

AGENDA WITH COMMENTARY

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

**MONDAY
JUNE 13, 2016
7:00 P.M.**

AGENDA:

- 1. Call to Order**
- 2. Roll Call**
- 3. Establish a Quorum**
- 4. Pledge of Allegiance**
- 5. Moment of Silence**
- 6. Presentation of Veterans of Foreign Wars Teacher of the Year Award**
- 7. Comments to the Board by:**
 - A. Citizens registered to speak to the Board**
 - B. Board Members**
- 8. Superintendent's Reports**
- 9. Consent Agenda.....Pages 11-153**

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

 - A. Minutes of regular meeting held on May 9, 2016**
 - B. Minutes of special meeting held on May 23, 3016**
 - C. Treasurer's Report**
 - D. Activity Fund Fundraisers as per attached list**
 - E. Activity Fund Transfers as per attached list**
 - F. Encumbrances for General Fund #'s 1028-1048, Building Fund #'s 139-146, Child Nutrition Fund #'s 39-40 and Gifts and Endowments Fund #'s 1-7 and listed change orders and Activity Fund Reports**

- G. Fuel bid as recommended by bid committee**
- H. Transportation request from First Southern Baptist Church for July 25-30, 2016 to Falls Creek Youth Camp for 1 bus**

Commentary:

We have done this for a number of years because it involves District students. In the past, a Guthrie Public Schools' employee, who is also a church member, has driven the bus. There is a possibility they will need a driver this year and the fees will be calculated appropriately. The church is charged \$.60 per mile and \$15.82 per hour per driver. John Tucker, Interim Director of Transportation, has confirmed we have a bus and driver available at that time. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- I. Transportation request from Community Church for July 18 and July 23, 2016 to Falls Creek Youth Camp for 2 buses and 2 drivers**

Commentary:

We have done this for a number of years with Community Church because it involves District students. The church is charged \$15.82 per hour for drivers and \$.60 per mile. John Tucker, Interim Director of Transportation, has confirmed we have buses and drivers available. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- J. Contracts/Agreements under \$10,000**
- 1. Renewal agreement with Oklahoma State School Boards Association for membership dues for 2016-2017**

Commentary:

We have been a member of OSSBA for many years. They provide a great service to the District and to the Board. An explanation of their services is listed in your packet. There is no increase in cost. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 2. Renewal agreement with Willow Creek Health Care, LLC for Intergenerational Pre-K classroom for the 2016-2017 school year**

Commentary:

This will be the fifth year for maintaining a Pre-K classroom at the Willow Creek facility located at 2300 West Noble. This continues to be a win-win situation for both parties. **Carmen Walters will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

3. Renewal agreement with Frontline Technologies for Time and Attendance System for 2016-2017

Commentary:

This is the fourth year for the use of Frontline Technologies' Time and Attendance system called VeriTime. The time clock system is utilized by support employees. There is an increase in cost of \$1666.67. **Dee Benson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

4. Renewal agreement with Frontline Technologies for AESOP services for 2016-2017

Commentary:

This software tracks employee leave and assigns substitute teachers. There is an annual increase in cost of \$488.00. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

5. Renewal agreement with PeopleAdmin for School Recruiter Services for 2016-2017

Commentary:

This is the software we use to accept online applications for employment with Guthrie Public Schools. The name of the company has changed from Netchemia to PeopleAdmin. There is a 5% increase (\$167.84) over last year's agreement. **Doug Ogle will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

6. Renewal agreement with Netop Advantage for Student Computer Monitoring for 2016-2017

Commentary:

This program is used in our computer labs so teachers can monitor the student screens from one location and also allows the teacher to do group demonstrations as well as lock student computers during instruction. **Dee Benson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

7. Renewal agreement with Reliance Communications, LLC for School Messenger service for 2016-2017

Commentary:

School Messenger is our emergency notification and parent contact system. It is used by our Administrators to remind students and parents of important events and

is also used to make notifications when we are closed unexpectedly due to weather. There is an annual increase in cost of \$58.75. **Dee Benson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

8. Agreement with Linda Johnson for Psychoeducational Services for 2016-2017

Commentary:

Ms. Johnson will provide Special Education evaluations for the 2016-2017 school year and will supplement services provided by the District's school psychologists and psychometrists. During the school year, anytime the number of assessment referrals exceed the amount our school psychometrists and psychologists can complete in a 45 day period, the additional assessments will be completed by Ms. Johnson. The contract reflects a \$50 increase per test given. **Eldona Woodruff will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

9. Agreement with Visual Senses to provide Visual Impairment and Orientation and Mobility Services for 2016-2017

Commentary:

This agreement with Nikki Keck will provide consultation services and orientation and mobility services for a student with visual impairment during the 2016-2017 school year. The cost of the service is approximately \$3,000.00 and will be paid through Special Education Project 621 Federal Flow Through funds. There has been no increase in the cost of this service for the past four school years. **Eldona Woodruff will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

10. Agreement with Oklahoma Hearing Solutions for Audiological Services for 2016-2017

Commentary:

Guthrie Public Schools is required to provide audiological evaluations and hearing aid molds for certain students with hearing impairments. Oklahoma Hearing Solutions (formerly called Fine Hearing Care) is used on an as needed basis only. There is no increase in cost. The cost of this agreement will be approximately \$1,000.00 if services are needed. **Eldona Woodruff will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

11. Agreement with Christine Hayes to provide Speech Language Services for Extended School Year Services (ESY) for the month of July 2016

Commentary:

Ms. Hayes' current contract ends June 30, 2016. We are required to continue special education services as a part of ESY for certain students who meet eligibility requirements. The cost of this service for July will be approximately \$2,000.00. **Eldona Woodruff will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

12. Agreement with YMCA of Greater Oklahoma City for facility use for 2016-2017

Commentary:

This will be the third year the YMCA has been in charge of the School Age Care Program. We have agreed to continue hosting the program at Cotteral Elementary. This agreement allows the district and the YMCA to continue this arrangement for one year. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

10. Business Agenda:

A. Recommendation, consideration and action upon renewal of financial advisor services agreement with Municipal Finance Services, Inc. for 2016-2017

Pages 154-161

Commentary:

This is a contract renewal. Their primary role is to advise the district on matters related to issuing bonds. This will be the fourth year we have contracted with MFS. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

B. Recommendation, consideration and action upon 2015-2016 Supplemental Appropriations for Child Nutrition Fund for.....Pages 162-166

- Form 150
- Form 307

Commentary:

These documents add revenues that have become available in excess of the original estimates made by the auditor to our legal appropriations. This will allow us to make expenditures required to finish the 2015-2016 fiscal year. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

C. Recommendation, consideration and action upon Temporary Appropriations for 2016-2017 for the General Fund, Building Fund, Child Nutrition Fund, Gifts and Endowments Fund and Insurance/Casualty Fund.....Page 167

Commentary:

Temporary Appropriations allows the school district to function until the final appropriations can be prepared and brought before the Board in the fall. Every public school district in the state must take this action to continue to operate. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

D. Agreement with NORTHchurch, Inc. for facility use for 2016-2017...Pages 168-173

Commentary:

Guthrie Public Schools has agreed to allow use of Guthrie Upper Elementary School as a host site for NORTHchurch, Inc. The specifics of the lease are included in your board packet. Rental charges are based upon the Board approved Facilities Schedule. This agreement is for 2016-2017. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

**E. Recommendation, consideration and action upon renewal with OSIG for property, general liability, fleet vehicle and errors and omissions coverage for 2016-2017
Pages 174-187**

Commentary:

Mr. Schulz has stated that OSIG has been a good option for our school district. Public schools are not attractive to private insurance carriers at this time. OSIG's membership includes 352 school districts. The 2016-2017 premiums show a decrease of \$2,433 from last year. However, upon renewal, the District will also receive a dividend check of approximately \$8,000 making the actual premium over \$10,000 less than last year. Our insurance agent solicited 5 additional quotes to which all companies declined. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

F. Recommendation, consideration and action upon renewal with OSAG for workers' compensation insurance coverage for 2016-2017.....Pages 188-192

Commentary:

Mr. Schulz has recommended that we renew our workers' compensation insurance coverage with OSAG. The renewal premium of \$144,155 reflects a decrease of \$96,906 from last year. He gave the following factors in his recommendation to renew with OSAG:

- 1) There is no year-end audit of the plan which could result in additional premiums.
- 2) Any unused portion of our district's loss fund will be returned to us. Also, we are not subject to assessments due to losses incurred by other member districts.
- 3) OSAG is an association that serves to benefit school districts in the State of Oklahoma and not to generate profits for shareholders. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

G. Recommendation, consideration and action upon renewal agreement with Aurora Learning Community Association (ALCA) for 2016-2017.....Pages 193-199

Commentary:

ALCA provides districts an online test data service known as Comprehend which allows teachers to generate a multitude of test data graph reports in seconds and can show student cohort reports (performance and scores) of progress through multiple years. This service also includes interim assessments. There is a decrease in cost of \$10,218.60 from last year. A complete explanation on the uses of this program is in your packet.

Carmen Walters will answer any questions.

RECOMMENDED ACTION:

The Superintendent recommends approval.

H. Recommendation, consideration and action upon:

- **Elementary Student Handbook for 2016-2017**
- **Handbook Supplements for Central, Cottler, Fogarty and GUES for 2016-2017**

Pages 200-252

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

I. Recommendation, consideration and action upon Jr. High School Student Handbook for 2016-2017.....Pages 253-287

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

J. Recommendation, consideration and action upon Guthrie High School/Faver Alternative School Student Handbook for 2016-2017.....Pages 288-317

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

K. Recommendation, consideration and action upon Guthrie High School Course Description Handbook for 2016-2017.....Pages 318-344

Commentary:

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

RECOMMENDED ACTION:

The Superintendent recommends approval.

L. Recommendation, consideration and action upon renewal agreement with Ms. Teresa Ewing to provide Physical Therapy Services for 2016-2017

Pages 345-347

Commentary:

Ms. Ewing has provided Physical Therapy Services for Guthrie Public Schools for the last eight years – two years through an agreement with the University of Oklahoma Health Sciences Center and six years as an independent contractor. This contract reflects no increase in hourly fee amount. **Eldona Woodruff will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

M. Recommendation, consideration and action upon agreement with Beth McLean for Occupational Therapy for 2016-2017.....Pages 348-349

Commentary:

Ms. McLean has agreed to provide Occupational Therapy Services to Guthrie Public Schools for 2016-2017 for \$60 per hour. The cost of this service will be approximately \$40,000 for hourly services, mileage, and travel time. **Eldona Woodruff will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

N. Recommendation, consideration and action upon renewal agreement with Logan County Health Department for nursing services for 2016-2017.....Pages 350-352

Commentary:

We have contracted with the Health Department for a number of years for nursing services for the district. Staff has always been pleased with the School Nurse assigned to that position. There is no increase in the cost of this service. **Dr. Simpson will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

O. Recommendation, consideration and action on the following appointments for 2016-2017:

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

Commentary:

The Board is required by State Statutes to annually designate employees to perform these duties.

RECOMMENDED ACTION:

The Superintendent recommends approval.

- P. Recommendation, consideration and action to accept each bid as listed for lawn services for Guthrie Public Schools for 2016-2017.....Pages 353-355**

Commentary:

Quotes have been received for lawn services for Guthrie Public Schools. The tabulation form attached specifies the quote from each company. Grounds Guys of Edmond have withdrawn their bid. The lowest bid is from Hudson’s Lawn Care. **Jerry Gammill will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- Q. Recommendation, consideration and action to accept lease purchase financing for Oklahoma LED project.....Pages 356-357**

Commentary:

The low quote from Government Capital Corporation at 2.836% for 72 months allows us to retire the lease purchase obligation in the shortest term without the possibility of creating a negative cash flow situation. If funds become available, there is no penalty for early retirement of this obligation. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- R. Recommendation, consideration and action to approve the findings of the Internal Revenue Service and make the associated required payment.....Pages 358-359**

Commentary:

After consultation with legal counsel it was determined that none of the findings were appealable and that this matter should be closed. **Dennis Schulz will answer any questions.**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- S. Consider and vote to approve a resolution pertaining to the district’s \$11,000,000 Building Bonds, Series 2016; including fixing the amount of bonds to mature each year; fixing the time and place the bonds are to be sold; approving the preliminary official statement and authorizing distribution of same; authorizing the clerk to give notice of said sale as required by law; and approving other matters related to the issuance of bonds.....Pages 360-363**

RECOMMENDED ACTION:

The Superintendent recommends approval.

