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 pursuant to a conjoint measure model~~

~~— such that a reader and a text are placed on the same scale;~~

~~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 otherwise promoted pursuant to the school district's Student Retention and Promotion Policy or is exempt for good cause;~~

~~Strategies for parents to use in helping their child succeed in reading proficiency;~~

~~— The grade level performance scores of the student;~~

~~That, while the results of statewide assessments are the initial determinant, they are not the sole determiner of promotion and that 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.~~

~~Only the scores from the reading comprehension portions of the third grade criterion referenced test shall be used to determine the promotion and retention of third grade students pursuant to the Reading Sufficiency Act. For students who do not meet the academic requirements for promotion, the School District may promote the student only as provided for in the school district's Student Retention and Promotion Policy. 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.~~

~~Students who do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portions of the statewide third grade assessment and who are not subject to a good cause exemption, and who do not qualify for promotion or "probationary promotion", shall be retained in the third grade and provided intensive instructional services and supports.~~

Instruction and Interventions for Retained Students

~~The School District shall conduct a review of the reading instruction program for all students who do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading~~

portion of the statewide assessment 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 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 screening 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;
- establishes at each school an Intensive Acceleration Class for retained third grade students who subsequently do not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portion of the statewide assessment. 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 does not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portions of the statewide assessments and who was retained in the third grade the prior year because of not meeting the performance criteria established by the Commission for Educational Quality and Accountability on the reading portions of the statewide assessments;
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.

Board of Education Reporting Requirements

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;
the number and percentage of all students in grades three that did not meet the performance criteria established by the Commission for Educational Quality and Accountability on the reading portions of the statewide assessment;
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.

Professional Development

Beginning with the 2022-2023 school year, if the district receives more than \$2,500 in funds allocated to provide remediation and intervention in reading for enrolled students in grades prekindergarten through grade five, the district shall spend no less than 10% of the allocated funds on professional development for teachers of these grade levels. This professional development shall include training in the science of how students learn to read as well as instructional materials required for implementation. In accordance with this policy and Oklahoma law, the district shall utilize professional development programs that are evidence-based and directly address the cognitive science of how students learn to read for which the district is permitted to use received funds. The district shall select these programs from the OSDE's published list of programs, which will be available from the OSDE no later than June 30, 2022.

Reference: Okla. Stat. tit. 70, § 1210-508C, Okla. Stat. tit. 70, § 1210-508E;

Reference: 70 OKLA. STAT. §1210-508C, 70 OKLA. STAT. §1210-508E; Okla. Stat. tit. 70, § 1210-508D

STRONG READERS ACT

It is essential for children enrolled in the district to read early and well in elementary school. To facilitate proficient reading skills for its students, the district employs scientifically-based and researched methodology in reading instruction in addition to regular and periodic measurements of elementary school reading improvement, and accountability in each level of the educational system to increase the number of students reading at or above grade level.

District students will receive a well-rounded education that is focused on building deep foundations in reading, writing, and mathematics with all district teachers of reading in kindergarten through third grade incorporating into instruction the five elements of reading instruction which are phonological awareness, decoding, fluency, vocabulary, and comprehension.

In order for the District to identify students who have a reading deficiency including identifying students with characteristics of dyslexia, each student enrolled in kindergarten and first, second, and third grade at the district shall be screened at the beginning, middle, and end of each school year for reading skills including, but not limited to, phonological awareness, decoding, fluency, vocabulary, and comprehension. A screening instrument approved by the State Board of Education, in consultation with the Commission for Educational Quality and Accountability and the Secretary of Education, shall be utilized.

An exemption to the screening requirement may be provided to students who have documented evidence that they meet at least one of the following criteria as related to the provision of classroom instruction:

- a. the student participates in the Oklahoma Alternate Assessment Program (OAAP) and is taught using alternate methods,
- b. the student's primary expressive or receptive communication is sign language,
- c. the student's primary form of written or read text is Braille, or
- d. the student's primary expressive or receptive language is not English, the student is identified as an English learner using a state-approved identification assessment, and the student has had less than one (1) school year of instruction in an English-learner program.

For any student granted an exemption from the screening requirement, the district shall maintain ongoing evidence of student progression toward English language acquisition with the same frequency as administration of screening assessments. Evidence may include, but not be limited to, student progression toward OAAP reading essential elements, proficiency in sign language and reading comprehension, and proficiency in Braille and reading comprehension.

Any student administered a screening instrument and found not to be meeting grade-level targets shall be provided a program of reading instruction designed to enable the student to acquire the appropriate grade-level reading skills. The program of reading instruction shall be based on scientific reading research and align with the subject matter standards adopted by the State Board of Education. A program of reading instruction shall include:

- a. sufficient additional in-school instructional time for the acquisition of phonological awareness, decoding, fluency, vocabulary, and comprehension,
- b. if necessary and if funding is available, tutorial instruction after regular school hours, on Saturdays, and during summer; however, such instruction may not be counted toward the one-hundred-eighty-day or one-thousand-eighty-hour school year,
- c. assessments identified for diagnostic purposes and periodic monitoring to measure the acquisition of reading skills including, but not limited to, phonological awareness, decoding, fluency, vocabulary, and comprehension, as identified in the student's program of reading instruction,
- d. high-quality instructional materials grounded in scientifically based reading research, and
- e. a means of providing every family of a student in prekindergarten, kindergarten, and first, second, and third grade access to free online evidence-based literacy instruction resources to support the student's literacy development at home.

A student enrolled in kindergarten or first, second, or third grade who exhibits a deficiency in reading at any time based on the screening instrument shall receive an individual reading intervention plan no later than thirty (30) days after the identification of

the deficiency in reading. The reading intervention plan shall be provided in addition to core reading instruction that is provided to all students. The reading intervention plan shall:

- a. describe the research-based reading intervention services the student will receive to remedy the deficiency in reading,
- b. provide explicit and systematic instruction in phonological awareness, decoding, fluency, vocabulary, and comprehension, as applicable,
- c. monitor the reading progress of each student's reading skills throughout the school year and adjust instruction according to the student's needs, and
- d. continue until the student is determined to be meeting grade-level targets in reading based on screening instruments or assessments administered under this policy.

The reading intervention plan for each student identified with a deficiency in reading shall be developed by a Student Reading Proficiency Team and shall include supplemental instructional services and supports. Each team shall be composed of:

- a. the parent or legal guardian of the student,
- b. the teacher assigned to the student who had responsibility for reading instruction in that academic year,
- c. a teacher who is responsible for reading instruction and is assigned to teach in the next grade level of the student, and
- d. a certified reading specialist, if one is available.

The district shall notify the parent or legal guardian of any student in kindergarten or first, second, or third grade who exhibits a deficiency in reading at any time based on the screening instrument administered pursuant to this policy. The notification shall occur no later than thirty (30) days after the identification of the deficiency in reading.

District Strong Readers Plan:

The district shall adopt and implement a strong readers plan with input from school administrators, teachers, and parents and legal guardians and, if possible, a reading specialist. The plan shall be submitted electronically to, and approved by, the State Board of Education. The plan shall be updated annually. The district is not required to electronically submit the annual updates to the State Board if the last plan submitted to the State Board was approved and expenditures for the program include only expenses relating to individual and small group tutoring, purchase of and training in the use of screening and assessment measures, summer school programs and Saturday school programs. If any expenditure for the program is deleted or changed or any other type of expenditure for the program is implemented, the district shall submit the latest annual update to the State Board for approval.

The district strong readers plan shall include a plan for each site which includes an analysis of the data provided by the Oklahoma School Testing Program and other reading assessments utilized as required under this policy, and which outlines how each school site will comply with the provisions of the Strong Readers Act.

Students Demonstrating Proficiency:

Any first-grade, second-grade, or third-grade student who demonstrates proficiency in reading through a grade-level appropriate screening instrument approved pursuant to this policy shall not require a program of reading instruction or an individual reading intervention plan. After a student has demonstrated proficiency through a screening instrument, the district shall provide notification to the parent or legal guardian of the student that the student has satisfied the requirements of the Strong Readers Act. The district shall continue to monitor the student in the next successive grade level to ensure he or she maintains proficiency.

Intensive Intervention Services:

Beginning with the 2025-2026 school year, 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 not meeting grade-level targets on a screening instrument administered pursuant to this policy, the district shall provide the student with intensive intervention services for the appropriate amount of the instructional day consistent with the individual reading intervention plan developed pursuant to this policy and as determined by

the Student Reading Proficiency Team. Intensive intervention services shall continue until the student demonstrates proficiency at the student's grade level based on a screening instrument administered pursuant to this policy.

The district shall annually report in an electronic format to the State Department of Education, the Office of Educational Quality and Accountability, and the Secretary of Education the number of students in kindergarten through third grade per grade level who exhibit grade-level reading proficiency, the number of students per grade level who received intensive intervention services pursuant to this policy, the number of students per grade level who attended a summer academy as provided for in Section 1210.508E of Title 70, the number of students per grade level who exhibited improved reading proficiency after completion of intensive intervention services, and the number of students per grade level who are still in need of intensive intervention services.

The parent of any student who is found to have a reading deficiency and is not meeting grade-level reading targets and has been provided a program of reading instruction as provided for in this policy shall be notified in writing of the following:

1. That the student has been identified as having a substantial deficiency in reading;
2. A description of the current services that are provided to the student;
3. A description of the proposed intensive intervention services and supports that will be provided to the student that are designed to remediate the identified area of reading deficiency;
4. That a student who is promoted to the fourth grade shall receive supplemental intensive intervention services;
5. Strategies for parents to use in helping their child succeed in reading proficiency; and
6. The grade-level performance scores of the student.

No student may be assigned to a grade level based solely on age or other factors that constitute social promotion.

Reporting Requirements:

The district shall annually publish on the school website, and report electronically to the State Department of Education, the Office of Educational Quality and Accountability, and the Secretary of Education by **September 1** of each year the following information on the prior school year:

- a. expenditures related to implementing the provisions of this policy, the number of staff implementing the provisions of this policy, and average daily classroom time devoted to implementing the provisions of this policy,
- b. by grade, the number and percentage of all students in kindergarten through third grade who did not meet grade-level targets based on a screening instrument administered pursuant to this policy,
- c. by grade, the number and percentage of all students in kindergarten through third grade who have been enrolled in the district for fewer than two (2) years,
- d. by grade, the number and percentage of students in kindergarten through third grade who demonstrated grade-level proficiency based on a screening instrument administered pursuant to this policy, and
- e. by grade, the number and percentage of students in kindergarten through third grade who are on an individualized education program (IEP) in accordance with the Individuals with Disabilities Education Act (IDEA) and who demonstrated grade-level proficiency based on a screening instrument administered pursuant to this policy or an alternative assessment prescribed by the student's IEP.

Copies of the results of the screening instruments administered shall be made a part of the permanent record of each student.

Professional Development:

If the district receives more than Two Thousand Five Hundred Dollars (\$2,500.00) in funds allocated to provide remediation and intervention in reading prekindergarten through grade five, the district shall spend no less than ten percent (10%) to provide professional development for teachers teaching prekindergarten through grade five. The professional development shall include training in the science of reading including how students learn to read; training in providing explicit and systematic instruction in

phonological awareness, decoding, fluency, vocabulary, and comprehension; implementing reading strategies that research has shown to be successful in improving reading among students with reading difficulties; and instructional materials required for implementation.

Summer Academy:

If a teacher determines that a student in kindergarten or first through third grade is not reading at grade level by the end of the second quarter of the school year, the parent or legal guardian of the student shall be notified of:

1. The reading level of the student;
2. The program of reading instruction for the student as required pursuant to the Strong Readers Act; and
3. 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 a student in kindergarten or first through third grade is not meeting grade-level targets for reading may, after consultation with the parent or legal guardian of the student, recommend that the student participate in and complete a summer academy or other program.

The district's summer academy program shall be designed to ensure that participating students successfully complete grade-level competencies in reading to enhance next-grade readiness. A summer academy reading program shall incorporate the content of a scientifically research-based professional development program administered by the Commission for Educational Quality and Accountability or a scientifically research-based reading program administered by the State Board of Education and is taught by teachers who have successfully completed professional development in the reading program or who are certified as reading specialists.

The district may approve an option for students who are unable to attend a summer academy. The optional program may include, but is not limited to, an approved private provider of instruction, approved computer-based or Internet-based instruction, or an approved program of reading instruction monitored by the parent or legal guardian. The district shall not be required to pay for the optional program, but shall clearly communicate to the parent or legal guardian the expectations of the program and any costs that may be involved.

Subject to the availability of funds, the requirements of this section may be expanded to apply to students in fourth through eighth grades.

Dyslexia Screening:

Any student enrolled in kindergarten, first, second, or third grade who is assessed through the Strong Readers Act and who is not meeting grade-level targets in reading after the beginning-of-the-year assessment shall be screened for dyslexia. Screening also may be requested for a student by his or her parent or legal guardian, teacher, counselor, speech-language pathologist, or school psychologist.

Screening shall be conducted in accordance with the policies developed by the State Board of Education and the Oklahoma Dyslexia Handbook, including policies and information developed relating to universal screening of kindergarten students for characteristics of dyslexia.

The district shall provide the following data to the State Department of Education by June 30 each year:

1. The number of students by grade level in kindergarten through grade three who were screened for dyslexia in a school year;
2. The number of students by grade level in kindergarten through grade three who were newly identified as having characteristics of dyslexia in a school year;
3. The process or tools used to evaluate student progress;
4. The number of trained school system personnel or licensed professionals used to administer the qualified dyslexia screening tool;

5. The number of students in kindergarten through grade three who were participating in interventions within the school setting and the number of students participating in interventions outside the school setting; and
6. The programs used by districts for intervention within the school setting.

Reference: 70 O.S. § 1210.508A, et seq.
70 O.S. § 1210.520

GRADUATION POLICY

The Guthrie Board of Education recognizes that graduation ceremonies are important events for our students, patrons, guests and community. To ensure that graduation ceremonies are enjoyable for all participants and spectators, the board enacts the following policies:

1. A student shall be a graduate of this school district and entitled to a High School Diploma whenever that student has:
 - A. successfully completed the minimum number of credits established by the district for graduation. and.
 - B. If the student elects to participate in graduation ceremonies, completed such exercises in accordance with this policy.
2. Any student who elects to participate in graduation exercises will still be considered a student of this district until such ceremonies have been completed.
3. All students participating in graduation ceremonies will be required to abide by the school's discipline code as outlined in the Student Handbook. In addition, students shall not engage in the following conduct during graduation exercises:
 - A. Engaging in any disruptive activity which substantially interferes with the graduation process or the rights of other individuals.
4. The administration may impose discipline on any student who commits any act referred to in (3) above. It is recommended the administration take necessary steps to impose discipline as soon as is convenient after completion of graduation exercises. Such discipline may include, but shall not be limited to permanent denial of a diploma and suspension from school for the balance of the school year if the con-commencement ceremony is held prior to the end of school.

GRADUATION ATTIRE

It is the policy of this school district to allow enrolled students of a federally recognized Indian tribe or the tribe of another country to wear tribal regalia during the district's official graduation ceremonies, whether held at a public or private location. Nothing contained in this policy shall limit or alter the authority of district personnel to regulate student behavior pursuant to the School Safety and Bullying Prevention Act and any existing student conduct and behavior policies of the district.

For the purposes of this policy, tribal regalia means traditional garments, jewelry, other adornments such as an eagle feather, an eagle plume, a beaded cap, a stole or similar objects of cultural and religious significance worn by members of a federally recognized Indian tribe or the tribe of another country.

Tribal regalia does not include any firearm or other weapon. Tribal regalia does not include any object that is otherwise prohibited by federal law, except in compliance with an appropriate federal permit. The District may adopt guidelines which specify the characteristics of any garment, jewelry, other adornment, or object that the district finds will endanger the safety of a student or others or interfere with graduation ceremonies if worn by a student.

Reference: Okla. Stat. tit. 70, § 24-160

SOCIAL MEDIA AND SOCIAL NETWORKING

The Guthrie School District recognizes the appropriate use of social media as a method for communicating ideas and information. The forms of electronic and digital communications change rapidly. Social media includes all means of communicating or posting information or content of any nature on the Internet, including but not limited to one's own or another's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat-room, whether or not associated or affiliated with the district, as well as any other form of electronic communication. This policy addresses common existing forms of electronic and digital communication (email, texting, blogging, tweeting, posting, etc.) but is intended to cover any new form of electronic or digital communication which utilizes a computer, phone or other digital or electronic device.

Definitions

"Blog" means an online journal that contains entries or posts that consist of text, links, images, video or other media and is usually between 300-500 words.

"Social networking" or "social media" means interaction with external websites or services based upon participant contributions to the content. Types of social media include social and professional networks, blogs, micro blogs, video or photo sharing and social book marking; and

"Comment" means a response to an article or social media content submitted by a commenter.

"Copyrights" protect the right of an author to control the reproduction and use of any creative expression that has been fixed in tangible form, such as literary works, graphic works, photographic works, audiovisual works, electronic works and musical works. It is illegal to reproduce and use copyrighted content publicly on the Internet without first obtaining the permission of the copyright owner.

"Hosted content" means text, pictures, audio, video or other information in digital form that is uploaded and resides in the social media account of the author of a social media disclosure. If an employee downloads content off of the Internet, and then uploads it to their own social media account, they are hosting that content. This distinction is important because it is generally illegal to host copyrighted content publicly on the Internet without first obtaining the permission of the copyright owner.

"Professional social media" is a work-related social media activity that is either school-based or non-school based.

"Cyberbullying" means the use of electronic information and communication devices, including, but not limited to email, instant messaging, text messaging, cellular telephone communications, Internet blogs, Internet chat rooms, Internet postings and defamatory websites.

"Social media account" means a personalized presence inside a social networking channel, initiated at will by an individual. YouTube, Twitter, Facebook, Instagram, SnapChat, TikTok and other social networking channels allow users to sign-up for their own social media account, which they can use to collaborate, interact and share content and status. When a user communicates through a social media account, their disclosures are attributed to their User Profile.

"Social media channels" means blogs, micro-blogs, wikis, social networks, social bookmarking services, user rating services and any other online collaboration, sharing or publishing platform, whether accessed through the web, a mobile device, text messaging, email or other existing or emerging communications platforms.

"Social media disclosures" are blog posts, blog comments, status updated, text message, posts via email, images, audio or video recordings, or any other information made available through a social media channel. Social media disclosures are the actual communications a user distributes through a social media channel, usually by means of their social media account.

Official Use of Social Media

The district is responsible for creating and maintaining its “official” online presence. Unless specifically authorized in writing by the Superintendent, no district employee may create an “official” Guthrie School District presence on any form of Social Media, now in existence, or created in the future, or represent themselves as a spokesperson or authorized representative of the Guthrie School District.

Professional Conduct

In the spirit of exchanging perspectives, the district welcomes third party contributions to its social media pages. Comments do not reflect the opinions or policies of the district, its board of education, administration, staff or students. Thus, the district is not responsible for comments or replies made by visitors to any of its official social media pages and reserves the right, at its sole discretion, to screen, hide, and/or remove any content that is significantly off-topic, including but not limited to content the primary purpose of which is to sell a product or a service; is racist, sexist, abusive, profane, violent, obscene, spam, or advocates illegal activity; contains falsehoods or is libelous; incites, or threatens or makes personal attacks on individuals or groups.

The social media channels of the district are for informational purposes only. As such, it is not recommended that individuals use comments, replies or direct messages to communicate official business with the district. Attempts to engage the district in this way do not constitute notice to the district in any fashion and individuals should not expect reply or action.

The superintendent, or their designee, will adopt Social Media Rules of Engagement to be posted on the district’s website. A link to the rules will be posted in the bio section, or other conspicuous, static place, of each social media page operated by the district.

The District is committed to creating an environment in which all persons can interact together in an atmosphere free of all forms of harassment, exploitation or intimidation. Therefore, when communicating via social networks, employees are expected to act with honesty, integrity, and respect for the rights, privileges, privacy, and property of others. By doing so employees will be abiding by applicable laws, school district policy and the core values of the Guthrie School District. The District prohibits abusive or offensive on-line behavior of employees at work or when engaged in work-related activities; likewise, District resources are not to be used in abusive or offensive ways. Also, the District discourages out-of-school on-line abusive or offensive behavior because of its potential to interfere with and disrupt working and student relationships.

Employees are responsible for the material they publish online as well as the messages sent via computers and wireless telecommunication devices. Any conduct that negatively reflects upon the district, consists of inappropriate behavior, or creates disruption on the part of an employee may expose that employee to disciplinary action up to and including termination. Inappropriate behavior is defined as any activity that harms students, compromises an employee’s objectivity, undermines an employee’s authority or ability to maintain control of students or work with or around students, is disruptive to the educational environment, or is illegal. Moreover, employees should not engage in personal social media during working hours.

Expectations of Staff

District employees are role models and must exemplify ethical behavior in their relationships with students, parents/guardians, patrons, and other staff members. Online activity, including personal online activity, is public and is therefore a reflection on the district as an organization. Employees should exercise good judgment and common sense, maintain professionalism, and **immediately** address inappropriate behavior or activity discovered on ~~these~~ **district** networks. Inappropriate behavior or activity should be immediately communicated to a direct supervisor. The following should inform and guide employee judgment and actions:

1. The line between professional and personal relationships can become blurred; therefore, district employees should exercise discretion and maintain professionalism when communicating with students via computers or wireless telecommunication devices. Employees should limit this type of communication with students to matters concerning a student's education or extra-curricular activities for which the staff member has assigned responsibility. ~~Excessive messaging or other social media communication to an individual student should be avoided.~~ Excessive school-related messaging or other social media communication to an individual student should be avoided and an employee should only engage in social media communication with a student for a school-related purpose and with the consent of the employee's supervisor and the student's parent/guardian.
2. District employees are prohibited from engaging in private exchanges with students, and should only communicate with groups or in such a manner that the communication can be publicly viewed.
3. Photos of and videos featuring students should not be posted on social media without the informed consent of a parent/guardian. For personal protection, never take a photo of an individual student.
4. Photos and videos of fellow employees should not be posted without their express permission.
5. Group student photos may be submitted to the site administrator or superintendent for inclusion on official district accounts.
6. Students should not be cited, obviously referenced, or depicted in images without proper written approval of the student's parent/guardian, and the confidential details of these individuals should never be disclosed.
7. Externally communicating any confidential information or information related to the Guthrie School District not intended for public dissemination is always forbidden and may be grounds for termination and legal action. Public information will be released through the superintendent or his designee.
8. Copyright and fair use laws must be respected at all times. Trademarks such as logos, slogans, and digital content such as art, music, or photographs, may require permission from the copyright owner. It is the responsibility of the employee to seek and obtain written permission for any such trademarked content.
9. District employees are discouraged from sharing content or comments containing the following when it is directed at a colleague, parent, student or citizen of the State of Oklahoma:
 - a. Obscene sexual content or links to obscene sexual content;
 - b. Abusive and bullying language or tone;
 - c. Conduct or encouragement of illegal activity; and
 - d. Disclosure of information which an agency and its employees are required to keep confidential by law, regulation or internal policy.

Content or comments of the type listed above are especially concerning when directed at or exchanged with a student and, as a result, may result in disciplinary action up to and including termination of employment and, in some instances, referral to law enforcement or licensing bodies.

10. The district is not interested in limiting an employee's ability to participate in personal social networks with a personal email address outside of the workplace. However, what is published on these sites should never be attributed to the district. Employees should make it clear that they are speaking for themselves. Furthermore, even if you do not mention the district, that information is readily ascertainable and could reflect poorly upon the employee and the district. Employees are encouraged to use common sense when making online comments, even if they intend for those to be purely personal in nature.

11. Employees are cautioned to be aware of their association with the district online social networks. If an employee identifies themselves as a district employee, the employee should ensure their profile, photographs, and related content are consistent with how the employee wishes to present themselves with colleagues, students, parents/guardians, and others.

Personal Use of Social Networking Sites (e.g., Facebook, TikTok, Twitter and Instagram, etc.)

1. Employees are personally responsible for all comments/information and hosted content published online. Employees should always be mindful that social media posts like tweets and status updates will be visible and public for an extended time.
2. By posting comments, having online conversations, etc. on social media sites, employees should remember that they are broadcasting to the world; accordingly, they should be aware that even with the strictest privacy settings, what one “says” online should be within the bounds of professional discretion. Comments expressed via social networking pages under the guise of a “private conversation” may still be shared by others in a more public domain.
3. Comments related to the district, its employees, and district events, should always meet the highest standards of professional discretion. Employees should always assume that every one of their postings is in the public domain.
4. Before posting personal photographs, employees should first consider how the posted images reflect on an employee’s professionalism.
5. District employees are not permitted to solicit or accept “friend” requests from enrolled district students on any personal social media account. This includes student accounts and district employee personal accounts.
6. District employees are not permitted to encourage students enrolled in the district to create social media accounts of any kind.
7. All district employees who choose to utilize Facebook, TikTok, Twitter, Instagram or any other social media platform to provide classroom or extracurricular activity information to students and parents must create a “teacher” page, and posts must be exclusively about classroom or school activities.

Accountability

All staff are expected to serve as positive ambassadors for the district and appropriate role models for students. Failure to do so could put an employee in violation of district policy. Violation of district policies and procedures may result in disciplinary action up to and including termination of employment. All employees who have reason to believe that their on-line conduct has generated public or media attention are expected to immediately report their activity and attention generated to their supervisor.

Staff-Student Relationships

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Examples of unprofessional relationships include, but are not limited to: employees fraternizing or communicating with students as if employees and students were peers, e.g. writing personal letters or emails; “texting” students; calling students on a cell phone or allowing students to make personal calls to them unrelated to homework or class work; sending personal or inappropriate pictures to students; discussing or revealing to students personal matters about their private lives or inviting students to do the same (other than professional counseling by

an assigned school counselor); and engaging in sexualized dialogue, whether in person, by phone, via the Internet or in writing.

Employees who post information on Facebook, Twitter or other similar platforms that include inappropriate personal information such as, but not limited to, provocative photographs, sexually explicit messages, use of alcohol, drugs or anything students are prohibited from doing must understand that if students, parents or other employees obtain access to such information, the employee's actions will be investigated by district officials; if warranted, an employee will be disciplined up to and including termination, depending on the severity of the offense, and may have their case forwarded to the Oklahoma State Department of Education for review and possible sanctions.

Distribution of Policy

This policy shall be distributed to all employees via the district's e-mail system at the beginning of each school year and at the time of hiring to all new employees hired after the start of the school year.

Reference: 74 O.S. §840-8.1

LIBRARY MEDIA CENTER SELECTION POLICY

The board of education, which is responsible for all book purchases, recognizes the student's right of free access to many different types of books. The board also recognizes the right of teachers and administrators to select books and other materials in accord with current trends in education and to make them available in the schools. It is therefore the policy of this district to require the materials used in the school library media program, including print materials, nonprint materials, multimedia resources, equipment, and supplies, selected for our schools be in accord with the following:

1. Books and other reading matter shall be chosen for values and enlightenment of all students in the community. A book shall not be excluded because of the race, nationality, political or religious views of the writer or of its style and language.
2. Every effort will be made to provide materials that present all points of view concerning the problems and issues of our times, international, national, local and books or other reading matter of sound factual authority shall not be prescribed or removed from library shelves or classrooms because of partisan, doctrinal, approval or disapproval.
3. When acquiring books and other materials, the materials selected shall reflect the district's community standards for the population the library serves, and the materials shall be age appropriate to the schools in which the materials are made available.
4. Books and other materials shall be selected in a manner ensuring that materials available to students are adequate in quantity and quality to meet the needs of students in all areas of the school library media program.
5. Censorship of books shall be challenged in order to maintain the school's responsibility to provide information and enlightenment.

[§]In accordance with number 3 above, the board has adopted the following policy for dealing with censorship of books and other materials:

- The final decision for controversial reading matter shall rest with the board of education after careful examination and discussion of the book or reading matter with school educators.
 - No parent or group of parents has the right to determine the reading matter for students other than their own children.
 - The board does, however, recognize the right of an individual parent to request that his or her child does not have to read a given book, provided a written request is made to the superintendent.
6. Any parent who wishes to request reconsideration of the use of any book in the school must make such a request in writing on forms available from the superintendent. The statement must be signed and identified so that a reply may be given.
 7. A committee will review the material and by majority vote, recommend placing or not placing the material back on the library shelf. The committee will be composed of the library media specialist, the principal, two teachers and a member of the community. They will submit a report in writing to the superintendent.
 8. If the matter cannot be resolved at this level, then the written criticism along with the committee report and the superintendent's evaluation will be considered by the Board of Education at the next regularly scheduled meeting of the board.

9. ~~No library in the district shall have available to minor students any pornographic materials or sexualized content. Pornographic materials and sexualized content are defined as follows:~~

~~—Pornographic means:~~

- ~~—(1) depictions or descriptions of sexual conduct which are patently offensive as found by the average person applying contemporary community standards, considering the youngest age of students with access to the material;~~
- ~~—(2) materials that, taken as a whole, have as the dominant theme an appeal to prurient interest in sex as found by the average person applying contemporary community standards; and~~
- ~~—(3) a reasonable person would find the material or performance taken as a whole, lacks serious literary, artistic, educational, political, or scientific purposes or value, considering the youngest ages of students with access to the material.~~

~~—Sexualized content means material that is not strictly pornographic but otherwise contains excessive sexual material in light of the educational value of the material and in light of the youngest age of students with access to said material.~~

10. ~~A student is not prohibited from reading, owning, possessing, or discussing any book they obtained without the assistance or encouragement of the district, its employees or its libraries. Nothing in this policy should be construed to authorize the bringing of pornographic material or sexualized content on the grounds of the district.~~
11. ~~Annually every October 1st, the district shall transmit to the Oklahoma State Department of Education a complete listing of all books and other materials available in any school library in the district. An attestation from the Superintendent that a public online school library catalog(s) contains a complete and accurate list, along with the website for accessing the relevant school library catalog(s) shall fulfill this reporting requirement.~~
12. ~~The district shall have a written policy for reviewing the educational suitability and age appropriate nature of any material in a library in the district and for receiving and responding to complaints regarding materials in the libraries in the district.~~
13. ~~The parent/guardian of a student alleging a violation by the district regarding requirements pertaining to its library collection pursuant to the Oklahoma Administrative Code 210:35-3-126(a), shall provide a written complaint to the Oklahoma State Department of Education summarizing the alleged violation.~~

Reference: Okla. Stat. tit. 70, § 11-201 OAC 210:35-3-126, OAC 210:35-3-127, OAC 210:35-3-121, et. seq.

MEDIA CENTER - SELECTION OF LIBRARY BOOKS

The board of education, which is responsible for all book purchases, recognizes the student's right of free access to many different types of books. The board also recognizes the right of teachers and administrators to select books and other materials in accord with current trends in education and to make them available in the schools.

The authority to select library materials is delegated to the professional personnel of the district. While the selection of materials may involve input from various school personnel, the responsibility for coordinating, evaluating, and recommending the selection and purchase of library/media materials rests with the certified library/media personnel and the district's site administrators.

It is therefore the policy of this district to require the materials used in the school library media program, including print materials, nonprint materials, multimedia resources, equipment, and supplies, selected for our schools be in accord with the following:

1. Books and other reading material shall be chosen for the interest, information, and enlightenment of all students in the community.
 2. A book shall not be excluded because of the origin, background, or views of the author or because of its style and language.
 3. Every effort will be made to provide materials that present all points of view concerning the problems and issues of our times, including international, national, and local issues.
 4. Books or other reading material of sound factual authority shall not be excluded or removed from library shelves or classrooms because of partisan or doctrinal, approval or disapproval.
3. When acquiring books and other materials, the materials selected shall reflect the district's community standards for the population the library serves, and the materials shall be age-appropriate to the schools in which the materials are made available.
4. Books and other materials shall be selected in a manner ensuring that materials available to students are adequate in quantity and quality to meet the needs of students in all areas of the school library media program.
5. Censorship of books shall be challenged in order to maintain the school's responsibility to provide information and enlightenment.
6. No parent or group of parents has the right to determine the reading matter for students other than their own children. The board does, however, recognize the right of an individual parent to request that his or her child does not have to read a given book, provided a written request is made to the superintendent or the superintendent's designee.

REQUEST FOR RECONSIDERATION

In accordance with number 3 above, the board of education has adopted the following policy for addressing objections to books and other library materials:

Any parent who wishes to request reconsideration of the use of any book in the school must make such a request in writing on a Citizen's Request for Reconsideration of Library/Media Materials form available from the superintendent.

The Citizen's Request for Reconsideration of Library/Media Materials will be submitted to the principal, who will review the request and schedule a conference to discuss this matter with the individual making the request. The principal may invite a teacher or a librarian to participate in this discussion.

If the complaint is not resolved during the initial conference, the matter will be referred to a committee appointed by the superintendent, which will consist of two appropriate level teachers, one appropriate level librarian, and an administrator associated with curriculum. The committee will review the material in its entirety, review the general acceptance of the material by reading reviews and consulting recommended lists, determine the extent to which the material supports the curriculum, obtain any necessary documentation from the teacher or librarian who selected the materials in question, and determine whether the material conforms to the above-stated principles of selection.