- T. Consider and vote to approve a contract with BancFirst, Oklahoma City, Oklahoma, to serve as registrar and paying agent on the district's \$11,000,000 Building Bonds, Series 2016.....Pages 364-370

RECOMMENDED ACTION:

The Superintendent recommends approval.

- 11. Proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, employment of temporary contract teachers as listed for 2016-2017, employment of career and probationary contract teachers as listed for 2016-2017, employment of support employee as listed for 2016-2017, extra-duty assignments as listed for 2016-2017, and teacher negotiations for 2016-2017, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2 and 7
 - A. Vote to go into executive session
 - B. Acknowledge Board's return to open session
 - C. Statement of minutes of executive session
- 12. Vote on action as set out on the Personnel Reports.....Page 371
- 13. Action upon recommendation to employ temporary contract teachers as listed for 2016-2017.....Pages 372-373
- 14. Action upon recommendation to employ career and probationary contract teachers as listed for 2016-2017.....Pages 374-376
- 15. Action upon recommendation to employ support employee as listed for 2016-2017
Page 377
- 16. Action upon recommendation of extra-duty assignments as listed for 2016-2017
Pages 378-390
- 17. Recommendation, consideration and action to accept any resignations offered since the posting of the agenda
- 18. Discussion and possible action on new business not known about or could not have been reasonably foreseen at the time of the agenda posting
- 19. Adjourn

Dr. Mike Simpson
Superintendent

jf

Posted by: _____

Date: _____ Time: _____

Place: _____

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
REGULAR MEETING
MAY 9, 2016**

MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION REGULAR MEETING HELD AT 7:00 P.M. IN THE OFFICE OF THE BOARD, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON MAY 9, 2016

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

Board Member Absent: Travis Sallee

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

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

Member Travis Sallee was not present for roll call.
3. A quorum was established.
4. President Watts asked everyone present to stand and join her in the Pledge of Allegiance.
5. President Watts called for presentation of Certified and Support Employee of the Month.

Mr. Doug Ogle, Executive Director of Personnel and Secondary Education, announced the award winners for April: Ms. Mandy Rife, 8th Grade Reading Teacher, as certified employee of the month and Ms. Liz Olson, Paraprofessional at Cotteral Elementary, as support

employee of the month. Nomination letters were read by the staff member who submitted the nominations: Ms. Rosie Stepanek, Paraprofessional at Guthrie Junior High, for Ms. Rife and Ms. Brenda Brandon, Special Education Teacher at Cottler Elementary, for Mrs. Olson.

Mr. Ogle presented the award winners a plaque and a \$25.00 Sonic Gift Card donated by the Guthrie Lions Club.

- 6A. President Watts asked the Superintendent if there were any citizens registered to speak to the Board.

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

- 6B. President Watts called for any comments to the Board by Board members.

President Watts applauded the efforts of the collaborated yearbook containing the students from Cottler, Central and Fogarty.

7. President Watts called for the Superintendent's Reports.

Superintendent Simpson reported on the following:

Reminded the Board of important upcoming dates:

May 15th-Baccalaureate Services beginning at 2:00 p.m. at the GHS Gym

May 17th-Senior Academic Awards Ceremony beginning at 6:30 p.m. at the GHS Cafeteria

May 20th-Last day of school and Guthrie High School Graduation Ceremonies beginning at 7:30 p.m. at Jelsma Stadium

Announced the plans to hold a centralized elementary enrollment for the 2016-2017 school year in which Ms. Walters and the Elementary Principals have proposed for August.

Gave a budget update that included the notice received from the State Department of Education on April 27th where we were notified of another cut in this year's allocation based on an under-collection in the Education Technology Revolving Fund of between \$63,000 and \$83,000.

Notified the Board of a notice received on April 27th from O G & E of a malfunction in our electric meter at GUES in which we were undercharged an estimated \$45,000. We are working with O G & E to receive documentation of the estimate.

Congratulated Mr. Rob Blackburn, Guthrie High School Band Director, and the band on the \$10,000 grant for band instruments received from the Carmichael Foundation in memory of William A. Clement who spent a large portion of his life in Guthrie and was known to mentor many local youth through Boy Scouts. Thanked Ms. Walters and Mr. Schulz on their work in the application process of the grant.

8. President Watts called for the presentation by Oklahoma LED.

A presentation was given by Mr. Joe Schrader of Oklahoma LED detailing a plan to replace all lights throughout the District with LED lighting.

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

Agenda Item 9A, Minutes of regular meeting held on April 11, 2016, was pulled from the Consent Agenda by Davis.

A motion was made by Pierson and seconded by Smedley to approve the Consent Agenda excluding Item 9A, Minutes of regular meeting held on April 11, 2016.

The motion carried with 6 ayes and 0 nays.

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

The motion carried with 5 ayes and 1 abstention-Member Davis abstaining.

- 10A. President Watts called for recommendation, consideration and possible action upon authorizing the Superintendent to proceed with formulating an agreement with Oklahoma LED.**

Discussion followed.

A motion was made by Smedley and seconded by Davis to approve authorizing the Superintendent to proceed with formulating an agreement with Oklahoma LED.

The motion carried with 6 ayes and 0 nays.

- 10B. President Watts called for recommendation, consideration and action upon amendment to renew the agreement with Clearwater Enterprises for the purchase of third party natural gas for 2016-2017.**

A motion was made by Pennington and seconded by Bennett-Johnson upon amendment to renew the agreement with Clearwater Enterprises for the purchase of third party natural gas for 2016-2017.

The motion carried with 6 ayes and 0 nays.

- 10C. President Watts called for recommendation, consideration and action upon renewal with National Purchasing Cooperative Interlocal Participation Agreement with BuyBoard National Purchasing Cooperative for 2016-2017.**

A motion was made by Pennington and seconded by Smedley to approve the renewal with National Purchasing Cooperative Interlocal Participation Agreement with BuyBoard National Purchasing Cooperative for 2016-2017.

The motion carried with 6 ayes and 0 nays.

- 10D. President Watts called for recommendation, consideration and action to approve teachers, administrator and coordinator as listed for 2016 K-8 Remedial Summer School.**

A motion was made by Smedley and seconded by Davis to approve the teachers, administrator and coordinator as listed for 2016 K-8 Remedial Summer School.

The motion carried with 6 ayes and 0 nays.

- 10E. President Watts called for recommendation, consideration and action upon School Improvement Plan for 2015-2016.**

Discussion followed.

A motion was made by Pierson and seconded by Smedley to approve the School Improvement Plan for 2015-2016.

The motion carried with 6 ayes and 0 nays.

- 10F. President Watts called for recommendation, consideration and action upon approval of Edgenuity Virtual Classroom Consortium Contract with Meridian Technology Center for 2016-2017.**

A motion was made by Smedley and seconded by Bennett-Johnson to approve the Edgenuity Virtual Classroom Consortium Contract with Meridian Technology Center for 2016-2017.

The motion carried with 6 ayes and 0 nays.

- 10G. President Watts called for recommendation, consideration and action upon nonrenewal of TransPar Group Contract with Guthrie Public Schools for transportation management services for 2016-2017.**

A motion was made by Pennington and seconded by Smedley to approve nonrenewal of TransPar Group Contract with Guthrie Public Schools for transportation management services for 2016-2017.

The motion carried with 6 ayes and 0 nays.

- 11. President Watts called for proposed executive session for the purpose of discussing employment of personnel, FMLA requests, resignation/separation from employment and transfer of position requests all as set out on the Personnel Reports, discussion of possible employment of a Director of Operations, discussion of possible employment of a Maintenance Supervisor, rehiring of support personnel as listed for 2016-2017, employment of career and probationary contract teachers as listed for 2016-2017, discussion of district level administrator's contract as listed for 2016-2017, discussion of teacher negotiations for 2016-2017, disclosure of which information would violate the confidentiality requirements of state and/or federal law all pursuant to 25 OKLA. STAT. Section 307 (B) 1, 2 and 7.**

- 11A. A motion was made by Bennett-Johnson and seconded by Pierson to go into executive session.**

The motion carried with 6 ayes and 0 nays. Executive session began at 7:41 p.m.

- 11B. President Watts acknowledged the Board's return to open session at 8:50 p.m.**
- 11C. President Watts stated that in executive session only those items listed in Agenda Item 11 were discussed and no votes were taken.**
- 12. President Watts called for a vote on action as set out on the Personnel Reports.**

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

The motion carried with 6 ayes and 0 nays.

- 13. President Watts called for action upon recommendation to rehire support personnel as listed for 2016-2017.**

A motion was made by Pennington and seconded by Bennett-Johnson to approve rehiring support personnel as listed for 2016-2017.

The motion carried with 6 ayes and 0 nays.

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

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

The motion carried with 6 ayes and 0 nays.

- 15. President Watts called for recommendation, consideration and action upon district level administrator's contract as listed for 2016-2017 without specification for salary or assignment.**

A motion was made by Pennington and seconded by Bennett-Johnson to approve action upon district level administrator's contract as listed for 2016-2017 without specification for salary or assignment.

The motion carried with 6 ayes and 0 nays.

- 16. President Watts called for recommendation, consideration and possible action on employment of a Director of Operations.**

Dr. Simpson recommended the employment of Mr. John Cody Thompson as Director of Operations for 2016-2017 beginning June 1, 2016.

A motion was made by Smedley and seconded by Davis to approve employment of Mr. John Cody Thompson as Director of Operations for 2016-2017 beginning June 1, 2016.

The motion carried with 6 ayes and 0 nays.

- 17. President Watts called for recommendation, consideration and possible action on employment of a Maintenance Supervisor for 2016-2017.**

No recommendation was presented.

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

Superintendent Simpson stated he had received no resignations.

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

Superintendent Simpson stated there was no new business.

- 20. A motion was made by Pennington and seconded by Smedley to adjourn the meeting.**

The motion carried with 6 ayes and 0 nays.

The meeting adjourned at 8:55 p.m.

Jana Frey, Minutes Clerk

E. Sharon Watts, Board President

**GUTHRIE PUBLIC SCHOOLS
BOARD MINUTES
SPECIAL MEETING
MAY 23, 2016**

MINUTES OF THE GUTHRIE PUBLIC SCHOOLS BOARD OF EDUCATION SPECIAL MEETING HELD AT 7:30 A.M. IN THE OFFICE OF THE BOARD, 802 EAST VILAS, GUTHRIE, OKLAHOMA ON MAY 23, 2016

Board Members Present: Jennifer Bennett-Johnson, Terry Pennington, Janna Pierson, Travis Sallee and Sharon Watts

Board Members Absent: Gail Davis and Tina Smedley

District Level School Officials Present: Dr. Mike Simpson, Superintendent
Dennis Schulz, Ass't Superintendent
Doug Ogle, Executive Director of Personnel/Secondary Ed
Carmen Walters, Executive Director of Federal Programs/Elementary Ed
Jerry Gammill, Director of Facilities
Dee Benson, Director of Technology

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

Members Gail Davis and Tina Smedley were not present for roll call.

3. A quorum was established.
4. President Watts asked everyone to stand and join her in the Pledge of Allegiance.
5. President Watts called for discussion, consideration and possible action to award the contract for Central Elementary HVAC and window replacement.

Mr. Sean Willis of The Stacy Group recommended awarding the contract for Central Elementary HVAC and window replacement including Alternate #1 and Alternate #2 to Jenco Construction as the lowest possible bidder for the contract sum of \$1,070,000.

Discussion followed.

A motion was made by Pierson and seconded by Bennett-Johnson to award the contract for Central Elementary HVAC and window replacement including Alternate #1 and Alternate #2 to Jenco Construction as the lowest possible bidder for the contract sum of \$1,070,000.

The motion carried with 5 ayes and 0 nays.

- 6. President Watts called for discussion, consideration and possible action upon contract with Oklahoma LED.**

Discussion followed.

A motion was made by Pierson and seconded by Pennington to approve the contract with Oklahoma LED.

Discussion followed.

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

- 7. A motion was made by Sallee and seconded by Pennington to adjourn the meeting.**

The motion carried with 5 ayes and 0 nays.

The meeting adjourned at 8:11 a.m.

Jana Frey, Minutes Clerk

Sharon Watts, Board President

WARRANTS PAID

GENERAL FUND:

2014-2015 \$ 0.00
2015-2016 \$1,943,860.98

GIFTS & ENDOWMENTS FUND:

INS. LOSS RECOVERY FUND:

BUILDING FUND:

2014-2015 \$ 0.00
2015-2016 \$ 29,504.58

CHILD NUTRITION FUND:

2014-2015 \$ 0.00
2015-2016 \$ 131,133.91

BOND FUND:

\$2,144.90

SCHOLARSHIPS:

89ers & Smithson – F&M Bank

Balance \$ 7,902.33

Keri Fisher – F&M Bank

Balance \$ 5,000.00

Paula Bearden – F&M Bank

Balance \$ 6,313.34

Randy Biggs - F&M Bank

Balance \$ 2,000.00

Total Monies in F&M Bank \$ 8,254,235.02

Pledged \$ 250,000.00 FDIC

Pledged \$ 9,963,000.00

\$ 250,000.00 FDIC

**GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST
June 13, 2016**

a. Cotteral, 805	Jaguar-Hallmark Candle Brochure
b. HS Acct. 884	Bottled Water sales
c. Key Club, 889	Trick or Treat for UNICEF
d. Math of Finance, 892	Student Store
e. Campus Beautification, 900	Parking permit sales
f. Drama, 913	Class Dues/T-shirt
g. Courtesy/Faculty, 870	Staff Jean Passes
h. Art, 851	Art Dues/Class Supply Fee
i. Yearbook, 904	Yearbook/ Senior Ad sales
j. Mu Alpha Theta, 893	Club Dues
k. HS Library, 856	Yearbook on CD sales
l. Tennis, 855	Mixed Doubles Tournament
m. Tennis, 855	Tennis Camp
n. Learn-2-Love, 826	Solicitation of Donations
o. JH Library, 825	Solicitation of Renovation supplies
p. Admin Courtesy Comm. 922	Staff donations
q. Admin Vending, 935	Vending Machine sales
r. Tennis, 855	Baked Potato Lunches
s. Tennis, 855	McDonalds Pancake Dinner ticket sales
t. Key Club, 889	Club Dues
u. Class of 2018, 862	Class Dues
v. GUES Activity, 812	Scholastic Book Fair
w. GUES Faculty, 813	Staff Vending/Snack sales

x. GUES Faculty, 813	Staff Jean Passes
y. Band, 859	Great American Cookie Dough/Brochure
z. Band, 859	Durham Ellis Pecan “Nut Sale”
aa. Class of 2020, 872	Class Dues/Shirt
bb.FFA/4H Booster, 876	Livestock show concession stand
cc. FFA/4H Booster, 876	Pork Chop Dinner/Live & Silent Auction
dd.FFA/4H Booster, 876	John Deer Gator Raffle
ee. FFA, 877	Meat Product sales
ff.FCCLA, 878	MPACT Cookie Dough/Frozen goods
gg.FCCLA, 878	LightWaves Bracelets
hh.FCCLA, 878	Jack Link’s Beef Jerky Snack sales
ii. FCCLA, 878	Class Dues
jj. Central, 802	Tumbler/Cups Brochure
kk. Central, 802	Scholastic Book Fair-Fall
ll. Central, 802	Scholastic Book Fair-Spring
mm. Central, 802	Reading for Education
nn. Central, 802	Big Kahuna Catalog Sale
oo. Central, 802	Penny Drive/Kiss the Pig
pp. Central PTO, 803	Candy/Valentine’s grams
qq. Central PTO, 803	Popcorn/Capri Sun
rr. Central PTO, 803	Christmas Store
ss. Central PTO, 803	Classroom/School T-shirts
tt. Central PTO, 803	Spirit Ribbon sales
uu. Science Club, 898	Lab Fees
vv. Science Club, 898	Club Dues
ww. GUES, 812	Southwest Fundraising Brochure
xx. GUES, 812	GUES T-shirt sales

yy.GUES, 812	Yearbook sales
zz. GUES PTO, 815	Boo Grams
aaa. GUES PTO, 815	Valentines Grams
bbb. GUES PTO, 815	Christmas Store
ccc. GUES PTO, 815	Sky Zone Fundraiser
ddd. GUES PTO, 815	Snack Shack-Friday snack sales
eee. JH Vocal, 902	Lab Fees for Choirs & Musical Drama
fff.HS Vocal, 902	Musical Production #1
ggg. JH Vocal, 902	Musical Production #2

a.

APR 29 2016



GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST

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

Site Name: Cotteral Date of Request: 4/28/16

Account Name & Number: Cotteral - 805

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

Jaguar Fundraising
rep. Christy Anderson-Tiffin
(405) 517-5167
Hallmark Candle - Brochure

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

Funds will be use for needs in the classroom. Wide ranges of needs headphones, reading materials, subscriptions to Peeble Go, Starfall, apps for iPads.

Current Unobligated Account Balance (Cash Balance less Open PO's): 5,596.¹⁰

Location of Sales: School Facility Community Both

Start / End Dates of Fundraiser: Sept 1, 2016 to Sept 16, 2016

Profit Prediction	a - b = c	a. Estimated INCOME:	5,000.00	Notes:
		b. Less Estimated EXPENSE		
		c. Estimated PROFIT:	\$5,000.00	

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

Sponsor's Signature [Signature] Date 4/28/16 Sponsor's Name Printed Seth Cooper

Principal's Signature [Signature] Date 4/28/16 Activity Fund Custodian's Signature [Signature] **DS**

Athletic Director's Signature (if applicable)

Board Approval Date

RECEIVED
5-6-16

b.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5/4/16 Site Name: High School

Acct. Name & #: High School Activity Acct. #884 Current Unobligated Account Balance: 12,077.32 / \$49949.25 621.74 (Raised 2015-16)

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

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

Sales of bottled water in North Office

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

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

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

Bottled water

Manufacturer: Great Value

Purpose for which funds will be used:

Purchase of yearbooks for students (chosen by staff) who cannot afford to purchase them.

Name of Vendor: Walmart

Address of Vendor: 1608 S. Division St. Guthrie, OK 73044

Items to be purchased in order to conduct the fundraiser:

Bottled water

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

NOTES:

First day of Fundraiser: 8/19/16 Last Day of Fundraiser: 5/23/17

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

What will happen to any items that are not sold? Any unsold bottled water will be stored

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

Sponsor's Signature: Chris Bryant Date: 5-5-16

Principal's Signature: Chris Bryant DS Date: 5-5-16

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

Board of Education Approval Date: _____



C.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5-4-2016 Site Name: HS

Acct. Name & #: 889 Key Club Current Unobligated Account Balance: 46462

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

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

Trick or Treat for UNIEF will be collecting change the week of Halloween

If food and/or beverage items are being sold to students during the school day, they must meet the Smart Snacks in School's nutritional standards...

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

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

Manufacturer:

Purpose for which funds will be used:

All money collected will be sent to UNIEF

Name of Vendor: KIWANIS /Trick or Treat for UNIEF

Address of Vendor: 125 Maiden Lane new york New York 10038

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: 150.00
b. Less Estimated EXPENSE: 0.00
c. Estimated PROFIT: 150.00

NOTES:

First day of Fundraiser: 10-24-2016 Last Day of Fundraiser: 10-31-2016

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

What will happen to any items that are not sold?

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

Sponsor's Signature: [Signature] Date: 5-4-16

Principal's Signature: [Signature] Date: 5-4-16

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

Board of Education Approval Date:



RECEIVED
5-17-16

d.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 05/06/16 Site Name: Guthrie High School

Acct. Name & #: 892 Reasonable Financial Literacy *Math of Finance* Current Unobligated Account Balance: 1815 *of 517146-*

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

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

Student store which will carry school supplies (pens, pencils, erasers, folders, notebooks, and various other items.)

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

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

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

Manufacturer: _____

Purpose for which funds will be used:

Class projects and field trips and misc other school supplies.

Name of Vendor: Walmart, Target, Office Depot

Address of Vendor: Edmond and Guthrie

Items to be purchased in order to conduct the fundraiser:

pencils erasers notebooks, folders, and misc other school supplies

- a. Estimated INCOME: 500
- b. Less Estimated EXPENSE: 250
- c. Estimated PROFIT: 250

NOTES:

First day of Fundraiser: 08/29/16

Last Day of Fundraiser: 04/28/17

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

What will happen to any items that are not sold? They will be reused in the store the following year or for PFL class

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

Sponsor's Signature: *[Signature]* Date: 5/16/16

Principal's Signature: *[Signature]* Date: 5-17-16

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

Board of Education Approval Date: _____



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5-12-16 ag

e.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5-10-2016

Site Name: Guthrie High School

Acct. Name & #: Campus Beautification #900

Current Unobligated Account Balance: \$11508.51 7,916.89

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

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

Fees collected from students for parking permit allowing them to park in campus lot for the 2016-17 school year.

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

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

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

n/a

Manufacturer: n/a

Purpose for which funds will be used:

activity fund operation expenses, parking permits for staff and faculty, assemblies and speakers, building improvements, maintenance of grounds, awards, trophies and plaques, shirts, sweatshirts, hats, etc.

Name of Vendor: Rydin Decal

Address of Vendor: PO Box 92170, Elk Grove Village, IL 60009

Items to be purchased in order to conduct the fundraiser:

parking permit hang tags

- a. Estimated INCOME: 4400.00
- b. Less Estimated EXPENSE: 325.00
- c. Estimated PROFIT: 4075.00

NOTES:

First day of Fundraiser: 8-1-2016

Last Day of Fundraiser: 5-15-2017

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

What will happen to any items that are not sold? any unsold permits will be destroyed

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

Sponsor's Signature: Bret Stone Date: 5-10-16

Principal's Signature: Chris [Signature] Date: 5-10-16

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

Board of Education Approval Date:

Form: AF Fundraiser Request 4/2016



RECEIVED
5-20-16 98

f.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5-17-16 Site Name: GHS
Acct. Name & #: 913-Drama Current Unobligated Account Balance: 112.34 1519.39

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

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

Dues/shirts

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

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

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

Manufacturer: _____

Purpose for which funds will be used:

Shirts, props, costumes, fees, food, gas, subs, contests, snacks, plays, lodging, judges, supplies, sound equipment, books, shoes, scripts, paints, markers, posters, brushes, etc.

Name of Vendor: Body Bill Board

Address of Vendor: Guthrie

Items to be purchased in order to conduct the fundraiser:

Shirts

a. Estimated INCOME: 1000.00
b. Less Estimated EXPENSE: 800.00
c. Estimated PROFIT: 200.00

NOTES:

First day of Fundraiser: aug. 2016

Last Day of Fundraiser: May 2016

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

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

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

Sponsor's Signature: Shelley Beynon Date: 5/17/16

Principal's Signature: Chris G. [Signature] ^{DS} Date: 5-19-16

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

RECEIVED
5-20-16

9.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5/17/2016 Site Name: Guthrie High School

Acct. Name & #: 870 Courtesy Committee Current Unobligated Account Balance: 622.21 **1432.75**

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

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

Jeans Passes. Passes will be sold to teachers for special jeans days.

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

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

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

N/A

Manufacturer: N/A

Purpose for which funds will be used:

Funds will be used to purchase food for teacher appreciation luncheons, gift basket items and plants for ill staff members or those with deaths in the family, baby shower and wedding shower supplies and food, retirement reception supplies and food, and other items for staff appreciation.

Name of Vendor: N/A

Address of Vendor: N/A

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: 1000.00
- b. Less Estimated EXPENSE: 0.00
- c. Estimated PROFIT: 1000.00

NOTES:

First day of Fundraiser: 8/1/2016 Last Day of Fundraiser: 5/1/2016

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

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

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

Sponsor's Signature: [Signature] Date: 5/17/2016

Principal's Signature: [Signature] Date: 5-19-16

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

Board of Education Approval Date: _____

lv.

RECEIVED
5-23-16

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 05-16-2016 Site Name: HS

Acct. Name & #: 851 Art Current Unobligated Account Balance: 5934.55 5/20/16

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

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

ART DUES/ CLASS SUPPLY FEE

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

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

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

-

Manufacturer: -

Purpose for which funds will be used:

THESE FUNDS WILL BE USED TO PAY FOR THE PERISHABLE SUPPLIES USED IN THE CLASS

EXAMPLE PAINT, GLUE, MARKERS, PAPER

Name of Vendor:

Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

-

- a. Estimated INCOME: 2000.00
- b. Less Estimated EXPENSE: 0.00
- c. Estimated PROFIT: 2000.00

NOTES:

First day of Fundraiser: AUG. 1 2016 Last Day of Fundraiser: May 23, 2017

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

What will happen to any items that are not sold?

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

Sponsor's Signature: [Signature] Date: 5-19-16

Principal's Signature: [Signature] DS Date: 5-19-16

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

Board of Education Approval Date:



i.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

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

Acct. Name & #: Yearbook 904 Current Unobligated Account Balance: 3915.59

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Yearbook sales and senior ad sales

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

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

Manufacturer: Jostens

Purpose for which funds will be used:
Yearbook expenses, training expenses, and supplies

Name of Vendor: Jostens

Address of Vendor: 451 International Blvd Clarksville TN 37040

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

a. Estimated INCOME: 40,000
b. Less Estimated EXPENSE: 33,000
c. Estimated PROFIT: 7,000
NOTES:

First day of Fundraiser: August 12, 2016 Last Day of Fundraiser: May 31, 2017
I understand that when this fundraiser is completed, an After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close date of the fundraiser.