The committee will discuss the material as a group and will reach a decision by simple majority. Options available to the committee for its decision are: no action, removal of the material, designation of material for a specified student group (i.e. AP students), or reassignment of material to a library serving older students. The committee shall prepare a written report to the superintendent in a timely manner outlining its recommendations for the material.

The site principal is responsible for sending the committee's report to the superintendent and mailing the report, via certified mail, to the person initiating the review.

The decision of the committee will be provided to the appropriate administrator who will ensure that implementation of the decision occurs.

A written appeal of the decision of the committee may be made within ten (10) working days to the board of education. If further review by the board of education is requested, all materials will be forwarded to the clerk of the board. The board shall hold a hearing to review the written report of the committee and the written request for appeal. The final decision rests with the board.

The board of education shall make a final decision concerning the material being reviewed in a timely manner. The superintendent shall inform, in writing, all individuals involved of the board of education's decision. Material that has been challenged, and on which a decision has been rendered by either a committee or the board of education, may not be challenged again for the same objection for one calendar year after the final decision has been made.

Reference: Okla. Stat. tit. 70, § 11-201; American Library Association, *Library Bill of Rights*; *Independent Sch. Dist. No. 12 of Okla. Cnty v. State of Okla.*, 2024 OK 39, --- P.3d ---.

REQUEST FOR RECONSIDERATION OF EDUCATIONAL MEDIA

Name of complainant _____

Address _____

Occupation _____

Title _____ Author or Producer _____

Reason for objection (cite particular sequences and approximate location in media.)

Specific Objections: _____

Any merits noted in this media: _____

Have you read, viewed, and/or auditioned the entire material to which you object? _____

Have you read, viewed, and/or auditioned other media by the author or producer? _____

List titles previously examined: _____

What material on the same subject would you recommend for replacement?

Title _____ Author or Producer _____

Copyright Date _____

Is your alternate selection in our library media center? _____

Signature _____

LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan and doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

STUDENT RESIDENCY

The Guthrie School District is established for the purpose of serving the educational interests of resident students. This includes homeless students, students who are not documented citizens, and students whose parents/guardians are not documented citizens. The district will not inquire into a student or parent/guardian's citizenship status as a part of enrollment, and will only use information regarding a student's living situation to better serve the student. The district will periodically review its practices and the documents it seeks as a part of establishing residency within the district to ensure that its processes are not overly burdensome and do not discourage the enrollment of homeless students and/or undocumented students.

Definitions

For purposes of this Policy, the terms listed below have the following meanings:

"Residence," "residency" and "legal residence" mean the student's present place of abode, provided that it is a place where important family activities (such as sleeping, eating, working, relaxing, and playing) take place during a significant part of each day. Mere presence alone is not sufficient to establish residency. Documentary evidence that may be submitted to establish residency is identified below.

"Person having legal custody" means a person who is legally responsible for the care of the child pursuant to the order of a court or governmental agency responsible for making custody determinations and/or placements.

Basic Residency Requirements

State law provides that a child's residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence. Children who are foster children are granted residency in the district if they attended the district prior to entering foster care, if their current/prior foster family is/was a resident of the district, or if another child in their current foster home attends school in the district pursuant to a transfer. The district does not permit students to establish residency based on the mere affidavit of a person who has assumed permanent care and custody of the child under Okla. Stat. tit. 70 § 1-113 or based on an attorney in fact affidavit under Okla. Stat. tit. 10 § 700.

The district does not permit students to establish residency based on the affidavit of a person who has assumed permanent care and custody of the child under Okla. Stat. tit. 70 § 1-113.

Procedure for Resolving Residency Disputes

The School District recognizes that there may be occasions when there is a dispute regarding residency. Upon enrollment in the school system the School District will verify that the student is a resident of the District or is otherwise entitled to attend school in the District for any reason authorized by law. At enrollment at least two documents showing residency will be required, which can include but are not limited to: current gas, electric, water or residential propane bills, standard real estate contracts and signed rental agreements. As a part of this verification process the School District will obtain an address from each student or the student's parent, guardian, or person having legal custody of the child. In providing an address to the School District that is within the District's boundaries the student and student's parent, guardian, or person having legal custody of the child represent that this address is the student's residence. The School District may also require, in order to verify residency, certified copies of court orders, guardianship documents, written agreements and affidavits relating to the care, custody and control of the student and any other information the District deems relevant.

If at any time a School District administrator has a reasonable belief that the reported residence may not be the residence of the child for purposes of school attendance, the administrator shall notify the student's parent, guardian, or person having legal custody of the child that there is a question regarding the student's legal residency. The student's parent, guardian, or person having legal custody of the child shall be given an opportunity to submit information regarding the student's residency to the School District's Residency Officer. All notices required by this policy shall be in writing. Additionally, reasonable alternative arrangements for documenting communications will be made for those persons who are visually impaired or otherwise unable to communicate in writing.

Information or documentation to prove student residency in the School District shall include but not be limited to proof of provision of utilities, payments of ad valorem taxes, local agreements or contracts for purchasing/leasing housing, driver's licenses, income tax returns, notes, mortgages, contracts and any other source of proof that is not in conflict with statutory provisions relating to the residence of students.

Any question or dispute as to the residence of a student shall be determined by the Residency Officer and the Board of Education pursuant to the following procedures:

- A. The student's parent, guardian, or person having legal custody of the child must notify the Residency Officer in writing of the review request within three (3) school days from the date of written denial of admittance or from the date of written notification that the student is considered not to be a resident of the School District. Upon receipt of a request for review, the Residency Officer shall allow the parent, guardian, or person having legal custody to provide additional pertinent information in accordance with the School District's criteria and the statutory provisions regarding residency. This information must be submitted with the request for review.
- B. The Residency Officer must render a decision and notify the student's parent, guardian, or person having legal custody of the child of the decision and reasoning thereof in writing within three (3) school days of receipt of the request for review.
- C. If the student's parent, guardian, or person having legal custody of the child disagrees with the Residency Officer's decision, such person shall notify the Residency Officer in writing within three (3) school days of his or her receipt of the Residency Officer's decision. The Residency Officer will submit his or her findings and all documents reviewed to the Board of Education. The Board of Education will review the decision and the documents submitted on behalf of the School District and the student and will render a decision at the next board meeting. The decision of the Board of Education shall be the final administrative decision.
- D. In an effort to place students in school as quickly as possible, timelines shall be followed unless due to emergency circumstances both parties agree to an extension of timelines.

Miscellaneous Policy Provisions

Hearings involving more than one student where students are related or residing in the same household may be consolidated at the discretion of the Residency Officer and the Board of Education.

If the residency dispute involves an 18-year-old student, all notices will be delivered to the student.

If already enrolled and attending school in the School District, a student or students involved in a dispute related to the student's residency may remain in school until available appeals are exhausted when the student or the student's parent, guardian, or person having legal custody of the child has filed an appeal in the manner and within the time permitted by this policy.

The Residency Officer shall be in charge of maintaining the files related to a residency dispute, ensuring that the principals or others directly involved in such a dispute forward their records of the dispute following their involvement, and otherwise keeping all communications involving the dispute intact.

The School District's Residency Officer is the Superintendent of Schools.

The Board of Education understands that there may be some instances where residency may be established on a date other than the date the student was enrolled in the School District. For any period during which a student is enrolled in the School District, but is not a resident of the School District, the School District may charge tuition if it is established that the student's parent, guardian, or person having legal custody of the child knew or should have known that the child or children who are the subject of the residency dispute were not residents of the School District. The tuition shall be based on a per capita cost of educating a student in the School District during the preceding year. This issue may be raised along with other issues related to the residency dispute and shall be heard in the same manner.

The School District shall provide for educational services for homeless children as required by law.

The School District reserves the right to require re-verification of student residency at the beginning of each school term.

A copy of this Policy shall be provided to the student's parent, guardian, or person having legal custody of the child as soon as possible following the inception of any residency dispute.

**Special Definitions and Procedures Applicable to
Homeless Children and Youth**

The *McKinney-Vento Homeless Assistance Act* (the "Act") applies to all children and youth who lack a fixed, regular, and adequate nighttime residence, such as a children living in homeless shelters, domestic violence shelters, runaway and homeless youth shelters, transitional living facilities, cars, campgrounds, motels or children and youth living doubled up, and homeless and migratory children.

The Act provides that homeless children and youth:

- do not need a permanent address to enroll in school;
- have a choice of school placement;
- cannot be denied school enrollment because school records or other enrollment documentation are not immediately available;
- have the right to participate in all federal, state, or local programs and activities for which they are eligible;
- cannot be isolated or separated from the mainstream school environment; and
- have the right to receive prompt resolution of any dispute regarding educational placement.

Therefore, in accordance with the Act, the district shall make reasonable efforts to identify homeless children, encourage their enrollment, and eliminate existing barriers to their education that may exist. The district will not stigmatize or segregate homeless students and youth, and these students shall have access to the same public school programs available to other students of the district. The district will identify and provide equal access to secondary education and support systems for homeless students, runaway youths and youths separated from public schools. The district will also work to identify and remove those barriers which prevent youths from receiving appropriate credit for full or partial coursework satisfactorily completed while attending a prior school.

Definitions

For purposes of the Act, and this policy, "homeless children and youth" means students who lack fixed, regular and adequate nighttime residence, and includes:

1. children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or abandoned in hospitals;
2. children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
3. children and youths who are living in cars, parks, public spaces, buildings, substandard housing, bus or train stations, or similar settings; and
4. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless.

Programs, Activities, and Social Services

The district will provide each homeless student or youth those programs, activities, and social services available to other district students which are determined to be in the student's best interests. The programs, activities, and services include the following:

- Preschool;
- Special education;
- Title I;
- Limited English Proficiency;
- Before and after school care;
- Academic and extracurricular activities;
- Magnet schools;
- Summer school;
- Career and technology education;
- Advanced placement;
- Online learning;
- Charter school;
- School meals; and
- Transportation.

The district will waive those fees which may present a barrier for homeless students or youths, including those associated with the school meal programs and transportation.

Enrollment, Records, and Immunizations

The Act provides that homeless children and youth, individually or through a parent or guardian, may choose to attend the school in the area in which they are currently living. The district's residency officer will determine whether a student is a homeless child or youth for purposes of establishing residency and promptly advise the parent, guardian or person having legal custody of the child of the decision, both orally and in writing, if possible. If there is no such person, the residency officer will advise the student. Whenever possible, the district will comply with the wishes of either the parent, guardian, person having legal custody of the child, or student regarding enrollment. The district will enroll each homeless student and permit his or her full participation in all school programs, whether or not the student is accompanied by a parent, guardian or person having custody of the child, and without proof of residence, current immunizations and traditional enrollment documentation, such as school records and medical/immunization records. The district's homeless liaison may assist the student and school in obtaining those items. A parent, guardian or person having legal custody of the child who disagrees with the residency officer's determination may appeal the decision to the board of education under the procedure identified in this policy. If

there is no parent, guardian or person having legal custody of the child available, the student may appeal the decision.

Appeals Procedures

The district will make every effort to resolve disputes regarding homeless children at the lowest level possible by utilizing the following process:

1. At the time a homeless student seeks enrollment, the district will notify the student or his/her family of these procedures and provide the student/family with a copy of this policy.
2. The district will promptly notify the district's homeless coordinator that a homeless student seeks enrollment, and will seek to involve the coordinator in decisions regarding the student's education.
3. Students/families who disagree with a decision regarding the student's education may meet with the coordinator for an informal resolution. The coordinator will notify the student/family that a written complaint may be submitted within five (5) days (or longer if agreed upon by the parties).
4. If the coordinator receives a written complaint, the coordinator will prepare a decision (plan of action) and provide it to the student/family within five (5) days of receipt of the written complaint. The coordinator will also notify the student/family of the right to appeal to the superintendent.
5. Students/families who are still dissatisfied with a decision regarding the student's education may file a written appeal with the superintendent within five (5) days of receipt of the coordinator's plan. The superintendent will meet with the student/family within five (5) days of receipt of the appeal. The superintendent will issue a decision within five (5) days of the meeting with the student/family. The superintendent will also notify the student/family of the right to appeal to the board of education.
6. Students/families who are still dissatisfied with a decision regarding the student's education may file a written appeal with the board of education by submitting a written notice to the superintendent within five (5) days of the superintendent's decision. The appeal will be placed on the next agenda (or the following agenda, if the appeal is received after the agenda posting deadline) and the board's decision is final at the district level. Students/families who are still dissatisfied with a decision regarding the student's education may file an appeal with the Oklahoma State Department of Education utilizing the procedures established by the OSDE.

A standard form adopted by the Oklahoma State Department of Education to identify any student who is a homeless child or youth shall be completed **annually** at enrollment by the parent or guardian of a student or by the student if he or she is not in the physical custody of a parent or guardian. A district shall report the results of the form-collected data to the Oklahoma State Department of Education no later than June 1 of each year.

The homeless status of a child or youth may be verified by the district's McKinney-Vento homeless liaison. Verification, *at a minimum*, shall consist of the following steps:

1. The child or youth shall be known to the person verifying his or her housing status; and
2. If verifying the status of a child or youth under eighteen (18) years of age, the person verifying shall:
 - a. check the National Missing and Unidentified Persons System (NamUs) referenced in Okla. Stat. tit. 74, § 151.3 for the name of the child or youth,
 - b. send a letter by return receipt mail to the last known address of the parent or legal guardian of the child or youth informing the parent or legal guardian that the person verifying is assisting the child or youth in obtaining a REAL ID Noncompliant Identification Card, which shall be valid for a period of four (4) years from the month of issuance, and

- c. if no response from the parent or legal guardian objecting to the child or youth obtaining a REAL ID Noncompliant Identification Card is received within fifteen (15) business days, the person may prepare written verification stating that the child or youth is homeless.

The written verification shall be printed on the district's letterhead and shall be dated and signed by the person verifying the status and notarized.

Reference: Okla. Stat. tit. 70, § 1210.210

Special Definitions and Procedures Applicable to Students with Active-Duty Military

Parents or Legal Guardians and Transitioning Military Children

"Children of military families" means a school-aged child(ren), enrolled in kindergarten through twelfth grade, in the household of an active duty member.

"Active duty" means full-time duty status in the active uniformed service of the United States, including members of the National Guard and Military Reserve on active duty orders pursuant to Title 10, Sections 1209 and 1211 of the United States Code.

"Military installation" means a base, camp, post, station, yard, center, homeport facility for any ship or other installation under the jurisdiction of the Department of Defense or the United States Coast Guard.

"Military student" means the child of a military family for whom the local education agency receives public funding and who is formally enrolled in kindergarten through twelfth grade.

"Transition" means (a) the formal and physical process of transferring from school to school or (b) the period of time in which a student moves from one school in the sending state to another school in the receiving state.

"Sending state" means the state from which a child of a military family is sent, brought, or caused to be sent or brought.

"Receiving state" means the state to which a child of a military family is sent, brought, or caused to be sent or brought.

"Uniformed service(s)" means the Army, Navy, Air Force, Marine Corps, Coast Guard as well as the Commissioned Corps of the National Oceanic and Atmospheric Administration and Public Health Services.

Establishing Residency. A student shall be considered in compliance with residency provisions of this policy and state law if he or she is a student whose parent or legal guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order. The parent or legal guardian of such a student must provide proof of residence in the school district within ten (10) days after the published arrival date provided on their official documentation. The following may be used to establish proof of residency:

1. a temporary on-base billeting facility,
2. a purchased or leased home or apartment, or
3. federal government or public-private venture off-base military housing.

State law provides that transitioning military children placed in the care of a noncustodial parent or other person standing in loco parentis, may attend school in the school district in which the noncustodial parent or person standing in loco parentis to the transitioning military child holds legal residence. Similarly, transitioning military children placed in the care of a noncustodial parent or other person standing in loco parentis may continue to attend the school

in which the student was enrolled while residing with the custodial parent. A special power of attorney relating to the guardianship of a military child and executed under applicable law shall be sufficient for purposes of enrollment and all other actions requiring parental participation and consent.

Enrollment. For a student whose parent or legal guardian is transferred or is pending transfer to a military installation within the state while on active military duty pursuant to an official military order, the district shall accept applications by electronic means, including enrollment in a specific school or program within the district and course registration.

The School District will promptly accept unofficial or “hand-carried” educational records and transcripts in lieu of official education records and transcripts for transitioning military children. Upon receipt of such records, the School District will promptly enroll the transitioning military child. However, upon enrollment, the District will request official educational records and transcripts from the school in the sending state. The District’s Residency Officer will determine whether a student is a transitioning military student for purposes of establishing residency and promptly advise the parent or other person standing in loco parentis of the decision, both orally and in writing, if possible. A parent or other person standing in loco parentis who disagrees with the Residency Officer’s determination may appeal the decision to the Board of Education under the procedure identified above.

Grade Level Placement. Transitioning military children, including children entering kindergarten, shall be able to enroll in the same grade level in which they were enrolled in the sending state, regardless of age, time of transfer or age requirements of the receiving state.

Course Level and Educational Program Placement. To the extent that this School District is in a receiving state, the District may subsequently perform course placement and educational program evaluations of a transitioning military student. However, the School District will initially place the transitioning military student in courses and programs comparable to those in which the student was a participant while in the sending state, including, but not limited to, Honors, International Baccalaureate, Advanced Placement, Gifted and Talented, English as a Second Language, Special Education and vocational, technical and career pathway courses. The School District will make these accommodations whether or not the student has fulfilled the necessary prerequisites in the District or receiving state.

Extracurricular Activities. When appropriate, the District will provide transitioning military children the opportunity to participate in extracurricular participation, regardless of application deadlines.

Immunizations. Transitioning military children shall have thirty (30) days from the date of enrollment to obtain any immunizations required by Oklahoma law. For a series of immunizations, such children must obtain initial vaccinations within thirty (30) days.

Tuition. The School District may not charge tuition to a transitioning military child placed in the care of a noncustodial parent or other person standing in loco parentis who lives in a school district other than that of the custodial parent if the parent or other person standing in loco parentis lives within the boundaries of this School District.

Reference: 42 U.S.C. §11301 et seq.; Okla. Stat. tit. 70 §§ 510.1, 1-113, 8-103.1 (2021)

GUTHRIE PUBLIC SCHOOLS

802 East Vilas
Guthrie, OK 73044

SCHOOL YEAR: _____

DATE: _____

RESIDENCE AFFIDAVIT
(PLEASE PRINT ALL INFORMATION)

Student's Last Name	First Name	Middle Initial	Date of Birth
Grade			

Previous Address (Street)	(City)	(State)	(Zip)	Previous Telephone
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School Attended:	(Name of School)	(Address of School)
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Sex: Male _____ Female _____

Homeowner/Head of Household

I hereby certify that the above named student and his/her family resides in my household. I am not responsible for the financial support, attendance, grades or behavior of said students. Copy of valid Driver's License is required.

Head _____ of Household: _____

Address: _____

City: _____ State: _____
Zip: _____

Social _____ Security _____ #: _____

Home _____ Phone: _____

Student's Parent/Legal Guardian

I hereby certify that I am temporarily residing with a friend or relative. Within 30 days, I will provide additional documents to further verify the address as my residence (business letter, bank statements, bill statements, utility bill, change of address from post office, cancelled rent checks, etc.)

I further certify that I am the parent/legal guardian of the above child. In the event the child becomes ill or must be removed for disciplinary reasons, I will be available. Copy of valid Driver's License is required. (Proof of previous residence must be provided.)

Parent/Guardian: _____

Social Security #: _____

Work Phone: _____

Emergency Phone: _____

Emergency _____	Phone: _____	Signature: _____
Signature: _____		<u>The student will not be enrolled until all necessary documentation has been provided and verified.</u>
<u>This document does not permit athletic eligibility without approval by GPS Athletic Director.</u>		

This document must be completed and accompanied by two proofs of residence. Additional information may be requested and a home visit may be necessary in order to verify the address. Falsification of information will result in the immediate withdrawal of the student from Guthrie Public Schools.

*****FOR SCHOOL DISTRICT USE ONLY*****

Action: Enrollment Approval () Enrollment Denied ()

Comment:

Signed : _____ Date: _____
Building Principal

COMPLETE THE QUESTIONNAIRE ON THE REVERSE SIDE

PLEASE COMPLETE THE QUESTIONS BELOW:

- How long have you resided at this residence?

- Do you consider this your permanent residence?

- How long do you intend to live at this temporary residence?

- What is your relationship to the homeowner?

- Are you employed? _____ If so, can your employer verify this as your permanent residence? _____
- Why are you temporarily residing at this residence?

ADMINISTRATION OF MEDICINE TO STUDENTSPurpose

The purpose of this policy is to identify when district personnel are authorized to administer medication to students, when students are authorized to self-medicate and how district personnel will maintain, administer, monitor and dispose of student medication.

Definitions

For purposes of this policy, these terms have the following definitions:

“Inhaler” means a device that delivers a bronchodilator to alleviate symptoms of respiratory distress that is manufactured in the form of a metered-dose inhaler or dry-powder inhaler and that may include a spacer or holding chamber that attaches to the inhaler to improve the delivery of the bronchodilator.

"Medicine" or “medications” includes prescription medications, opioid antagonists and over-the-counter medicines such as but not limited to aspirin, cough syrup, medicated ointments and any other item used to treat an illness, disease or malady. This term shall not include “Sunscreen” as defined below.

“Parent” means a parent, a court appointed guardian or a person having legal custody.

“Respiratory distress” means the perceived or actual presence of coughing, wheezing or shortness of breath.

“Sunscreen” means a compound topically applied to prevent sunburn.

Policy

Under Oklahoma law, a school nurse, an administrator or a designated school employee may administer prescription and nonprescription medications and assist in applying sunscreen to students. Only designated employees who have successfully completed specific training in the administration of nonprescription and prescription medications may administer medication to students with legitimate health needs.

Except as provided in this policy and in the district’s Student Diabetes Care and Management policy, students may not retain possession of or self-administer any medicine. Violation of this rule will be reported to the student's parent and may result in discipline, including out-of-school suspension.

As further set out below, the district retains the discretion to reject requests for the administration of medication or application of sunscreen and to discontinue the administration of medication or application of sunscreen.

The parent must deliver the student’s medicine to the school nurse or school administrator in its original container with the parent’s written authorization for administration of the medicine. Sunscreen for application by a school nurse must be delivered to the school nurse or school administrator in its original container with the parent’s written authorization for application of sunscreen. The parent's authorization for either administration of medicine or application of sunscreen must identify the student, the medicine or sunscreen, and include or refer to the label for instructions on administration of the medicine. The school

nurse, an administrator or a designated employee will administer the medicine to the student or assist the student in applying sunscreen pursuant to the parent's instructions and the directions for use on the label or in the physician's prescription. The parent must complete a new authorization form annually and for each change of medication or sunscreen. The district will maintain the authorization form as a part of the student's health record. Authorization forms will be available in the principal's office. A parent who chooses to do so may come to the school and personally dispense medication or apply sunscreen to the student.

The administration of each school will keep a record of the students to whom medicine is administered or sunscreen is applied, the date of administration or application, the person who administered the medicine or applied the sunscreen, and the name or type of medicine or sunscreen administered.

Medications and sunscreen will be stored in a separate locked drawer or cabinet that is readily accessible only to the persons who will administer the medication or apply the sunscreen. Medications requiring refrigeration will be refrigerated in a secure area.

Any person administering medicine or applying sunscreen to a student will participate in training by October 1 of each year conducted by a school nurse or other health care professional. The training will include:

- Review of state statutes and school rules and regulations (including this policy) regarding administration of medication and application of sunscreen by school personnel;
- Procedures for administration, documentation, handling and storage of medication; and
- Medication needs of specific students, desired effects, potential side effects, adverse reactions and other observations.

Only those persons who successfully complete the training are authorized to administer medication or apply sunscreen. Each school site will maintain a current list of those authorized to administer medication and apply sunscreen at that site.

students who are able to self-administer specific medications, such as inhaled asthma medication or anaphylaxis medication, replacement pancreatic enzymes, or use specialized equipment, such as an inhaler or Epinephrine injector, may do so provided such medication and specialized equipment are transported and maintained under the students' control in compliance with the following rules:

- A licensed physician or dentist must provide a written order that the student has a particular medical condition (asthma, anaphylaxis, cystic fibrosis, etc.), is capable of and has been instructed in the proper method of self-administration of medication. It is the parent's responsibility to contact the physician and have the physician complete and return the required order.
- The parent must provide a written authorization for self-administration of medication.
- Parents who elect self-medication understand and agree that the district, its agents and employees shall incur no liability for any adverse reaction or injury the student suffers as a result of self-administration of medication and/or use of specialized equipment.

- The written authorization will terminate at the end of the school year and must be renewed annually.
- If the parent and physician authorize self-medication, the district is not responsible for safeguarding the students' medications or specialized equipment.
- Students who self-medicate are prohibited from sharing or playing with their medication or special equipment. If a student engages in these activities the parent will be contacted and a conference will be scheduled with the parent, student, nurse and other appropriate persons.
- Students will not be allowed to self-administer:
 - Narcotics;
 - Prescription pain killers;
 - Medication used to treat ADD/ADHD or other psychological or behavior disorders; and
 - Other medication hereafter designated in writing by the district.
- Except as otherwise provided by an individual student's school health plan, students may self-administer non-diabetes and non-anaphylaxis-related injectables only in the school office in the presence of authorized school personnel. Diabetes-related injectables will be administered in accordance with the district's Management of Students with Diabetes policy.
- Students who self-medicate are encouraged to wear Medic Alert bracelets or necklaces.
- The parent will provide an emergency supply of a student's inhaled asthma medication or anaphylaxis medication or replacement pancreatic enzymes to be administered by school personnel, as required by state law.

Students who are able to self-apply sunscreen may do so provided such sunscreen is regulated by the Food and Drug Administration. Students may self-apply sunscreen without the written authorization of a parent, legal guardian or physician. All students are permitted to possess sunscreen that is regulated by the Food and Drug Administration.

Sunscreen

School staff will only assist the student in applying sunscreen with the parent's written authorization and according to label directions or, if applicable, written instructions from the student's physician. The sunscreen must be in the original container indicating:

- Ingredients; and

- Directions for Application.

Nonprescription Medication

School staff will only administer nonprescription medication with the parent's written authorization and according to label directions or written instructions from the student's physician. The medication must be in the original container that indicates:

- Student name (affixed to the container);
- Ingredients;
- Expiration date;
- Dosage and frequency;
- Administration route, i.e., oral, drops, etc.; and
- Other directions as appropriate.

School staff will only administer aspirin (acetylsalicylic acid) and products containing salicylic acid with written instructions from the student's physician. The parent must provide and maintain a supply of nonprescription medication for the student.

Prescription Medication

Except for district-wide Epinephrine injectors, district-wide Glucagon, and district-wide inhalers, school staff will only administer prescription medication with written authorization and instructions. Prescription medication must be in the original container that indicates:

- Student name;
- Name and strength of medication and expiration date;
- Dosage and directions for administration;
- Name of the licensed physician or dentist;
- Date, name, address and phone number of the pharmacy.

The parent must provide and maintain the supply of prescription medication for the student.

The parent must reclaim any remaining medication by the last official day of school closing or within seven days after the prescribing physician discontinues the medication. The school nurse or designated employee will destroy in a nonrecoverable fashion in the presence of a witness any medication not timely reclaimed. The person who destroys the medication will record the following information:

- Date of destruction;

- Time of destruction;
- Name and quantity of medication destroyed; and
- Manner of destruction of medication

Any and all controlled substances will be destroyed according to state law.

The school nurse or designated employee will advise the principal or designee if discontinuance of medication to a student is appropriate and assist in informing the parent. Legitimate reasons for discontinuing administration of medication include, but are not limited to the following:

- A legitimate lack of space or facility to adequately store specific medication;
- Lack of cooperation by the student, parent and/or prescribing doctor and the district;
- An unexpected and/or adverse medical reaction to the medication at school, i.e., mood change, allergic reaction, etc., considered to be harmful to the health and well-being of the student;
- Any apparent change in the medication's appearance, odor, or other characteristics that raise reasonable doubts about the quality of the medication; and
- The medication expiration date has passed.

Seizure-Rescue Medication (*Seizure-Safe Schools Act*)

Beginning January 1, 2022, at every school site that has a student enrolled who (1) has a seizure disorder and (2) has a seizure rescue medication or other medication prescribed to treat seizure disorder symptoms approved by the Food and Drug Administration and any successor agency that is prescribed by the student's health care provider, the district shall have at least one employee who has met the training requirements necessary to (1) administer or assist with the self-administration of seizure medication, and (2) recognize the signs and symptoms of seizures and the appropriate steps to be taken to respond to these symptoms. For purposes of this training, the district is permitted by law to use any adequate and appropriate training programs or guidelines for training of school personnel in the seizure disorder care tasks covered under this policy.

Before a seizure rescue medication can be administered to a student to treat seizure disorder symptoms, the student's parent or legal guardian shall do the following:

- A. provide the school with **written authorization** to administer the medication at school;
- B. provide a **written statement** from the student's health care provider that shall contain the following information:
 - the student's name,
 - the name and purpose of the medication,
 - the prescribed dosage,
 - the route of administration,
 - the frequency that the medication may be administered, and
 - the circumstances under which the medication may be administered;

- C. provide the **prescribed medication** to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy; and
- D. collaborate with school personnel to create a “**seizure action plan**,” which means a written, individualized health plan designed to acknowledge and prepare for the health care needs of a student diagnosed with a seizure disorder.

The written authorization and seizure action plan shall be kept on file in the office of the school nurse or school administrator, and it shall be distributed to any school personnel or volunteers responsible for the supervision or care of the student. The written authorization and seizure action plan shall be effective only for the school year in which written authorization is granted and may be renewed each following school year upon fulfilling requirements A–D above. The district shall follow all administrative rules promulgated by the State Board of Education for the development and implementation of the seizure education program and the procedures for the development and content of seizure action plans.

Pursuant to state law, a school employee may not be subject to any disciplinary proceedings resulting from an action taken in compliance with *Seizure-Safe Schools Act*, and any employee acting in accordance with the provisions of that act shall be immune from civil liability unless the actions of the employee rise to the level of reckless or intentional misconduct. Any district-employed school nurse shall not be responsible for and shall not be subject to disciplinary action for actions performed by a volunteer.

District-Wide Use of Epinephrine Injectors

The board of education has authorized the superintendent to obtain a prescription for Epinephrine injectors in the name of the school. This prescription will be of a quantity sufficient to provide for two (2) injectors at each site.

The superintendent will designate personnel at each site to:

- be responsible for obtaining and maintaining an adequate supply of injectors from the central office;
- ensure appropriate training on the administration of the injectors for designated staff members;
- distribute and maintain annual parent/guardian consent forms.

No employee, except a school nurse, will be required to agree to be trained in the use of Epinephrine injectors or to administer Epinephrine injections.

District employees are still required to call 911 in the event of an emergency, including any time an Epinephrine injector is used.

Annual written notice will be provided to all parents/guardians that trained employees are authorized to administer Epinephrine injections to any student who appears to be having an anaphylactic reaction if the parent /guardian has given written consent and waived liability related to the good faith use of the injection. No Epinephrine injection shall be given if the proper written consent is not on file with the district.

District-Wide Use of Inhalers

The board of education has authorized the superintendent to obtain a prescription for inhalers and spacers or holding chambers in the name of the school district. This prescription will be of a quantity sufficient to provide for two (2) inhalers with spacers and holding chambers in a secure location at each school site.

The superintendent will designate personnel at each school site to:

- be responsible for obtaining and maintaining an adequate supply of inhalers with spaces and holding chambers from the district's central office;
- ensure appropriate training on the administration of the inhalers with spacers and holding chambers for designated staff members;
- distribute and maintain annual parent/guardian consent forms.

Only a school nurse or school employee trained by a health care professional will be required to agree to be trained in the use of inhalers with spacers and holding chambers.

School employees are still required to call 911 in the event of an emergency, including any time an employee believes a student is experiencing respiratory distress.

Annual written notice will be provided to all parents/guardians that trained employees are authorized to administer inhalers to any student who is believed to be experiencing respiratory distress.

The District must also immediately notify a student's parent/guardian after administration of an inhaler.

The parent/guardian must provide written consent and waive liability related to the good-faith use of the inhaler. No inhaler shall be given if the proper written consent from the parent/guardian is not on file with the district.

District-Wide Use of Glucagon

The board of education has authorized the superintendent to obtain a prescription for Glucagon in the name of the school district.

The school district will:

- inform, in writing, the parent or legal guardian of each student with a diabetes medical management plan that a school nurse, school employee trained by a health care professional or a school employee who has volunteered and successfully completed training to be a diabetes care assistant may administer, with parent or legal guardian written consent but without a health care provider order, Glucagon to a student with diabetes whom the school nurse, trained employee, or a school employee who has volunteered and successfully completed training to be a diabetes care assistant in good faith believes is having a hypoglycemic emergency or if the student's prescribed Glucagon is not available on site or has expired;

- designate the employee responsible for obtaining Glucagon for each school site from a licensed physician with prescriptive authority; and
- maintain Glucagon at each school site in accordance with the manufacturer's instructions.

School employees are still required to call a student's parent or guardian and 911 in the event of an emergency, including any time an employee believes a student is experiencing a hypoglycemic emergency.

A waiver of liability executed by a parent or legal guardian must be on file with the school district prior to administration of Glucagon. Written consent and waiver of liability shall be effective for the school year in which it is granted and shall be renewed each subsequent school year.

Administration of Emergency Opioid Antagonists (e.g., Naloxone) by District Personnel

District medical personnel (certified school nurse or any other nurse employed by or under contract with the district) or any other person designated by the Superintendent may administer, regardless of whether there is a prescription or standing order in place, an emergency opioid antagonist for a suspected opioid overdose by a student or other individual exhibiting signs of an opioid overdose.

The Superintendent may authorize one or more district employees to receive training offered by the Department of Mental Health and Substance Abuse Services, a law enforcement agency or any other entity in recognizing the signs of an opioid overdose and administering an emergency opioid antagonist. The Superintendent may designate persons to receive this training who have been required to receive annual training in cardiopulmonary resuscitation and the Heimlich maneuver (70 Okla. Stat. §1210.199). Furthermore, if a person or persons designated and trained to administer an emergency opioid antagonist are absent, the Superintendent or designee may authorize any person to administer an emergency opioid antagonist to a student or other individual exhibiting signs of an overdose.

Any person administering an emergency opioid antagonist to a student or other individual at a school site or school-sponsored event, in a manner consistent with addressing opioid overdose, ~~shall be covered by Oklahoma's Good Samaritan Act. In the event of a suspected overdose, the district and its employees or designees shall be immune from civil liability in relation to the administration of an emergency opioid antagonist.~~ is not liable for any civil damages as a result of any acts or omissions by such first responder except for committing gross negligence or willful wanton wrongs in administering or providing such emergency opioid antagonist. Pursuant to Okla. Stat. tit. 63, § 1-2506.1, for purposes of this section a "first responder" shall include medical personnel at schools including any public or charter schools, technology center schools and institutions of higher education. "Medical personnel at schools" means a certified school nurse or any other nurse employed by or under contract with a district, any licensed practitioner of the healing arts, or any person designated by the school administration to administer an emergency opioid antagonist.

As used in this section, "emergency opioid antagonist" means a drug including, but not limited to, naloxone that blocks the effects of opioids and that is approved by the United States Food and Drug Administration for the treatment of an opioid overdose.

Reference: OKLA. STAT. tit. 70 § 1-116.2, 70 § 1-116.3

Okla. Stat. tit. 70 § 1210.199

Okla. Stat. tit. 70 §1210.242

Okla. Stat. tit. 63 §1-2506.1

Okla. Stat. tit. 70, § 1210.183

Okla. Stat. tit. 70, §1210.196.3

Parental Authorization to Administer Medicine or Assist with Application of Sunscreen

Parent with legal custody/guardian

**CONSENT FOR THE ADMINISTRATION OF AN
EPINEPHRINE INJECTION**

I, _____, the parent/guardian of _____
_____, a minor child and student of _____ School, give
consent for my child to receive an Epinephrine injection in the event trained school personnel believe my
child is having an anaphylactic reaction.

I understand that that the prescription for the Epinephrine injector will be a prescription issued to the school
and not to my child individually. I further understand that if an injection is administered, it will be given
by a school employee who has received training pursuant to the requirements of Oklahoma law. I
understand that no employee of the school will incur any legal liability regarding the decision to administer
or not administer an Epinephrine injection to my child. I acknowledge that a full copy of the school's policy
regarding the administration of Epinephrine injections is available upon request.

I have read these terms and conditions and request that my child receive an Epinephrine injection in the
event that trained school personnel believe my child is having an anaphylactic reaction.

Parent/Guardian Signature

Date

Witness

**CONSENT FOR THE ADMINISTRATION OF AN
INHALER**

I, _____, the parent/guardian of _____

_____, a minor child and student of Guthrie Public Schools, give consent for my child to be administered an inhaler in the event trained school personnel believe my child is exhibiting symptoms of respiratory distress.

I understand that that the prescription for the inhaler will be a prescription issued to the school district and not to my child individually. I further understand that if an inhaler is administered, it will be given by a school employee who has received training pursuant to the requirements of Oklahoma law. I understand that no employee of the school district will incur any legal liability regarding the decision to administer or not administer an inhaler to my child. I acknowledge that a full copy of the district's policy regarding the administration of inhalers is available upon request.

I have read these terms and conditions and request that my child be administered an inhaler in the event that trained school personnel believe my child is exhibiting symptoms of respiratory distress.

Parent/Guardian Signature

Date

Witness Signature

Guthrie Public Schools
Parental Authorization to Administer Seizure Rescue Medication

TO: _____
(Administrator) (School)

I am the parent, guardian or legal custodian with legal custody of _____, a minor student attending this school.

During the school day, this student may require administration of a seizure rescue medication by authorized School District personnel. I hereby give my consent and authorize the school nurse, the principal, or _____ (an employee of the School District designated by the school nurse, the principal, and me) for the _____ school year to administer _____ (name of drug), a seizure rescue medication which I am hereby supplying you in its unopened, sealed package with the label affixed by the dispensing pharmacy intact.

I understand that under state law before a seizure rescue medication can be administered to the student at school, I must do the following:

1. provide the school with this written authorization to administer seizure rescue medication at school;
2. provide the school with a written statement from my child's health care provider that must contain the following information:
 - a. the student's name,
 - b. the name and purpose of the medication,
 - c. the prescribed dosage,
 - d. the route of administration,
 - e. the frequency that the medication may be administered, and
 - f. the circumstances under which the medication may be administered;
3. provide the prescribed medication to the school in its unopened, sealed package with the label affixed by the dispensing pharmacy intact; and
4. collaborate with school personnel to create a seizure action plan.

I understand that under state law employees of the School District shall not be liable to the student or the student's parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of school employees taken in compliance with the *Seizure-Safe Schools Act* unless that employee's actions rise to a level of reckless or intentional misconduct. I also understand that under state law, a school nurse shall not be responsible for actions performed by a volunteer.

I agree to abide by all of the terms of the School District's Policy on the Administration of Medicine to Students, a copy of which will be given to me on my request. I also understand my obligations under this policy must be fulfilled before the school can administer a seizure rescue medication to my child and that this written authorization is only valid for the current school year and must be renewed every succeeding school year before seizure rescue medication can be administered to my child at school for that school year.

Date

Signature

Address

Parent with legal custody/guardian

Guthrie Public Schools
Statement of Health Care Provider Regarding Administration of
Seizure Rescue Medication at School

To whom it may concern:

Pursuant to the *Seizure-Safe Schools Act*, Okla. Stat. tit. 70, §1210.183 (2021), before School District personnel may administer a seizure rescue medication to

_____, birthdate _____ (“student”), the following information must be provided to the School District by the student’s physician.

Please print legibly or type the following information:

1. Student’s Name _____;
2. Name and Purpose of the Medication _____
_____;
3. Prescribed Dosage _____;
4. Route of Administration _____;
5. Frequency by which Medication may be Administered _____; and
6. Circumstances under which Medication may be Administered _____

I affirm that I am the student’s physician and that the information provided on this form is accurate and was provided by me.

Signature of Physician (or Adult Student)

Printed Name & License No.

Guthrie Public Schools
Parent/Guardian Consent and Waiver for Administration of Glucagon

TO: _____
 (Administrator) (School)

I am the parent, guardian or legal custodian with legal custody of _____, a minor student attending this school ("Student").

During the school day, the Student may require administration of a glucagon by authorized School District personnel. I hereby give my consent and authorize the school nurse, school employee trained by a health care professional or a school employee who has volunteered and successfully completed training to be a diabetes care assistant for the _____ school year to administer glucagon if the school employee believes in good faith that the Student is experiencing a hypoglycemic emergency or in the event the Student's prescribed glucagon is not available on site or the Student's prescription has expired.

_____ hereby releases and waives any and all claims, liabilities or actions, known or unknown, which _____ may ever have against the School District related to employee administration of glucagon to the Student, including, but not limited to, claims under state or federal laws or regulations. _____ states that he/she/they understand(s) that this Consent and Waiver clearly and unequivocally releases the School District from liability for its actions and/or negligence, if any, resulting in illness, injury, disability, or death to the Student in any manner during administration of glucagon. I further understand that _____ is/are assuming the risk of any illness, injury, disability or death arising from administration of glucagon by a School District employee.

I understand that under state law employees of the School District shall **not** be liable to the student or the student's parent or guardian for civil damages for any personal injuries to the student which result from acts or omissions of school employees.

I understand that under state law before glucagon can be administered to the student at school, I must do the following:

1. provide the school with this written authorization to administer glucagon at school;
2. collaborate with school personnel to create a diabetes management plan.

I understand that School District employees will call the parent/guardian of the Student and 911 in the event of an emergency, including any time an employee believes my student is experiencing a hypoglycemic emergency.

I agree to abide by all of the terms of the School District's Policy on the Administration of Medicine to Students, a copy of which will be given to me on my request. I also understand my obligations under this policy must be fulfilled before the school can administer glucagon medication to my student and that this written authorization is only valid for the current school year and must be renewed every succeeding school year before seizure rescue medication can be administered to my student at school for that school year.

 Date

 Signature

 Address

 Parent with legal custody/guardian

STUDENT DIABETES CARE AND MANAGEMENT

Purpose

The purpose of this policy is to implement the requirements of the Diabetes Management in Schools Act ("Act"), OKLA. STAT. tit. 70 § 1210.196.1 et seq.

Definitions

For purposes of this policy, these terms have the following definitions:

"Diabetes medical management plan" means the document a student's personal health care team develops that identifies the health services the student may need at school

"Personal health care team" means the team responsible for managing a student's diabetes and includes the principal or designee, the school nurse (if assigned to the school), the assistant, if any, the parent or guardian of the student, and to the extent practicable, the physician responsible for the student's diabetes treatment.

"School nurse" means a certified school nurse, a registered nurse contracting with the district or a public health nurse.

"Volunteer diabetes care assistant" means a district employee who has volunteered to be a diabetes care assistant and successfully completed the training required by this policy and state law.

Policy

Any district employee aware of a student who has diabetes-related needs while at school or while participating in school activities will promptly advise the principal or designee. The parent of any student who will have diabetes-related needs at school or in school activities should promptly advise the school principal or designee.

A personal health care team will develop a written Diabetes Medical Management Plan ("Plan") for each student who will seek care for diabetes while at school or while participating in a school activity. The Plan will identify the health services the student may need at school. Each member of the student's personal health care team, including the parent, will sign the Plan. The personal health care team will review the Plan at least annually. The school nurse at the school in which the student is enrolled, if any, will assist the student with the management of his or her diabetes care as provided in the Plan. If the school does not have an assigned school nurse, the principal will make a reasonable effort to find one or more district employees willing to serve as a volunteer diabetes care assistant ("Assistant") to assist the student with diabetes care as provided in the student's Plan. The principal will make a reasonable effort to ensure that a school nurse or Assistant is available at the school to assist the student when needed. The district will not restrict the assignment of a student with diabetes to a particular school based on the presence of a school nurse or assistant.

District personnel will request that the parent provide written authorization for the school nurse or assistant to have access to the student's physician at all times. The district will maintain the Plan and related documentation as student health records.

Before undertaking responsibilities as an assistant, a volunteer must first complete training provided by the school nurse or the State Department of Health in accordance with the Act. The training will include instruction in the following:

- Recognizing the symptoms of hypoglycemia and hyperglycemia;
- Understanding the proper action to take if the student's blood glucose is outside the range indicated in the Plan;
- Understanding the details of the Plan;
- Performing finger sticks to check blood glucose levels, check urine ketone levels and record the results of those checks;
- Properly administering insulin and glucagon and recording the results of the administration;
- Recognizing complications that require the assistant to seek emergency assistance; and
- Understanding the recommended schedules and food intake for the student's meals and snacks, the effect of physical activity on blood glucose and the proper action to be taken if the student's schedule is disrupted.

To continue as an Assistant, the volunteer must annually demonstrate competency in the above training. The school nurse, principal or designee will maintain a copy of the training guidelines and the records associated with the training.

With parent permission, the district will provide each district employee responsible for supervising or transporting a student with diabetes a form with the following information:

- Student's name;
- Telephone number of a contact person in case of an emergency involving the student; and
- Potential emergencies that may occur due to the diabetes and appropriate responses to such emergencies.

Any district employee provided the above information will be informed of applicable health privacy policies.

In accordance with his or her individual Plan and this policy, a student may attend to the management of his or her diabetes, which may include:

- Performing blood glucose level checks;
- Administering insulin through the student's insulin delivery system;
- Treating hypoglycemia and hyperglycemia;
- Unless changed in accordance with this policy, possessing on his or her person at any time, any supplies or specialized equipment necessary to monitor and care for his or her diabetes; and

- Otherwise attending to the management of his or her diabetes in the classroom, any area of the school or grounds, or at any school related activity.

The school administration will provide a private area where the student can attend to his or her diabetes-related needs.

If a student uses a device providing continuous glucose monitoring with electronic access to glucose numbers, a school nurse, diabetes care assistant, or other school staff may access electronically monitored glucose numbers for the student *with written permission of the student's parent or guardian*. To monitor glucose numbers, staff members with appropriate permissions may download the necessary electronic application(s) or software to access electronically monitored glucose numbers to a school electronic device, or their personal electronic device in the absence of a school-provided device.

A school nurse, diabetes care assistant, or other school staff shall not be responsible for and shall not be subject to disciplinary action for lack of any monitoring of electronic glucose numbers outside of school hours or school-sponsored activities.

Students who manage their diabetes and personally possess the necessary specialized equipment and supplies under this policy are prohibited from sharing or playing with their equipment or supplies. If a student engages in these activities, the parent will be contacted and a meeting of the personal health care team will be scheduled. The district is not responsible for safeguarding the specialized equipment or supplies of a student who personally possesses those items.

Students with diabetes are encouraged to wear Medic Alert bracelets or necklaces.

No district employee will be subject to any penalty or disciplinary action for refusing to serve as an assistant. No district employee will be subject to any disciplinary proceeding resulting from any action taken in compliance with this policy. Any employee acting in accordance with this policy and law will be immune from civil liability unless the employee's actions rise to the level of reckless or intentional conduct. A school nurse will not be held responsible or subject to disciplinary action for the actions of an assistant.

SUICIDE AWARENESS, TRAINING, AND PREVENTION

PURPOSE: Suicide is a leading cause of death among young people. The health and well-being of students is of utmost importance to the school district, and the school district is committed to actively preventing suicide through awareness, effective training, outreach, and prevention. This policy outlines strategies, procedures, and resources for preventing suicide, identifying potentially-suicidal students and high-risk behavior, as well as intervention and postvention mechanisms.

SCOPE: This policy is applicable to actions that occur in school district buildings, premises, or property, including vehicles, at school-sponsored functions and activities, and governs the entire school district community, including, but not limited to, staff, students, parents and guardians, and volunteers.

SUICIDE PREVENTION TRAINING: ~~The school district shall provide training and education to all staff members on suicide awareness and prevention on a biennial basis.~~ The school district shall provide training to all staff members in their first year employed by the school district, and then no less than once every fifth academic year, addressing suicide awareness and prevention. The training will include evidence-based approaches to suicide prevention or curriculum made available or approved by the Department of Mental Health and Substance Abuse Services, including how to recognize changes in behavior that may be indicative of distress, how to approach students to discuss concerns, and how to refer a parent or student to appropriate resources.

Beginning with the 2022-2023 school year, the school district may provide training to address suicide awareness and prevention to 7th through 12th graders.

Publication and Distribution: The course outline for the training curriculum shall be made available on the school district's website.

NOTIFYING PARENTS AND LEGAL GUARDIANS: Teachers, counselors, principals, administrators and other school personnel, upon determining a student is at risk for attempting suicide, shall notify the parents or legal guardians of the student immediately upon determining such risk exists.

IMMUNITY FROM EMPLOYMENT DISCIPLINE AND CIVIL LIABILITY: Teachers, counselors, principals, administrators and other school personnel shall be immune from employment discipline and any civil liability with respect to the following actions:

1. Calling 9-1-1, law enforcement, or the Department of Human Services if they believe a student poses a threat to themselves or others or if a student has committed or been the victim of a violent act or threat of a violent act;
2. Providing referral, emergency medical care or other assistance offered in good faith to a student or other youth; or
3. Communicating information in good faith concerning drug or alcohol abuse or potential safety threat by or to any student to the parents or legal guardians of the student, law enforcement officers or health care providers.

NO SPECIFIC DUTY OF CARE OR CAUSE OF ACTION: The training required by this policy, or lack thereof, shall not be construed to impose any specific duty of care. No person shall have a cause of action for any loss or damage caused by any act or omission resulting from the implementation of this policy or resulting from any training, or lack thereof, required by this policy, unless the loss or damage was caused by willful or wanton misconduct.

Community Intervention and Prevention Services: The school district may enter into agreements with designated youth services agencies for the provision of intervention and prevention services.

STUDENT RECORDS (FERPA)Purpose

This policy and the procedures included within it are intended to satisfy the requirements of the Family Educational Rights and Privacy Act (FERPA) and Oklahoma law. The Board of Education authorizes the Superintendent to inform parents, students and the public of the policy and to take appropriate action to implement the policy and procedures.

Definitions

For purposes of this policy, the following definitions apply:

1. Student - Any individual who attends or has attended a program of instruction sponsored by the Board of Education of the School District and for whom it maintains education records.
2. Eligible student - A student who has reached age 18 or is attending a postsecondary school.
3. Parent – A parent of a student, including a natural parent, a guardian or an individual acting as a parent in the absence of a parent or guardian. The District will assume that either parent has a right of access to records regardless of custody orders unless the District has been provided with evidence that the right of access has been revoked. Documents such as a court order or other legally binding document relating to such matters as divorce, separation or custody that specifically revoke the right to inspect and review records must be provided to the District to prevent parent access to student records.
4. Education records - Any record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche or other method of recording information) directly related to a student and maintained by the District or a party acting for the District, except:
 - a. Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
 - b. Records of a law enforcement unit of the District, but only if education records maintained by the District are not disclosed to the unit, and the law enforcement records are maintained separately from education records; maintained solely for law enforcement purposes; and disclosed only to law enforcement officials of the same jurisdiction.
 - c. An employment record made and maintained in the normal course of business that is not available for use for any other purpose and that relates exclusively to a student in his or her capacity as a District employee. (This provision does not include employment activities for which a student receives a grade or credit in a course.)
 - d. Records on an eligible student that are:
 - (i) Made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional acting in a professional capacity or assisting in a paraprofessional capacity;

- (ii) Made, maintained or used only in connection with treatment of the student (treatment does not include remedial educational activities or activities that are part of the program of school instruction); and
 - (iii) Disclosed only to individuals providing the treatment.
- e. Alumni records that relate to the student after he or she no longer attends classes provided by the District that are not directly related to the individual as a student.
- f. Grades on peer-graded papers before they are collected and recorded by a teacher.
- 6. Personally identifiable information – The term includes, but is not limited to any information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community who does not have personal knowledge of the relevant circumstances to identify the student with reasonable certainty. The term also includes information requested by a person who the District reasonably believes knows the identity of the student to whom the education records relates. Personally identifiable information includes the student's name; the student's parents' or other family member's name; the student's or family's address; a personal identifier such as the student's social security number, student number or biometric record; and other indirect identifiers such as the student's date of birth, place of birth and mother's maiden name.
- 7. Dates of attendance -
 - a. The period of time during which a student attends or attended an educational agency or institution. Examples of dates of attendance include an academic year, a spring semester or a first quarter.
 - b. The term does not include specific daily records of a student's attendance at an educational agency or institution.
- 8. Directory information - Information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed.

Annual Notice

The District will notify parents and eligible students annually of their rights under FERPA by means of a District newsletter, newspaper notice, school handbook or individual notice.

The notice will inform parents and eligible students that they have the right to:

- 1. Inspect and review the student's education records. The notice will also identify the procedure for exercising this right.
- 2. Seek amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading or otherwise in violation of the student's privacy rights. The notice will also identify the procedure for requesting amendment.
- 3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and its implementing regulations authorize disclosure without consent. The District will also include in the notice its policy for disclosing education records to schools in which the student subsequently seeks or intends to enroll, its criteria for

determining who constitutes a school official and what constitutes a legitimate educational interest.

4. File a complaint with the U.S. Department of Education concerning the District's alleged failure to comply with FERPA.

The District will arrange to provide translations of its annual notice to non-English speaking parents in their native language and to effectively notify parents or eligible students who are disabled.

All rights and protections given parents under FERPA and this policy transfer to the student when he or she reaches age 18 or enrolls in a postsecondary school. The student then becomes an "eligible student."

The Right to Inspect and Review the Student's Education Records

Parents of students and eligible students may inspect and review the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. The parent or eligible student may also provide consent to have a representative inspect and review the records. Access will be provided during school hours and within no more than 45 days of the request.

Access to a child's confidential records will be provided upon request before any IEP meeting or hearing relating to the identification, evaluation or educational placement of a child or the provision of a free and appropriate education to the child and in all cases within no more than 45 days of a request.

The District will not withhold a parent's or eligible student's right to inspect and review student records because of debts owed the District.

The right to inspect education records also includes the right to an explanation and interpretation of the records by school officials.

Parents or eligible students should submit to the student's school principal a written request that identifies as precisely as possible the records he or she wishes to inspect. Since a student's records may be maintained in several locations, the school principals should offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if parents and eligible students wish to inspect records where they are maintained, school principals will make every effort to accommodate their wishes. The principal (or other custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected.

When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

The District is not required to give an eligible student access to treatment records (as defined by the term "education records" in the Definitions section of this policy), but the student may have those records reviewed by a physician or other appropriate professional of the student's choice.

Provision of Records to Receiving Virtual Charter School

The District shall transmit a student's records to a virtual charter school within three (3) school days after receiving notice that the student has transferred to the virtual charter school.

Copies of Records

The District will provide the parent with a copy of the student's education records under the following circumstances:

1. If mutually agreed by both the parent or eligible student and the District.
2. If failure to provide copies would effectively prevent the parent or eligible student from exercising the right to inspect and review the records. This may arise when a valid reason, such as working hours, the distance between record location sites or health, prevents a parent or eligible student from personally inspecting and reviewing a student's education record.
3. At the request of the parent or eligible student when the District has provided the records to third parties by the prior consent of the parent or eligible student.
4. At the request of the parent or eligible student when the District has forwarded the records to another school where the student seeks or intends to enroll.

The District will charge a fee for copies of education records. When a fee represents an unusual hardship, the record custodian may waive it in part or entirely. However, the District reserves the right to make a charge for copies such as transcripts it forwards to potential employers or to colleges and universities for employment or admissions purposes.

The District's fee for copies provided under FERPA will range from no cost to .25 per page (actual copying cost less hardship factor). The District will not charge for the costs of search and retrieval.

Types and Locations of Education Records in the District

TYPES	LOCATION	CUSTODIAN
Cumulative School Records (current students)	Current School Attending	Building Principal
Cumulative School Records (former Students)	School Site Last Attended	Building Principal
Health Records	Current School Attending	Building Principal
Speech Therapy Records Psychological Records Special Test Records	Board of Education	Director of Special Education
School Transportation Records	GPS Transportation Office	Transportation Director
Occasional Records (Student Education Records not identified above, such as those in Superintendent's office, in the school attorney's office or in the personal possession of teachers.)	Current Site Attending	Individual Teacher, Building Principal & Director of Special Education

Directory Information

The District designates the following information contained in a student's record as "directory information," and it will disclose that information without the prior written consent of the parent or eligible student:

1. The student's name;
2. The student's address;
3. The student's telephone listing;
4. The student's date and place of birth;
5. The student's dates of attendance;
6. The student's grade level (i.e., first grade, tenth grade, etc.);
7. The student's participation in officially recognized activities and sports;
8. The student's degrees, honors and awards received;
9. The student's weight and height, if a member of an athletic team;
10. The most recent educational agency or institution attended;
11. The student's photograph; and
12. The student's electronic mail address.

The District will notify parents and eligible students annually of the designated items of directory information by means of a District newsletter, newspaper notice, school handbook or individual notice. Parents and eligible students have the right to exclude directory information from public access by notifying the Superintendent's office in writing of any or all of the items they refuse to permit the District to designate as directory information about that student. The student's records will be marked to indicate the items the District will designate as directory information about that student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

Use and Disclosure of Student Education Records

District officials may release information from a student's education record if the student's parent or the eligible student gives his or her signed and dated prior written consent for the disclosure. The written consent must:

1. Specify the records that may be disclosed;
2. State the purpose of the disclosure; and
3. Identify the party or class of parties to whom the disclosure may be made.

The District will only release information from or permit access to a student's education record with a parent or eligible student's prior written consent, except in the following instances permitted by FERPA:

1. The disclosure is to other school officials, including teachers, within the District whom the District has determined to have legitimate educational interests.

A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the School Board; a person or company with whom the District has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The District will use reasonable methods to ensure that school officials obtain access to only those education records in which they have legitimate educational interests. The District will ensure that its policy for controlling access to education records is effective and remains in compliance with the legitimate educational interest requirement of the FERPA regulations.

A contractor, consultant, volunteer or other party to whom the District has outsourced institutional services or functions may be considered a school official provided that the outside party performs an institutional service or function for which the District would otherwise use employees; is under the District's direct control concerning the use and maintenance of education records; and is subject to the requirements of FERPA regulations governing the use and redisclosure of personally identifiable information from education records.

2. The disclosure is to officials of another school, school system or institution of post-secondary education where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is related to the student's enrollment or transfer. (Parents and students have a right to obtain copies of the records disclosed under this provision).
3. The disclosure is to authorized representatives of the Comptroller General of the United States, the U.S. Secretary of Education, or State and Local Educational authorities. Military services representatives shall have access to student directory information unless the parent, legal guardian or the student age 18 or older specifically denies such access in writing. Military services representatives have the same access to secondary school students as is generally provided to post-secondary institutions or prospective employers unless denied in writing by the parent, legal guardian or student age 18 or older.
4. The disclosure is in connection with financial aid for which the student has applied or that the student has received, if necessary to determine eligibility for the aid, the amount of the aid, the conditions for the aid, or to enforce the terms and conditions of the aid.
5. The disclosure is to organizations conducting studies for or on behalf of the District to develop, validate or administer predictive tests, administer student aid programs or improve instruction in compliance with Section 99.31(a)(6) of the FERPA regulations.
6. The disclosure is to accrediting institutions to carry out their accrediting functions.
7. The disclosure is to parents of eligible students if the parents claim the student as a dependent as defined in Section 152 of the Internal Revenue Code of 1986.
8. The disclosure is to comply with a judicial order or lawfully issued subpoena. The District will make a reasonable effort to notify the student's parents or the eligible student before making a disclosure under this provision unless:

- a. the disclosure is in compliance with a federal grand jury subpoena and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;
 - b. the disclosure is in compliance with any other subpoena issued for a law enforcement purpose and the court or other issuing agency has ordered that the existence or the contents of the subpoena or the information furnished in response to the subpoena not be disclosed;
 - c. the disclosure is in compliance with an ex parte court order obtained by the United States Attorney General (or designee not lower than an Assistant Attorney General) concerning the investigation or prosecution of an offense listed in the Patriot Act or an act of domestic or international terrorism as defined by law;
 - d. the District initiates legal action against a parent or student, the District may disclose to the court, without a court order or subpoena, the education records of the student that are relevant for the District to proceed with the legal action as plaintiff; or
 - e. the parent or eligible student initiates legal action against the District, the District may disclose to the court, without a court order or subpoena, the student's education records that are relevant for the District to defend itself.
9. The disclosure is to appropriate parties in connection with a health or safety emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. In making this determination the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is an articulable and significant threat, it may disclose information from education records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals.
 10. The disclosure contains only "directory information" as defined in this policy, and the parent or eligible student has not refused to allow the District to designate that item as directory information for the student.
 11. The disclosure is made directly to the parent or eligible student.
 12. If a state law adopted before November 19, 1974, allows certain specific items of information to be disclosed in personally identifiable form from student records to state and local officials or authorities concerning the juvenile justice system and the system's ability to effectively serve the student whose records are released or if a state law adopted after November 19, 1974, allows such information to be disclosed to state or local officials concerning the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released.

The District will use reasonable methods to identify and authenticate the identity of parents, students, school officials and any other parties to whom the District discloses personally identifiable information from education records.

Upon request, the student's parent or eligible student may obtain a copy of any records disclosed under this provision.

Record of Requests for Access and Disclosures Made From Education Records

The District will maintain an accurate record of each request for access to and each disclosure of personally identifiable information from the education records of each student. The District will maintain this record with the student's education records as long as the records are maintained.

For each request or disclosure the record will include:

1. The name of the party who requested or received personally identifiable information from the education records; and
2. The party's legitimate interests in requesting or obtaining the information.

The District will record the following information when it discloses personally identifiable information from education records under the health or safety emergency exception in FERPA:

1. The articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and
2. The parties to whom the District disclosed the information.

As permitted by FERPA, the District may disclose personally identifiable information from an education record only on the condition that the party to whom the information is disclosed will not disclose the information to any other party without the prior consent of the parent or eligible student. The District will inform a party to whom such disclosure is made of this nondisclosure requirement.

In the alternative, the District may disclose personally identifiable information with the understanding that the party receiving the information may make further disclosure of the information on the District's behalf if:

1. The disclosures meet the requirements of the Use and Disclosure of Student Education Records section of this policy;
2. The District makes a record of the disclosure that includes the names of the additional parties to whom the receiving party may disclose the information on the District's behalf and the legitimate interests each additional party has in requesting or obtaining the information; and
3. The District maintains a record of the names of State and local educational authorities and Federal officials and agencies that may make further disclosures of personally identifiable information from the student's education records without consent and maintains this record with the student's education records as long as the records are maintained.

Procedures to Seek to Correct Education Records

Parents and eligible students have a right to seek to change any part of the student's record they believe is inaccurate, misleading or in violation of student rights. The District will not use this procedure to consider a request to change the grade a teacher assigns for a course. **Absent authorization from the State Board of Education, the district will not modify sex or gender designations on any prior year records.**

For purposes of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is alleged to be inaccurate, misleading or in violation of student rights. The term "correct" will be used to describe a record that is alleged to be accurate, not misleading and not in violation of student rights.

Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the District to correct a record.

To establish an orderly process to review and correct an education record for a requester, the District may make a decision to comply with the request for a change at several levels in the procedure.

First level decision - When a parent of a student or eligible student finds an item in the student's education record that he or she believes is incorrect, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the custodian cannot change the record to the requester's satisfaction or the record does not appear to be obviously incorrect, the custodian will provide the requester a copy of the questioned record at no cost; ask the requester to initiate a written request for the change; and follow the procedure for a second level decision.

Second level decision - The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the District to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item: is inaccurate and why; is misleading and why; or violates student rights and why. The requester must sign and date the request.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (such as the person who made the record or those who may have a professional concern about the District's response to the request), make a decision to comply or decline to comply with the request and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will affect the change and notify the requester in writing that he or she has made the change. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of his or her findings in the matter. He or she will transmit this summary and a copy of the written request to the Superintendent.

Third level decision - The Superintendent or designee will review the material provided by the record custodian and, if necessary, discuss the matter with other officials (such as the school attorney or the Board of Education (in executive session)). He or she will then make a decision concerning the request and complete the steps at this decision level. Ordinarily, this level of the procedure should be completed within two weeks. If it will take longer, the Superintendent or designee will notify the requester in writing of the reasons for the delay and a date when the decision will be made.

If the Superintendent or designee decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as he or she would if the change had been made at the second level.

If the Superintendent or designee decides the record is correct, he or she will prepare a letter to the requester which will include:

1. The District's decision that the record is correct and the basis for the decision;
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the District will grant such a hearing;

3. Instructions for the requester to contact the Superintendent or designee to discuss acceptable hearing officers, convenient times and a satisfactory site for the hearing. (The District will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes.); and
4. Advise that the requester may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth level decision - After the requester has submitted (orally or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the Superintendent or designee will, within a week, notify the requester when and where the District will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect, as shown in the requester's written request for a change in the record (second level).

Within one week after the hearing, the hearing officer will submit to the Superintendent or designee a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The Superintendent or designee will prepare the District's decision within two weeks of the hearing. That decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the District's decision will be based solely on the evidence presented at the hearing. Therefore, the Superintendent or designee may overrule the hearing officer if he or she believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the District's decision, the Superintendent or designee will take one of the following actions:

1. If the decision is that the District will change the record, the Superintendent or designee will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.
2. If the decision is that the District will not change the record, the Superintendent or designee will prepare a written notice to the requester, which will include:
 - a. The District's decision that the record is correct and will not be changed;
 - b. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the District's decision; and
 - c. A notice that the requester may place in the student's education record an explanatory statement that states the reasons he or she disagrees with the District's decision and/or the reasons he or she believes the record is incorrect.