What will happen to any items that are not sold? Yearbooks will be inventoried and sold to alumni

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

Sponsor's Signature: [Signature] Date: 5/20/16

Principal's Signature: [Signature] Date: 5-20-16

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

Board of Education Approval Date:



RECEIVED
5-23-16

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

J.

Date of Request: 5-20-16 Site Name: Guthrie High School

Acct. Name & #: Mu Alpha Theta #893 Current Unobligated Account Balance: \$382.99

af

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used:
to pay state mu alpha theta membership fees, field trips, sub/fuel reimbursement, OU math day

Name of Vendor: _____
Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: \$100 _____
- b. Less Estimated EXPENSE: \$0 _____
- c. Estimated PROFIT: \$100 _____

NOTES:

First day of Fundraiser: 5-19-2016 Last Day of Fundraiser: 12-31-2016
I understand that when this fundraiser is completed, an After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close date of the fundraiser.

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

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

Sponsor's Signature: [Signature] Date: 5-20-16

Principal's Signature: [Signature] Date: 5-20-16

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

Board of Education Approval Date: _____

R.



RECEIVED
5-23-16

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: May 20, 2016 Site Name: High School

Acct. Name & #: 856, Library Current Unobligated Account Balance: \$1,641.54

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

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

We will be selling past yearbook CD's during homecoming.

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

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

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

Manufacturer: _____

Purpose for which funds will be used:

Purchase books

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

provided to us at no cost

- a. Estimated INCOME: \$400.00
- b. Less Estimated EXPENSE: 0.00
- c. Estimated PROFIT: \$400.00

NOTES:

First day of Fundraiser: 8/1/16 Last Day of Fundraiser: 5/30/17

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

What will happen to any items that are not sold? Keep them for the next year.

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

Sponsor's Signature: Mary Shuer Date: 5-20-16

Principal's Signature: Chris [Signature] Date: 5-20-16

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

Board of Education Approval Date: _____



RECEIVED
5-24-168

l.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5-17-16 Site Name: High School
Acct. Name & #: Tennis 855 Current Unobligated Account Balance: 59,123.63 9695.51
08

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

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

Mixed Doubles Tournament at the High School

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

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

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

Manufacturer:

Purpose for which funds will be used:

Subs, uniforms, lodging, equipment, chemicals for weeds, tennis court repairs

We desperately need to resurface our tennis courts and it takes \$15,000 to do it.

Name of Vendor:

Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

0

- a. Estimated INCOME: \$250.00
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: \$250.00

NOTES:

First day of Fundraiser: Fall of 2016 Last Day of Fundraiser: _____

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

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

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

Sponsor's Signature: Mary Hua Date: 5-19-16

Principal's Signature: D. Ch... Date: 5-19-16

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

Board of Education Approval Date: _____



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5-24-16ag

m.

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5-17-16 Site Name: High School

Acct. Name & #: Tennis 855 Current Unobligated Account Balance: 969591

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

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

Tennis Camp at the Guthrie High School Courts

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

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

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

Manufacturer:

Purpose for which funds will be used:

Subs, uniforms, equipment, lodging, chemicals for weeds, court repairs

We desperately need to resurface our tennis courts and it takes \$15,000 to do it.

Name of Vendor:

Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

0

- a. Estimated INCOME: \$250.00
b. Less Estimated EXPENSE: 0
c. Estimated PROFIT: \$250.00

NOTES:

First day of Fundraiser: Fall of 2016

Last Day of Fundraiser:

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

What will happen to any items that are not sold?

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

Sponsor's Signature: Mary Huds Date: 5-19-16

Principal's Signature: DS Date: 5-19-16

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

Board of Education Approval Date:

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5-25-16

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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5-24-16 Site Name: Guthrie Jr. High School

Acct. Name & #: 826 Learn-2-Love Current Unobligated Account Balance: 2121.97 \$10 ap

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

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

Solicitation of Donations

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

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

Manufacturer: NA

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

Name of Vendor: NA
Address of Vendor: NA

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

a. Estimated INCOME: 5000.00
b. Less Estimated EXPENSE: 0
c. Estimated PROFIT: 5000.00

NOTES:

First day of Fundraiser: July 1, 2016 Last Day of Fundraiser: June 30, 2017

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

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

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

Sponsor's Signature: [Signature] Date: 5-24-16

Principal's Signature: [Signature] Date: 5-24-16

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

Board of Education Approval Date:



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5-25-16

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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 05/24/2016

Site Name: Guthrie Junior High School

Acct. Name & #: Library #825

Current Unobligated Account Balance:

€ 106.²⁰7⁰⁰

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

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

This is not a request to raise funds but rather to ask for donations to complete the library renovation.

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

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

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

Manufacturer:

Purpose for which funds will be used:

The materials requested for donations will be utilized in renovating and updating the library.

Items requested: paint, paint supplies, laminate covering for circulation desk or file, carpet

Name of Vendor: Multiple sources - Lowes

Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

~~Items requested: paint, paint supplies, laminate covering for circulation desk or file, carpet~~

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

NOTES:

First day of Fundraiser: 6/15/16

Last Day of Fundraiser: 12/1/16

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

What will happen to any items that are not sold? Any items not used will be stored for future use.

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

Sponsor's Signature:

[Handwritten Signature]

Date:

5/24/16

Principal's Signature:

[Handwritten Signature] DS

Date:

5/24/16

Athletic Director's Signature (if applicable): _____

Date: _____

Board of Education Approval Date: _____

4

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5/25/16 Site Name: Administration

Acct. Name & #: 922, Admin Courtesy Committee Current Unobligated Account Balance: 108.87

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
We ask that each staff member donate \$20

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

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

Manufacturer:

Purpose for which funds will be used:
To purchase cards, flowers, food, gifts for bereavement, get well & retirement gifts/parties for administration staff

Name of Vendor: Mary's Flower Shop, Wal Mart, Hallmark
Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: 350
b. Less Estimated EXPENSE: 0
c. Estimated PROFIT: 350
NOTES:

First day of Fundraiser: 7/1/16 Last Day of Fundraiser: 6/30/17
I understand that when this fundraiser is completed, an After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close date of the fundraiser.

What will happen to any items that are not sold?

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

Sponsor's Signature: [Signature] Date: 5-25-16

Principal's Signature: [Signature] Date: 5/26/16

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

Board of Education Approval Date:

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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5/25/16 Site Name: Administration

Acct. Name & #: 935, Admin Vending Current Unobligated Account Balance: 30.73

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Soda vending machine & candy/chip vending

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

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

Manufacturer: _____

Purpose for which funds will be used:
To replenish vending supply choice for staff/visitors

Name of Vendor: Guthrie Confectionary, Wal-Mart, Sam's, Staples
Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:
only vending items

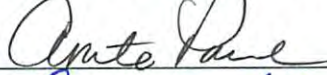
- a. Estimated INCOME: 1000.00
- b. Less Estimated EXPENSE: 950.00
- c. Estimated PROFIT: 50.00

NOTES:

First day of Fundraiser: 7/1/16 Last Day of Fundraiser: 6/30/17
I understand that when this fundraiser is completed, an After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close date of the fundraiser.

What will happen to any items that are not sold? To be sold until gone

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

Sponsor's Signature:  Date: 5-25-16

Principal's Signature:  Date: 5/26/16

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

Board of Education Approval Date: _____



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5-24-16

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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5-19-16 Site Name: High School
Acct. Name & #: Tennis #855 Current Unobligated Account Balance: 9,129.03 9695⁵⁹/₈

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

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

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

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

We will be selling baked potatoes for \$5 dollars during lunch in the library.

Manufacturer: _____

Purpose for which funds will be used:

We desparatley need to resurface our tennis courts and it takes \$15,000 to do it.

Subs, uniforms, equipment court up keep + repairs

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

All items will be donated by the tennis team

- a. Estimated INCOME: 1,000.00
- b. Less Estimated EXPENSE: 0
- c. Estimated PROFIT: 1,000

NOTES:

First day of Fundraiser: November 2016 1x Last Day of Fundraiser: Janurary 2017 1x

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

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

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

Sponsor's Signature: Mary Huds Date: 5-19-16

Principal's Signature: [Signature] DS Date: 5-19-16

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

[Signature]

CN Director Signature

05.27.16

Date



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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5-19-16

Site Name: High School

Acct. Name & #: Tennis #855

Current Unobligated Account Balance: 9,123.63 9695.59

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

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

McDonald's Pancake Tickets

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

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

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

McDonald's provides the tickets and we sale them for \$5 dollars a piece, after the event at McDonald's we pay them half of the money of the tickets redeemed.

Manufacturer:

Purpose for which funds will be used:

We desparatley need to resurface our tennis courts and it takes \$15,000 to do it.

Subs, uniforms, equipment, court up keep + repairs

Name of Vendor: Wagner and Sons

Address of Vendor: 6221 S. 107th E. Ave, Tulsa, OK 74133

Items to be purchased in order to conduct the fundraiser:

Nothing 1/2 of ticket price

- a. Estimated INCOME: 1,000.00
- b. Less Estimated EXPENSE: 500.00
- c. Estimated PROFIT: 500.00

NOTES:

First day of Fundraiser: February 1, 2017

Last Day of Fundraiser: February 22, 2017

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

What will happen to any items that are not sold?

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

Sponsor's Signature: Mary Hubs Date: 5-19-16

Principal's Signature: [Signature] DS Date: 5-19-16

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

Board of Education Approval Date: _____



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GUTHRIE PUBLIC SCHOOLS ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5-4-2016 Site Name: HS

Acct. Name & #: 889 KEY Club Current Unobligated Account Balance: 464.67

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

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

Club Dues
~~Due to be payed for state, local and national dues for Kiwanis~~

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

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

Manufacturer: _____

Purpose for which funds will be used:
To pay state and local and national Kiwanis Dues

Name of Vendor: Kiwanis International
Address of Vendor: PO Box 7096 Department 244 indianapolis , IN 46206

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: 300.00
b. Less Estimated EXPENSE: ~~300.00~~ 0
c. Estimated PROFIT: ~~0~~ 300.00

NOTES:

First day of Fundraiser: 8-19-2016 Last Day of Fundraiser: 12-21-2016
I understand that when this fundraiser is completed, an After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close date of the fundraiser.

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

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

Sponsor's Signature: [Signature] Date: 5-4-16

Principal's Signature: [Signature] ^{DS} Date: 5-4-16

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

Board of Education Approval Date: _____



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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5/23/16 Site Name: GHS
Acct. Name & #: Class of 2018 #862 Current Unobligated Account Balance: 4713.76

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

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

Collection of \$50 dues

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

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

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

Manufacturer: _____

Purpose for which funds will be used:

Class shirts, homecoming/prom expenses and any unforeseen expenditures

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: 10000.00
- b. Less Estimated EXPENSE: ~~2000.00~~ 0
- c. Estimated PROFIT: ~~8000.00~~ 10,000.00

NOTES:

First day of Fundraiser: August 2016 Last Day of Fundraiser: May 2017
I understand that when this fundraiser is completed, an After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close date of the fundraiser.

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

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

Sponsor's Signature: Michelle Riedus Date: 5/23/16

Principal's Signature: Chris Grande DS Date: 5-25-16

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

Board of Education Approval Date: _____



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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

V.

Date of Request: 5-25-16 Site Name: Guthrie Upper Elementary School

Acct. Name & #: 812-Activity Current Unobligated Account Balance: 17,020.60 *18528.09 gp*

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

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

Scholastic Book Fair

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

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

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

Manufacturer: _____

Purpose for which funds will be used:

Funds will be used to purchase new books for the library, replace old or damage books, purchase equipment, supplies, materials and computer software

Name of Vendor: Scholastic

Address of Vendor: S.W 44th St. OKC. OK 73179

Items to be purchased in order to conduct the fundraiser:

Books for sale

- a. Estimated INCOME: \$6,000.00
- b. Less Estimated EXPENSE: \$3,800.00
- c. Estimated PROFIT: \$2,200.00

NOTES:

First day of Fundraiser: Oct. 19, 2016 Last Day of Fundraiser: Oct. 30, 2016

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

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

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

Sponsor's Signature: _____ Date: _____

Principal's Signature: *Susan Dawson* *DS* Date: 5/26/16

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

Board of Education Approval Date: _____



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5-27-16

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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5-25-16 Site Name: Guthrie Upper Elementary

Acct. Name & #: 813- Faculty Current Unobligated Account Balance: \$642.15

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

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

Snacks/vending for teachers to purchase through out the year

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

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

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

Candy, chips, crackers, candy bars, nuts

Manufacturer: Frito Lay, Mars

Purpose for which funds will be used:

Proceeds will go back towards replenishing more snacks as needed.