Final administrative step in the procedure - When the District receives an explanatory statement from a requester after a hearing, it will maintain that statement as part of the student's education record as long as it maintains the questioned part of the record. The statement will be attached to the questioned part of the record, and whenever the questioned part of the record is disclosed, the explanatory statement will also be disclosed.

Complaints

If a parent of a student, an eligible student or a citizen of the District believes that the District is violating FERPA, that person has a right to file a complaint with the Department of Education. The contact information is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5091
Telephone: (202) 260-3887

Availability of Policy

Copies of this policy will be available for parent and eligible student review in the principal's office of each school building and in the Superintendent's office.

NOTIFICATION OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that affords parents and “eligible students” over 18 years of age certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days from the day the School District receives a request for access.

Parents or eligible students must submit a written request to the school principal or appropriate school official that identifies the record(s) they wish to inspect. This school administrator will make arrangements for access to the education records and will notify the parent or eligible student of the time and place where these records may be inspected.

2. The right to request correction of the student's education records that the parent or eligible student believes are inaccurate, misleading or otherwise in violation of the student's privacy rights.

Parents or eligible students may ask the School District to amend a record they believe is inaccurate, misleading or otherwise in violation of the student's privacy rights. They must submit a written request to the school principal or appropriate school official, clearly identify the part of the record they want changed, and specify why it is inaccurate, misleading or otherwise in violation of the student's privacy rights.

If the School District decides not make changes in the record as requested, the School District must notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for correction. Additional information about hearing procedures will be provided to the parent or eligible student at the time of this notification.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent (34 CFR § 99.31).

School officials with legitimate educational interests are permitted disclosure without consent. A school official is a person employed by the School District as an administrator, supervisor, instructor, or support staff member, including health or medical staff and law enforcement unit personnel; a person serving on the School Board; a person or company with whom the School District has contracted to perform a special task, such as an attorney, auditor, medical consultant or therapist; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School District will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll.

School districts may disclose, without consent, “directory” information; however, the School District must inform parents and eligible students about directory information, allowing them a reasonable amount of time to request that the School District not disclose directory information about that student.

School districts must notify parents and eligible students annually of their rights under FERPA by means of a special letter, inclusion in a Parent/Teacher Association (PTA) bulletin, student handbook and/or other means left to the discretion of each school district.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5901

Reference: O.A.C. 210: 10-1-24

DIRECTORY INFORMATION NOTICE

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want the School District to disclose directory information from your child's education records without your prior written consent, you must notify the Superintendent in writing. The School District has designated the following information as "directory information," and it will disclose that information without prior written consent:
SEE POLICY F-20A

PRODUCTION OF PUBLIC RECORDS POLICY

The Board of Education of the Guthrie School District adopts this following Policy Statement in connection with the Oklahoma Open Records Act (the "Act").

District's Philosophy

The school district, as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operation. The School District strongly believes that informed citizens are vital to the successful functioning of the democratic government process which this school district desires to exemplify to its students.

In order to achieve these goals, the board of education hereby states that all records of the school district, except those records designated as confidential in this Policy Statement, or, otherwise, as required by federal or state law, shall be open to any person for inspection, copying and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the school district shall be accorded prompt access to those records.

Confidential Records Not Available for Inspection

As permitted by the Act, the school district hereby designates the following records as confidential and not open for public inspection:

1. ——— Records which can be kept confidential under federal or state law.
2. ——— Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.
3. ——— Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, and employment applications submitted by persons not hired, and transcripts from institutions of higher education.
4. ——— If disclosure would give an unfair advantage to competitors or bidders, the following: bid specifications for competitive bidding prior to publication, contents of sealed bids prior to bid opening; computer programs or software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract.
5. ——— Except for the fact that a communication has been received and that it is or is not a complaint, personal communications received from a person exercising rights secured by the Oklahoma or United States Constitutions. Any response to such personal communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.
6. ——— Individual student records, except for:
 - A. ——— Statistical information not identified with a particular student if such information is maintained in a composite form, and
 - B. ——— Directory information as defined in the Act, if pursuant to the Family Educational Rights and Privacy Act that information (1) has been designated by the school district as directory information and (2) parents have been notified of and have not exercised their non-release rights.

7. ~~Teacher lesson plans, tests and other teaching materials.~~
8. ~~Personal communications concerning individual students.~~
9. ~~Personal notes and personally created materials, when made prior to taking action, making a recommendation or issuing a report. Confidentiality does not extend to departmental budget requests prepared as an aid to memory or research leading to the adoption of a public policy or the implementation of a public project.~~
10. ~~The home address of any person employed or formerly employed by the School District.~~
11. ~~The home telephone number of any person employed or formerly employed by the School District, where disclosure would constitute a clearly unwarranted invasion of personal privacy.~~

Records Reproduction

~~The district does not consider publication in a newspaper or broadcast by news media as resale or use of data for trade or commercial purpose. However, the district shall charge the news media and others the direct cost of copying electronic data.~~

~~A search fee shall not be charged when the release of documents is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.~~

Records Custodian

~~The Board of Education hereby designates the superintendent or if such person is not available during regular business hours, then the superintendent's designee as the person authorized to release non-confidential public records for inspection, copying, or mechanical reproduction.~~

~~Under Oklahoma law, the board clerk is the custodian of the district's copy of required school board election related filings. Copies of these documents can be obtained by making a request through the clerk's designee, Samantha Stewart.~~

OPEN RECORDS ACT (REGULATION)

~~In accordance with the policy of the board of education the following regulation shall govern public access to school records.~~ The board of education adopts this policy in connection with the Oklahoma Open Records Act (the "Act").

District's Philosophy

The school district, as a tax supported institution, recognizes that the public has a right to be fully informed concerning its operation. The School District strongly believes that informed citizens are vital to the successful functioning of the democratic government process which this school district desires to exemplify to its students.

In order to achieve these goals, the board of education hereby states that all records of the school district, except those records designated as confidential in this Policy Statement, or, otherwise, as required by federal or state law, shall be open to any person for inspection, copying and/or mechanical reproduction during regular business hours. All persons requesting the right to inspect non-confidential records of the school district shall be accorded prompt access to those records.

Confidential Records Not Available for Inspection

As permitted by the Act, the school district hereby designates the following records as confidential and not open for public inspection:

1. Records which can be kept confidential under federal or state law.
2. Personnel records which relate to internal personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation.
3. Personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy such as employee evaluations, payroll deductions, and employment applications submitted by persons not hired, and transcripts from institutions of higher education.
4. If disclosure would give an unfair advantage to competitors or bidders, the following: bid specifications for competitive bidding prior to publication, contents of sealed bids prior to bid opening; computer programs or software (but not the data thereon); and appraisals relating to the sale or acquisition of real estate prior to the award of a contract.
5. Except for the fact that a communication has been received and that it is or is not a complaint, personal communications received from a person exercising rights secured by the Oklahoma or United States Constitutions. Any response to such personal communications shall be confidential only to the extent necessary to protect the identity of the person exercising the right.
6. Individual student records, except for:
 - A. Statistical information not identified with a particular student if such information is maintained in a composite form, and
 - B. Directory information as defined in the Act, if pursuant to the Family Educational Rights and Privacy Act that information (1) has been designated by the school district as directory information and (2) parents have been notified of and have not exercised their non-release rights.

7. Teacher lesson plans, tests and other teaching materials.
8. Personal communications concerning individual students.
9. Personal notes and personally created materials, when made prior to taking action, making a recommendation or issuing a report. Confidentiality does not extend to departmental budget requests prepared as an aid to memory or research leading to the adoption of a public policy or the implementation of a public project.
10. The home address of any person employed or formerly employed by the School District.
11. The home telephone number of any person employed or formerly employed by the School District, where disclosure would constitute a clearly unwarranted invasion of personal privacy.
12. Any contract for use of a student athlete's name, image, or likeness disclosed to a postsecondary institution pursuant to the Student Athlete Name, Image and Likeness Rights Act.

Records Custodian

The Board of Education hereby designates the superintendent or if such person is not available during regular business hours, then the superintendent's designee as the person authorized to release non-confidential public records for inspection, copying, or mechanical reproduction.

Under Oklahoma law, the board clerk is the custodian of the district's copy of required school board election related filings. Copies of these documents can be obtained by making a request through the clerk's designee, Samantha Stewart.

Records Reproduction

The district does not consider publication in a newspaper or broadcast by news media as resale or use of data for trade or commercial purpose. However, the district shall charge the news media and others the direct cost of copying electronic data.

A search fee shall not be charged when the release of documents is in the public interest, including, but not limited to, release to the news media, scholars, authors and taxpayers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.

In addition to the costs noted in the fee schedule, when a request for public records would clearly cause excessive disruption of the district's essential functions or is solely for commercial purpose the district will charge a reasonable search fee equaling the actual hourly cost to the district. The requestor will be charged this hourly rate for all search time, review time, and, if necessary, time spent redacting records prior to production.

Costs associated with reproduction of public records shall be paid by, or on behalf of the requestor, at the time documents requested are to be picked up. In the event of a large records request or a request that involves an outside cost to the district, the district may request a deposit, to be set by the records custodian, to be made at the time of the request.

Request for Records

Requests for public records shall be made to the attention of the Superintendent of Schools or the District's Records Custodian. The request shall identify with specificity the record or records sought. Where the request for records is unclear or confusing the Records Custodian may request that the requestor provide a more precise explanation or description of the records requested. The District shall produce records requested promptly, taking into consideration the accessibility of the record, the number and type of records requested, and the press of school district business.

An individual requesting public records, pursuant to the Act, is requested to use the District's Request Form to expedite the processing of the request.

Appeal of Denial of Records

If inspection of documents designated as confidential is denied, the person requesting access to such documents shall have a right to appeal the denial to the Superintendent of Schools.

Reference: 51 O.S. § 24A.16

GUTHRIE PUBLIC SCHOOLS
PUBLIC RECORD ACCESS REQUEST
OKLAHOMA OPEN RECORDS ACT

TO: GUTHRIE SCHOOL DISTRICT

1. Pursuant to the Oklahoma Open Records Act, the undersigned hereby requests access to the following School District records:

[Describe records as specifically as possible; attach additional sheets if necessary.]

2. The undersigned requests access to the foregoing records for the following purpose:

3. If paper copies of the documents are requested, the undersigned agrees to pay \$.25 per page for copies. If a search is necessary to furnish the documents, if this request is solely for commercial purposes, or if this request would cause excessive disruption of the District's essential functions, the undersigned agrees to pay a search fee of \$25.00 per hour.

4. If electronic data is requested, the undersigned agrees to pay \$100.00 per hour for document searches and \$.25 per page for each converted document (TIFF or PDF) produced. The undersigned also agrees to pay any direct costs the district incurs in order to respond to the requestor's request for electronic information.

5. The undersigned is acting as representative or agent for _____

**TO BE COMPLETED BY
REQUESTOR:**

(Print name)

(Signature)

(Address)

(Phone Number)

(Date)

**TO BE COMPLETED BY
SCHOOL DISTRICT:**

Received by Guthrie School District

(Employee Name)

(Date)

Record Request No. _____

OPEN RECORDS ACT SCHEDULE OF FEES

Black & white copy (not exceeding 8.5 x 14" in size)	<i>.25 per page</i>
Color copy (not exceeding 8.5 x 14" in size)	<i>Actual cost</i>
Certified copy	<i>\$1.00 per page</i>
Oversized copy (exceeding 8.5 x 14")	<i>Actual cost</i>
Video tape or DVD copy ¹	<i>\$10.00 per tape</i>
Audio tape or CD copy ²	<i>\$10.00 per tape</i>
Mailing fee (if mail delivery is requested)	<i>Actual cost</i>
Research fee (for research of paper documents exceeding 15 minutes)	<i>\$25.00 per hour</i>
Research fee (for research of electronic records exceeding 15 minutes)	<i>\$100.00 per hour</i>
Electronic data conversion (TIFF or PDF)	<i>\$.25 per page</i>

~~1) — For each video tape or DVD copy requested, requestor must supply a new, blank standard VHS tape or DVD.~~

~~2) — For each audio tape copy requested, requestor must supply a new, blank standard audio cassette tape(s) or CD.
— No mini audio cassette tapes will be accepted.~~

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
REGULAR MEETING
JULY 15, 2024**

MINUTES OF THE GUTHRIE PUBLIC SCHOOL BOARD OF EDUCATION REGULAR MEETING HELD AT 6:30 P.M. IN THE ADMINISTRATION BUILDING, 802 E. VILAS GUTHRIE, OKLAHOMA ON JULY 15, 2024.

Board Members Present: Gail Davis, Tina Smedley, Matt Girard, S. Janna Pierson and Ron Plagg

Board Member Absent: Chris Schroder

District Level School Officials Present: Dr. Mike Simpson, Superintendent
Carmen Walters, Assistant Superintendent
John Hancock, Executive Director of Personnel
and Secondary Ed.
Dr. Michelle Chapple, CFO
Angie Young, Director of Special Services
Cody Thompson, Director of Operations
Dee Benson, Director of Technology
Kary Jarred, Deputy Minutes Clerk

1. The meeting was called to order by President Smedley at 6:30 p.m.
2. Members Gail Davis, Matt Girard, Tina Smedley, Ron Plagg and S. Janna Pierson were present for roll call.

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

Superintendent Simpson stated there was no speaker registered to speak to the Board.
- 6B. President Smedley called for any comments to the Board by Board Members.

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

Superintendent Simpson reported on the following:

8. Cotteral Elementary Construction Update

Lane McMillian with Crossland Construction gave a newsletter containing updates of their progress on Cotteral Elementary.

9. President Smedley called for action on the Consent Agenda

- A. Minutes of regular meeting held on June 10, 2024**
- B. Minutes of special meeting held on June 24, 2024**
- C. Treasurer's Report**
- D. New Activity Fundraiser Request**
- E. Activity Fund Fundraisers as per attached lists**
- F. Activity Fund End of Year Transfers as per attached list**
- G. Fundraiser After Sale Accountability Report for 2023-2024**
- H. Fuel Bid as recommended by bid committee**
- I. Encumbrances for 2023-2024 General Fund #'s 1340-1343 Building Fund #'s 520-528 and Child Nutrition Fund #20-23, and 2024-2025 General Fund #'s 1-232, Building Fund #'s 1-75, and Child Nutrition Fund #'s 1-12, listed change orders and Activity Fund Reports.**
- J. Contracts/Agreements under \$10,000**
 - 1. Renewal agreement with Willow Creek Health Care, LLC for Intergenerational Pre-K classroom for 2024-2025**
 - 2. Agreement with Golden Age Nursing Home of Guthrie, LLC for Intergenerational Pre-K classroom for 2024-2025**
 - 3. Agreement with SafeRoutz, LLC for bus routing for 2024-2025**

A motion was made by Pierson and seconded by Davis to approve the Consent Agenda. The motion carried with 6 ayes and 0 nays.

10A. President Smedley called for recommendation, consideration and action to approve Ms. Carmen Walters as the authorized official for GPS to sign any federal claims for reimbursement from the State Department of Education

A motion was made by Plagg and seconded by Pierson to approve Ms. Carmen Walters as the authorized official for GPS to sign any federal claims for reimbursement from the State Department of Education.

The motion carried with 6 ayes and 0 nays.

- 10B. President Smedley called for recommendation, consideration and action to approve Ms. Kaitlin Sagar-Smith as the authorized official for GPS to sign any special education reimbursement claims from the State Department of Education for projects 613, 615, 621, 623, 625, 628, 641, 642 and 643.**

A motion was made by Pierson and seconded by Plaggto approve Ms. Kaitlin Sagar-Smith as the authorized official for GPS to sign any special education reimbursement claims from the State Department of Education for projects 613, 615, 621, 623, 625, 628, 641, 642 and 643.

The motion carried with 6 ayes and 0 nays.

- 10C. President Smedley called for recommendation, consideration and action upon contractual agreement with Sherri Fairchild and Morgan Kowalewski for Psychoeducation and Psychological Evaluation Services.**

A motion was made by Girard and seconded by Davis to approve contractual agreement with Sherri Fairchild and Morgan Kowalewski for Psychoeducation and Psychological Evaluation Services.

The motion carried with 6 ayes and 0 nays.

- 10D. President Smedley called for recommendation, consideration and action upon Proposed Transition Room at Guthrie High School.**

A motion was made by Davis and seconded by Girard to approve the Proposed Transition Room at Guthrie High School.

The motion carried with 6 ayes and 0 nays.

- 10E. President Smedley called for recommendation, consideration and action upon loan agreement with Child Nutrition Fund for 2024-2025.**

A motion was made by Girard and seconded by Davis to approve the loan agreement with Child Nutrition Fund for 2024-2025.

The motion carried with 6 ayes and 0 nays.

- 10F. President Smedley called for recommendation, consideration, and action upon agreement with Imperial Vending for snack vending for 2024-2025.**

A motion was made by Plagg and seconded by Davis to approve upon agreement with Imperial Vending for snack vending for 2024-2025.

The motion carried with 6 ayes and 0 nays.

- 10G. President Smedley called for recommendation, consideration and action upon agreement with IXL Learning for the 2024-2025.**

A motion was made by Davis and seconded by Pierson to approve agreement with IXL Learning for 2024-2025.

The motion carried with 6 ayes and 0 nays.

- 10H. President Smedley called for recommendation, consideration and action upon agreement with EduSkills for 2024-2025.**

A motion was made by Pierson and seconded by Plagg to approve the agreement with EduSkills for 2024-2025.

The motion carried with 6 ayes and 0 nays.

- 10I. President Smedley called for recommendation, consideration and action upon renewal with Infinite Campus, Inc. for Student Information System for 2024-2025.**

A motion was made by Davis and seconded by Girard to approve renewal with Infinite Campus, Inc. for Student Information System for 2024-2025.

The motion carried with 6 ayes and 0 nays.

- 10J. President Smedley called for recommendation, consideration and action upon Activity Fund Handbook for 2024-2025.**

A motion was made by Plagg and seconded by Davis to approve Activity Fund Handbook for 2024-2025.

The motion carried with 6 ayes and 0 nays.

- 10K. President Smedley called for recommendation, consideration and action upon Faver Alternative School Student Handbook for 2024-2025.**

A motion was made by Davis and seconded by Girard to approve Faver Alternative School Student Handbook with the correction of adding the new counselor for 2024-2025.

The motion carried with 6 ayes and 0 nays.

- 10L. President Smedley called for recommendation, consideration and action upon Transportation Department Employee Policy and Procedure Handbook for 2024-2025.**

A motion was made by Plagg and seconded by Davis to approve Transportation Department Employee Policy and Procedure Handbook for 2024-2025.

The motion carried with 6 ayes and 0 nays.

- 11. President Smedley called for proposed session for purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports and teacher negotiations for 2024-2025 disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2 and 7**

- 11A. A motion was made by Davis and seconded by Smedley to go into executive session.**

The motion carried with 6 ayes and 0 nays. Executive session began at 6:53 p.m.

- 11B. President Smedley acknowledged the Board's return to open session at 7:41 p.m.**

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

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

A motion was made by Davis and seconded by Girard to approve the Personnel Reports.

The motion carried with 6 ayes and 0 nays.

- 13. President Smedley called for action upon recommendation of extra-duty assignment for Head Girls' Basketball Coach for 2024-2025**

A motion was made by Davis and seconded by Plagg to approve extra-duty assignment for Josh Smith as Head Girls' Basketball Coach for 2024-2025.

The motion carried with 6 ayes and 0 nays.

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

Superintendent Simpson stated there was none.

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

A memo was passed out to the Board Members of the hiring of an English Teacher at the High School- Curtis Finchum.

16. President Smedley called for the meeting to be adjourned.

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

The motion carried with 6 ayes and 0 nays.

The meeting adjourned at 7:45 p.m.

Samantha Stewart, Minutes Clerk

Tina Smedley, President

The agenda was posted at the Guthrie Public School's Administrative Office, 802 E. Vilas, Guthrie, OK on July 11, 2024 at 4:30 p.m., in accordance with the Open Meeting Law and notice of this regular meeting was given to the Logan County Clerk, prior to December 15, 2023. The agenda is also on our website.

Samantha Stewart

Board Clerk and Minutes Clerk

RELEASED TIME COURSE

The district will permit a student to attend a released time course for no more than three class periods per week or a maximum of one hundred twenty-five class periods per school year. A “released time course” means a period of time during which a student is excused from school to attend a course in religious or moral instruction taught by an independent entity off district property.

Attendance of a released time course, will be permitted, provided that:

1. The student’s parent or legal guardian provides to the district written consent prior to the student’s participation in the released time course;
2. No district funds other than de minimis administrative costs are expended and no district personnel, equipment, or resources are involved in providing the instruction;
3. The independent entity maintains attendance records and makes them available to the district and its board of education;
4. Any transportation provided to and from the place of instruction is the sole responsibility of the independent entity, the student, or the student’s parent or legal guardian;
5. The independent entity or the student’s parent or legal guardian indemnifies the district and holds it harmless with regard to any liability arising from conduct that does not occur on district property under the control or supervision of the district, and the independent entity maintains adequate insurance for that purpose;
6. The student assumes responsibility for any missed school work; and
7. The district’s superintendent, the principal for the school site in which the student is enrolled, or their designees have reasonable discretion over the scheduling and timing of released time courses; provided, the student may **not** be excused to participate in a released time course during any class in which the subject matter being taught is subject to the assessment requirements of 70 O.S. § 1210.508 (Oklahoma State Board of Education Statewide System of Student Assessments).

The district and its board of education shall not be liable for the student who participates in a released time course when the student is not under the control or supervision of the district.

A student who attends a released time course shall be considered in attendance in the district, and the time shall be calculated as part of the school day.

Released Time Course Credit

The district’s board of education shall award a student credit for work completed in a released time course when such is substantiated by a transcript from the independent entity providing the course. A student shall be awarded elective credit for the completion of each released time course. A student may also obtain up to 0.5 unit(s) of elective credit for completion of a released time course per semester.

In determining whether elective credit may be awarded, the district's board of education shall evaluate the course in a neutral and secular manner that does not involve any test for religious content or denominational affiliation. For purposes of this subsection, the secular criteria used by the board to evaluate a released time course may include:

1. The amount of classroom instruction time;
2. The course syllabus, which reflects the course requirements and any materials used in the course;
3. Methods of assessment used in the course; and
4. The qualifications of the course instructor.

Reference: Okla. Stat. tit. 70, § 11-101.3 (2024)

VOLUNTARY PRAYER

The Oklahoma State Board of Education has directed that every school district permit those students and teachers wishing to do so to participate in voluntary prayer. This policy is adopted to comply with that directive.

It is the district's policy that students and teachers may engage in voluntary prayer, including at district athletic events and graduation ceremonies. However, school district employees shall not teach, or instill by way of repetition, any sectarian or religious doctrine.

Any student or teacher who has not been permitted to participate in voluntary prayer should notify the relevant school building principal of the violation of this policy. The district will investigate all reports that a student or teacher has not been permitted to participate in voluntary prayer pursuant to this policy.

Reference: Okla. Stat. tit. 70, § 11-101.1
O.A.C. 210: 35-3-251



Staking A Claim in Our Students' Future

John Hancock
Executive Director/Personnel & Secondary
Ed.

Phone 405-282-8900
john.hancock@guthrieips.net
www.guthrieips.net

Memo

To: Dr. Mike Simpson & Guthrie Board of Education

From: John Hancock, Exec. Director of Personnel

Date: August 5, 2024

Re: 2024-2025 School Calendar Conversion

Guthrie Public Schools has an adopted calendar of 180 days for the 2024-2025 school year. I would like to recommend that Guthrie Public Schools convert to the 1139 hours (Days to Hours) to be used, should unforeseen events cause the cancellation of classes as indicated on the adopted calendar.

Guthrie Public Schools

School Calendar 2024-2025

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

1st Quarter **44+4**
 2nd Quarter **39+1**
 3rd Quarter **48+2**
 4th Quarter **42**

173 Days Taught
 7 Professional Days
 180 Days Total

*School will be dismissed
 if not used for bad weather

AUGUST

12,13, & 14 Teacher In-Service
 15 - First Day of Classes

SEPTEMBER

2 - Labor Day
 23 - Professional Day

OCTOBER

4 - Homecoming (2:10 Dismissal)

16 - End of First Quarter
 10 & 15 - P/T Conf (All Sites)
 17 and 18 Fall Break
 21 - Professional Day

NOVEMBER

25-29 - Thanksgiving Break

DECEMBER

20- End of 2nd Quarter
 Dec 23 - Jan. 3 Winter Break

JANUARY

6 - Professional Day
 7 - Classes Resume
 20 - Martin Luther King Day

FEBRUARY

17 - Teacher In-Service

MARCH

6 & 11 - P/T Conf (All Sites)
 14 - End of 3rd Quarter
 17-21 Spring Break

April

11 - Snow Make-Up Day 1*
 18 - Snow Make-Up Day 2* (Easter)

MAY

22 - Last Day of Classes
 26 - Memorial Day

Administration - 282-8900
 High School - 282-5906
 Faver Alternative - 282-5941
 Junior High - 282-5936
 Upper Elementary - 282-5924
 Fogarty Elementary - 282-5932
 Charter Oak Elementary - 282-5964
 Cottoral Elementary - 282-5928
 Central Elementary - 282-0352
 Child Nutrition - 282-5952
 Maintenance - 282-5944
 Technology - 282-5959
 Transportation - 282-5919

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

☐ Professional Day

☐ Vacation Day

Parent/Teacher Conferences
 (4:00 p.m. - 7:00 p.m.)

☐ Snow Make-Up Day
 (To be used in numbered order
 if days are needed)

NOTE: Any additional inclement weather days will be made up at the end of the school year

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	30	385	171	1097.25

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
7	4.25	29.75

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR
173

GRAND TOTAL HOURS	1139.00
-------------------	---------

Superintendent Signature _____

Date _____

RAO Signature _____

Date _____

NOTES: Type here to enter a note.

COUNTY
LOGAN

DISTRICT
GUTHRIE

SITE
CHARTER OAK - 135

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	171	1097.25

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
7	4.25	29.75

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR
173

GRAND TOTAL HOURS	1139.00
-------------------	---------

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	30	385	171	1097.25

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
7	4.25	29.75

Meets 1080 Requirement
TOTAL DAYS TAUGHT FOR ASR
173
GRAND TOTAL HOURS
1139.00

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	171	1097.25

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
7	4.25	29.75

Meets 1080 Requirement

TOTAL DAYS TAUGHT FOR ASR
173

GRAND TOTAL HOURS	1139.00
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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	30	385	171	1097.25

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
7	4.25	29.75

Meets 1080 Requirement
TOTAL DAYS TAUGHT FOR ASR
173
GRAND TOTAL HOURS
1139.00

Superintendent Signature

Date

RAO Signature

Date

NOTES: Type here to enter a note.

COUNTY
LOGAN

DISTRICT
GUTHRIE

SITE
GJH - 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	171	1097.25

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
7	4.25	29.75

Meets 1080 Requirement
TOTAL DAYS TAUGHT FOR ASR
173
GRAND TOTAL HOURS
1139.00

Superintendent Signature

Date

RAO Signature

Date

NOTES: Type here to enter a note.

COUNTY
LOGAN

DISTRICT
GUTHRIE

SITE
GHS - 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	30	385	171	1097.25

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
7	4.25	29.75

Meets 1080 Requirement
TOTAL DAYS TAUGHT FOR ASR
173
GRAND TOTAL HOURS
1139.00

Superintendent Signature

Date

RAO Signature

Date

NOTES: Type here to enter a note.



GUTHRIE, OK - Engage + Virtual Phone

Pricing Term Start Date: January 1, 1970 | **Pricing Term End Date:** January 1, 1970 | **Quote Create Date:** July 2, 2024 | **Reference:** 20240702-082946817

GUTHRIE, OK - 4013560

802 East Vilas Avenue
Guthrie, OK 73044
United States

Dee Benson

Director of Technology
dee.benson@guthrieips.net
4052825959

Comments

Ann Pattison - "Regional Director" ParentSquare, Inc.



Products & Services

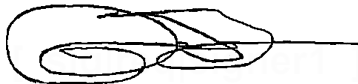
Item & Description	Billing Start Date	Term (Months)	Quantity	Unit Price	Total
<div>Engage 2023<ul style="list-style-type: none">• Mobile App & Web Portal• Language Translation• Analytics, Reporting & Archiving• SIS Integrations, SSO (API, SFTP, other)• Smart & Urgent Alerts• Posts & Newsletters• Social Media & Website Share• Attendance & Auto Notices (includes lunch balances)• Direct Messaging• Appointments (including parent-teacher conferences)• Volunteering & Sign Ups• Directory• StudentSquare• Calendar & Event RSVP• Forms & Permission Slips (includes Surveys)</div>		12	3,500	\$4.50 / year	\$15,750.00 / year for 1 year
<div>Virtual Phone</div>		12	3,500	\$2.00 / year	\$7,000.00 / year for 1 year

Item & Description	Billing Start Date	Term (Months)	Quantity	Unit Price	Total
District Onboarding (under 4.9K) <ul style="list-style-type: none">• Coordination between ParentSquare Implementation Team and Points of Contact• Creation & configuration of the ParentSquare site• Data migration and review of Staff, Student, Parent and Roster data• Digital training opportunities including recurring webinars, digital training modules, and videos• Access to “Resource Kit” and Best Practice materials to support Launch• Ongoing help and support for Admins via email, chat, and voice			3,500	\$0.50	\$1,750.00

Annual subtotal	\$22,750.00
One-time subtotal	\$1,750.00
Total	\$24,500.00

Signature

Before you sign this quote, an email must be sent to you to verify your identity. Find your profile below to request a verification email.

Dee Benson dee.benson@guthrie.net	
Bill Frenzel bill.frenzel@parentsquare.com	<i>Bill Frenzel</i>

This quote expires on August 1, 2024

Purchase terms

District/School Agreement -- The Services are subject to the terms contained in this Order Form and School Agreement which are located at www.parentsquare.com/agreement, and incorporated by reference into this Order Form ("ParentSquare School Agreement").

By executing this Order Form, the undersigned certifies that (i) the undersigned is a duly authorized agent of District/School, and (ii) the undersigned has read the ParentSquare School Agreement and will take all reasonable measures to enforce them within the District/School.

NOTE: Pricing above does not reflect ParentSquare's right to increase pricing up to 5% each annual period. Pricing above also does not include applicable tax, which will be applied upon invoicing.

Privacy Policy -- The ParentSquare Privacy Policy may be reviewed here - <https://www.parentsquare.com/privacy>

Terms of Use -- The ParentSquare Terms of Use may be reviewed here - <https://www.parentsquare.com/terms>

StudentSquare Consent -- Pursuant to Children's Online Privacy and Protection Act ("COPPA"), ParentSquare relies on the School's consent on behalf of students in order to allow those under 13 years of age to use our services.

Questions? Contact me



Ann Pattison

"Regional Director"

ann.pattison@parentsquare.com

+18054539668

ParentSquare, Inc.

6144 Calle Real, Suite 200A

Goleta, CA 93117

United States

Title	GUTHRIE, OK - Engage + Virtual Phone
File name	redir
Document ID	e7e89780d5329d81fde29339a5e2942b56a6d562
Audit trail date format	MM / DD / YYYY
Status	● Signed

This document was signed on app.hubspot.com

Document History



07 / 15 / 2024
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Sent for signature to Dee Benson (dee.benson@guthrieips.net) and Bill Frenzel (bill.frenzel@parentsquare.com) from esign@hubspot.com
IP: 54.174.52.21



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Viewed by Dee Benson (dee.benson@guthrieips.net)
IP: 156.110.110.120



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15:09:37 UTC

Signed by Dee Benson (dee.benson@guthrieips.net)
IP: 156.110.110.120



07 / 15 / 2024
15:10:27 UTC

Viewed by Bill Frenzel (bill.frenzel@parentsquare.com)
IP: 207.170.229.104



07 / 15 / 2024
15:10:38 UTC

Signed by Bill Frenzel (bill.frenzel@parentsquare.com)
IP: 207.170.229.104



COMPLETED

07 / 15 / 2024
15:10:38 UTC

The document has been completed.

Apps to be Approved for Communication With Parents and Students

ALCA

Band

Clever

CutTime

Google

Hudl

Imagine Learning

Infinite Campus

Parent Square

RankOne

Safe Routz

FY 2025 SCHOOL RESOURCE OFFICERS AGREEMENT

This agreement made and entered into this _____ day of August 2024 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, as authorized by OKLA. STAT. tit. 74, §§ 360.19 and 1008.

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 any 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 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: All School Resource Officers shall be a duly certified police officer or reserve 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 each School Resource Officer will be, at all times, a certified Peace Officer or Reserve 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 all School Resource Officers are 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 (SRO):

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. Two full time certified police officers employed by the Guthrie Police Department.
 - 1) The SROs shall be employees of the City of Guthrie Police Department and shall be subject to the administration, supervision and control of the Police Department.
 - 2) 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.
 - 3) The Police Department, in its sole discretion, shall have the power and authority to hire, discharge, and discipline SROs.
 - 4) 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.
 - 5) The parties shall agree in writing how many SROs will be employed during any school year.
- B. One fulltime SRO employed by the Guthrie School District.
 - 1) The District SRO shall be an employee of the Guthrie School District and shall be subject to the administration, supervision and control of the District.

- 2) The District, in its sole discretion, shall have the power and authority to hire, discharge, and discipline the District SRO.
- 3) The District SRO shall be a Guthrie PD Certified Reserve Officer.
- 4) District SRO may volunteer a minimum of 192 hours annually with City when school is not in session to maintain their Reserve Officer Status.
- 5) District SRO may be requested by City to volunteer an additional 288 hours as a Reserve Officer for the Guthrie Police Department when school is not in session.
- 6) The City will provide the District SRO with a City vehicle, fuel, maintenance, etc.
- 7) The City will provide the District SRO with duty weapon, leather, and ammunition.
- 8) The District SRO as a Reserve Officer shall be subject to all policies and practices of the Police Department except as such policies or practices may be modified by the terms and conditions of this Agreement.

FUNDING:

The City will assign, at no cost, two City Police Officers to the District as School Resource Officers in accordance with the program outlined in this agreement. The City will provide the District a cash Stipend in the amount of the difference between the District's payroll and benefit expense for the District SRO currently estimated at \$8,155.44 with State Insurance Flex (See Exhibit A, attached hereto).

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 or reserve 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.

(SIGNATURES ON THE NEXT PAGE)

WITNESS OUR HANDS the day and year first above written:

“City of Guthrie”

By:

Steven J. Gentling Mayor

Date

Attest:

Kim Biggs City Clerk

“Guthrie School District of Logan County”

By:

President, Board of Education
Guthrie Public Schools

Date

Attest:

Clerk of the Board of Education
Guthrie Public Schools

Exhibit A- FY2025 SRO Agreement																			
FY2025 Projected City Salary & Benefits																			
Officer	Rank	Step	Hourly Base Pay	Shift	Cleet	Education	Longevity	Hourly Pay	Annual Pay	Topped Out Lump Sum	Work Comp	FICA	Pension	Uniform Allowance	Health Insurance	Phone Allowance	Total Salary & Benefits		
Williams, Jonathan	Police Officer	S	\$35.35	\$0.00	\$0.28	\$0.00	\$0.55	\$36.18	\$79,017.12	\$5,123.01	\$3,721.71	\$6,436.72	\$10,938.22	\$600.00	\$9,675.00	\$480.00	\$115,991.77		
Vacant Position	Police Officer	A	\$19.15	\$1.09	\$0.00	\$0.00	\$0.00	\$20.24	\$44,204.16	\$0.00	\$2,082.02	\$3,381.62	\$5,746.54	\$600.00	\$10,216.37	\$480.00	\$66,710.70		
Vacant Position	Police Officer	A	\$19.15	\$1.09	\$0.00	\$0.00	\$0.00	\$20.24	\$44,204.16	\$0.00	\$2,082.02	\$3,381.62	\$5,746.54	\$600.00	\$10,216.37	\$480.00	\$66,710.70		
Total	3							\$40.48	\$88,408.32	\$0.00	\$4,164.03	\$6,763.24	\$11,493.08	\$1,200.00	\$20,432.74	\$960.00	\$133,421.41		
FY2025 Guthrie Public Schools Salary & Benefits Option																			
Officer								Base Salary	Support Addtl Pay	Insurance	Cell/ Uniform	TRS 7% Fringe	Insurance Flex Benefits	Total Contract	Retirement Benefit 9.5%	FICA	Total Salary & Benefits		
Williams, Jonathan	Reserve Officer	(Without State Health Insurance Flex Offset- Hire date After 10-01-2022)					\$79,017.12	\$1,250.00	\$1,260.00	\$1,080.00	\$5,899.39	\$0.00	\$88,506.51	\$8,028.86	\$6,674.75		\$103,210.12		
Williams, Jonathan	Reserve Officer	(With \$8,155.44 State Health Insurance Flex Offset)					\$79,017.12	\$1,250.00	\$1,260.00	\$1,080.00	\$5,899.39	\$8,155.44	\$96,661.95	\$8,028.86	\$6,674.75		\$111,365.56		
Previous Format																			
Officer	City Paid	School Paid	Total																
Williams, Jonathan	\$115,991.77	\$0.00	\$115,991.77																
Vacant Position	\$16,677.68	\$50,033.03	\$66,710.70																
Vacant Position	\$16,677.68	\$50,033.03	\$66,710.70																
	\$149,347.13	\$100,066.06	\$249,413.18																
New Format with State Insurance Flex																			
Officer	City Paid	School Paid	Total																
Williams, Jonathan	\$0.00	\$111,365.56	\$111,365.56																
Vacant Position	\$66,710.70	\$0.00	\$66,710.70																
Vacant Position	\$66,710.70	\$0.00	\$66,710.70																
City Stipend to School	\$8,155.44	(\$8,155.44)	\$0.00																
	\$141,576.85	\$103,210.12	\$244,786.97																

BROADCAST AGREEMENT

This Agreement is made and entered into this 12th day of August, 2024, by and between **INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA, a/k/a Guthrie Public Schools** (the “School District”) and **EVANS SPORTS, LLC** (the “Broadcaster”).

RECITALS:

A. The School District desires to cause certain sporting events to be broadcast by way of radio, streaming video or television during the 2024-2025 school year.

B. The Broadcaster wishes to acquire the rights to broadcast such sporting events.

NOW, THEREFORE, in consideration of the mutual covenants and conditions contained in this Agreement, and intending to be legally bound, the parties agree as follows:

1. **Grant of Broadcast Rights.** The School District hereby grants to the Broadcaster the non-exclusive right to broadcast all regular season home and away games or matches of the Guthrie High School football, basketball and wrestling teams. The right to broadcast such games includes the right to radio, streaming video and television broadcasts including, in whole or in part, by tape delay or rebroadcast. Other events may be broadcast by mutual agreement of both parties.

2. **Costs of Production.** The Broadcaster agrees to pay all expenses and costs of televising the events. The Broadcaster shall indemnify and hold the School District harmless from and against any such expenses and shall defend the School District against any claims or suits brought to recover expenses or other payments relating to the broadcasts.

3. **Indemnity.** The Broadcaster shall indemnify and hold the School District harmless from and against any and all causes of action, claims, damages, liabilities, costs and expenses arising from or related to Broadcaster’s telecast or from the actions or inaction of the Broadcaster’s employees or agents in furtherance of the goals of this Agreement.

4. **Copyright and Compliance with Laws.** The Broadcaster agrees to include, early in each broadcast, the following statement:

“The rights to this broadcast have been granted by Guthrie Public Schools. Any rebroadcast or republication of the programming without the written consent of Guthrie Public Schools is strictly prohibited”.

The Broadcaster agrees that the School District shall own the copyright in all broadcasts permitted under the terms of this Agreement. Notice of the School District’s copyright shall be included as a part of every telecast made pursuant to this Agreement. The notice shall consist of the symbol or word “copyright” followed by the year in which the event is first telecast and the name “Guthrie Public Schools”. The notice shall appear in the opening and closing credits. The Broadcaster agrees to comply, in all material respects, with federal, state and local laws and

regulations concerning the broadcast or televising of such events. The Broadcaster agrees not to expose negative or questionable activity occurring during the event which might detract from the observance of the event itself (e.g., fighting whether on or off the field, negative crowd reactions and criticism of officials' calls).

5. **Broadcast Tape.** The Broadcaster agrees to provide a video and/or audio recording of each event produced for broadcast by the Broadcaster under the terms of this Agreement. The recording shall be delivered, if requested, to the office of the Superintendent of Guthrie Public Schools within ten days following the date of the initial broadcast.

6. **Term of Agreement.** This Agreement shall commence with the School District's 2023-2024 school year and shall continue until terminated by 30-day written notice by either party.

7. **Binding Effect.** This Agreement shall be binding upon all parties, and their respective successors and assigns and may not be amended, changed or altered without the written consent of each party. This Agreement contains the entire agreement and understanding between the parties. The Agreement may not be assigned by the Broadcaster, in whole or in part, without the written consent of the School District.

8. **School District Rules and Regulations.** The Broadcaster agrees to abide by all rules and regulations of the School District while on School District property. The Broadcaster agrees that no agent or employee of the Broadcaster performing services under the terms of this Agreement shall be permitted on School District property if that agent or employee has been convicted of a felony within the previous ten years, or if such employee or agent has ever been convicted of a crime requiring notification under the Sex Offender's Registration Act of this state, under federal law or under any similar law of another state.

Dated this 12th day of August, 2024.

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

By: _____
President, Board of Education

EVANS SPORTS, LLC

By: Chris Evans
EVANS SPORTS, LLC, President

MEMORANDUM:

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

FROM: Kaitlin Sagar-Smith, Director of Special Services

SUBJECT: Collaborative Agreement between Guthrie Public Schools and
University of Oklahoma National Center for Disability Education and
Training

DATE: August 1, 2024

Attached is an agreement with the Board of Regents of the University of Oklahoma National Center for Disability Education and Training (NCDET). This agreement would allow Pre-Employment Transition Services (Pre-ETS) training to be conducted with students with disabilities during the 2024-2025 school year. The Pre-ETS categories include: Job Exploration Counseling, Work-Based Learning, Counseling on Postsecondary Opportunities, Workplace Readiness Training, and Self-advocacy. This training would be conducted by approved Pre-ETS during the school day at no charge to the district.

Pre-Employment Transition Services Coordination Pre-ETS COLLABORATIVE AGREEMENT FY2025

SECTION I - PURPOSE

This Collaborative Agreement ("Agreement"), effective as of the latest date of signature of all Parties or the 1st day of July, 2024 whichever is later, is entered into by and between the following Parties, also referred to herein as "Team Members" to promote collaboration in the delivery of Pre-Employment Transition Services (also referred to herein as Pre- ETS) for participants with a documented disability transitioning from secondary school to post-secondary education programs and/or competitive employment; for individuals with disabilities who are enrolled in secondary education and are eligible, or potentially eligible, to receive vocational rehabilitation services (VR) provided by Oklahoma Department of Rehabilitation Services (DRS).

- Guthrie Public Schools (also referred to herein as "Host School");
- The Board of Regents of the University of Oklahoma, by and through University Outreach/College of Continuing Education's National Center for Disability Education and Training (also referred to herein as "NCDET" or "University").

The Rehabilitation Act of 1973 (Rehabilitation Act), as amended by the Workforce Innovation and Opportunity Act (WIOA), and the Individuals with Disabilities Education Act (IDEA), as amended, all require a formal mechanism in place to ensure coordination of transition services that are needed to provide a free appropriate public education to participants with a documented and to ultimately transition participants with documented disability to competitive integrated employment or post-secondary education.

The OBJECTIVE of this Agreement seeks to:

- Increase coordination between the Parties to identify and prepare participants with a documented way to move to post-secondary education and/or competitive integrated employment; based on participant need, considering strength, preferences, and interests.
- Improve transition planning by DRS and local education agencies (LEAs) for participants with disabilities to facilitate the development and implementation of that individual's education program.
- Strengthen relationship between the Oklahoma State Department of Education (OSDE), Oklahoma Office of Workforce Development (OOWD), LEAs, higher education entities, and businesses to facilitate successful outcomes for participants a documented disability.
- Engage, involve and educate families to increase participant success in post-school activities.
- Increase the number of participants reaching their individual education plan (IEP) and the DRS individual plan for employment (IPE) goals.
- Increase professional learning opportunities and share resources.
- Increase job training and education opportunities for people who have traditionally faced barriers.

TERM

The Parties agree that the effective period of this Agreement shall be the latest date of signature of all Parties, or **July 1, 2024, whichever is the latter, through June 30, 2025.**

This Agreement may be renewed for two (2) additional twelve-month periods. Any renewals are contingent upon the Department of Rehabilitation Services renewing the Pre-Employment Transition Services Agreement with the University.

SECTION 2 – DEFINITIONS (for the purpose of this agreement):

2.1 Workforce Innovation and Opportunity Act (WIOA): Reauthorizes the Rehabilitation Act of 1973 as amended, that established VR (29 U.S.C. § 701 et seq.) and creates the Pre-ETS set-aside (29 U.S.C. § 730 (d)).

2.2 Vocational Rehabilitation (VR): a federal program which promotes, assesses, plans, develops and provides services for individuals with disabilities, consistent with their strengths, resources, priorities, concerns, abilities, capabilities, interests and informed choice, so they may prepare for and engage in gainful employment, as required by the Rehabilitation Act.

2.3 Oklahoma Office of Workforce Development (OOWD): carries out the vision of the Governor's Council for Workforce and Economic Development, provides technical assistance and coordinates strategic priorities and plans across education, training and economic agencies. Works to align and connect education and workforce resources, remove workforce barriers and better support Oklahoma employers and jobseeker.

2.4 Individual Education Plan (IEP): a written statement of the educational program required by IDEA for a participant with a disability designed to meet the participant's individual needs. The IEP has two general purposes: to set appropriate, measurable goals for the participant and to describe the specialized instruction and services the school district will provide for the participant.

2.5 Individual Plan for Employment (IPE): is required by the Rehabilitation Act, and is the roadmap developed jointly by the participant and the Vocational Rehabilitation counselor to help the participant with a disability reach a specific competitive, integrated employment goal.

2.6 Individuals with Disabilities Education Act (IDEA): is designed to ensure that all participants with a documented disability have available to them a Free and Appropriate Public Education (FAPE) that provides special education and related services designed to meet their unique needs and to prepare them for further education, employment and independent living; federal act codified at 20 U.S.C. § 1400 et seq.

2.7 Local Education Agency (LEA): a public board of education or other public authority legally constituted within a state for either administrative control or direction of, or to perform a service function for, public elementary schools or secondary schools in a city, county, township, school district or counties recognized in a state as an administrative agency for its public elementary schools or secondary schools; codified at 20 U.S.C. §1401 (19).

2.8 A participant with a disability: is an individual who is in an educational program; and

meets certain age requirements; and is eligible for and receiving special education or related services under IDEA; or is an individual with a disability for purposes of section 504 of the Rehabilitation Act.

2.9 Potentially Eligible: participants with a documented disability, including individuals ages 14-21 who have not applied or been determined eligible for VR services.

2.10 Competitive Integrated Employment: employment for an individual with a disability that is, among other things, compensated at a rate not lower than the minimum wage and is customary for the occupation and where the individual interacts with other persons without disabilities.

2.11 Pre-Employment Transition Services (Pre-ETS): activities provided through a subset of transition services, in partnership with LEAs, to help participants, and potentially eligible participants, with disabilities develop skills leading to success in employment and independent living after high school. These learning experiences are designed within an outcome-oriented process that promotes movement from school to post-school activities, including postsecondary education, vocational training, competitive integrated employment, financial literacy, and self-advocacy education to improve social and independent living skills. Pre-ETS are defined and authorized in accordance with 29 U.S.C. § 733.

The following are examples of activities that fall into the five required Pre-ETS categories:

- **Job Exploration Counseling:** discussion, activities, vocational evaluations or assessments on in-demand job opportunities intended to foster motivation and informed decision-making.
- **Work-Based Learning** – research and knowledge of work site tours, job shadowing, mentoring, internships, apprenticeships, short-term employment, volunteering, and on-the-job trainings;
- **Counseling on Post-Secondary Opportunities**—discussion and activities regarding college and other -post-secondary opportunities, academic and occupational training needed to succeed in the workplace, and providing resources that may be used to support individual participant success in education and training, such as disability support services and financial aid;
- **Workplace Readiness Training** (can be in a simulated or "real" work setting) - teaching social skills and independent living skills necessary to prepare for eventual employment, such as communication and interpersonal skills, financial literacy, transportation options, job-seeking skills, understanding employer expectations, and other "soft" skills necessary for employment; and
- **Self-advocacy**—training on rights and responsibilities; how to request accommodations or services and supports; communicating thoughts, concerns, and needs; peer-mentoring opportunities; and participating in leadership activities offered in educational or community settings.

SECTION 3 – RESPONSIBILITIES:

The Host School:

The school plays a significant role in the success of providing and coordinating transition services, specifically employment readiness instruction for participants with a documented

disability. Schools are bound by the specific content in the Individuals with Disabilities Education Act (IDEA) for the provision of secondary transition services and by coordinating services with other agencies who will pay for or provide transition services. Pre-Employment Transition Services are not meant to reduce the responsibility of schools to provide transition services. The intent is to enhance the resources available to participants with a documented disability through collaboration. Host School understands and agrees that they will not be reimbursed by the University for any costs incurred as part of the Pre- ETS program.

The Host School will:

- Upon receipt of proof from NCDet that all NCDet personnel participant under this Agreement have passed the criminal background record check, allow the NCDet Pre-ETS staff access to DRS potentially eligible participants with a documented disability and/or DRS clients (in a group setting or one-on-one) to whom they can provide Pre-ETS instructional activities;
- work with the local DRS counselors to identify, recruit, and refer participants for vocational rehabilitation services;
- be responsible for collecting written parent authorization to allow their participant to participate in Pre-ETS activities;
- ensure school staff and/or a classroom teacher is present and assisting to ensure the highest engagement of the participants;
- communicate to the NCDet Pre-ETS staff and DRS (if applicable) any concerns brought forth by a participant;
- provide information to assist staff providing Pre-ETS activities that will support the learning needs, adaptations, and/or modifications of program participants;
- assist with outreach to identify participants with a documented disability and assessment of their potential need for transition services and pre-employment transition services;
- promote networking and collaboration among families, schools, community agencies and employers;
- share career assessment and planning information with DRS and Pre-ETS staff;
- work collaboratively to increased number of participants obtaining their IEP and IPE goals;
- assist with the development of additional school sites by speaking with potential school leadership; and
- maintain confidentiality regarding program participants.

NCDet:

The University of Oklahoma Outreach is a lifelong learning organization dedicated to helping individuals, businesses, groups, and communities transform themselves through knowledge. Established in 1965, the National Center for Disability Education and Training seeks to advance independent living, employment, and career opportunities for people with disabilities through innovative training and direct service.

NCDet will:

- work in collaboration with DRS counselors, school transition personnel, and other persons supporting DRS potentially eligible participants with a documented disability

and/or DRS clients to provide Pre-ETS instructional activities in groups and/or individually;

- ensure its staff are trained and experienced in working with participants with a documented disability as well as developing business relationships;
- ensure its staff have successfully passed a criminal background check; and will provide the Host School proof prior to providing Pre-ETS activities,
- support the host school staff in planning for the transition of participants with a documented disability from school to post-school activities;
- work in collaboration with the teacher and current transition curriculum;
- work to increase employment and/or post-secondary participant success;
- work with local school districts to create greater access for participants with a documented disability and remove barriers into transition programs and activities;
- assist with outreach to identify participants with a documented disability and assessment of their potential need for transition services and pre-employment transition services;
- encourage community work experiences that provide the opportunity for participants with a documented disability to participate in skill development in community settings;
- promote networking and collaboration among families, schools, community agencies and employers;
- share career assessment and planning information with DRS and school staff;
- work with the local DRS counselors to identify, recruit, and refer participants for vocational rehabilitation services;
- communicate to Host School staff and DRS (if applicable) any concerns brought forth by a participant;
- assist with the development of additional school sites by speaking with potential school leadership; and
- maintain confidentiality regarding program participants.

Section 4 Special Terms and Assurances

A. Insurance

Each Party is hereby required to carry liability insurance or State of Oklahoma self-insurance adequate to compensate, in accordance with the limits of the Oklahoma Governmental Tort Claims Act, 51 O.S. 1991, sec 151, et seq., as amended, persons for injury to their person or property occasioned by an act of negligence by the party to be bound, its agents or employees. The Parties shall timely renew the policies to be carried pursuant to this section throughout the term of the Agreement, and provide evidence of such insurance and renewals upon request.

B. Equal Opportunity/Non-Discrimination

Each Party shall at all times comply with all federal laws relating to nondiscrimination, including, but not limited to, Presidential Executive Order 11246, as amended, and the Civil Rights Act of 1964, 42 U.S.C. §2000 et seq.; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794.; the Americans With Disabilities Act of 1990, 42 U.S.C. §12101 et seq.; Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq.; the Age Discrimination in Employment Act, 42 U.S.C. §6101 et seq.; and all amendments to these acts, and all requirements imposed by the regulations issued pursuant to these acts, including, but not limited to, providing equal

opportunity, both to those seeking employment and those seeking services, without regard to race, color, religion, sex, national origin, age, or handicap.

Each Party is an Equal Opportunity Employer, a provider of services and/or assistance, and is in compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended and Executive orders 11246 and 11375. The Host School represents compliance with the Americans with Disabilities Act of 1990 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant to this act.

C. Drug-Free Workplace

Each Party represents compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part § 85.600 et seq.

D. Modification

The Agreement may only be modified by mutual consent of the Parties in writing.

E. Cancellation

1. With Cause: In the event the Host School fails to meet the terms and conditions of the Agreement, or fails to provide services in accordance with the provisions of the Agreement, the University may, upon written notice of default transmitted via Certified Mail to the Host School, cancel the Agreement effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date the University mailed the notice, whichever occurs first. Such cancellation shall not be an exclusive remedy, but shall be in addition to any other rights and remedies provided for by law.

1. Without Cause: It is further agreed that the Agreement may be canceled by either Party by providing thirty (30) days prior written notice.

F. Access to and Retention of Records

The Host School shall maintain adequate records regarding the Pre-ETS program and participant participation. Authorized personnel of the University, U.S. Department of Education or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, and other appropriate state entities shall have the right of access to records of Host School which are pertinent to the performance of the Agreement, in order to audit, examine, make excerpts and/or transcripts. The Host School shall be required to maintain all records for three (3) years after all pending matters are closed.

G. Compliance with State and Federal Laws

Each Party to this Agreement shall comply with all applicable state and federal laws, rules and regulations relevant to the performance of the Contract. Compliance shall be the responsibility of the each Party, without reliance on or direction by the other.

Each Party hereto agrees to be responsible for its own negligent acts and omissions and those of its employees and agents as provided by the Oklahoma Governmental Tort Claims Act, 51 O.S. 1991, sec 151, et seq., as amended.

If the University notifies the Host School of a possible compliance issue, the Host School must submit an explanation to the University within forty-five (45) days of the notification. If upon receipt of the explanation the University determines the Host School is out of compliance, the Host School will have 30 days to remedy the non-compliance. If after that time the University determines the Host School has not resolved the compliance issue, the University may take any or all, but not limited to, the following options:

1. suspension of the Contract;
2. withholding of additional Contracts;
3. requiring an immediate audit of all records pertaining to the Contract;
4. the University, within 21 days of receipt of reports, shall complete review;
5. the University may choose to make an allowance on any compliance issue if appropriate documentation for the non-compliance action can be furnished.

Neither Party shall be liable for any damages resulting from any delay in delivery or failure to give notice of delay that directly or indirectly results from the elements, acts of God, delays in transportation, or delays in delivery by any cause beyond the reasonable control of the Parties.

H. FERPA

Each Party to this Agreement agrees to abide by the limitations on redisclosure of personally identifiable information from education records as set forth in the Family Educational Rights and Privacy Act (34 CFR 99.33(a)(2))

I. Clean Air Act

Each Party agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq. The Host School agrees to report each violation to the University, and understands and agrees that the University will, in turn, report each violation as required to assure notification to the appropriate Environmental Protection Agency Regional Office.

J. Employment Relationship

This Agreement does not create an employment relationship. Individuals performing services required by the Agreement are not considered employees of the University. The Host School's employees shall not be considered employees of the University for any purpose, and as such shall not be eligible for benefits accruing to University employees.

The University shall provide access to staff as needed to meet the requirements contained herein.

K. Contract Jurisdiction

The Agreement will be governed in all respects by the laws of the State of Oklahoma. The State of Oklahoma, District Court of Oklahoma County will be the venue in the event any legal action is filed by the Host School or the University to enforce or to interpret provisions of the Agreement.

This Agreement is the product of negotiations between the Parties, each of which has had the opportunity to consult counsel prior to the execution hereof. Therefore, the Parties agree that if this Agreement needs to be interpreted by any court (or other tribunal) having jurisdiction, no conclusions or inferences of the law shall be drawn in favor of or against either Party on the basis of which Party drafted the term or provision at issue.

L. Severability

If any provision under the Agreement, or its application to any person or circumstance, is held invalid by any court of competent jurisdiction, such invalidity does not affect any other provision of the Agreement or its application that can be given effect without the invalid provision or application.

M. Ownership and Copyrights

All curriculum, instructional materials, software, reports, and videos (hereinafter "Intellectual Property") are being developed exclusively for the University or purchased by the University and shall be the property of the University. Intellectual Property created and copyrighted or trademarked by the other Party outside of the Contract shall be retained by same. This article shall not be construed to alter or diminish ownership rights provided under state or federal law or regulations.

N. Accessibility

Pursuant to Title 74, Section 85.7d and OAC 580:15-6-22 electronic and information technology procurements, agreements, and contracts shall comply with applicable Oklahoma Information Technology Accessibility Standards issued by the Oklahoma Office of State Finance. EIT Standards may be found at www.ok.gov/DCS/Central_Purchasing Upon request, the Host School shall provide a description of conformance with the applicable Oklahoma Information Technology Accessibility Standards for the proposed product, system or application development/customization by means of either a Voluntary Product Accessibility Template (VPAT) or other comparable document.

O. Entire Agreement

This Agreement constitutes the entire Agreement and understanding between the Parties and supersedes all prior and/or contemporaneous discussions, representations, or contracts, whether written or oral, of the Parties relating to the work to be performed.

Section 5: Signatures

The Parties hereto agree that they may conduct the transaction by electronic means and hereby state that electronic signature shall have the same force and effect as an original signature.

THE HOST SCHOOL REPRESENTS THAT IT HAS READ AND UNDERSTOOD THE TERMS OF THIS AGREEMENT AND MADE NO CHANGES TO THE TERMS OF THIS AGREEMENT.

BY PLACING THE SIGNATURE OF ITS AUTHORIZED REPRESENTATIVE, THE HOST SCHOOL AGREES TO BE BOUND BY THIS AGREEMENT.

Host School

Signature

Date

kaitlin smith

Director of Special Services

Print Name and Signatory Title

In Process

MEMORANDUM:

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

FROM: Kaitlin Sagar-Smith, Director of Special Services

SUBJECT: Contractual Agreement with Betsy Chen, BCBA, for specialized services relating to the provision of educational and behavioral services for students.

DATE: August 5, 2024

Attached is an agreement with Betsy Chen, BCBA of BC Behavioral LLC to provide specialized services relating to the provision of educational and behavioral services for the 2024-2025 school year.

Services provided by Ms. Chen may include, but are not limited to: review of records, participation in IEP meetings and other staffings, completion of forms/progress reports, classroom observations, coaching, consultation, direct intervention, progress monitoring of student programs, evaluations, and professional development for school district staff, parents and aides. A Behavioral Support Coach will also be provided throughout the length of the contract.

The fee for these services is agreed upon at:

- Board Certified Behavior Analyst (BCBA Owner/Director) \$150 per hour
 - Board Certified Behavior Analyst (BCBA Clinical Supervisor) \$125 per hour
 - Board Certified Behavior Analyst Assistant (BcABA) \$100 per hour
 - Intern \$75 per hour
- (Above services are for all supervision/programming and meetings).
- Lead Behavioral Coach: Registered Behavior Technician (RBT) \$75 per hour
 - Support Behavior Coach: Registered Behavior Technician (RBT) \$60 per hour
 - Mileage \$0.67 per mile

CONTRACT AGREEMENT

WHEREAS, Guthrie Public Schools has need for professional academic and behavioral consultation.

WHEREAS, **Betsy Chen, BCBA and staff** under **BC Behavioral** will provide specialized services relating to the provision of educational and behavioral services.

THEREFORE, in consideration of the mutual covenants set out below, the parties agree as follows:

BC Behavioral agrees to:

1. Provide services that may include, but are not limited to the following: review and study of educational/confidential/assessments records, participation in Individualized Education Program (IEP) meetings and other staffings, completion of forms/progress reports, classroom observations, coaching, consultation, direct intervention, progress monitoring of student programs (both at home and school environments to coordinated programs), evaluations, and professional development for school district staff, parents, and aides.
2. Submit statements of services performed
3. Utilize only specially trained ABA staff members for severe behaviors that: possess CPI with Advanced Physical Skills license, passed a state and federal background check, CPR trained, and a hold licensure or are obtaining a licensure provided by the BACB (RBT, BcABA, BCBA, or BCBA-D)
4. Cover all contracted staff members with active Professional Liability Insurance
5. Submit monthly reports with graphs of maladaptive behaviors and progress updates

Guthrie Public Schools agrees to:

6. Bills will be paid after approval at the school board meeting following the bill/invoice being received and processed.

ALLOWABLE COST AND PAYMENT

The fee for these services is agreed upon at:

Board Certified Behavior Analyst (BCBA Owner/Director) \$150 per hour

Board Certified Behavior Analyst (BCBA Clinical Supervisor) \$125 per hour

Board Certified Behavior Analyst Assistant (BcABA) \$100 per hour

Intern \$75 per hour

Above services are for all supervision/programming and meetings

Lead Behavioral Coach: Registered Behavior Technician (RBT) \$75 per hour
Support Behavior Coach: Registered Behavior Technician (RBT) \$60 per hour
Mileage \$0.67 per mile

Rates have slightly increased from previous contract to account for the federal mileage rate increase and rising gas costs

Sessions with student will consist of direct implementation with one Lead Behavioral Coach or one Lead Behavioral Coach and one Support Behavior Coach if behaviors deem necessary.

The BCBA or BcABA will be providing ample supervision throughout this period to ensure the safety of the students, behavioral coaches, and staff, as well as proper implementation of behavior plans, and will fade supervisions as well as support when appropriate.

Cancellation of services that are less than **4 hours** in advance, *may* result in an additional fee of 2 hours of services and mileage

SPECIAL PROVISIONS

The parties agree that **BC Behavioral** staff are working under this contract as a private entity and are not employees of the school district and therefore not entitled to any employee benefits such as annual or sick leave, medical or life insurance, etc.

BC Behavioral staff agree to comply with all State and Federal law and regulations that are applicable to this agreement.

TERMS OF CONTRACT AND RENEWAL

The term of this contract shall commence on August 2024 and expire on May 2025, unless earlier terminated or extended by either party on 30 days notice to the other party.

Approved by Guthrie Public Schools on the _____ day of

_____, _____.

Signature Date
Authorized LEA Representative

Print

Authorized LEA Representative



08/02/2024

Betsy Chen, MA, BCBA, LBA
BC Behavioral
2248 NW 164th St
Edmond, OK 73013
Treatment Director

Date

MEMORANDUM:

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

FROM: Kaitlin Sagar-Smith, Director of Special Services

SUBJECT: Contractual Agreement with Maria Guzman of Guzman Consulting,
LLC. for Psychoeducational and Psychological Evaluation Services

DATE: July 31, 2024

Attached is an agreement with Guzman Consulting, LLC. to complete psychoeducational evaluations and consultation services to facilitate processes for students with or suspected to have disabilities for the 2024-2025 school year. Federal and state policies require that evaluations and eligibility meetings must be completed within 45 school days of parent permission for testing. This contract with Ms. Guzman will supplement services provided by our vacant school psychologist position. In an effort to operate within the 45-day timeline, assessments will be completed by Guzman Consulting, LLC.

Ms. Guzman has agreed to provide services for Guthrie Public Schools during the 2024-2025 school year for \$95.00 per hour (including completion of required reporting paperwork). She will not charge mileage. These services will be approximately \$55,000.

Guzman Consulting, LLC.

Service Agreement

Dated: 7/31/2024

This Contract for Services hereby referred to as the "Agreement" is entered into July 1, 2024 for a period of one school year between **Guthrie Public Schools** School District **Guthrie Public Schools** Schools and Guzman Consulting, LLC. ("the Contractor"). WHEREAS, Guthrie Public Schools Schools is entering into agreement for Contractor to provide services, including but not limited to, certain assessment and consultation services to facilitate processes for students with or suspected to have disabilities as mandated under State and Federal Special Education laws; services provided by Contractor may also include consultation with parents and staff regarding students with behavioral, social-emotional, academic concerns, meeting and document translation (Spanish).

WHEREAS, **Guthrie Public Schools** Schools understands and recognizes Contractor is specially trained and possesses the necessary education, skills, and licenses or credentials to perform the required services. Contractor has a Masters of Arts degree in School Psychology with emphasis in Behavior Analysis. Contractor, Maria K. Guzman Lopez, is a Nationally Certified School Psychologist in the state of Oklahoma. Further, Contractor is a Registered Behavior Therapist.