Name of Vendor: Sam's Wholesale

Address of Vendor: Sam's 1117 W. I-35 Edmond, Ok. 73034

Items to be purchased in order to conduct the fundraiser:

Chips, candy bars, candy, nuts, crackers

- a. Estimated INCOME: \$300.00
- b. Less Estimated EXPENSE: \$250.00
- c. Estimated PROFIT: \$50.00

NOTES:

First day of Fundraiser: Sept. 9, 2016 Last Day of Fundraiser: May 25, 2017

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

What will happen to any items that are not sold? Items will be saved for the following year

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

Sponsor's Signature: _____ Date: _____

Principal's Signature: *Susan Dawson* ^{DS} Date: 5/26/16

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

Board of Education Approval Date: _____



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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5-25-16 Site Name: Guthrie Upper Elementary

Acct. Name & #: 813-Faculty Current Unobligated Account Balance: \$642.15

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

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

Jean passes, Teachers have the option to buy a pass to wear jeans on certain days of the year, that are not already scheduled.

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

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

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

Manufacturer:

Purpose for which funds will be used:

The money raised from this fundraiser will go towards retirement reception, retirement gifts, and also meals for staff dinners

Name of Vendor:

Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: \$2000.00
b. Less Estimated EXPENSE: 0
c. Estimated PROFIT: \$2,000.00

NOTES:

First day of Fundraiser: Sept. 9, 2016 Last Day of Fundraiser: May 25, 2017

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

What will happen to any items that are not sold?

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

Sponsor's Signature: Date:

Principal's Signature: [Signature] Date: 5/26/16

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

Board of Education Approval Date:



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5-31-16⁸

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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5-26-16 Site Name: Band High School
Acct. Name & #: Band 859 Current Unobligated Account Balance: 9,482.93 ^{af}

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

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

Great American Opportunities Cookie Dough and Brochure Sale

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

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

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

Cookie Dough- frozen

Manufacturer: Southern Living and Great American

Purpose for which funds will be used:

Band Trips, music, instrument repair, instruments, electornics, and other band equipment needs

Name of Vendor: Great American Opportunities

Address of Vendor: P.O. Box 306047 Nashville, TN 37230-6047

Items to be purchased in order to conduct the fundraiser:

~~Nothing to be purchased~~ cookie dough / Brochure sales

- a. Estimated INCOME: \$3000.00
- b. Less Estimated EXPENSE: \$1600.00
- c. Estimated PROFIT: 1400.00

NOTES:

First day of Fundraiser: August 9th 2016 Last Day of Fundraiser: August 12th 2016

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

What will happen to any items that are not sold? they will be sold

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

Sponsor's Signature: [Signature] Date: 5-26-16

Principal's Signature: [Signature] Date: 5-27-16

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016



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5-31-16 *ap*

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5-26-16 Site Name: Band 6th - 12th
Acct. Name & #: Band 859 Current Unobligated Account Balance: 9,482⁹³/₁₀₀ *ap*

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

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

Durham Ellis Pecan "Nut Sale"

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

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

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

assorted nuts and flavored nuts

Manufacturer: Durham Ellis Pecan

Purpose for which funds will be used:

Band Trips, music, instrument repair, instruments, electronics, and other band equipment needs

Name of Vendor: Durham Ellis Pecan

Address of Vendor: 308 S. Houston, Comanche, TX 76442

Items to be purchased in order to conduct the fundraiser:

~~Assorted nuts such as candy, nuts, soda pop, and other band equipment needs~~ Durham Products

- a. Estimated INCOME: \$14,000.00
- b. Less Estimated EXPENSE: \$7,000.00
- c. Estimated PROFIT: \$7,000.00

NOTES:

First day of Fundraiser: September 20th, 2016 Last Day of Fundraiser: October 4th, 2016

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

What will happen to any items that are not sold? They will be sold at a discount at Winter Band Concert

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

Sponsor's Signature: *[Signature]* Date: 5-26-16

Principal's Signature: *[Signature]* ^{DS} Date: 5-26-16

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

Board of Education Approval Date: _____



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5-31-16 *gp*

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5-26-16 Site Name: Guthrie High School

Acct. Name & #: Class of 2020 #872 Current Unobligated Account Balance: \$0 *af*

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used:
class t-shirts, homecoming expenses, and any unforeseen expenses

Name of Vendor: Think Ink
Address of Vendor: 5300 W. Forrest Hills Rd, Guthrie, OK 73044

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

- a. Estimated INCOME: 5300.00
- b. Less Estimated EXPENSE: 1398.00
- c. Estimated PROFIT: 3902.00

NOTES:

First day of Fundraiser: 8-1-16 Last Day of Fundraiser: May 2017
I understand that when this fundraiser is completed, an After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close date of the fundraiser.

What will happen to any items that are not sold? shirts will be given to Sophomore sponsor for the next year

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

Sponsor's Signature: Daylan Edwards Date: 05-26-16

Principal's Signature: Chris Edwards DS Date: 5-26-16

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

Board of Education Approval Date: _____

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5-31-16

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 05-27-2016 Site Name: High School
Acct. Name & #: FFA Booster Club 876 Current Unobligated Account Balance: 40324.25 39,965 31/00
Select One: Soliciting in school only Soliciting in school and community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Have concession stand during the local show and the county spring livestock show selling food and drinks to exhibitors, guest, parents.

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

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

Manufacturer:

Purpose for which funds will be used:
To raise money to support the Guthrie FFA with trips, event functions, purchasing equipment, awards, and special events.

Name of Vendor: Various based on getting food.
Address of Vendor:

Items to be purchased in order to conduct the fundraiser:
Food for the concession stand as well as drinks.

- a. Estimated INCOME: 5,500
- b. Less Estimated EXPENSE: 1,500
- c. Estimated PROFIT: 4,000

NOTES:

First day of Fundraiser: Feb 1, 2017 Last Day of Fundraiser: Feb 25, 2017
I understand that when this fundraiser is completed, an After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close date of the fundraiser.

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

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

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

Principal's Signature: Chris [Signature] DS Date: 5-27-16

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

Board of Education Approval Date:



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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

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

Acct. Name & #: FFA Booster Club 876 Current Unobligated Account Balance: 49304.25 39,965.31 ap

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

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

Pork Chop Dinner selling pork chop meals, having a live and silent auction. Tickets are pre-sold before as well as the day of the event.

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

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

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

Manufacturer:

Purpose for which funds will be used:

To raise money to support the Guthrie FFA with trips, event functions, purchasing equipment, awards, and special events.

Name of Vendor:

Address of Vendor:

Items to be purchased in order to conduct the fundraiser:

Food, tickets, rental of facilities.

- a. Estimated INCOME: 30,000
- b. Less Estimated EXPENSE: 10,000
- c. Estimated PROFIT: 20,000

NOTES:

First day of Fundraiser: August 20, 2016

Last Day of Fundraiser: October 21, 2016

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

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

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

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

Principal's Signature: [Signature] DS Date: 5-27-16

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

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

Acct. Name & #: FFA Booster Club 876 Current Unobligated Account Balance: ~~4984.25~~ 39,965.31

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

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

Purchase a John Deere gator and sell 801 tickets which will have the one winning ticket drawn during the pork chop dinner.

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

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

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

Manufacturer: John Deere

Purpose for which funds will be used:

To raise money to support the Guthrie FFA with trips, event functions, purchasing equipment, awards, and special events.

Name of Vendor: P & K Equipment

Address of Vendor: 6709 N 135 Frontage Road, Edmond, OK 73034

Items to be purchased in order to conduct the fundraiser:

Gator, tickets to sell

- a. Estimated INCOME: 20,000
- b. Less Estimated EXPENSE: 7200
- c. Estimated PROFIT: 12,800

NOTES:

First day of Fundraiser: August 20, 2016 Last Day of Fundraiser: October 21, 2016

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

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

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

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

Principal's Signature: Chris [Signature] Date: 5-27-16

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

Board of Education Approval Date: _____

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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5-27-16

Site Name: High School

Acct. Name & #: FFA 877

Current Unobligated Account Balance: ~~8,500~~ 12,517.⁷⁸ *eg*

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Selling meat products such as sausage, chicken and bacon throughout the year.

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

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

Manufacturer:

Purpose for which funds will be used:
Trips, awards, equipment, meals

Name of Vendor: Blue and Gold Sausage, T & D Meats, DJ's Fundraising
Address of Vendor: 10101 N Hiwassee Road, Jones, OK ; 801 Glen D Johnson, Okemah, OK 74859 ; 337 Lwason Blvd, Clayton, OK 74536

Items to be purchased in order to conduct the fundraiser:
sausage, bacon, chicken, etc:

- a. Estimated INCOME: 107,000
- b. Less Estimated EXPENSE: 87,000
- c. Estimated PROFIT: 20,000

NOTES:

First day of Fundraiser: Aug 25, 2016 Last Day of Fundraiser: April 10, 2017
I understand that when this fundraiser is completed, an After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close date of the fundraiser.

What will happen to any items that are not sold? all items will be sold

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

Sponsor's Signature: *[Signature]* Date: 5-27-16

Principal's Signature: *[Signature]* ^{DS} Date: 5-27-16

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

Board of Education Approval Date: _____

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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5/26/2016 Site Name: Guthrie High School

Acct. Name & #: FCCLA 878 Current Unobligated Account Balance: 372.86

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

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

MPACT cookie dough/frozen goods from a flyer. Sample flyer attached.

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

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

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

Cookie dough, and other frozen products (soft pretzels, garlic bread, etc.)

Manufacturer: Club Choice

Purpose for which funds will be used:

FCCLA transportation/substitutes/registrations for District & Regional STAR Events, and lunch meeting meals.

Name of Vendor: MPACT Fundraising, Mark Prater

Address of Vendor: 820 Davenport Rd #152, Edmond, OK 73003

Items to be purchased in order to conduct the fundraiser:

No items will be purchased until payment is received. MPACT Product

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

NOTES:

First day of Fundraiser: October 1, 2016 Last Day of Fundraiser: October 28, 2016

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

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

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

Sponsor's Signature: Amanda B Moore Date: 5/26/16

Principal's Signature: Chris D. [Signature] PS Date: 5-26-16

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

Board of Education Approval Date:



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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 05/26/16 Site Name: Guthrie High School

Acct. Name & #: FCCLA 878 Current Unobligated Account Balance: 372.86

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

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

LightWaves bracelets (light up blue with "Guthrie High School" on the band) for \$5 each. Flyer attached. They will be sold out of my classroom, but NOT during classtime.

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

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

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

Manufacturer: Light Wave/Strike

Purpose for which funds will be used:

FCCLA transportation/substitutes/registrations for LEAD (leadership conference) and District Meeting

Name of Vendor: MPACT Fundraising

Address of Vendor: 820 Davenport Rd #152, Edmond, OK 73003

Items to be purchased in order to conduct the fundraiser:

200 LightWave bracelets

- a. Estimated INCOME: 1000
- b. Less Estimated EXPENSE: 500
- c. Estimated PROFIT: 1000

NOTES:

First day of Fundraiser: September 12, 2016

Last Day of Fundraiser: September 23, 2016

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

What will happen to any items that are not sold? We will sell them again in the Spring (if approved).

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

Sponsor's Signature: Amanda B Moore DS Date: 5/26/16

Principal's Signature: Chris G. ... Date: 5-26-16

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

Board of Education Approval Date:



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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 05/26/16 Site Name: Guthrie High School

Acct. Name & #: FCCLA 878 Current Unobligated Account Balance: 372.86

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

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

Jack Link's Beef Jerky sacks for \$2 each. Students will sell these out of my room, not during classtime. Standards met & attached.

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

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

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

Beef jerky

Manufacturer: Jack Link's

Purpose for which funds will be used:

FCCLA transportation/substitutes/registrations for State STAR events, community service project at the Regional Food Bank, and FCCLA Week activities

Name of Vendor: MPact Fundraising Mark Prater

Address of Vendor: 820 Davenport Rd #152, Edmond, OK 73003

Items to be purchased in order to conduct the fundraiser:

Jack Link's Beef Jerky

- a. Estimated INCOME: 750
- b. Less Estimated EXPENSE: 325
- c. Estimated PROFIT: 425

NOTES:

First day of Fundraiser: January 29, 2017

Last Day of Fundraiser: February 10, 2017

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

What will happen to any items that are not sold? We will request another fundraiser in May

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

Sponsor's Signature: Amanda B Moore Date: 5/26/16

Principal's Signature: Chris L. [Signature] PS Date: 5-26-16

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

Board of Education Approval Date:

Smart Snacks Product Calculator Results

Brand:
Jack Link's Beef Jerky

Product Name:
70 Calorie Snack Packs

Serving Size:
24.10 g

First Ingredient:
Beef

Your protein food product meets all
nutrient standards.