1. Independent Contractor. Subject to the terms and conditions of this Agreement, **Guthrie Public Schools** Schools engages the Contractor as an independent contractor to perform the services set forth herein, and Contractor hereby accepts such engagement. This Agreement shall not render Contractor an employee, partner, agent of, or joint venturer with **Guthrie Public Schools** Schools for any purpose. **Guthrie Public Schools** Schools shall not be responsible for withholding taxes with respect to Contractor's compensation. Contractor shall have no claim against **Guthrie Public Schools** Schools or otherwise for vacation pay, sick leave, retirement benefits, social security, worker's compensation, health or disability benefits, unemployment insurance benefits, or employee benefits of any kind.

2. Contractor's Duties. Pursuant to the terms of the Agreement duties of Contractor may include, but are not limited to: review of academic records; assessment; assessment scoring; student observation; report writing; interviewing; parent, teacher, and/or service provider consultation; attendance at team meetings, and any other duties as requested by Special Services. Contractor agrees to render services under the Agreement in a professional manner, and in compliance with all state and federal laws, including the ethical principles of Contractor's respective professional affiliations.

3. Terms. This engagement shall commence upon execution of this Agreement and shall continue in effect through **8/12/2024**. The Agreement may only be extended thereafter by mutual agreement, unless terminated earlier by operation of and in accordance with this Agreement. **Guthrie Public Schools** Schools agrees that it will have no right to control or direct specific details, manner, or means by which the Contractor accomplishes the results of the services performed hereunder. Contractor agrees to schedule **2 scheduled school calendar days a week for a minimum of 4 hours**. However, Contractor agrees to be reasonably available to perform the duties requested by IDEA and accepted by Contractor, and to respond in a timely and reasonable manner. Any and all activities or duties not covered by the terms of the Agreement which Contractor assumes responsibility will not be subject to the terms of the Agreement.

4. Compensation. As full compensation for services rendered pursuant to this Agreement, **Guthrie Public Schools** Schools shall and agrees to pay Contractor at an hourly rate of \$95 hr. The hourly rate does not include cost of assessment protocols or special testing materials, which are the responsibility of **Guthrie Public Schools** Schools. Compensation shall be payable within 30 days of receipt of Contractor's monthly invoice for services rendered which shall be supported by reasonable documentation available to Contractor at time of submission. These terms may be amended in writing, or supplemented with subsequent estimates for services to be rendered, by the Contractor and agreed to by **Guthrie Public Schools** Schools.

5. Expenses, Equipment, & Supplies. Equipment/supplies housed and provided by **Guthrie Public Schools** Schools may be utilized by Contractor in furtherance of the duties referred to in the Agreement. **Guthrie Public Schools** Schools agrees to provide an adequately reasonable space in which Contractor may conduct services (i.e., room for testing students reasonably free from distractions) on-site in **Guthrie Public Schools** School buildings. Throughout the term of this Agreement, Contractor shall bill and **Guthrie Public Schools** School agrees to reimburse Contractor for all reasonably approved out-of-pocket expenses which are incurred in connection with the furtherance of Contractor's duties referred to herein.

6. Confidentiality & Property. Contractor acknowledges during the engagement Contractor will have access to and become acquainted with various confidential student information and records. Contractor agrees to not disclose or reveal such or any portion of such confidential information, whether directly or indirectly, or use any such information in any manner, during the term of this Agreement or at any time thereafter, EXCEPT as required during the term of the Agreement between Contractor and **Guthrie Public Schools** Schools. All reports, files, and records relating to the business of **Guthrie Public Schools** Schools, whether prepared by Contractor or otherwise coming into Contractor's possession, shall remain the exclusive property of **Guthrie Public Schools** Schools. Forms, documents, or other instruments created by Contractor prior to or while under contract with **Guthrie Public Schools** Schools, EXCEPT reports completed for the business of **Guthrie Public Schools** Schools shall be considered property belonging exclusively to Contractor.

7. Termination. **Guthrie Public Schools** Schools or Contractor may terminate this Agreement at any time for any reason by providing written notice to the other party which shall provide notice of intent to terminate after fourteen (14) business days from the date notice is properly served. In addition, if **Guthrie Public Schools** Schools or Contractor is convicted of any crime or offense, is guilty of serious misconduct in connection with performance herein, or materially breaches provisions of this Agreement, the Agreement may be terminated immediately and without requiring any prior notice written or otherwise.

8. Insurance. Contractor will carry sufficient liability insurance related to the services required to perform services referred to herein for **Guthrie Public Schools** Schools.

9. Liability. With regard to the services to be performed by Contractor pursuant to the terms of this Agreement, Contractor shall not be liable to **Guthrie Public Schools** Schools or any party who might claim any right due to any relationship with **Guthrie Public Schools** Schools, for any acts or omissions in the performance of services rendered by Contractor, EXCEPT where said acts or omissions of Contractor are found to be due to willful misconduct or gross negligence. **Guthrie Public Schools** Schools shall not find Contractor responsible for any obligations, costs, claims, judgments, attorneys fees, and attachments arising from or growing from services rendered by Contractor on behalf of **Guthrie Public Schools** Schools pursuant to the terms of this agreement or in any way connected with such rendering of services, EXCEPT where the same shall arise due to the willful misconduct or gross negligence of Contractor, and Contractor is declared by a proper body of law or authority to be considered guilty of willful misconduct and gross negligence, by a court of competent jurisdiction while performing the duties and/or responsibilities set forth herein on behalf of **Guthrie Public Schools** Schools.

10. Notice(s). Any and all notice(s), demand(s), or other communication(s) required or desired to be made herein by either party shall be in writing and shall be properly provided to the other party whether personally served, or if mailed through the United States Postal Service or any other mailing service, to the mailing addresses provided in the Agreement. Either party may change its address for purposes of this paragraph by written notice given in the manner provided above in this paragraph.

11. Modification or Amendment. No amendment, change or modification of this Agreement shall be valid UNLESS such is made in a writing signed by both parties.

12. Complete Agreement. This document and any exhibit attached at the moment of execution constitute the entire understanding and agreement of the parties, and any and all previously outstanding agreements, understandings, and representations are hereby terminated and canceled in their entirety and are of no further force and effect.

13. Unenforceability of Provisions. If any provision of this Agreement, or any portion thereof, is held to be invalid and unenforceable, then the remainder of this Agreement shall nevertheless remain in full force and effect.
IN WITNESS WHEREOF the undersigned have understood and executed this Agreement as of the day and year first written above. Further, the parties agree to facsimile or digital signatures shall be as effective as originals.

This agreement and all records associated with the agreement are hereby confidential and shall not be shared with another party without expressed consent from Guzman Consulting LLC's CEO, Maria Guzman.

Guthrie Public School District
802 E Vilas, Guthrie Oklahoma

Date: _____

Guzman Consulting, LLC.,
Maria K Guzman Lopez, MA, NCSP
Certified School Psychologist
Registered Behavior Therapist
Nationally Certified School Psychologist
Phone: (580) 278-5628
e-mail: mguzman91@gmail.com

Date: _____

New Cottler Elementary - 23OK61-MLA

23OK61-MLA

2001 W. Noble Ave.
Guthrie, OK 73044

Date: 6/21/2024

Number: C-MOD 05

Subject: Contingency Modification 05

Source of Funding: Allowance / Contingency

Description

PCO #20 - Credit for metal cafeteria staff lockers.
PCO #21 - Costs for ASI-06 Steel Changes.
PCO #22 - Costs for RFI-41 - Classroom 109 and 110 elevation change.
PCO #23 - Costs for RFI-11 - Data Service Conduit.
PCO #24 - Costs for RFI-43 - Roof Parapet Heights.
PCO #25 - Costs for RFI-45 - Roof Hydrant Locations.
PCO #26 - Costs for RFI-46 - Door 132B Hardware Clarification - Cost covered by Stacy Group.
PCO #27 - Costs to Temporarily Seal Openings at Aluminum Storefront.
PCO #28 - Costs to Extend Concrete at NW Entrance
PCO #29 - Credit to Change Drywall Finish to Level 4.

Days Requested: 0

Change Total: \$0.00

Item Number	Description	Amount
01	Contingency Modification 05	\$(57,659.92)
02	Metal Locker Credit	\$(2,760.00)
03	ASI-06 Steel Changes	\$19,614.00
04	RFI-41 - Classroom 109 and 110	\$15,899.92
05	RFI-11 - Data Service Conduit	\$2,635.00
06	RFI-43 - Roof Parapet Heights	\$10,661.00
07	RFI-45 - Roof Hydrant Locations	\$13,600.00
08	RFI-46 - Door 312B Hardware Clarification - Cost covered by Stacy Group	\$320.00
09	Temp Seal Openings	\$6,490.00
10	Extend Concrete at NW Entrance	\$1,200.00
11	Level 4 Finish	\$(10,000.00)

The Stacy Group, Inc.

Crossland Construction Company, Inc.

Guthrie Public Schools

ARCHITECT

CONTRACTOR

OWNER

By Sean Willis

By Lane McMillan

By Mike Simpson

Signature _____

Signature Lane McMillan

Signature _____

Date _____

Date 08/08/2024

Date _____



Guthrie Cottoral Elementary
Contingency Change Log

CC	PCO #	Description	Reason for CC	Sent Date	Amount	Status	Approved	Pending	Anticipated	ARCHITECTURAL APPROVAL DATE	OWNER APPROVAL DATE	NOTES
1	1	COX Fiber Reroute	Existing Conditions		\$ 1,578.44	Approved	\$ 1,578.44	\$ -	\$ -			
1	2	Buyout for Wheelchair Lift	Buyout		\$ (7,205.00)	Approved	\$ (7,205.00)	\$ -	\$ -			
1	3	Parking Lot Correction	Existing Conditions		\$ 31,880.00	Approved	\$ 31,880.00	\$ -	\$ -			
2	4	Switchgear	Expedite		\$ 23,253.00	Approved	\$ 23,253.00	\$ -	\$ -	3/1/2024	3/11/2024	
2	5	Gym Subgrade Correction	Existing Conditions		\$ 7,500.00	Approved	\$ 7,500.00	\$ -	\$ -	3/1/2024	3/11/2024	
2	6	08C - Glass and Glazing Buyout	Buyout		\$ 2,800.00	Approved	\$ 2,800.00	\$ -	\$ -	3/1/2024	3/11/2024	
2	7	11A - Food Service Equipment Buyout	Buyout		\$ (235,000.00)	Approved	\$ (235,000.00)	\$ -	\$ -	3/1/2024	3/11/2024	
2	8	27B - A/V Systems Buyout	Buyout		\$ (100,003.00)	Approved	\$ (100,003.00)	\$ -	\$ -	3/1/2024	3/11/2024	
2	9	Added Transitional Piers	Project Add		\$ 15,000.00	Approved	\$ 15,000.00	\$ -	\$ -	3/1/2024	3/11/2024	
2	10	Northwest Subgrade Correction	Existing Conditions		\$ 6,200.00	Approved	\$ 6,200.00	\$ -	\$ -	3/1/2024	3/11/2024	
3	11	Southwest Subgrade Correction	Existing Conditions		\$ 28,648.00	Approved	\$ 28,648.00	\$ -	\$ -	4/8/2024	4/8/2024	
3	12	Additional Southwest Subgrade Correction	Existing Conditions		\$ 8,500.00	Approved	\$ 8,500.00	\$ -	\$ -	4/9/2024	4/8/2024	
4	13	RFI-10 - Underground Conduit 90s	Design Change		\$ (4,906.00)	Approved	\$ (4,906.00)	\$ -	\$ -	6/10/2024	6/10/2024	
4	14	ASI-05 - Lighting Changes	Design Change		\$ 18,874.00	Approved	\$ 18,874.00	\$ -	\$ -	6/10/2024	6/10/2024	
4	15	RFI-11 - Floor Box Removal	Design Change		\$ (3,261.70)	Approved	\$ (3,261.70)	\$ -	\$ -	6/10/2024	6/10/2024	
4	16	ONG Gas Line Relocation Cost	Existing Conditions		\$ 2,415.00	Approved	\$ 2,415.00	\$ -	\$ -	6/10/2024	6/10/2024	
4	17	Dense Gas Line Relocation Cost	Existing Conditions		\$ 1,600.00	Approved	\$ 1,600.00	\$ -	\$ -	6/10/2024	6/10/2024	
4	18	RFI-16 - Credit for Removing Two Doors	Design Change		\$ (2,282.54)	Approved	\$ (2,282.54)	\$ -	\$ -	6/10/2024	6/10/2024	
4	19	RFI-12 - Added Rock for Storm Sewer Line	Conflict		\$ 7,866.00	Approved	\$ 7,866.00	\$ -	\$ -	6/10/2024	6/10/2024	
5	20	Metal Locker Credit	Value Engineering		\$ (2,760.00)	Pending	\$ -	\$ (2,760.00)	\$ -			
5	21	ASI-06 Steel Changes	Design Change		\$ 19,614.00	Pending	\$ -	\$ 19,614.00	\$ -			
5	22	RFI-41 - Classroom 109 and 110	Design Change		\$ 15,899.92	Pending	\$ -	\$ 15,899.92	\$ -			
5	23	RFI-11 - Data Service Conduit	Design Change		\$ 2,635.00	Pending	\$ -	\$ 2,635.00	\$ -			
5	24	RFI-43 - Roof Parapet Heights	Design Change		\$ 10,661.00	Pending	\$ -	\$ 10,661.00	\$ -			
5	25	RFI-45 - Roof Hydrant Locations	Conflict		\$ 13,600.00	Pending	\$ -	\$ 13,600.00	\$ -			
5	26	RFI-46 - Door 132B Hardware Clarification - Cost covered by Stacy Group	Conflict		\$ 320.00	Pending	\$ -	\$ 320.00	\$ -			
5	27	Temp Seal Openings	Lead Time Delay		\$ 6,490.00	Pending	\$ -	\$ 6,490.00	\$ -			
5	28	Extend Concrete at NW Entrance	Alt Proposal		\$ 1,200.00	Pending	\$ -	\$ 1,200.00	\$ -			
5	29	Level 4 Finish	Alt Proposal		\$ (10,000.00)	Pending	\$ -	\$ (10,000.00)	\$ -			
							\$ -	\$ -	\$ -			

	Potential/Forthcoming CC's							
XX								
XX								
XX								
Totals						\$ (196,543.80)	\$ 57,659.92	\$ -

CM getting pricing
Pricing Received
Architectural Hold / Looking for Options

*Approval - Wet signature recieved by all parties for CC approval
*Pending - CC sent out but is awaiting signatures
*Anticipated - Item is being priced but is not official

Original Contingency	\$ 430,152.00
Total	\$ 430,152.00
Approved	\$ (196,543.80)
Current Contingency	\$ 626,695.80
Pending Costs	\$ 57,659.92
Anticipated Costs	\$ -
Projected Contingency	\$ 569,035.88



Board of Education Personnel Reports August 12, 2024

Employment Request

<u>Classification Certified</u>		<u>Teaching</u>	<u>First</u>	<u>Hrs. Per</u>	<u>Replacing</u>
Name	Site	Assignment	Work Day	Day	
Bufford, TJ	Central	SpEd – Mild/Mod	08-12-24	6	Harley Lovato
Fogal, Eve	Charter Oak	Library Media Spec.	08-12-24	6	Crystal Lowder
Hall, Morgan	Fogarty	3 rd Gr.	08-12-24	6	Olivia Todd
Reichling, Bali	JH	STEM	08-12-24	6	Tina Ogle
Rubio, Lana	HS	Computer Apps	08-12-24	6	Lisa Reece
Toledo, Jessica	GUES	6 th Gr. ELA	08-12-24	6	Patti Spencer
Tyler, Kathryn	CO	P/T SpEd – Mild/Mod	08-12-24	4	Patricia Kliewer
Wells, Kelly	GUES	Interventionist	08-12-24	6	Eric Vaughn

<u>Classification Support</u>			<u>First</u>	<u>Pay</u>	<u>Hrs. Per</u>	<u>Replacing</u>
Name	Site	Assignment	Work Day	Grade	Day	
Beeby, Emily	CO	Classroom Para	08-12-24	3	7.5	NP
Coleman, Isaac	GUES	Lead Para	08-12-24		7.5	NP
Matthews, Danielle	HS	Site Secretary	08-05-24	4	7.5	Camryn Lawson
Miller, Cody	JH	Caf. Worker	08-12-24	2	6.5	Summer Wilson
Rose, Amanda	GUES	Fin. Secretary	07-29-24	4	7.5	Roxy Freudenberger
Scannell, Jackie	Fogarty	Caf. Worker	08-12-24	2	6.5	Melissa Stengel

FMLA Requests

Certified:

Support:



Board of Education Personnel Reports August 12, 2024

Transfer of Position Report

<u>Classification Certified</u> Name	Transferred From	Transferred To	Replacing
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<u>Classification Classified</u> Name	Transferred From	Transferred To	Replacing
Johnson, Katy	CO – SpEd Para	CO – Lead Para	NP
McKeever, Lora	Trans. – Rte. Driver	Trans. – Dispatch Sup.	Jane Williams
Volkert, Tristan	HS – Lead Para	JH – SpEd Para	Teri Carroll
West, Deanna	Cotteral – Caf. 6.5 hrs	GUES – SpEd Para	Isaac Coleman
Wilson, Summer	JH – Caf. 6 hrs	HS – Caf. 6.5 hrs	Kyla Dolph

Separation of Employment

<u>Classification Certified</u> Name	Site	Teaching Assignment	Reason for Separation	Effective Date
Ogle, Tina	JH	STEM	resignation	07-10-24
Vaughn, Eric	GUES	Interventionist	resignation	07-23-24

<u>Classification Classified</u> Name	Site	Position	Reason for Separation	Effective Date
Aitken, Suzanne	GUES	SpEd Para	resignation	08-02-24
Carroll, Teri	JH	SpEd Para	resignation	07-31-24
Chappell, Samantha	GUES	Site Secretary	resignation	07-31-24
Fredenberger, Roxy	GUES	Site Secretary	resignation	07-11-24
Lehr, Sabrina	Cotteral	Caf. – 7 hrs/day	resignation	08-07-24

Assigned To	Asgmt	Description	Site	Annual Salary
BLACK, CARLY	565	Additional Days (10) Admin CB	Admin.	2,636.70
BLACK, CARLY	126	Special Education Psychometer 5%	Admin.	2,260.10
BLACKSTON, KEITH	285	District Testing Coordinator	Admin.	7,500.00
JARRED, KARY	191	District Registrar	Admin.	3,000.00
JARRED, KARY	276	Webmaster - District	Admin.	2,000.00
JONES, TAMIE	195	Fixed Assets	Admin.	3,000.00
STEWART, SAMANTHA	166	Clerk of the Board	Admin.	6,000.00
SULLAWAY, GREGORY	144	Board Meeting Video Production	Admin.	4,000.00
VAUGHAN, SHAYNA	284	School Nurse Stipend	Admin.	6,000.00
BEEBY, LAURA	273	Web Page Coordinator Fogarty	Fogarty	300.00
BLACK, DANA	168	Counselor Elem	Fogarty	600.00
BUFFORD, MICHELE	153	Bus Loading 1st Sem Fogarty	Fogarty	500.00
DAVENPORT, DEANNA	153	Bus Loading 1st Sem Fogarty	Fogarty	500.00
DAVENPORT, DEANNA	154	Bus Loading 2nd Sem Fogarty	Fogarty	500.00
FARRIS, TONYA	103	Special Education 5% Fogarty	Fogarty	2,632.60
WILDA, TAMMIE	103	Special Education 5% Fogarty	Fogarty	2,058.26
WILLIAMS, ANGELA	103	Special Education 5% Fogarty	Fogarty	2,776.20
BEEBY, LAURA	149	Bus Loading 1st sem Cotteral	Cotteral	500.00
BEEBY, LAURA	150	Bus Loading 2nd Sem Cotteral	Cotteral	500.00
BEEBY, LAURA	275	Web Page Coordinator Cotteral	Cotteral	300.00
BLEWETT, TAMMY	101	Special Education 5% Cotteral	Cotteral	3,093.64
DEHNHARDT, DESIREE	149	Bus Loading 1st sem Cotteral	Cotteral	500.00
DEHNHARDT, DESIREE	150	Bus Loading 2nd Sem Cotteral	Cotteral	500.00
DURHAM, CHRISTINE	149	Bus Loading 1st sem Cotteral	Cotteral	500.00
DURHAM, CHRISTINE	150	Bus Loading 2nd Sem Cotteral	Cotteral	500.00
HENSON, CARA	149	Bus Loading 1st sem Cotteral	Cotteral	500.00
HENSON, CARA	150	Bus Loading 2nd Sem Cotteral	Cotteral	500.00
HOOPER, KRISTEN	101	Special Education 5% Cotteral	Cotteral	2,393.34
STANSBURY, TONYA	149	Bus Loading 1st sem Cotteral	Cotteral	500.00
STANSBURY, TONYA	150	Bus Loading 2nd Sem Cotteral	Cotteral	500.00
WEST, HALLIE	149	Bus Loading 1st sem Cotteral	Cotteral	500.00
WEST, HALLIE	150	Bus Loading 2nd Sem Cotteral	Cotteral	500.00
MEDLOCK, DEBORAH	149	Bus Loading 1st sem Cotteral	Cotteral	500.00
MEDLOCK, DEBORAH	150	Bus Loading 2nd Ses Cotteral	Cotteral	500.00
BENSON, JAY	218	Intern Assistant Principal	GUES	5,000.00
BENSON, JAY	272	Web Page Coordinator GUES	GUES	300.00
BOYD, LAURA	169	Counselor Elem	GUES	600.00
GODDARD, EVANGELINE	112	Academic Team Coach - GUES	GUES	300.00
GODDARD, EVANGELINE	155	Bus Loading 1st Sem GUES	GUES	500.00
GODDARD, EVANGELINE	156	Bus Loading 2nd Sem GUES	GUES	500.00

Assigned To	Asgmt	Description	Site	Annual Salary
GROCE, CARI	104	Special Education 5% GUES	GUES	2,994.83
GUIN, BRENDA	104	Special Education 5% GUES	GUES	2,037.73
MCLENDON, CATHRYN	104	Special Education 5% GUES	GUES	2,676.55
MCNEW, KENDRA	155	Bus Loading 1st Sem GUES	GUES	500.00
MCNEW, KENDRA	156	Bus Loading 2nd Sem GUES	GUES	500.00
PRIVETTE, COLTON	215	Honor Choir - GUES	GUES	600.00
RODEN, HEIDE	104	Special Education 5%	GUES	2,062.25
SIMPSON, DONNA	155	Bus Loading 1st Sem GUES	GUES	500.00
SIMPSON, DONNA	156	Bus Loading 2nd Sem GUES	GUES	500.00
SIMPSON, DONNA	104	Special Education 5% GUES	GUES	2,194.80
WALLIS, TYLER	104	Special Education 5%	GUES	2,123.56
WOODS, BRYAN	104	Special Education 5% GUES	GUES	2,303.65
WOODS, MELODI	104	Special Education 5% GUES	GUES	2,453.56
BLEWETT, BAILEY	102	Special Education 5% Central	Central	2,078.55
BUFFORD, TJ	102	Special Education 5% HS	Central	1,996.95
CAMPBELL, MEGAN	168	Counselor Elem	Central	600.00
BRITTNI CARDEN	151	Bus Loading 1st Sem Central	Central	500.00
BRITTNI CARDEN	152	Bus Loading 2nd Sem Central	Central	500.00
FRIESE, GREG	151	Bus Loading 1st Sem Central	Central	500.00
FRIESE, GREG	152	Bus Loading 2nd Sem Central	Central	500.00
ALEX BOUDLE	151	Bus Loading 1st Sem Central	Central	500.00
ALEX BOUDLE	152	Bus Loading 2nd Sem Central	Central	500.00
PRIVETTE, JENNIFER	102	Special Education 5% Central	Central	2,752.60
RENFRO, ELIZABETH	274	Web Page Coordinator Central	Central	300.00
SIMPSON, KELLY	168	Counselor Elem	Central	600.00
ANDERSON, CASEY	274B	Web Page Coordinator Charter Oak	Charter Oak	300.00
Veronica Cruz	563	Bus Loading 1st Sem Charter Oak	Charter Oak	500.00
Veronica Cruz	564	Bus Loading 2nd Sem Charter Oak	Charter Oak	500.00
GOOD, LISA	563	Bus Loading 1st Sem Charter Oak	Charter Oak	500.00
GOOD, LISA	564	Bus Loading 2nd Sem Charter Oak	Charter Oak	500.00
ELIZABETH CARPENTER	563	Bus Loading 1st Sem Charter Oak	Charter Oak	500.00
ELIZABETH CARPENTER	564	Bus Loading 2nd Sem Charter Oak	Charter Oak	500.00
FIELD, WARREN	168	Counselor Elementary	Charter Oak	600.00
LERNER, ELIZABETH	214b	Honor Choir Central/Charter Oak	Charter Oak	500.00
MCKINLEY, STACEY	107	Special Education 5% Charter Oak	Charter Oak	2,017.34
POWELL, JOYCE	563	Bus Loading 1st Sem Charter Oak	Charter Oak	500.00
POWELL, JOYCE	564	Bus Loading 2nd Sem Charter Oak	Charter Oak	500.00
RATLIFF, SUZANNE	563	Bus Loading 1st Sem Charter Oak	Charter Oak	500.00
RATLIFF, SUZANNE	564	Bus Loading 2nd Sem Charter Oak	Charter Oak	500.00
ANAYA, VANESSA	170	Counselor JH	Junior High	600.00

Assigned To	Asgmt	Description	Site	Annual Salary
BALENSEIFEN, BRYCE	137	Basketball Head Coach 7th Gr Girls	Junior High	1,800.00
BENNETT, TERRY	200	Football Head Coach 7th Grade	Junior High	3,000.00
BENNETT, TERRY	405	Summer Athletic Pride \$250	Junior High	250.00
GREGORY SCROGGINS	157	Bus Loading 1st Sem JH	Junior High	500.00
GREGORY SCROGGINS	158	Bus Loading 2nd Sem JH	Junior High	500.00
BOYKIN, AUSHLEANA	373	Volleyball - JH Head Coach	Junior High	1,750.00
CLYMER, ZAC	128	Baseball Asst. Coach 8th Grade	Junior High	1,100.00
CRAWFORD, SABLE	238	Softball Asst. Coach JH	Junior High	1,100.00
CROCKETT, CORBIN	131	Baseball Head Coach 8th Grade	Junior High	1,800.00
CROCKETT, CORBIN	240	Softball Head Coach JH	Junior High	1,700.00
CROCKETT, CORBIN	128	JH Baseball Asst. Coach	Junior High	1,100.00
DAVENPORT, JADON	197	Football Asst. Coach 8th Grade	Junior High	1,800.00
DEMENT, ADAM	177	Cross Country Head Coach 7,8,9 Boys	Junior High	1,100.00
DEMENT, ADAM	224	Math Counts JH	Junior High	350.00
DEMENT, ADAM	405	Summer Athletic Pride \$250	Junior High	250.00
DEMENT, ADAM	258	Track Head Coach 7th,8th Boys	Junior High	1,700.00
DEMENT, TIFFANY	178	Cross Country Head Coach 7,8,9 Girl	Junior High	1,100.00
DEMENT, TIFFANY	405	Summer Athletic Pride \$250	Junior High	250.00
DEMENT, TIFFANY	259	Track Head Coach 7th,8th Girls	Junior High	1,700.00
DOSS, ANGELA	267	Vocational JH FCS	Junior High	2,200.00
DUTCHER, JOSHUA	235b	Soccer Asst Coach - JH Girls	Junior High	1,500.00
ERBAR, CHRISTI	287	JH - ELL Building Coordinator	Junior High	500.00
FIELDS, ALEX	278	Wrestling Asst Coach 7th,8th,9th	Junior High	1,400.00
SCOTT, KIMMISHA	250	Team Leader 8th	Junior High	500.00
GATES, SUSAM		JH Soccer Girls Asst. Coach	Junior High	1,000.00
GATES, SUSAN	373a	Volleyball - JH Asst. Coach	Junior High	1,000.00
GIBSON, KALEB	278b	Asst. Girls Wrestling Coach	Junior High	1,500.00
GILLETT, RON	209	Golf Head Coach 7,8,9 Boys	Junior High	1,300.00
GILLETT, RON	210	Golf Head Coach 7,8,9 Girls	Junior High	1,300.00
GILLETT, RON	217	Honor Society JH	Junior High	300.00
HOWARD, JAY	122	Art Stars - JH	Junior High	300.00
FRIEND, KRISTEN	230	Pep Club JH	Junior High	200.00
LEGRANDE, SHAROLYN	217	Honor Society JH	Junior High	300.00
LEGRANDE, SHAROLYN	220	Journalism JH	Junior High	1,000.00
LEGRANDE, SHAROLYN	244	Student Council JH	Junior High	750.00
LEGRANDE, SHAROLYN	271	Web Page Coordinator JH	Junior High	500.00
LEGRANDE, SHAROLYN	282	Yearbook Photographer JH	Junior High	200.00
MALTZ, SHURLYN	250	Team Leader 8th	Junior High	500.00
DIMMITT, COURTNEY	146	Builders Club	Junior High	800.00
MARRERO, CRYSTAL	249	Team Leader 7th	Junior High	500.00

Assigned To	Asgmt	Description	Site	Annual Salary
VARGAS-OCAMPO, DAVID	197	Football Asst. Coach 8th Grade	Junior High	1,800.00
WOODS, BRYAN	105	Special Education 5% JH	Junior High	2,508.90
MIDGETT, CECIL	266	Vocational JH Tech	Junior High	2,200.00
MORGAN, SAM	138	Basketball Head Coach 8th Boys	Junior High	1,800.00
MORGAN, SAM	197	Football Asst. Coach 8th Grade	Junior High	1,800.00
MURRAY, JULIE	105	Special Education 5% JH	Junior High	2,488.53
BURAL, SHANNON	249	Team Leader 7th	Junior High	500.00
PHILLIPS, RONNIE	408	Summer Athletic Pride \$350	Junior High	350.00
PIERCE, PARISH	280	Wrestling Head Coach 7th,8th,9th	Junior High	1,700.00
PORTER, CASEY	201	Football Head Coach 8th Grade	Junior High	2,550.00
REICHLING, BALI	266	Vocational JH Tech	Junior High	2,200.00
RICE, DESI	244	Student Council JH	Junior High	750.00
RICHARDSON, BILLY	124	Band Music Assistant	Junior High	4,500.00
ROBINSON, SHANE	123	Athletic Director Coordinator - JH	Junior High	5,000.00
ROBLES, JUAN	236b	Soccer Head Coach - JH Boys	Junior High	1,500.00
STONE, BRET	197	Football Asst. Coach 8th Grade	Junior High	1,800.00
WAY, MICHAEL	124	Band Music Assistant	Junior High	4,500.00
WHITEHEAD, SUSAN	114b	Add'l Days (20)- JH Counselor S.W.	Junior High	4,520.20
WHITEHEAD, SUSAN	170	Counselor JH	Junior High	600.00
ZAHIRI, SHERRY	105	Special Education 5% JH	Junior High	2,078.55
BALENSEIFEN, BRYCE	175	Cross Country Head Coach HS Boys	High School	2,700.00
BALENSEIFEN, BRYCE	401	Summer Athletic Pride \$665	High School	665.00
BALENSEIFEN, BRYCE	263	Track Head Coach HS Girls	High School	3,500.00
BEEBY, KELLY	202	Football Head Coach Gr. 9-12	High School	9,400.00
BEEBY, KELLY	277	Powerlifting Head Coach HS	High School	1,000.00
BEEBY, KELLY	245	Summer Athletic Pride \$2000	High School	2,000.00
BEEBY, KELLY	256	Track Asst. Coach HS Boys	High School	1,600.00
BENHAM, LAURA	106	Special Education 5% HS	High School	2,984.63
BENHAM, LAURA	242	Special Olympics HS	High School	300.00
BENNETT, TERRY	133	Baseball Head Coach HS	High School	5,200.00
BENNETT, TERRY	407	Summer Athletic Pride \$1000	High School	1,000.00
BLACKBURN, ROB	125	Band Director	High School	7,000.00
BLACKBURN, ROB	248	Summer Band Pride \$2000	High School	2,000.00
BLAKEMORE, KRISTI	115b	Add'l Days (20) HS Counselor K.B.	High School	5,530.00
BLAKEMORE, KRISTI	120	AP Coordinator HS	High School	500.00
BLAKEMORE, KRISTI	171	Counselor HS	High School	600.00
TARRANT, KARA	239	Softball Head Coach HS	High School	5,200.00
TARRANT, KARA	237b	Softball Slow Pitch Coach HS	High School	2,750.00
FIELDS, MONETTA	110	Academic Team Coach - HS	High School	1,500.00
CHADD, ANNIE	115	Add'l Days (20) HS Counselor A.C.	High School	6,068.60

Assigned To	Asgmt	Description	Site	Annual Salary
CHADD, ANNIE	120	AP Coordinator HS	High School	500.00
CHADD, ANNIE	171	Counselor HS	High School	600.00
DEMENT, TIFFANY	216	Honor Society - HS	High School	750.00
CHADD, ANNIE	232	Senior Class Sponsor	High School	750.00
SMITH, JOSHUA	245	Summer Athletic Pride \$2000	High School	2,000.00
CLYMER, ZAC	132	Baseball Head Coach 9th Grade	High School	2,000.00
CLYMER, ZAC	404	Summer Athletic Pride \$500	High School	500.00
CLYMER, ZAC	246b	Summer Athletic Pride \$650	High School	650.00
DAVENPORT, JADON	246	Summer Athletic Pride \$1000	High School	1,000.00
DAVENPORT, JADON	281	Wrestling Head Coach HS	High School	6,000.00
DAVENPORT, JEROMY	279	Wrestling Asst. Coach HS	High School	2,300.00
SMITH, FAROLD	198	Football Asst. Coach Gr. 9-12	High School	3,600.00
SMITH, FAROLD	246	Summer Athletic Pride \$1000	High School	1,000.00
SMITH, FAROLD	256	Track Asst. Coach HS Boys	High School	1,600.00
DEMENT, TIFFANY	223	Link Crew	High School	500.00
DRAKE, CLAY	117	Additional Days C.D. VoAg	High School	10,706.20
DRAKE, CLAY	583	VoAg Supervision	High School	3,000.00
DRAKE, CLAY	268	Vocational HS Ag	High School	2,600.00
ENGLE, MATHEW	235	Soccer Head Coach Girls	High School	3,300.00
FIELDS, MONETTA	599	Algebra II Supervision	High School	6,000.00
FIELDS, MONETTA	183	Dept Chair - Math HS	High School	700.00
FIELDS, MONETTA	219	Journalism HS	High School	2,900.00
FIELDS, MONETTA	225	Mu Alpha Theta HS	High School	500.00
FRIEND, KRISTEN	164	Cheerleading (JH) FB,BB,WR	High School	1,125.00
GANN, TYLER	234	Soccer Asst Coach HS Boys	High School	1,500.00
GIBSON, KALEB	278b	Asst Girls Wrestling Coach	High School	1,500.00
GROCE, CARI	254	Tennis Head Coach HS Boys	High School	2,800.00
GROCE, CARI	255	Tennis Head Coach HS Girls	High School	2,800.00
HESTER, KYRI	182	Dept Chair - Lang Arts HS	High School	700.00
HESTER, KYRI	188	Detention (PM) HS	High School	450.00
HORN, MICHAEL	236	Soccer Head Coach Boys	High School	3,300.00
HOWARD, JAY	246	Summer Athletic Pride \$1000	High School	1,000.00
HUTCHISON, MEGAN	121	Art - HS	High School	2,000.00
JENSEN, JAKE	176	Cross Country Head Coach HS Girls	High School	2,700.00
JENSEN, JAKE	402	Summer Athletic Pride \$670	High School	670.00
JENSEN, JAKE	262	Track Head Coach HS Boys	High School	3,500.00
JOHNSON-FIELDS, PAM	163	Cheerleading (Freshman) FB,BB,WR	High School	1,425.00
JOHNSON-FIELDS, PAM	165	Cheerleading (Varsity) FB,BB,WR	High School	2,100.00
JOHNSON-FIELDS, PAM	213	Heritage Club HS	High School	300.00
JOHNSON-FIELDS, PAM	223	Link Crew	High School	500.00

Assigned To	Asgmt	Description	Site	Annual Salary
JOHNSON-FIELDS, PAM	106	Special Education 5% HS	High School	2,432.75
CASEY, LEVI	406	HS E-Sports	High School	2,000.00
HUTCHISON, MEGAN	221	Junior Class Sponsor	High School	750.00
ALBRECHT, KAITLYN	269	Vocational HS FCS	High School	2,200.00
MORGAN, DONALD	134	Basketball Assistant Coach Boys HS	High School	2,700.00
MORGAN, SAM	135	Basketball Assistant Coach Girls HS	High School	2,700.00
MYERS, MONTE	241	Sophomore Class Sponsor	High School	200.00
MYERS, MONTE	243	Student Council HS	High School	800.00
OHARA, CAITLIN	135a	Basketball Assistant Coach Girls HS	High School	2,700.00
OLDENBURG, DUSTY	117c	Additional Days D.O. VoAg	High School	8,069.34
OLDENBURG, DUSTY	583	VoAg Supervision	High School	3,000.00
OLDENBURG, DUSTY	268	Vocational HS Ag	High School	2,600.00
ONEILL, JENNIFER	231	Science Club	High School	500.00
PARKS, JASMINE	234	Soccer Asst Coach HS Boys	High School	1,500.00
PARKS, JASMINE	106	Special Education 5% HS	High School	2,078.55
PARKS, JASMINE	584	SpEd Courseware Supervisor	High School	1,500.00
PARKS, JASMINE	584	SpEd Courseware Supervisor	High School	1,500.00
PENNYPACKER, NATHAN	142	Basketball Head Coach Boys HS	High School	6,000.00
PENNYPACKER, NATHAN	245	Summer Athletic Pride \$2000	High School	2,000.00
PERRING, BILL	124b	Band Marching Assistant	High School	2,300.00
PERRING, BILL	181	Dept Chair - Fine Arts HS	High School	700.00
PERRING, BILL	232	Senior Class Sponsor	High School	750.00
PERRING, BILL	265	Vocal Music HS	High School	5,000.00
PHILLIPS, RONNIE	129	Baseball Asst. Coach HS	High School	2,300.00
PIERCE, PARISH	206	Freshman Class Sponsor	High School	200.00
PLAGENS, CHASE	198	Football Asst. Coach Gr. 9-12	High School	3,600.00
PLAGENS, CHASE	246	Summer Athletic Pride \$1000	High School	1,000.00
PORTER, CASEY	185	Dept Chair - Social Studies HS	High School	700.00
PORTER, LAURA	186	Dept Chair - Special Ed HS	High School	700.00
PORTER, LAURA	106	Special Education 5% HS	High School	2,533.95
REDUS, MICHELLE	184	Dept Chair - Science HS	High School	700.00
REDUS, MICHELLE	221	Junior Class Sponsor	High School	750.00
REDUS, MICHELLE	231	Science Club	High School	500.00
REECE, LISA	174	Cross Country Asst. Coach HS Girls	High School	1,100.00
REECE, LISA	401	Summer Athletic Pride \$665	High School	665.00
REECE, LISA	257	Track Asst. Coach HS Girls	High School	1,600.00
REECE, LISA	261	Track Head Coach 9th Girls	High School	1,000.00
RENNICK, SAVAHANNA	117b	Additional Days S.R. VoAg	High School	8,682.30
RENNICK, SAVAHANNA	583	VoAg Supervision	High School	3,000.00
RENNICK, SAVAHANNA	268	Vocational HS Ag	High School	2,600.00

Assigned To	Asgmt	Description	Site	Annual Salary
RICE, JASON	198	Football Asst. Coach Gr. 9-12	High School	3,600.00
RICE, JASON	203	Football Offensive Coordinator - HS	High School	2,000.00
RICE, JASON	212	Golf Head Coach HS Girls	High School	2,700.00
RICE, JASON	229	Online/Virtual Curriculum Coord.	High School	3,000.00
RICE, JASON	246	Summer Athletic Pride \$1000	High School	1,000.00
RICE, JASON	270	Web Page Coordinator HS	High School	1,500.00
RICHARDSON, BILLY	247	Summer Band Pride \$1500	High School	1,500.00
SALAS, GLORIA	286	ELL Building Coordinator	High School	750.00
SALAS, GLORIA	205	Foreign Language Club HS	High School	300.00
SANDERS, CHAD	198	Football Asst. Coach Gr. 9-12	High School	3,600.00
SANDERS, CHAD	256	Track Asst. Coach HS Boys	High School	1,600.00
SANDERS, CHAD	580	Weightlifting Coach HS	High School	1,000.00
SMITH, JOSHUA	143	Basketball Head Coach Girls HS	High School	6,000.00
SMITH, JOSHUA	260	Track Head Coach 9th Boys	High School	1,000.00
SMITH, JOSHUA	374	Volleyball - HS Head Coach	High School	3,500.00
STEVENSON, SHERI	106	Special Education 5% HS	High School	2,364.00
STONE, BRAYDEN	198	Football Asst. Coach Gr. 9-12	High School	3,600.00
STONE, BRAYDEN	204	Football Special Teams Coord. HS	High School	750.00
STONE, BRET	404	Summer Athletic Pride \$500	High School	500.00
TARRANT, KARA	246	Summer Athletic Pride \$1000	High School	1,000.00
VARGAS-OCAMPO, DAVID		HS JV Soccer Head Coach - Boys	High School	1,500.00
WAY, MICHAEL	247	Summer Band Pride \$1500	High School	1,500.00
WOODARD, ERIC	198	Football Asst. Coach Gr. 9-12	High School	3,600.00
WOODARD, ERIC	199	Football Defensive Coordinator - HS	High School	750.00
YOUNG, TYLER	180	Dept Chair - Business HS	High School	700.00
YOUNG, TYLER	187	Detention (AM) HS	High School	450.00
YOUNG, TYLER	198b	Football Asst Coach Grades 9-12	High School	4,100.00
YOUNG, TYLER	199	Football Defensive Coordinator - HS	High School	750.00
YOUNG, TYLER	204	Football Special Teams Coord. HS	High School	750.00
YOUNG, TYLER	246	Summer Athletic Pride \$1000	High School	1,000.00
BARRETT, KIM	109	Alternative Education 5% 9th month	High School	2,606.95
BARRETT, KIM	162	Bus Loading 2nd Sem Faver	High School	500.00
BARRETT, KIM	227	Noon Duty Faver 1st Sem	High School	450.00
BENSON, JUANA	116b	Additional Days (20) Faver Director	High School	6,611.20
BENSON, JUANA	116c	Alternative Ed Dire - Faver	High School	6,000.00
BENSON, JUANA	108	Alternative Education 5% 8th month	High School	2,975.06
RUSSELL, DONNA	109	Alternative Education 5% 9th month	High School	2,681.95
RUSSELL, DONNA	228	Noon Duty Faver 2nd Sem	High School	450.00
WOODARD, ERIC	108	Alternative Education 5% 8th month	High School	2,984.63
WOODARD, ERIC	161	Bus Loading 1st Sem Faver	High School	500.00



SUPPORT PERSONNEL HANDBOOK

FOR THE SCHOOL YEAR

~~2023-2024~~ 2024-2025

ALSO AVAILABLE AT
www.guthrie.ps.net
PUBLICATIONS

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SECTION A BOARD OF EDUCATION

SA-1

POLICIES AND PROCEDURES

The Guthrie Public School Board of Education recognizes the need and necessity for all personnel to be informed and have access to all school policies and procedures. Therefore the Board of Education has adopted the Support Personnel Handbook for distribution to all support employees.

A complete copy of the Guthrie Public Schools Policy Book will be kept in each building library and main administrative office. These copies are for employee use and reference.

SECTION B PERSONNEL

SB-1

APPLICATIONS

Applications for positions or promotions with Guthrie Public Schools shall be in the approved format provided by the district.

All applications submitted for employment or promotion becomes the sole property of Guthrie Public Schools. The application, references and other information are confidential and will be reviewed only by the appropriate authorized supervisory personnel.

An applicant's name or other information will not be given to any private business, agency, or institution.

SB-2

NON-DISCRIMINATION

The Guthrie Board of Education is committed to a policy of nondiscrimination in relation to race, color, religion, sex, age, national origin, alienage, handicap, or veteran status. This policy will prevail in all matters concerning staff, events, students, the public, employment, admissions, financial aid, educational programs and services, facilities access, and individuals, companies, and firms with whom the board does business.

The School District has adopted Grievance Procedures for Filing, Processing and Resolving Alleged Discrimination Complaints to address discrimination based on sex (including sexual harassment), race, color, national origin, religion, age or qualified disability. Students and their parents can obtain a free copy of the Grievance Procedures from their school principal or the superintendent. Employees may obtain a copy from their building principal, supervisor, or the director in charge of personnel.

SB-3

SEXUAL HARASSMENT

The following are the rules and regulations to be followed by all employees of the Guthrie Public Schools:

1. "Sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature by one employee towards another employee which (a) is made an explicit or implicit term or condition of a worker's employment, or (b) is used as a basis for employment decisions affecting that worker or (c) has the purpose or effect of unreasonably interfering with a person's work performance, or creating an intimidating, hostile or offensive working environment.
2. All employees are strictly prohibited from engaging in any form of sexual harassment of any other employee or applicant for employment. Any employee engaging in sexual harassment is subject to disciplinary action, including but not limited to suspension, demotion, forfeiture of pay or benefits and termination. Such penalties shall be imposed based on the facts taken as a whole and the totality of the circumstances such as the nature, extent, context and gravity of such activities or incidents.
3. Any employee who is or has been subjected to sexual harassment or knows of any employee who is or has been subjected to sexual harassment shall report all such incidents to the director of personnel or the office of the superintendent. All such reports should be made in person or in writing signed by the reporting party. However, in order to encourage full and complete reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of the director of personnel or the office of the superintendent. All such reports should state the name of the employee or applicants involved, the nature, context and extent of the prohibited activity, the dates of the prohibited activity and any other information necessary to a full report and investigation of the matter.
4. Any employee who is subjected to job-related sexual harassment is entitled to protection under Title VII of the Civil Rights Act of 1964 and the Oklahoma Antidiscrimination Act and may report such incidents to the Equal Employment Opportunity Commission or the Oklahoma Human Rights Commission.

SB-4

CONTRACTS

Support employees will be offered one of the following contracts: regular, duration of need, or part-time.

- A. Regular contracts are issued to employees working a complete contract year.
- B. Duration of need contracts are provided for by state law and are issued for a stated period of time as distinguished from regular contracts. These contracts are temporary agreements, written for a stated period of time, and no expectancy of future employment is implied. The circumstances under which duration of need contracts may be used are within the discretion of the Board of Education. Such circumstances include, but are not limited to the following:
 - 1. Personnel employed for less than a full contract year are to be considered on a "Duration of Need Contract" only.
 - 2. Personnel employed to fill a temporary leave vacancyOther circumstances deemed appropriate by the Superintendent of Schools

SB-5

3.

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.
- 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 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.

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 - Minimum of 160 days (which includes holidays)

Holidays include - Independence Day, Labor Day, Fall Break, Thanksgiving Break, Christmas Break, Martin Luther King Day, Spring Break, Memorial Day

Starting date - July 1

Ending date June 30

10-MONTH EMPLOYEES

Included are Building Level Secretaries

Contracted days - Minimum of 160 days

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 - Minimum of 160 days

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

Contracted days - Minimum of 160 days

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/ Personnel Clerk	11
Activity Fund Clerk	9
Secretary to Assistant Superintendent	9
Treasurer/ School Food Authority (SFA)	9
Secretary to Director of Special Education	9
High School Financial Secretary	7
Central Office Receptionist	9
High School Registrar	7
Maintenance Clerk	6
Junior High Financial Secretary	4
Site Secretary / Receptionist	4
<i>Technology</i>	
Systems Analyst	13
Software System Analyst	11
Computer Support Tech I	10
Data Management Specialist	7
<i>Assistants</i>	
Paraprofessional	3
Paraprofessional with Certifications	6
<i>Maintenance</i>	
Lead Maintenance	13
Full-Time Maintenance	8
Grounds Superintendent	8
Grounds Maintenance	3
Certified HVAC / Electrical Technician - Journeyman	\$24 Hourly
Certified HVAC / Electrical Technician - Contractor	\$27 Hourly
<i>Custodial</i>	
Head Custodian – High School	6
Head Custodian – Junior High / GUES	5
Head Custodian – Athletics/ Cotteral / Charter Oak / Central / Fogarty	4
Custodian	3
<i>Transportation</i>	
Lead Mechanic	12
Mechanic	10
Full Time Special Needs Driver	13
Route Supervisor	13
Route Driver	13
Dispatch Supervisor	6
Monitor	2
<i>Child Nutrition</i>	
Cafeteria Manager/Warehouse Manager	6
Secretary to Child Nutrition Director	4
Cafeteria Worker	2

Full-time Employees that work a minimum of four (4) hours daily will receive the district paid teacher retirement benefit.
 Full-time Employees that work a minimum of six (6) hours daily will qualify to receive all fringe benefits available through the district support employee benefit program.
 Up to 5 years credit may be granted for Military Service on the Support Personnel Salary Schedule.



GUTHRIE PUBLIC SCHOOLS
SUPPORT SALARY SCALE - FULL TIME EMPLOYEES
FY 2024 - 2025

	<u>GRADE</u> <u>1</u>	<u>GRADE</u> <u>2</u>	<u>GRADE</u> <u>3</u>	<u>GRADE</u> <u>4</u>	<u>GRADE</u> <u>5</u>	<u>GRADE</u> <u>6</u>	<u>GRADE</u> <u>7</u>	<u>GRADE</u> <u>8</u>	<u>GRADE</u> <u>9</u>	<u>GRADE</u> <u>10</u>	<u>GRADE</u> <u>11</u>	<u>GRADE</u> <u>12</u>	<u>GRADE</u> <u>13</u>
<u>Experience</u>													
0	8.50	8.80	9.30	9.80	10.30	10.80	11.30	11.80	12.30	12.80	13.30	13.80	14.50
1	8.50	8.95	9.45	9.95	10.45	10.95	11.45	11.95	12.45	12.95	13.45	13.95	14.65
2	8.50	9.10	9.60	10.10	10.60	11.10	11.60	12.10	12.60	13.10	13.60	14.10	15.18
3	8.50	9.25	9.75	10.25	10.75	11.25	11.75	12.25	12.75	13.25	13.75	14.25	15.46
4	8.50	9.40	9.90	10.40	10.90	11.40	11.90	12.40	12.90	13.40	13.90	14.40	15.62
5	8.50	9.55	10.05	10.55	11.05	11.55	12.05	12.55	13.05	13.55	14.05	14.55	15.77
6	8.50	9.70	10.20	10.70	11.20	11.70	12.20	12.70	13.20	13.70	14.20	14.70	15.93
7	8.50	9.85	10.35	10.85	11.35	11.85	12.35	12.85	13.35	13.85	14.35	14.85	16.08
8	8.50	10.00	10.50	11.00	11.50	12.00	12.50	13.00	13.50	14.00	14.50	15.00	16.24
9	8.50	10.15	10.65	11.15	11.65	12.15	12.65	13.15	13.65	14.15	14.65	15.15	16.39
10	8.50	10.30	10.80	11.30	11.80	12.30	12.80	13.30	13.80	14.30	14.80	15.30	16.55
11	8.50	10.45	10.95	11.45	11.95	12.45	12.95	13.45	13.95	14.45	14.95	15.45	16.70
12	8.50	10.60	11.10	11.60	12.10	12.60	13.10	13.60	14.10	14.60	15.10	15.60	16.86
13	8.50	10.75	11.25	11.75	12.25	12.75	13.25	13.75	14.25	14.75	15.25	15.75	17.01
14	8.50	10.90	11.40	11.90	12.40	12.90	13.40	13.90	14.40	14.90	15.40	15.90	17.17
15	8.50	11.05	11.55	12.05	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.05	17.32
16	8.50	11.20	11.70	12.20	12.70	13.20	13.70	14.20	14.70	15.20	15.70	16.20	17.48
17	8.50	11.35	11.85	12.35	12.85	13.35	13.85	14.35	14.85	15.35	15.85	16.35	17.63
18	8.50	11.50	12.00	12.50	13.00	13.50	14.00	14.50	15.00	15.50	16.00	16.50	17.79
19	8.50	11.65	12.15	12.65	13.15	13.65	14.15	14.65	15.15	15.65	16.15	16.65	17.94
20	8.50	11.80	12.30	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	18.10
21	8.50	11.95	12.45	12.95	13.45	13.95	14.45	14.95	15.45	15.95	16.45	16.95	18.25
22	8.50	12.10	12.60	13.10	13.60	14.10	14.60	15.10	15.60	16.10	16.60	17.10	18.41
23	8.50	12.25	12.75	13.25	13.75	14.25	14.75	15.25	15.75	16.25	16.75	17.25	18.56
24	8.50	12.40	12.90	13.40	13.90	14.40	14.90	15.40	15.90	16.40	16.90	17.40	18.72
25	8.50	12.55	13.05	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.05	17.55	18.87
26	8.50	12.80	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	17.30	17.80	19.03
27	8.50	13.05	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.05	17.55	18.05	19.18
28	8.50	13.30	13.80	14.30	14.80	15.30	15.80	16.30	16.80	17.30	17.80	18.30	19.34
29	8.50	13.55	14.05	14.55	15.05	15.55	16.05	16.55	17.05	17.55	18.05	18.55	19.49
30	8.50	13.80	14.30	14.80	15.30	15.80	16.30	16.80	17.30	17.80	18.30	18.80	19.64
31	8.50	14.05	14.55	15.05	15.55	16.05	16.55	17.05	17.55	18.05	18.55	19.05	19.79
32	8.50	14.30	14.80	15.30	15.80	16.30	16.80	17.30	17.80	18.30	18.80	19.30	20.04

***In accordance with 70 O.S. § 6-101.40 - HB1026XX, effective July 1, 2018, all full-time support staff will receive a \$1,250 pay increase for the 2024-2025 school year. This additional amount will be reflected on your pay stub spread over a 12-month period.

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 Operations
Cafeteria Personnel	Director of Food Services
Transportation Personnel	Director of Operations
Central Office Personnel	Superintendent - Asst. Supt.

ONE OR ALL OF THE DESIGNATED EVALUATORS MAY DO EVALUATIONS AS DEEMED NECESSARY.

Where the Building Principal is designated as the evaluator, an Assistant Principal if so assigned may assume the responsibility.

A copy of the evaluation instrument to be used is included at the back of this handbook.

SB-19

PROFESSIONAL LEAVE

Professional leave may be provided upon request and approval of appropriate administration. Such leaves shall be used for attendance at professional conferences, meetings, workshops, observations of other schools' programs or other meetings.

SB-20

JURY DUTY

Support employees shall be granted leave to serve on a jury or as a subpoenaed witness. An employee serving as a juror or subpoenaed witness shall be paid the full contract salary less any compensation received for such service, exclusive of parking or mileage reimbursement.

SB-21

MATERNITY LEAVE

A Support Employee who is pregnant may continue her duties until, in the opinion of the employee's physician and the employee, she is no longer able to perform her duties. The employee shall give written notice at least fourteen (14) days prior to the time she intends to cease her duties, except in case of an emergency.

The notice shall also state whether or not she intends to return to the district after the child is born and when she intends to return. An employee who gives notice she desires to return to the district must reaffirm that intent by giving written notice to the Board within sixty (60) days of the child's birth. At the time of her return, the employee shall be assigned to the same position or an equivalent position for which she is qualified, provided she returns the same school year. Up to thirty, (30) days of sick leave with pay can be used for maternity leave. Days requested beyond thirty, (30) must be documented by a physician.

Full-time employees of the district who have been employed by the district for at least one year and have worked at least 1,250 hours during the preceding 12-month period shall be entitled to six (6) weeks of paid maternity leave following the birth of the employee's child. The six (6) weeks of paid maternity leave shall be used immediately following the birth of the employee's child. The six (6) weeks of maternity leave shall be in addition to and not in place of sick leave due to pregnancy pursuant to 70 O.S. § 6-104. A school district employee taking maternity leave pursuant to the new law shall not be deprived of any compensation or other benefits to which the employee is otherwise entitled.

The district shall file claims with the State Board of Education for reimbursement of expenses related to providing eligible employees with paid maternity leave.

With regard to any shared sick leave program which is currently offered or which may be offered in the future by the district, maternity leave provided must be used prior to any shared sick leave available under the district's program.

SB-22

PERSONAL LEAVE

Each Support Employee shall have three (3) days to be used as personal or emergency leave with the following restrictions:

1. Such leave shall be granted upon request to the employee's building principal or director at least forty-eight (48) hours in advance of the requested leave. The time limit shall be waived in case of emergency.
2. Cost of a substitute, if needed, shall be paid by the school system.
3. These days are not cumulative.
4. Any days taken over the allowed three (3) days will result in loss of a full day's pay for each day.
5. The day immediately preceding and following a school holiday will not be allowed for personal leave, except as approved by the building principal.
6. No personal leave days will be granted the first or last weeks of class, except in case of emergency and approved by the principal.
7. Unused personal leave days shall accumulate as sick leave for the following year. Those employees who have one hundred ten (110) unused sick leave days accumulated at the end of the school year may make a written request to receive \$50.00 per day for each unused personal leave day, maximum of three (3) days. Eligible staff must request payment in writing to the office of the superintendent by June 1 each year to receive reimbursement. Reimbursement for unused personal leave days is not cumulative.

SB-23

BEREAVEMENT LEAVE

Non-cumulative bereavement leave of up to five (5) days per occurrence shall be granted to an employee in the event of a death in the immediate family. Immediate family shall include: spouse, parent, stepparent, child, stepchild, foster-child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, sibling, grandparent, grandchild, parent-in-law, aunt or uncle, and aunt or uncle-in-law. (Bereavement leave need not be taken on consecutive days but must be initiated within 15 days and completed within 30 days of the qualifying event.)

SB-24

SICK LEAVE

One day per contract month of sick leave shall be granted annually for personal illness, accidental injury, pregnancy or temporary disability to the employee or accidental injury or illness the immediate family. (Immediate family shall include: spouse, parent, step-parent, child, step-child, foster child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, sibling, grandparent, grandchild, or parent-in-law.)

Support Employees who legally retire and are vested in the Oklahoma Teacher's Retirement System shall be paid for accrued sick leave upon written request at the rate of \$50.00 per day. Those employees who have resigned and have been employed by the Guthrie Public School System for a minimum of ten (10) years shall also be paid for accrued sick leave at the rate of \$50.00 per day. All sick leave days paid upon separation of employment through retirement must have been accrued in the service of Guthrie Public Schools. Sick leave days transferred from other employment will not be considered for reimbursement. Written request by the employee prior to the effective date of resignation (but not later than June 15th) shall be required. This can only be done once. (Requests for accumulated sick leave reimbursement received after the close of the fiscal year on June 30th will not be paid.)

Unused sick leave days shall accumulate to a maximum of 120 days per employee. Personnel who have accumulated one hundred twenty (120) days sick leave prior to the commencement of the school year earn additional days when the new school year begins which will be credited to their individual retirement reserve account. Official records of all days accumulated above 120 shall be maintained by the school district for the purpose of teacher retirement.

SB-25

VACATION

All personnel assigned to twelve-month positions will accrue vacation time and be entitled to take vacation leave when approved by their immediate supervisor.

Rate of Accrual

Twelve-month personnel shall accrue a maximum of 12 days of vacation per fiscal year at the rate of 1 day per month.

Special Accrual

Current employees who have previously worked less than 12-month contracts and are changed to 12-month positions will accrue vacation days, on the last day of the first month of 12-month employment and each month thereafter, for the remainder of the fiscal year.

When a 12-month employee transfers to a less-than 12-month position, the employee will be paid for all vacation days.

New Employees

Personnel who are employed later than the first month of the fiscal year will accrue, beginning on the last day of the first month of employment, vacation days at the rate of 1 day per month for each month remaining in the fiscal year.

Month of Accrual

Personnel must have reported to work prior to the tenth (10th) of the month or have worked through the tenth (10th) of the month to receive credit toward vacation for that month.

With regard to computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.

Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

Accumulation

Twelve-month employees who accumulate vacation days as a part of their employment contract may accumulate up to a maximum of thirty-five (35) vacation days. An employee that has in excess of thirty-five (35) vacation days at the end of any month will lose the accrual for that month with no compensation for the day lost.

Payment of Unused Vacation Upon Termination of Employment

Upon retirement or termination of employment, personnel having unused vacation leave will be reimbursed at their daily rate.

SB-26

Epidemic Leave

Support employees who are full-time employees of the District, as determined by the standard period of labor which is customarily understood to constitute full-time employment for the type of services performed by the employee, and who are also employed a minimum of one hundred seventy-two (172) days, shall be entitled to pay for any time lost when school is closed on account of epidemics or otherwise when an order for such closing has been issued by a health officer authorized by law to issue the order.

SB-27

Family Activity Leave

Support Staff may request up to three (3) days of Family Activity Leave per school year to attend activities in which their children/spouse are participating with the following restrictions:

1. Such leave must be requested by the Support Staff to the building administrator/director at least forty-eight (48) hours in advance of the requested leave, except in special circumstances, which will be considered on a case-by-case basis
2. The Support Staff must have used all three (3) district provided Personal Days in advance of the request to use Family Activity Leave.
3. Family Activity Leave cannot be used during the first five (5) or the last five (5) days of instruction.
4. The workday immediately preceding and following a school holiday will not be allowed for Family Activity Leave, except as approved by the building principal/director.
5. The cost of a substitute teacher will be deducted from the support staff salary for each day used. Family Activity Leave Days do not accumulate for the following year and do not roll into sick leave days.

SB-28

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) "Non-reemployment" 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 Non-reemployment 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 non-reemployed 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 Non-reemployment.

- a) A support employee may be suspended, demoted, terminated or non-reemployed 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.

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 Non-reemployment.

Prior to being non-reemployed, 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 non-reemployment 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 their non-reemployment 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 non-reemployment, 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 non-reemployment 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 non-reemployment. 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 non-reemployment, the board may reemploy or non-reemploy 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.

SB-29

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.

GUTHRIE PUBLIC SCHOOLS

SUPPORT EMPLOYEE RULES AND REGULATIONS

A support employee may be suspended, demoted, terminated or non-reemployed 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 non-reemployed.
- (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 non-reemployment 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.

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 new school bus drivers, new school vehicle mechanics, and all other new 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. Returning employees will be randomly selected as required by Oklahoma State Law. Each employee who is to be tested for illegal chemical substances as a part of an annual physical examination will be given at least 30 calendar days notice of the date of the physical examination and attendant drug use test.

2. Any employee whose behavior while on duty creates a reasonable individualized suspicion that the employee is under the influence of an illegal chemical substance will be required to take a drug use test.
3. Any employee who is involved in an otherwise unexplained accident involving school property will be required to take a drug use test. Any employee who refuses to take a drug use test when so required under the provisions of this policy will be deemed to have committed an act of insubordination or willful neglect of duty, which will be the basis for disciplinary action, including termination.

Applicants for Employment Drug Use Tests

Applicants for employment will be required to submit to drug use testing as follows:

Drug use tests will be included as a part of physical examinations for that class of employees for whom physical examinations are required and only following a conditional offer of employment. If the prospective employee refuses to take the examination, or if the examination discloses drug use, the employment offer will be withdrawn. Applicants for employment will be notified that drug use testing will be a part of the physical examination if a physical examination is required.

Persons Authorized to Order Drug Testing

The following persons have the authority to require drug use testing of employees under this policy:

1. The superintendent of schools;
2. Any employee designated for such purposes by the superintendent or by the school board.

Circulation of Policy

This policy and the accompanying regulations shall be given broad circulation to all employees of the school district, which shall include prominent posting at various places in the district. Each employee and applicant for employment shall be entitled to receive, upon request, a free copy of this policy and the accompanying regulations.

Regulations:

In accordance with the policy of the board of education, the following regulation implements and supports the Use of Illegal Chemical Substances by Employees policy:

Definitions

1. "Illegal chemical substance" means any substance, which an individual may not sell, possess, use, distribute or purchase under either federal or Oklahoma law. Illegal chemical substance includes, but is not limited to, all scheduled drugs as defined by the Oklahoma Uniform Controlled Dangerous Substances Act, all pre-prescription drugs obtained without authorization and all prescribed drugs and over the counter drugs being used for an abusive purpose.
2. "Under the influence" means any employee of the school district or applicant for employment with the school district who has any illegal chemical substance or the metabolites thereof present in the person's body in any amount which is considered to be "positive" for such drug or drug metabolites using any scientifically substantiated drug use screen test and drug use confirm test.
3. "Positive", when referring to a drug use test administered under this policy, means a toxicological test result, which is considered to demonstrate the presence of an illegal chemical substance or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.
4. "School property" means any property owned, leased or rented by the school district, including but not limited to school buildings, parking lots and motor vehicles.
5. "Drug use test" means a scientifically substantiated method to test for the presence of illegal chemical substances in a person's urine.
6. "On duty" means any time during which an employee is acting in an official capacity for the school district or performing tasks within the employee's job description, including the taking of an annual physical examination.

7. “Reasonable suspicion” means a suspicion based on specific personal observations concerning the appearance, speech or behavior of an individual, and reasonable inferences drawn from those observations in the light of experience.