Nutrition Facts

Serving Size 0.85 oz (about 24.10 g) ⓘ

Servings Per Container

Amount Per Serving

Calories 70

Calories from Fat 5

Total Fat (g) 6

Saturated Fat (g) 0

Trans Fat (g) 0

Sodium (mg) 200

Carbohydrates

Sugars (g) 6

Vitamin D (%) NA

Potassium (%) NA

Calcium (%) NA

Dietary Fiber (%) NA



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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 05/26/16 Site Name: Guthrie High School

Acct. Name & #: FCCLA 878 Current Unobligated Account Balance: \$372.86 *ag*

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

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

Yearly dues from 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/>

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

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

Manufacturer: _____

Purpose for which funds will be used:

FCCLA National (\$9), State (\$5), and Local Dues(\$16) (\$30 total). Local dues include monthly meeting meals & a t-shirt. \$700 will be sent to the state & national offices for affiliation.

Name of Vendor: No vendor

Address of Vendor: No vendor

Items to be purchased in order to conduct the fundraiser:

No items are being purchased.

- a. Estimated INCOME: 1500
- b. Less Estimated EXPENSE: 700
- c. Estimated PROFIT: 800 *1500.00 ag*

NOTES:

First day of Fundraiser: August 15, 2016

Last Day of Fundraiser: October 1, 2016

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

What will happen to any items that are not sold? No items are being sold.

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

Sponsor's Signature: Amanda B Moore Date: 5/26/16

Principal's Signature: Chris L. Moore *DS* Date: 5-26-16

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

Board of Education Approval Date: _____

Form: AF Fundraiser Request 4/2016

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

js

Date of Request: 6/1/2016 Site Name: Central

Acct. Name & #: Central 802 Current Unobligated Account Balance: 13,100.00 *gp*

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

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

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

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

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

Manufacturer: n/a

Purpose for which funds will be used:

To purchase books for library to be checked out by studentds and teachers.

Name of Vendor: Jaguar Fundraising, LLC

Address of Vendor: 317 N. Bradbury Dr. Edmond, OK 73034

Items to be purchased in order to conduct the fundraiser:

Insultated tumblers

- a. Estimated INCOME: 13,000.00
- b. Less Estimated EXPENSE: 8000.00
- c. Estimated PROFIT: 5,000.00

NOTES:

First day of Fundraiser: 2/22/2017 Last Day of Fundraiser: 3/8/2017

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

What will happen to any items that are not sold? We will only purchase what is sold/ordered.

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

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

Principal's Signature: *[Signature]* *DS* Date: 6/2/16

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

Board of Education Approval Date: _____

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

rk

Date of Request: 6/1/2016 Site Name: Central

Acct. Name & #: Central 802 Current Unobligated Account Balance: 13,100.00 *gp*

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

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

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

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

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

Manufacturer: n/a

Purpose for which funds will be used:

To purchase books for library to be checked out by students and teachers.

Name of Vendor: Scholastic Book Fair

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

Books, posters, and other small items that are sold through Scholastic

- a. Estimated INCOME: 5,500.00
- b. Less Estimated EXPENSE: 3,500.00
- c. Estimated PROFIT: 2,000.00

NOTES:

First day of Fundraiser: 10/3/2016 Last Day of Fundraiser: 10/7/2016

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

What will happen to any items that are not sold? They will be returned to Scholastic

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

Sponsor's Signature: Dani Watson Date: 6/2/16

Principal's Signature: Dani Watson *DS* Date: 6/2/16

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

Board of Education Approval Date: _____

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

ll.

Date of Request: 6/1/2016 Site Name: Central

Acct. Name & #: Central 802 Current Unobligated Account Balance: 13,100.00 *B*

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

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

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

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

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

Manufacturer: n/a

Purpose for which funds will be used:

To purchase books for library to be checked out by studentds and teachers.

Name of Vendor: Scholastic Book Fair

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

Books, posters, and other small items that are sold through Scholastic

- a. Estimated INCOME: 5,500.00
- b. Less Estimated EXPENSE: 3,500.00
- c. Estimated PROFIT: 2,000.00

NOTES:

First day of Fundraiser: 4/21/2017 Last Day of Fundraiser: 4/28/2017

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

What will happen to any items that are not sold? They will be returned to Scholastic

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

Sponsor's Signature: *Dani Watson* Date: 6/2/16

Principal's Signature: *Dani Watson* *DS* Date: 6/2/16

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

Board of Education Approval Date: _____

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

mm

Date of Request: 6/1/2016 Site Name: Central

Acct. Name & #: Central 802 Current Unobligated Account Balance: 13,100.00 *sq*

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Reading for Education. Students send post cards to family and friends. The school receives funds for each post card that is sent. The post cards allow family and friends the opportunity to purchase magazines.

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

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

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

Manufacturer: n/a

Purpose for which funds will be used:
Proceeds will be used for teacher classroom instructional needs, incentives, and supplies.

Name of Vendor: n/a

Address of Vendor: _____

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

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

NOTES:

First day of Fundraiser: 1/9/2017 Last Day of Fundraiser: 1/31/2017

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

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

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

Sponsor's Signature: Dani Watson Date: 6/2/16

Principal's Signature: Dani Watson *DS* Date: 6/2/16

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

Board of Education Approval Date: _____

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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6/1/2016 Site Name: Central

Acct. Name & #: Central 802 Current Unobligated Account Balance: 13,100.00

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

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

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

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

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

Manufacturer: n/a

Purpose for which funds will be used:

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

Name of Vendor: Big Kahuna, Brian Martin

Address of Vendor: 163 Solano Circle, Aledo, Tx 76008

Items to be purchased in order to conduct the fundraiser:

Frozen and dry mix food items, kitchen collections, chocolates, and donations

- a. Estimated INCOME: 15,500.00
b. Less Estimated EXPENSE: 10,500.00
c. Estimated PROFIT: 5,000.00

NOTES:

First day of Fundraiser: 9/8/2016 Last Day of Fundraiser: 9/26/2016

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

What will happen to any items that are not sold? Items are only ordered if purchased ahead of time.

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

Sponsor's Signature: Dani Watson Date: 6/2/16

Principal's Signature: Dani Watson ^{DS} Date: 6/2/16

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

Board of Education Approval Date: _____

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

00.

Date of Request: 6/1/2016 Site Name: Central

Acct. Name & #: Central 802 Current Unobligated Account Balance: 13,100.00 B

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Central penny drive. Jars will be placed in office with teachers names. Students can bring money and place it in the jar of their choice. The teacher's jar with the most amount of money in it will have to kiss a pig in front of the students.

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

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

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

Manufacturer: n/a

Purpose for which funds will be used:

Proceeds will be used to help fund field day. Also for teacher classroom instructional needs, incentives, and supplies.

Name of Vendor: n/a

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

n/a

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

NOTES:

First day of Fundraiser: 4/17/2017 Last Day of Fundraiser: 4/28/2017

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

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

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

Sponsor's Signature: Demi Watson Date: 6/2/16

Principal's Signature: Demi Watson DS Date: 6/2/16

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

Board of Education Approval Date: _____

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

PP

Date of Request: 6/1/2016 Site Name: Central

Acct. Name & #: Central PTO 803 Current Unobligated Account Balance: 5,800.00 ⁶¹⁸⁹/₀₇

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

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

Candy/Valentine's grams. Sales during the week of Valentine's Day. Parents and students can purchase Fruit by the Foot and send them to their child or other students.

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

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

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

Fruit by the foot

Manufacturer: General Mills

Purpose for which funds will be used:

Proceeds will be used for teacher classroom instructional needs, incentives, and supplies.

Name of Vendor: Sam's or Walmart

Address of Vendor: Sam's - 1117 West I-35 Frontage, Edmond 73034 or Walmart in Guthrie

Items to be purchased in order to conduct the fundraiser:

Fruit by the Foot

- a. Estimated INCOME: 300.00
- b. Less Estimated EXPENSE: 100.00
- c. Estimated PROFIT: 200.00

NOTES:

First day of Fundraiser: 2/6/2017 Last Day of Fundraiser: 2/15/2017

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

What will happen to any items that are not sold? Will only buy what is pre-ordered.

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

Sponsor's Signature: Dani Watson Date: 6/2/16

Principal's Signature: Dani Watson Date: 6/2/16

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

Board of Education Approval Date: _____

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

89

Date of Request: 6/1/2016 Site Name: Central

Acct. Name & #: Central PTO 803 Current Unobligated Account Balance: ~~5,800.00~~ 6189.01

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Popcorn and Capri Sun will be sold once weekly to the students.

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

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

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

Manufacturer: 1) Popcorn - Frito-lay popped Smartfood Delight, white cheddar 2) Capri Sun juice - Kraft

Purpose for which funds will be used:

Proceeds to be used for classroom instructional materials and incentives for teachers and students. Classroom, teacher and student supplies. Playground supplies and equipment.

Name of Vendor: 1) Popcorn - Labatt Supply Co. 2) Powell Investments, Guthrie Confectionary

Address of Vendor: 1) PO Box 137, San Antonio, Tx 78291 2) PIO Box 337, Guthrie

Items to be purchased in order to conduct the fundraiser:

Popcorn and Capri Sun

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

NOTES:

First day of Fundraiser: 8/20/2016 Last Day of Fundraiser: 5/23/2017

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

What will happen to any items that are not sold? Will be stored for the next year or used at school field day depending on use by dates.

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

Sponsor's Signature: Dani Watson Date: 6/2/16

Principal's Signature: Dani Watson DS Date: 6/2/16

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

Board of Education Approval Date: _____

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

nm

Date of Request: 6/1/2016 Site Name: Central

Acct. Name & #: Central PTO 803 Current Unobligated Account Balance: ~~5,800.00~~ 6189.07
CB

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
In school Christmas store for students to buy small gifts for family members

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

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

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

Manufacturer: n/a

Purpose for which funds will be used:

Proceeds will be used for teacher classroom instructional needs, incentives, and supplies.

Name of Vendor: Dollar Tree

Address of Vendor: 312 S. Bryant and 2137 W. Danforth, Edmond, Ok (2 locations are used if needed) and on-line ordering

Items to be purchased in order to conduct the fundraiser:

Mics gift items for resale

- a. Estimated INCOME: 2,000.00
- b. Less Estimated EXPENSE: 1,000.00
- c. Estimated PROFIT: 1,000.00

NOTES:

First day of Fundraiser: 12/12/2016 Last Day of Fundraiser: 12/16/2016

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

What will happen to any items that are not sold? Will be stored to used at next Christmas store

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

Sponsor's Signature: *Danni Watson* Date: 6/2/16

Principal's Signature: *Danni Watson* Date: 6/2/16
DS

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

Board of Education Approval Date: _____

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

DA

Date of Request: 6/1/2016 Site Name: Central

Acct. Name & #: Central PTO 803 Current Unobligated Account Balance: 5,800.00 6/18/16

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Classroom/School t-shirts

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

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

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

Manufacturer: n/a

Purpose for which funds will be used:

Proceeds will be used for teacher classroom supplies and incentives.

Name of Vendor: Ski tees, Marc Checorski

Address of Vendor: 1014 NW 1st, OKC 73106

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

- a. Estimated INCOME: 2,400.00
- b. Less Estimated EXPENSE: 1,200.00
- c. Estimated PROFIT: 1,200.00

NOTES:

First day of Fundraiser: 9/1/2016 Last Day of Fundraiser: 9/8/2016

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

What will happen to any items that are not sold? will only pre-sale

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

Sponsor's Signature: Dani Watson Date: 6/2/16

Principal's Signature: Dani Watson DS Date: 6/2/16

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

Board of Education Approval Date: _____

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

tt

Date of Request: 6/1/2016 Site Name: Central

Acct. Name & #: Central PTO 803 Current Unobligated Account Balance: 5,800.00 6189⁰⁷/₀₀

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

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

Spirit Ribbons will be sold to students on football, basketball & wrestling game days. Spirit Ribbons were given several years ago to Central

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

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

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

Manufacturer: n/a

Purpose for which funds will be used:

Proceeds will be used for teacher classroom instructional needs, incentives, and supplies.