Determination of Applicants for Employment and Employees Being Under the Influence of an Illegal Chemical Substance

1. Any drug use test administered under the terms of this policy will be administered by or at the direction of a professional laboratory using scientifically validated toxicological methods. The professional laboratory shall be required to have detailed written specifications to assure chain of custody of the specimen, proper laboratory control and scientific testing. All aspects of the drug use-testing program, including the taking of specimens, will be conducted so as to safeguard the personal and privacy rights of applicants and employees to the maximum degree possible. The test specimen shall be obtained in a manner, which minimizes its intrusiveness. In particular, the specimen must be collected in a restroom or other private facility behind a closed stall; the test monitor shall not observe any employee or applicant while the specimen is being produced, but the test monitor may be present outside the stall to listen for normal sounds of urination in order to guard against tampered specimens and to insure an accurate chain of custody; and the test monitor may verify the normal warmth and appearance of the specimen. If at any time during the testing procedure, the test monitor has reason to believe or suspect that an employee/applicant is tampering with the specimen, the test monitor may stop the procedure and inform the test coordinator who will then determine if direct observation is required. The test monitor shall give each employee or applicant a form on which the employee or applicant may, but shall not be required to list any medication he/she has taken or any other legitimate reasons for having been in contact with potentially illegal chemical substances in the preceding 30 days.

2. If the initial drug use test is positive for the presence of an illegal chemical substance or the metabolites thereof, the initial test result will be subject to confirmation by a second and different test of the same specimen. The second test will use the gas chromatography mass spectrometry technique. An applicant for employment will not be denied employment or an employee will not be subject to disciplinary procedures unless the second test is positive for the presence of illegal chemical substances or the metabolites thereof.

3. If the second test is positive for the presence of illegal chemical substances or the metabolites thereof, the applicant for employment or the employee will be furnished with a copy of the test results.

4. Any applicant for employment or employee who is subject to disciplinary action as a result of being under the influence of an illegal chemical substance will be given a reasonable opportunity to rebut the drug use tests results. If the applicant or employee asserts that the positive test results are caused by other than consumption of an illegal chemical substance by the applicant or employee, then the applicant or employee will be given an opportunity to present evidence that the positive test result was produced by other than consumption of an illegal chemical substance. The school district will rely on the opinion of the laboratory, which performed the tests in determining whether the positive test result was produced by other than consumption of an illegal chemical substance. The employee or applicant will have a right to have a second gas chromatography/mass spectrometry test performed on the same test specimen at the expense of the employee or applicant if the request for the second test is made within 30 days after the date the first test positive result is communicated to the employee or applicant and subject to the approval by the school district’s consulting laboratory of (a) the laboratory selected by the applicant for the second test and (b) the testing methodology used by the laboratory selected by the employee or applicant. A proper chain of custody shall be maintained at all times in transmitting the specimen to and from a second laboratory.

5. The laboratory reports and results of drug use testing will be maintained on a confidential basis except as otherwise required by law; provided however, the results and reports of drug use testing may be given to law enforcement authorities if the drug use test is administered as a result of an employee’s involvement in an accident resulting in injury to persons or property. The laboratory performing drug use tests for the school district will not report on or disclose to the school district any physical or psychological condition affecting an employee or employment applicant which may be discovered in the examination of a specimen other than the presence of illegal chemical substances or the metabolites thereof. The use of specimens to test for any other substances will not be permitted.

Employee Use, Sale, Possession, Distribution, Purchase or Being Under the Influence of an Illegal Chemical Substance

An employee who possesses, uses, distributes, purchases sells or is confirmed by drug use tests to be under the influence of an illegal chemical substance while on duty, while on school property or as a result of drug use tests conducted as part of an annual physical examination will be subject to disciplinary action, including termination.

Applicants Under the Influence of an Illegal Chemical Substance

Any applicant who is confirmed by drug use test to be under the influence of an illegal chemical substance will not be hired.

SC-5

DISPOSAL OF SURPLUS PROPERTY

Obsolete, surplus, worn-out, or unusable school property shall be traded in or exchanged in the acquisition of other property whenever feasible. Otherwise, such property shall be sold at competitive bidding or at public auction, unless, some other disposition of real property or of personal property has been designated by the board. All such sales or other dispositions shall be recorded and reported to the board.

SC-6

FOOD SERVICES

Food services shall participate in the National School Lunch Program on a basis as nearly self-supporting as feasible, while maintaining charges per pupil at the most reasonable rates possible.

The Guthrie Public Schools Foods Service Department cooperates with the National School Lunch Program. Children from families whose income is at or below the levels set by law are eligible for free or reduced-price meals.

Application forms are available at the principal's office in each school. The information provided on the application is confidential and will be used only for the purpose of determining eligibility. Applications may be submitted at any time during the year.

In certain cases foster children are also eligible for these benefits. If a family has foster children living with them and wishes to apply for such meals for them, they should contact the school.

In operation of child feeding programs, no child will be discriminated against because of race, sex, color, or national origin.

SC-7

MAINTENANCE AND OPERATION OF THE PLANT

The operation and maintenance of the school plant and physical facilities shall be carried out in an efficient and economical manner. The main goal shall be to keep facilities, buildings, and equipment attractive and in good repair.

Hazard Communication Standard

The school district shall be in compliance with OSHA hazard Communication Standard "Right-to-Know Laws", and regulations regarding the use and storage of chemicals in the workplaces and classrooms. (Occupational Safety and Health Act, 1985 (OSHA) Hazard Communications Law, 1986)

SC-8

INSURANCE

The school district shall carry the most economical adequate insurance available on buildings against loss from fire, wind, and other perils. The insurance program and its cost shall be continually studied by the administration and periodically reviewed by the board. Insurance programs shall include the following:

- A. The school district shall carry Worker's Compensation Insurance
- B. The school district shall make available the opportunity to participate in a group health insurance policy.
- C. The school district shall furnish a limited loss of time insurance policy.
- D. Student accident insurance may be made available to all students.
- E. As a political subdivision of the state of Oklahoma, the district shall be liable for loss resulting from its torts or the torts of its employees acting within the scope of their employment of duties subject to the limitations specified in State Law. The school district shall carry liability insurance on all employees. Employees involved in on-the-job activities, which could result in legal proceedings, should inform their supervisor as soon as possible. It should be noted that this liability insurance is not valid in cases of criminal negligence.

SC-9

HAZARDOUS MATERIALS COMMUNICATION

Guthrie Public Schools will comply with federal, state and local regulations pertaining to the use and storage of hazardous materials within the school district, including the workers' right-to-know. In an effort to maintain such regulations, Guthrie Public Schools will utilize the following procedures:

- A. Maintain and make available to its employees such chemical hazard information as required
- B. Maintain and make available to its employees such accident and safety reports as required
- C. Report any health or safety information pertaining to hazardous materials as required to the appropriate governing agency upon request
- D. Work with the local fire authority to identify hazards and placard as required
- E. Maintain proper labeling and storage of containers of hazardous materials
- F. Provide all necessary personal protective equipment for employee safety when dealing with hazardous materials
- G. Conduct such training as needed to familiarize each employee with hazards of that employee's position
- H. Provide such training at least annually and as needed for specific situations

NOTICE ASBESTOS MANAGEMENT PLAN

A copy of the Asbestos Management Plan for Guthrie Public Schools may be viewed in each site Principal's office. A master copy is available for public inspection at the Guthrie Public Schools' Maintenance Department located at 200 Crooks Drive, Building #4.

SC-10 SMOKE FREE ENVIRONMENT

Smoking, chewing or any other use of tobacco by staff, students, and members of the public is prohibited on, in or upon any school property. It is the intent of this policy to prohibit tobacco use of any kind by anyone on school property 24 hours per day, seven days per week, 365 days per year. This policy applies to all school sponsored events held on or off campus even during non-school hours and days. This policy applies to all public school functions and any outside agency using the District's facilities, including stadium, and sports complex.

SC-11 MAINTENANCE

Guthrie Public School District I-1 employs a maintenance staff that functions under the Director of Maintenance. Minor equipment and facility repairs are the chief duties of the maintenance staff. All repair and/or work requests shall be submitted on a work order form signed by the building administrator to the Office of the Director of Maintenance. In case of an emergency, report the event by telephone to the Office of the Director of Maintenance. For emergencies, a work order will be completed at the director's office. All work orders will be forwarded to the appropriate maintenance person. No private repair firms should be called without the approval of the director of maintenance.

Major facility alterations and additions are generally scheduled for summer or during extended non-school periods.

SC-12 USE OF SCHOOL VEHICLE

Only district vehicles, which are currently under warranty, will be allowed to be taken on out-of-state trips. The Vo-Ag truck and the newer buses are the only district vehicles that would be allowed to take out-of-state trips under such a policy.

SC-13

COORDINATION OF TRANSPORTATION SERVICES

Information regarding bus routes, bus schedules, and bus assignments or any changes will be prepared in writing by the Transportation Office, and copies will be provided to principals of all schools. The Transportation Director must approve schedules and changes. In the event a bus or buses may be late arriving at a school, the Transportation Office will notify the school affected. The Principal should report unusual delays at a school to the Transportation Office. Principals should notify the Transportation Office if a bus continually arrives at school too early or too late or if potential transportation difficulties are detected at a campus as the result of driver action.

SC-14

ACCIDENTS AND ACCIDENT REPORTING

The following steps should be taken for all accidents:

- A. The bus driver should stop and render aid. The Transportation Office should be called or contacted via the radio immediately. The dispatcher will notify the police.
- B. The bus should not be moved unless the driver is instructed to do so by the police or the Transportation Director.
- C. The bus driver should inquire about personal injury. No student should be let off the bus unless there is a threat of fire. If there are injuries, the driver should make a list of those injured and submit the list along with an Accident Report to the Transportation Office. The Transportation Office should notify the principal of the school where those students attend.
- D. The driver should exchange complete information with the other driver involved.

SC-15

OUT-OF-STATE TRAVEL

Oklahoma school buses may not be used for transporting students out-of-state without permission from the State Department of Education. Principals needing this transportation should make a written request, listing reason(s) for this request, to the Administrative Assistant in charge of pupil transportation for the Guthrie Public Schools. This request must be made at least three (3) weeks prior to the activity. The Administrative Assistant, after reviewing the request, may ask that the State Department approve the use of school buses for the activity.

SC-16

BUS DRIVERS

All drivers for the school system must be at least 18 years of age, have a current Chauffeur or Commercial Chauffeur's license, and must be certified by the State Department of Education. Drivers are required to carry their certification card with them when they are driving a bus. New drivers hired after the initial School for Certification is given shall make arrangements to attend a school as soon as one is given in the area. Failure to do so will result in termination. All drivers are required to maintain an acceptable driving record of no more than two (2) moving traffic violations in the last three (3) years, provided no more than one (1) violation occurred in the last two (2) years. Each year a driver must secure and have on file a Motor Vehicle Report in the Transportation Office. A driver can have no DUI or drug-related traffic violations or reckless or careless driving offenses on a Motor Vehicle Report and drive a school bus for the Guthrie Public Schools.

SC-17

COMMERCIAL DRIVER'S LICENSE REIMBURSEMENT

The Guthrie School District will reimburse an employee for his/her initial cost to acquire a Commercial Driver's License (CDL), provided the employee uses a school vehicle in his/her employment. This reimbursement will occur after the third month of employment, upon receipt of the appropriate form submitted by the employee. An employee who has been reimbursed for the cost of the CDL by the district will have that amount charged against his/her last paycheck with the district, if he/she leaves the district before the end of the school year.

SC-18

FAIR LABOR STANDARDS ACT

REVISED 10-11-2004

GUTHRIE SCHOOL DISTRICT POLICY FOR CLASSIFICATION OF EMPLOYEES

AND RIGHTS AND RESPONSIBILITIES INVOLVING NONEXEMPT EMPLOYEES

It is the policy of Guthrie School District to ensure compliance with the Fair Labor Standards Act (FLSA) provisions concerning the payment of overtime at the established rate to eligible employees. Consistent with that obligation this policy discusses the proper classification of employees as exempt or nonexempt employees and also addresses the rights and responsibilities of the District and nonexempt employees in areas related to the authorization necessary for overtime work, and related recordkeeping requirements. The purpose of the policy is to ensure that the District correctly identifies those individuals entitled to overtime and ensures that nonexempt employees required to work overtime as a condition of their employment receive either monetary compensation or compensatory time for approved overtime. The District's construction and interpretation of this policy shall be consistent with FLSA's mandatory provisions.

District's Overtime Obligations

The FLSA does not limit the number of hours that an employee may work, either daily or weekly. It requires that overtime compensation be paid or time accrued at a rate of not less than one and one-half times the nonexempt employee's regular rate of pay for each hour worked in a workweek in excess of the maximum hours applicable to the type of employment in which the employee is engaged. For school district employees this means overtime for hours in excess of 40 per week for non-exempt employees.

While overtime must be calculated on a workweek basis, there is no requirement in the FLSA that the overtime compensation be paid weekly. As a general rule, overtime earned in a particular workweek should be paid where possible on the regular payday for the period in which such workweek ends. When the correct amount of overtime compensation cannot be determined until later, the district will pay it as soon after the regular pay period as practicable. Payment shall not be delayed beyond the next payday. In those cases where an employee elects or District enforces compensatory time, the use of accrued time is controlled by the District's Compensatory Time for Overtime Policy.

I. Employee Classification for Purposes of FLSA

It is the District's intent to adhere to the requirements of FLSA with regard to the classification of employees and with respect to the payment of overtime wages to eligible employees.

II. Non-Covered Employees

FLSA provides that certain employees are not covered by the Act. Non-covered employees include volunteers, independent contractors, legal advisors, and certain trainees. Non-covered employees are basically treated the same as exempt employees, for purposes of FLSA.

III. Exempt Employees

In accordance with the FLSA, exempt employees do not receive overtime. Exempt employees include executive, administrative, and/or professional personnel.

The District employs a variety of employees. The determination of an employee's proper classification requires evaluation of specific duties, authority and compensation; however, the following provides guidance regarding how employees are generally classified for purposes of overtime compensation.

IV. Nonexempt Employees

Nonexempt employees are entitled to overtime for all hours worked in excess of 40 in a workweek. Overtime compensation is paid at a rate of not less than one and one-half times the nonexempt employee's regular rate of pay for each hour worked in a workweek in excess of 40 hours per week.

V. Examples of Employee Classifications

Nonexempt employees include:

- Bus drivers
- Cafeteria workers
- Dietitians
- Custodial workers
- Day-care workers
- Key punch 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

PERSONAL CHARACTERISTICS

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

a)

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.

8) 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.

9) Procedures for Non-reemployment.

Prior to being non-reemployed, 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 non-reemployment 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 their non-reemployment before the Board of Education as set forth in the Procedures for Appeal to the Board of Education in section 6 below.

10) 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 non-reemployment, 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 non-reemployment 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 non-reemployment. 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 non-reemployment, the board may reemploy or non-reemploy the employee for the subsequent fiscal year.
 - iv) The decision of the Board of Education at the hearing shall be final and non-appealable.

11) 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.

SB-29

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:

4. Type of job (skills involved in performance).
5. Length of service to Guthrie Public Schools.
6. 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.

GUTHRIE PUBLIC SCHOOLS

SUPPORT EMPLOYEE RULES AND REGULATIONS

A support employee may be suspended, demoted, terminated or non-reemployed 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 non-reemployed.
- (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 non-reemployment 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.

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:

3. Purchase order delivered by employee, purchase order received by mail, or purchase order confirmed verbally via telephone by Purchasing Department.
4. 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

10. The safety of students and employees of the school district is of paramount concern to the school board.
11. 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.
12. 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.
13. 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.
14. 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.
15. Employees who have been identified, as chemically dependent will be referred, on a confidential basis, to a treatment facility or agency.
16. 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.
17. 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.
18. 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:

4. A drug use test will be a required part of an annual physical examination to determine physical fitness for all new school bus drivers, new school vehicle mechanics, and all other new 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. Returning employees will be randomly selected as required by Oklahoma State Law. 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.

5. 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.

6. 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:

3. The superintendent of schools;
4. 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

8. "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.

9. "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.

10. "Positive", when referring to a drug use test administered under this policy, means a toxicological test result, which is considered to demonstrate the presence of an illegal chemical substance or the metabolites thereof using the standards customarily established by the testing laboratory administering the drug use test.

11. "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.

12. "Drug use test" means a scientifically substantiated method to test for the presence of illegal chemical substances in a person's urine.

13. "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.

14. “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

6. 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.

7. 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.

8. 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.

9. 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.

10. 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:

- F. The school district shall carry Worker's Compensation Insurance
- G. The school district shall make available the opportunity to participate in a group health insurance policy.
- H. The school district shall furnish a limited loss of time insurance policy.
- I. Student accident insurance may be made available to all students.
- J. 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:

- I. Maintain and make available to its employees such chemical hazard information as required
- J. Maintain and make available to its employees such accident and safety reports as required
- K. Report any health or safety information pertaining to hazardous materials as required to the appropriate governing agency upon request
- L. Work with the local fire authority to identify hazards and placard as required
- M. Maintain proper labeling and storage of containers of hazardous materials
- N. Provide all necessary personal protective equipment for employee safety when dealing with hazardous materials
- O. Conduct such training as needed to familiarize each employee with hazards of that employee's position
- P. 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:

- E. 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.
- F. The bus should not be moved unless the driver is instructed to do so by the police or the Transportation Director.
- G. 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.
- H. 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
- Key punch 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.

VII. 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.

VIII. 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.

IX. 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.

X. 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.

XI. 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.

XII. 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.

IX. 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.

X. 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.

XI. 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.

XII. 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.

XIII. 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.

XIV. 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.

XV. 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.

XVI. 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

PERSONAL CHARACTERISTICS

PERFORMANCE ASSESSMENT

	PC	NI	U
Maintains acceptable attendance record, excluding earned vacation and other leave benefits to which employee is entitled.	PC	NI	U
Arrives on time and maintains reasonably uniform signing or clocking in on time.	PC	NI	U
Maintains a positive outlook, which enhances employee's morale.	PC	NI	U
Uses tact in dealing with the public as well as with other employees.	PC	NI	U
Accepts constructive criticism and suggestions for improvement without resentment.	PC	NI	U
Demonstrates genuine interest in and satisfaction with job assignment.	PC	NI	U
Observes employee dress code, is neat and well groomed in keeping with job assignment	PC	NI	U

PERFORMANCE EVALUATION FACTORS**PERFORMANCE ASSESSMENT*****WORK PERFORMANCE***

	PC	NI	U
Understands all phases of the job	PC	NI	U
Seeks assistance and/or clarification as needed without hesitation	PC	NI	U
Produces neat, accurate work product which meets acceptable Standards	PC	NI	U
Plans and organizes work in acceptable manner for maximum Efficiency	PC	NI	U
Works well independently without inordinate amount of direct supervision required	PC	NI	U

PROFESSIONAL DEVELOPMENT

	PC	NI	U	NA
Strives to improve in skills required for present job assignment	PC	NI	U	NA
Makes decisions and forms opinions based on sound judgment	PC	NI	U	NA
Uses authority objectively and wisely without favoritism	PC	NI	U	NA
Indicates desire to advance in responsibility and reveals leadership Potential	PC	NI	U	NA

IF NEEDS IMPROVEMENT or UNSATISFACTORY is checked for any area, a PLAN FOR IMPROVEMENT should be developed with the employee, identifying specific steps to be taken to improve performance to a level of competency. THE PLAN FOR IMPROVEMENT should include setting of a specific date at which time a Special Evaluation will be conducted to check progress or completion of the plan. A PLAN FOR IMPROVEMENT should be developed for each area needing improvement. Both the employee and the supervisor should sign the plan at its inception and should initial and date the plan at the time of the special evaluation to check progress.

Supervisor's Comments: _____

Signatures affixed here do not indicate necessarily concurrence with the evaluation, but that the employee and the supervisor have discussed the contents and recommendations.

Employee's Comments: _____

EMPLOYEE'S SIGNATURE _____ DATE _____

SUPERVISOR'S SIGNATURE _____ DATE _____

Building Site



GUTHRIE PUBLIC SCHOOLS

**ADMINISTRATOR'S HANDBOOK
TERMS AND CONDITIONS OF EMPLOYMENT**

PUBLISHED ~~August 14, 2023~~ **August 13, 2024**

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GUTHRIE PUBLIC SCHOOLS
Administrator Handbook
Terms and Conditions of Employment

PURPOSE

The Guthrie School District Administrator Handbook is furnished to each Administrator for the purpose of informing him/her of the basic terms and conditions of employment with respect to an administrative position.

The Handbook addresses and explains many practices administered by the School District that will assist the administrator in better understanding basic employment matters such as workdays, leave (including sick and vacation) as well as other benefits. You will, undoubtedly, have questions that either need additional interpretation or are not addressed. In these situations, we encourage you to immediately discuss them with your supervisor to insure a clear understanding and resolution of your issue.

The Superintendent and Board of Education continually review Board policies. As a result of this review process, the Handbook's contents and its interpretation can and will be modified when such modification is deemed necessary.

The Handbook is for information purposes only. Neither it nor any other communication may displace applicable law, Board policy or the terms of the Administrator's contract with Guthrie Public Schools.

I. Definition

For purposes of these policies and terms of employment, the term administrator shall mean all personnel in the District who are employed on an administrative contract with the Guthrie Public School District. All policies and procedures herein apply to the Superintendent, Assistant Superintendents, Principals, Assistant Principals and Directors unless an item is limited to a specific employee position or items are specifically modified in an administrator's contract between the employee and the Board of Education.

II. Salary Schedule

The Salary Schedule for all administrators will be approved by the Board of Education, upon recommendation of the Superintendent.

Administrative Stipend Scale **2023-24 2024-2025**

(Base Salary = Years of Service on Teacher Salary Scale)

Position	Administrative Incentive Above Teacher Salary Scale	Longevity Incentive
<i>BUILDING LEVEL</i>		
<i>ADMINISTRATIVE SCALE</i>		
Ass't Elementary Principal	\$12,000.00	+ \$150 per year for each year of "building" level administrative experience (maximum of 34 years)
Elementary Principal	\$19,000.00	
Ass't JH Principal	\$13,500.00	
JH Principal	\$24,000.00	
Ass't HS Principal	\$21,000.00	
HS Principal	\$31,500.00	
<i>DISTRICT LEVEL</i>		
<i>ADMINISTRATIVE SCALE</i>		
Assistant Superintendent	\$49,000.00	+ \$250 per year for each year of "district" level administrative experience (maximum of 34 years)
Executive Director	\$43,000.00	
Chief Financial Officer**	\$40,000.00	
Athletic Director	\$23,000.00	
Director of Operations *	\$23,000.00	
Director of Technology	\$23,000.00	
Director of Special Education	\$23,000.00	
Director of Alternative Education	\$6,000.00	

****Base salary will be the years of service on the Bachelor's Salary Scale***

***** Base salary will be the years of service on the Doctorate's Salary Scale***

III. Annual Reemployment

The Board of Education will approve all administrators for a one-year contract, with the exception of the Superintendent. By law, a Board may enter into a contract with the Superintendent not to exceed three years. All other administrators will be considered for reemployment by the Board of Education in February of each year. The Board, at its discretion, may alter the date for consideration of an administrator's contract as long as consideration of the contract occurs before the first Monday in June of each school year.

IV. Dismissal or Non-reemployment of an Administrator

Whenever the Board of Education or the Administrator of a school District shall determine that the dismissal or nonreemployment of a full-time certified administrator from his/her administrative position with the school district should be effected, the administrator shall be entitled to due process pursuant to Okla. Stat. Tit. 70 6-101- the law applicable to termination of employment of certified administrators.

The procedures and grounds for dismissal or non-reemployment of a non-certified administrator will be the same as for all non-certified employees.

V. VACATION

All personnel assigned to twelve-month positions will accrue vacation time and be entitled to take vacation leave when approved by their immediate supervisor.

A. Rate of Accrual

Twelve-month personnel shall accrue a maximum of 12 days of vacation per fiscal year or 1 day per month.

B. Special Accrual

Current employees, who have previously worked less than 12-month contracts and are changed to 12-month positions, will accrue, one vacation day on the last day of each month remaining in the fiscal year.

When a 12-month employee transfers to a less-than 12-month position, the employee will be paid for all unused vacation days.

C. New Employees

Personnel who are employed later than the first month of the fiscal year will accrue, one vacation day on the last day of each month remaining in the fiscal year.

D. Month of Accrual

Personnel must have reported to work prior to the tenth (10th) of the month or have worked through the tenth (10th) of the month to receive credit toward vacation for that month.

With regard to computation of earned vacation time, absences of an employee on sick leave or vacation are considered as time served.

Vacation days will not be accrued after the expiration of sick leave or for absences not covered by sick leave or vacation time.

E. Accumulation

Twelve month employees, who accumulate vacation days as a part of their employment contract, may accumulate up to a maximum of thirty-five (35) vacation days. An administrator that has in excess of thirty-five (35) vacation days at the end of any month will lose the accrual for that month with no compensation for the day lost.

F. Payment of Unused Vacation Upon Termination of Employment

Upon retirement or termination of employment, personnel having unused vacation leave will be reimbursed at a daily rate equal to a regular day of pay.

VI. Life Insurance

Certified and Non-Certified Administrators will receive the same life insurance benefits as all other full-time employees.

VII. Health & Dental Insurance

Certified Administrators will receive the same health and dental benefits as all other full-time certified employees.

Non-Certified Administrators will receive the same health and dental benefits as all other full-time support employees.

VIII. Workers Compensation Insurance

Administrators who are injured by accident arising out of and in the course of his/her employment, regardless of where such injury occurred, shall be entitled to apply for benefits through workers compensation insurance as provided by the Board of Education.

IX. Sick Leave

- A. Administrators shall be vested one day of sick leave for each month of contract. Days vested for administrators will be by length of contract:

Twelve (12) month administrators	=	Twelve (12) days
Eleven (11) month administrators	=	Eleven (11) days
Ten (10) month administrators	=	Ten (10) days

Should an administrator have to be absent from work due to sick leave, he/she must notify their immediate supervisor as soon as possible prior to being absent. Sick leave shall be accumulative to a maximum of one hundred twenty (120) days.

- B. If, after exhausting all sick leave, additional days are required, the administrator shall receive full contract salary less the amount normally paid a certified substitute for an additional period of twenty (20) days. The salary deduction is made regardless of whether the District retains a substitute for the position. In order to receive the additional twenty (20) days, the administrator must present a doctor's statement to the effect that he/she is medically unable to return to work. If additional days are needed following the twenty (20) days, the administrator may apply to the appropriate sick leave bank, assuming the administrator is a contributing member.
- C. Upon termination of employment, administrators may choose to transfer the accumulated sick leave between school Districts. The administrator is responsible for obtaining documentation of sick leave to be transferred to the next school District.
- D. Upon retirement through Oklahoma Teacher Retirement System, or resignation after ten years of service to Guthrie Public Schools, administrators shall be paid for all unused sick leave days earned while employed with the district, up to a maximum of one hundred twenty (120) days at the rate of \$50 per day. Sick leave days purchased may, also, be used towards additional experience with the Oklahoma Teachers Retirement System. Those days purchased by Guthrie Public Schools may not be transferred to another school district.

X. Sick Leave Bank

Administrators may participate in the certified or support employee's sick leave bank as applicable. Policies and provisions of use of the sick leave banks can be found in the Policies and Procedures Manual for Guthrie Public Schools.

XI. Personal Leave

A. Administrators shall be granted three (3) days of personal leave with pay each year to conduct personal business that must be conducted during a day under which the administrator is obligated by contract to be at work.

1. Except in emergency situations, administrators who must be absent for reasons of personal leave shall provide the Superintendent with at least forty-eight (48) hours advance notice. In emergencies, the administrator will notify the Superintendent prior to the beginning of the school day and on return to work will complete the necessary documentation.
2. Unused personal leave days shall accumulate as sick leave for the following year. However, administrators who have one hundred ten (110) unused sick leave days accumulated at the close of the school year, may make a written request to receive \$50.00 per day for each unused personal leave day, maximum of three (3) days. Eligible administrators must request payment in writing to the payroll office by June 1 each year to receive reimbursement.

XII. Family Activity Leave

Administrators may request up to three (3) days of Family Activity Leave per school year to attend activities in which their children/spouse are participating with the following restrictions:

1. Such leave must be requested by the administrator to the superintendent at least forty-eight (48) hours in advance of the requested leave, except in special circumstances, which will be considered on a case-by-case basis.
2. The administrator must have used all three (3) district provided Personal Days in advance of the request to use Family Activity Leave.
3. Family Activity Leave cannot be used during the first five (5) or the last five (5) days of instruction.
4. The workday immediately preceding and following a school holiday will not be allowed for Family Activity Leave, except as approved by the superintendent.
5. The cost of a substitute teacher will be deducted from the

administrator's salary for each day used.

Family Activity Leave Days do not accumulate for the following year and do not roll into sick leave days.

XIII. Family and Medical Leave

Family and medical leave shall be available to the administrator in accordance with the District's policy governing family and medical leave.

XIV. Bereavement Leave

- A. Non-cumulative bereavement leave of up to five (5) days per occurrence shall be granted to an Administrator in the event of a death in the immediate family. Immediate family shall include the following:

Spouse, parents, step-parent, child, step-child, foster child, brother-in-law, sister-in-law, son-in-law, daughter-in-law, siblings, mother-in-law, father-in-law, grandparents, grandchildren, aunt or uncle, and aunt or uncle-in-law.

- B. For deaths outside of the immediate family, administrators may apply to the Superintendent who is authorized to grant leave chargeable to sick leave, bereavement leave or personal leave by paying the cost of a certified substitute whether or not one is hired.

XV. Jury Duty or Subpoena Leave

Administrators who are required to serve on jury duty or to appear in court in response to an official subpoena will receive full salary during the period of service. Administrators who must serve in this capacity shall pay over to the District any compensation received for said services.

XVI. Leave-of-Absence Without Pay

- A. Administrators may request extended leave-of-absence for not more than one (1) year without pay under any of the circumstances in this section. All requests for such extended leave-of-absence without pay shall be made in writing. All responses to the request shall be in writing. Such application shall be reviewed by the Superintendent before recommending action by the Board of Education. Whether, and under what circumstances, to grant a leave without pay is reserved entirely to the discretion of the Board of Education.
- B. Administrators will be eligible to request a leave-of-absence after two (2) years of continuous administrative service to the District.

- C. Replacement for an administrator granted a leave-of-absence will be on an interim, temporary employment contract. During such interim employment, the administrator employed may apply for positional openings within the District.
- D. Leave-of-absence without pay may be requested for the following reasons:
 - 1. If an administrator is unable to work due to personal illness or disability and has exhausted all sick leave available, a medical leave request must be accompanied by a doctor's certificate stating the administrator cannot perform his/her duties.

The administrator may return to duty only upon presentation of appropriate medical evidence stating he/she is able to resume regular work and upon the recommendation of the Superintendent.
 - 2. To care for a sick member of the administrator's immediate family.
 - 3. To adopt a child. An administrator adopting a child shall be entitled to, upon request, a leave to commence at any time during the first year continuous with adoption after receiving de facto custody of the child, or prior to receiving custody, if necessary to fulfill the requirements for adoption.
 - 4. Military leave-of-absence may be granted by the Board of Education to an administrator in accordance with existing state and federal statutes.
 - 5. Pursuit of advanced degree. An administrator may be granted a leave-of-absence to pursue an advanced degree. An administrator must be able to prove to the Board of Education the advanced degree will benefit the school District. Upon application, the administrator must be no further than one year away from completion of the advanced degree.
 - 6. The administrator's use of a leave-of-absence, or any part of it, for a purpose, which qualifies for family and medical leave under the Family and Medical Leave Act, shall fulfill the District's obligations under the Act.

An administrator on leave-of-absence shall be responsible for health and other insurance premiums, if any, except for that part of the leave which qualifies as family and medical leave.

XVII. Promotion and Transfer

- A. All vacant administrative positions shall be posted for a minimum of three (3) days. A letter of application will be required to demonstrate an interest in the vacancy.
- B. Administrators may request a transfer within the District by filing a letter of intent with the Superintendent.
- C. The Superintendent may involuntarily transfer administrative staff within the District as he/she deems in the best interest of the school district.

XVIII. Professional Growth

- A. Professional growth is encouraged for all administrators. Requests to attend conferences and/or seminars, in state, must be submitted in writing to the Superintendent at least two (2) weeks prior to attendance. Any trips outside the state must be approved by the Board of Education. All requests for attendance out of state must be submitted to the Superintendent one week prior to the posting of the Board agenda.
- B. All reimbursements for expenses to attend conferences and/or seminars will be approved by the Board at the next regularly scheduled meeting following submitting actual documentation of expenses.

XIX. Evaluation

Each administrator will receive a formal evaluation conference with the Superintendent or the Superintendent's designee prior to a recommendation for renewal or non-renewal of contract for the next school year. The evaluation will be on a Board approved evaluation instrument and will become a part of the administrator's personnel file. Following the evaluation by the Superintendent, the administrator will have ten (10) days to write a response which will be attached and made a part of the evaluation. Administrator evaluations will be viewed by the Board of Education in consideration of any recommendations by the Superintendent pursuant to renewal or non-renewal of administrator's contract for the next school year.