Name of Vendor: n/a

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

n/a

- a. Estimated INCOME: 350.00
- b. Less Estimated EXPENSE: 0.00
- c. Estimated PROFIT: 350.00

NOTES:

First day of Fundraiser: 8/20/2016 Last Day of Fundraiser: 5/23/2017

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

What will happen to any items that are not sold? Store until sold

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

Sponsor's Signature: Dani Watson Date: 6/2/16

Principal's Signature: Dani Watson DS Date: 6/2/16

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

Board of Education Approval Date: _____



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6-2-16cp

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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5/23/16 Site Name: GHS
Acct. Name & #: Science Club #898 Current Unobligated Account Balance: 6207.27
Select One: Soliciting in school only Soliciting in school and community Community Only

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Collection of \$20 lab fee

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

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

Manufacturer: _____

Purpose for which funds will be used:
Consumable lab materials and any unforeseen expenditures

Name of Vendor: _____
Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

a. Estimated INCOME: 3000.00 NOTES:
b. Less Estimated EXPENSE: 0.00
c. Estimated PROFIT: 3000.00

First day of Fundraiser: August 2016 Last Day of Fundraiser: May 2017
I understand that when this fundraiser is completed, an After Sale Accountability Form must be completed and submitted to the BOE within 30 days of the close date of the fundraiser.

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

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

Sponsor's Signature: Michelle Pedus Date: 5/23/16

Principal's Signature: Chris L. Grande DS Date: 5-25-16

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

Board of Education Approval Date: _____



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6-2-16

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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 5/23/16 Site Name: GHS

Acct. Name & #: Science Club #898 Current Unobligated Account Balance: 6207.2100

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

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

Collection of \$20 lab-fee dues

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

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

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

Manufacturer: _____

Purpose for which funds will be used:

Shirts, field trips, gas/substitutes and any unforeseen expenditures

Name of Vendor: _____

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: 1000.00
- b. Less Estimated EXPENSE: 0.00
- c. Estimated PROFIT: 1000.00

NOTES:

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

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

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

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

Sponsor's Signature: Michelle Riedus Date: 5/23/16

Principal's Signature: Chris Grande Date: 5-25-16

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

Board of Education Approval Date: _____

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6-3-16

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

WW

Date of Request: 6-1-16 Site Name: GUES

Acct. Name & #: 812-Activity Current Unobligated Account Balance: 18,528.09

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

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

Southwest Fundraising brochure fundraiser. It will contain home decor and accents, jewelry, gift wrap, kitchen items, snacks, popcorn, chocolates, nuts, crackers, recipe books, BBQ accessories. There is also an incentive brochure with prizes for the students

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies, soda)
cookies. chocolates. nuts. crackers. popcorn

Manufacturer: Southwest fundraising

Purpose for which funds will be used:

Funds will be used to purchase rewards, computers/software upgrades, supplies, classroom materials, building and ground needs, donations, refunds misc

Name of Vendor: Southwest Fundraising

Address of Vendor: P.O Box 850239 Yukon, Ok. 73085

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: \$10,000.00
- b. Less Estimated EXPENSE: \$4,500.00
- c. Estimated PROFIT: \$5,500.00

NOTES:

First day of Fundraiser: Aug. 25, 2016 Last Day of Fundraiser: Sept.9, 2016

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

What will happen to any items that are not sold? only items paid for will be ordered

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

Sponsor's Signature: _____ Date: _____

Principal's Signature: J. Bell DS Date: 6-2-16

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

Board of Education Approval Date: _____



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6-3-16 g

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

XX

Date of Request: 6-1-16 Site Name: GUES

Acct. Name & #: 812-Activity Current Unobligated Account Balance: 18,528.09

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
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 School's nutritional standards that went into effect across the country July 1st 2014. You may use the Smart Snacks Calculator to see if your snack meets these standards: <https://foodplanner.healthiergeneration.org/calculator/>

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

Manufacturer: _____

Purpose for which funds will be used:

Funds will be used to purchase rewards, computers/software upgrades, supplies, classroom materials, building and ground needs, donations, refunds misc

Name of Vendor: Pending

Address of Vendor: _____

Items to be purchased in order to conduct the fundraiser:

T-shirts

- a. Estimated INCOME: \$2,000.00
- b. Less Estimated EXPENSE: \$1,500.00
- c. Estimated PROFIT: \$500.00

NOTES:

First day of Fundraiser: Sept. 9, 2016 Last Day of Fundraiser: Nov. 1, 2016

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

What will happen to any items that are not sold? All items will be sold - presale

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

Sponsor's Signature: _____ Date: _____

Principal's Signature: J. Miller Date: 6-2-16

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

Board of Education Approval Date: _____



RECEIVED
6-3-16

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

y4

Date of Request: 6-1-16 Site Name: GUES

Acct. Name & #: 812-Activity Current Unobligated Account Balance: 18,528.09

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used:

Funds will be used to purchase student incentives, rewards, computers/software upgrades, supplies, classroom materials, building and ground needs, donations, refunds misc

Name of Vendor: Josten's

Address of Vendor: 3400 N.W. 135th St. OKC Ok. 73120

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: \$5,600.00
- b. Less Estimated EXPENSE: \$4,900.00
- c. Estimated PROFIT: \$700.00

NOTES:

First day of Fundraiser: Sept. 9, 2016 Last Day of Fundraiser: May 25, 2017

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

What will happen to any items that are not sold? Left over yearbooks will be sold the following year

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

Sponsor's Signature: _____ Date: _____

Principal's Signature: Jay Bell DS Date: 6-2-16

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

Board of Education Approval Date: _____



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6-3-16/19

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

22

Date of Request: 6-1-16 Site Name: GUES

Acct. Name & #: 815-PTO Current Unobligated Account Balance: \$18,568.86

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

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

Boo Grams- PTO will take orders three days prior to the delivery date. We will purchase items such as smelly pencils and a small stuffed animal from Oriental Trading and Jaquar Fundraising

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

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

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

Manufacturer: _____

Purpose for which funds will be used:

To purchase student incentives, rewards, computer/software upgrades, classroom materials, building/ground needs, donations, refunds, misc.

Name of Vendor: Jaquar Fundraising, Oriental Trading

Address of Vendor: Jaquar Fundraising Edmond Ok. 73034, Oriental Trading, Nebraska

Items to be purchased in order to conduct the fundraiser:

Smelly Pencils, stuffed animals

- a. Estimated INCOME: \$1,500.00
- b. Less Estimated EXPENSE: \$500.00
- c. Estimated PROFIT: \$1000.00

NOTES:

First day of Fundraiser: Oct. 24, 2016 Last Day of Fundraiser: Oct. 27, 2016

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

What will happen to any items that are not sold? Items will be saved for the following year

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

Sponsor's Signature: _____ Date: _____

Principal's Signature: Joy Ball ^{DS} Date: 6-2-16

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

Board of Education Approval Date: _____



RECEIVED
6-3-16

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GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

Date of Request: 6-1-16 Site Name: GUES

Acct. Name & #: 815-Activity Current Unobligated Account Balance: \$18,568.86

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

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

Valentines Grams-PTO will take orders three days prior to the delivery date. We will purchase items such as smelly pencils and a small stuffed animal from Oriental Trading and Jaquar Fundraising

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

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

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

Manufacturer: _____

Purpose for which funds will be used:

Funds will be used to purchase rewards, student incentives, computers/software upgrades, supplies, classroom materials, building and ground needs, donations, refunds misc

Name of Vendor: Oriental Trading, Jaquar Fundraising

Address of Vendor: Jaquar Fundraising Edmond Ok. 73034, Oriental Trading Nebraska

Items to be purchased in order to conduct the fundraiser:

Smelly Pencils, Small Stuffed Animal

- a. Estimated INCOME: \$1,500.00
- b. Less Estimated EXPENSE: \$500.00
- c. Estimated PROFIT: \$1,000.00

NOTES:

First day of Fundraiser: Feb. 8, 2017 Last Day of Fundraiser: Feb. 10, 2017

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

What will happen to any items that are not sold? Items will be saved for the following year

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

Sponsor's Signature: _____ Date: _____

Principal's Signature: J Bell DS Date: 6-2-16

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

Board of Education Approval Date: _____



RECEIVED
6-3-16

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

bhb

Date of Request: 6-1-16 Site Name: GUES

Acct. Name & #: 815-PTO Current Unobligated Account Balance: \$18,568.86

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

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

Christmas Store-Gives students a chance to come and purchase items for their loved ones during the holidays. Items sold will be socks, flash lights, scarves, stocking hats, gloves, holiday items, jewelry, cups, etc.

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

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

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

Manufacturer: _____

Purpose for which funds will be used:

To purchase student incentives, rewards, computer/software upgrades, classroom materials, building/ground needs, donations, refunds, supplies, misc., StudyIsland, DiscoveryEd, AR program

Name of Vendor: Dollar Tree, Wal Mart

Address of Vendor: Dollar Tree 2137 Danforth Rd. Edmond Ok. 73003, Wal Mart 16085 S. Division Guthrie Ok. 73044

Items to be purchased in order to conduct the fundraiser:

wrapping paper, bags, ribbon, socks, flash lights, hand towels, necklaces, stocking hats, scarves, etc.

- a. Estimated INCOME: \$6,600.00
- b. Less Estimated EXPENSE: \$2,500.00
- c. Estimated PROFIT: \$4,100.00

NOTES:

First day of Fundraiser: Dec. 12, 2016 Last Day of Fundraiser: Dec. 16, 2016

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

What will happen to any items that are not sold? Items will be saved for the following year

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

Sponsor's Signature: _____ Date: _____

Principal's Signature: J. J. Bell ^{DS} Date: 6-2-16

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

Board of Education Approval Date: _____



RECEIVED
6-3-16

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

CCC

Date of Request: 6-1-16 Site Name: GUES

Acct. Name & #: 815-PTO Current Unobligated Account Balance: \$18,568.86

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

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

Sky Zone Fundraiser in Edmond-We will receive credit for all jumpers that go to Sky Zone on the scheduled night for our event. We can earn \$4 per jumper with 50+ jumpers or \$6 per jumper with +100 jumpers. We will pass out flyers to the students and encourage them to go.

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

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

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

Manufacturer: _____

Purpose for which funds will be used:

To purchase student incentives, rewards, computer/software upgrades, classroom materials, building/ground needs, donations, refunds, supplies, misc., StudyIsland, DiscoveryEd, AR program

Name of Vendor: Sky Zone

Address of Vendor: Sky Zone 2525 S. Broadway, Edmond Ok. 73013

Items to be purchased in order to conduct the fundraiser:

- a. Estimated INCOME: \$500.00
- b. Less Estimated EXPENSE: _____
- c. Estimated PROFIT: \$500.00

NOTES:

First day of Fundraiser: Nov. 3, 2016 Last Day of Fundraiser: Nov. 3, 2016

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

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

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

Sponsor's Signature: _____ Date: _____

Principal's Signature: J. Ball ^{DS} Date: 6-2-16

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

Board of Education Approval Date: _____

RECEIVED
6-3-16

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

ddd

Date of Request: 6-1-16 Site Name: GUES

Acct. Name & #: 815-PTO Current Unobligated Account Balance: \$18,568.86

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

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

Snack Shack -Every Friday through out the school year. We will purchase the products from Guthrie Confectionary, LaBatt food service. Items that can be purchased will be 100% all natural Capri Sun, Smart Food delight popcorn, snack mix, baked chips, and occasional sale of machine popped popcorn

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

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

Type of Food or Beverage: (Example: candy, cookie dough, cakes, pies, soda)
100% all natural Capri Sun. Smart food popcorn.snack mix. baked chips. chex mix.popcorn

Manufacturer: Frito Lay, Kraft Foods

Purpose for which funds will be used:

To purchase student incentives, rewards, computer/software upgrades, classroom materials, building/ground needs, donations,refunds, supplies, misc., StudyIsland, DiscoveryEd,AR program

Name of Vendor: LaBatt Food Service, Guthrie Confectionary

Address of Vendor: LaBatt Food Service P.O Box137 San Antonio Tx.78291, Guthrie Confectionary P.O Box 337 Guthrie Ok. 73044

Items to be purchased in order to conduct the fundraiser:

Popcorn sacks, Popcorn, Coconut oil, Capi Sun, baked chips, Snack mix, Smart Food popcorn, Chex Mix

- a. Estimated INCOME: \$6,000.00
- b. Less Estimated EXPENSE: \$2,500.00
- c. Estimated PROFIT: \$3,500.00

NOTES:

First day of Fundraiser: Sept.9,2016 Last Day of Fundraiser: May 25, 2017

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

What will happen to any items that are not sold? All will be sold

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

Sponsor's Signature: _____ Date: _____

Principal's Signature: Jerry Bell ^{DS} Date: 6-2-16

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

Board of Education Approval Date: _____



RECEIVED
6-3-16

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

ecc

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

Acct. Name & #: Vocal 902 Current Unobligated Account Balance: 3484 3789³²

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Lab Fee for JH Choirs and Musical Drama (Will receive a club T-shirt w/ paid dues)

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

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

Manufacturer: _____

Purpose for which funds will be used:
See Attached List

Name of Vendor: GHS Vocal

Address of Vendor: 200 Crooks Dr.

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

a. Estimated INCOME: 2000 NOTES:
b. Less Estimated EXPENSE: 1000
c. Estimated PROFIT: 1000

First day of Fundraiser: 8/19/16 Last Day of Fundraiser: 5/19/17

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

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

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

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

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

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

Board of Education Approval Date: _____

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



RECEIVED
10-31-16

FF

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

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

Acct. Name & #: Vocal 902 Current Unobligated Account Balance: 3484 3789³²

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

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

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

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

Manufacturer: _____

Purpose for which funds will be used:
See Attached List

Name of Vendor: TBA

Address of Vendor: TBA

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

- a. Estimated INCOME: 2500
- b. Less Estimated EXPENSE: 2000
- c. Estimated PROFIT: ~~1000~~ 500 DS

NOTES:

First day of Fundraiser: 4/17 **Last Day of Fundraiser:** 5/17

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

What will happen to any items that are not sold? There are none

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

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

Principal's Signature: [Signature] DS **Date:** 6-2-16

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

Board of Education Approval Date: _____

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



RECEIVED
10-3-16

GUTHRIE PUBLIC SCHOOLS
ACTIVITY FUND FUNDRAISER REQUEST FORM

999

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

Acct. Name & #: Vocal 902 Current Unobligated Account Balance: 3484

3789³²

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

Describe the fundraiser to be conducted (items sold/activity planned, etc.)
Musical Production #2

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

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

Manufacturer: _____

Purpose for which funds will be used:
See Attached List

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

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

- a. Estimated INCOME: 2000
- b. Less Estimated EXPENSE: 850
- c. Estimated PROFIT: 1150

NOTES:

First day of Fundraiser: 4/17 Last Day of Fundraiser: 5/17

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

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

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

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

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

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

Board of Education Approval Date: _____

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

	A	B	C	D	E	F	G	H	I	J
1	ACCOUNT	FUNDRAISER	APPROVAL DATE	START DATE	END DATE	EST. PROFIT	ACTUAL PROFIT	ACCOUNTABILTY REC'D	Past Due	
2	802, Central	All American Fundraising Catalog	9/2/2015	9/9/2015	11/4/2015	\$ 3,500.00	\$ 5,109.20	11/16/2015		
3	802, Central	Tumblers Brochure	02/18-3/31/16	2/18/2016	3/31/2016	\$ 2,250.00	\$ 5,951.50	4/5/2016		
4	802, Central	Scholastic Book Fair	4/22-4/29/16	4/22/2016	4/29/2016	\$ 700.00	\$ 12.77	6/1/2016		
5	802, Central	Book Fair	10/22-10/30/15	10/20/2015	11/5/2015	\$ 800.00	\$ 362.64	11/23/2015		
6	803, Central PTO	Fall Carnival	9/15/-10/21/15	9/15/2015	10/31/2015	\$ 2,200.00	\$ 1,890.00	11/3/2015		
7	803, Central PTO	Christmas store	11/30-12/18/15	11/30/2015	12/18/2015	\$ 1,500.00	\$ (53.11)	1/7/2016		
8	803, Central PTO	Spirit Ribbons	9/4-12/5/15	9/4/2015	12/5/2015	\$ 300.00	\$ 144.00	1/12/2016		
9	803, Central PTO	Valentine Candy Grams	02/01-02/12/16	2/1/2016	2/12/2016	\$ 175.00	\$ 140.45	3/2/2016		
10	803, Central PTO	Penny/Money Drive Kiss the Pig	4/25-5/13/16	4/25/2016	5/13/2016	\$ 500.00	\$ 437.12	6/1/2016		
11	803, Central PTO	Popcorn/Capri Sun sales	8/28/15-5/20/16	8/28/2015	5/20/2016	\$ 2,000.00	\$ 1,249.01	6/1/2016		
12	804, Cotteral PTO	Christmas store	12/7-12/11/15	12/7/2015	12/11/2015	\$ 1,200.00	\$ 944.57	1/8/2016		
13	804, Cotteral PTO	Tape Mr. Crockett to gym wall	2/22-3/14/16	2/16/2016	3/4/2016	\$ 500.00	\$ 577.52	5/13/2016	X	
14	804, Cotteral PTO	Popcorn/Capri Sun sales	8/20/15-5/20/16	8/20/2015	5/6/2016	\$ 4,500.00	\$ 3,339.75	5/16/2016		
15	805, Cotteral	Book Fair	10/22-10/28/15	10/22/2015	10/28/2015	\$ 900.00	\$ 726.04	10/30/2015		
16	805, Cotteral	Otis Spunkmayer(Club Choice/Jaguar)	11/5-11/20/15	11/5/2015	11/12/2015	\$ 3,000.00	\$ 5,725.56	1/12/2016	X	
17	805, Cotteral	Book Fair	4/29-5/6/16	4/29/2016	5/6/2016	\$ 900.00	\$ 601.98	5/16/2016		
18	805, Cotteral	Great American Time For Kids	1/20-1/26/16	1/20/2016	1/26/2016	\$ -	\$ -	No Income	X	
19	808, Fogarty PTO	Happy Harvest Carnival-Silent Auction	11/12/2015	11/12/2015	11/12/2015	\$ 850.00	\$ 1,810.00	11/20/2015		
20	808, Fogarty PTO	Happy Harvest Carnival	11/2-11/16/15	11/12/2015	11/16/2015	\$ 2,000.00	\$ 1,985.57	11/20/2015		
21	808, Fogarty PTO	Happy Harvest Carnival Pictures	11/12/2015	11/12/2015	11/12/2015	\$ 450.00	\$ 78.92	1/12/2016	X	
22	808, Fogarty PTO	Christmas store	12/1-12/18/15	12/1/2015	12/18/2015	\$ 1,000.00	\$ 1,083.62	1/14/2016		
23	808, Fogarty PTO	Snack Shack Snacks	10/15/15-5/13/16	10/1/2015	5/20/2016	\$ 2,500.00	\$ 1,803.43	5/25/2016		
24	808, Fogarty PTO	Popcorn/Capri Sun sales	9/1/15-5/20/16	9/1/2015	5/20/2016	\$ 4,500.00	\$ 3,179.86	5/25/2016		
25	808, Fogarty PTO	Student Store	9/1/15-5/20/16	9/1/2015	5/20/2016	\$ 500.00	\$ 275.10	5/25/2016		
26	808, Fogarty PTO	Sock Hop Pictures	5/7/2016	5/6/2016	5/6/2016	\$ 250.00	\$ 88.00	5/25/2016		
27	808, Fogarty PTO	Sock Hop Dance	5/7/2016	5/6/2016	5/6/2016	\$ 1,300.00	\$ 1,314.00	5/25/2016		
28	808, Fogarty PTO	Sock Hop /Art Auction	5/7/2016	5/6/2016	5/6/2016	\$ 725.00	\$ 2,411.00	5/25/2016		
29	809, Fogarty	Class Shirts	Sept - Oct 2015	9/15/2015	10/1/2015	\$ 234.00	\$ 509.00	11/20/2015		
30	809, Fogarty	Fall Book Fair	10/20-10/30/15	10/20/2015	10/30/2015	\$ 300.00	\$ 185.74	11/20/2015		
31	809, Fogarty	Club's Choice Cookie Dough sale	9/15-9/30/15	9/15/2015	9/30/2015	\$ 6,800.00	\$ 11,168.15	11/20/2015	X	
32	809, Fogarty	Bluejay Ear Muff sales	10/1-11/30/15	10/1/2015	11/30/2015	\$ 1,250.00	\$ (58.00)	1/13/2016	X	
33	809, Fogarty	Spring Book Fair	3/7-3/11/16	3/7/2016	3/11/2016	\$ 300.00	\$ 416.07	5/25/2016	X	

	A	B	C	D	E	F	G	H	I	J
34	809, Fogarty	Brochure (snacks/light bands)	3/21-3/31/16	3/21/2016	3/31/2016	\$ 2,250.00	\$ 4,252.20	5/25/2016	X	
35	809, Fogarty	Frontier City discount tickets	4/1-5/9/16	4/1/2016	5/9/2016	\$ 1,000.00	\$ 641.00	5/25/2016		
36	809, Fogarty	Bluejay Ear Muff sales	2/8-3/11/16	1/1/2016	3/31/2016	\$ 1,308.00	\$ 386.00	5/25/2016	X	
37	809, Fogarty	BlueJay Yard Signs	10/16/15-3/11/16	10/1/2015	3/11/2016	\$ 1,350.00	\$ -	Did not conduct f/r	x	
38	812, GUES	Southwest Fundraising Brochure	8/24-9/9/15	8/24/2015	9/9/2015	\$ 5,500.00	\$ 7,756.61	10/15/2015		
39	812, GUES	Yankee Candle Fundraiser	3/1-3/31/16	3/1/2016	4/18/2016	\$ 4,000.00	\$ 2,732.80	5/10/2016		
40	812, GUES	Book Fair	10/15-10/30	10/15/2015	10/30/2015	\$ 2,200.00	\$ 1,824.99	12/1/2015	X	
41	812, GUES	Staff & Student T-shirt sales	10/1-12/1/15	10/1/2015	12/1/2015	\$ 500.00	\$ 980.40	12/15/2015		
42	812, GUES	Scholastic Book Fair	1/18-1/29/16	1/20/2016	1/28/2016	\$ 2,200.00	\$ 159.32	2/24/2016	X	
43	812, GUES	Yearbook	9/1/15-5/15/16	9/1/2015	5/20/2016	\$ 500.00	\$ (305.01)	5/27/2016		
44	813, GUES Faculty	Snack vending	10/13/15-5/20/16	10/13/2015	5/20/2016	\$ 50.00	\$ 97.48	5/27/2016		
45	815, GUES PTO	Boo Grams	10/27-10/28/15	10/27/2015	10/29/2015	\$ 1,000.00	\$ 214.64	12/1/2015	X	
46	815, GUES PTO	Gobble Grams	11/18-11/19/15			\$ 1,000.00	Cancelled	12/1/2015		
47	815, GUES PTO	Christmas store	12/1-12/18/15	12/1/2015	12/18/2015	\$ 3,000.00	\$ 4,003.89	1/21/2016		
48	815, GUES PTO	Valentine Grams	2/9-2/10/16	2/6/2016	2/12/2016	\$ 1,000.00	\$ (34.75)	2/24/2016		
49	815, GUES PTO	School Carnival	2/6/2016	1/29/2016	2/18/2016	\$ 4,000.00	\$ 5,595.50	2/24/2016		
50	815, GUES PTO	Snack Shack	9/18/15-5/15/16	9/18/2015	5/15/2016	\$ 3,500.00	\$ 5,606.31	5/23/2016		
51	815, GUES PTO	Field Day Concessions	5/10/2016	5/18/2016	5/18/2016	\$ 800.00	Cancelled	5/27/2016		
52	821, JH FCCLA	Food for Soul Believe Products	2/22-4/1/16	2/22/2016	5/1/2016	\$ 300.00	\$ 1,184.30	5/9/2016		
53	821, JH FCCLA	T-shirts	9/16/15-5/1/16			\$ -	\$ -	Cancelled		
54	821, JH FCCLA	Mpact Fundraiseing-Jack Links	2/22-4/1/16	2/22/2016	5/18/2016	\$ 144.00	\$ (93.50)	5/27/2016		
55	821, JH FCCLA	Member Dues	9/1/15-5/1/16	9/1/2015	5/1/2016	\$ 700.00	\$ 980.00	6/2/2016		
56	822, NJHS	Dues	8/1/15-5/1/16	8/1/2015	5/20/2016	\$ 1,300.00	\$ 1,100.00	6/6/2016		
57	823, JH Account	T-Shirt Wholesaler T-shirt sales	10/1/15-5/31/16			\$ 1,400.00	\$ -	Cancelled		
58	824, JH Faculty	Coke Machine Vending	7/1/15-6/30/16	10/1/2015	5/20/2016	\$ 500.00	\$ 480.91	5/20/2016		
59	825, JH Library	Book Fair	09/24-10/02/15	9/24/2015	10/2/2015	\$ 1,000.00	\$ 1,355.85	11/30/2015		
60	825, JH Library	Book Fair	2/19-2/26/16	2/19/2016	2/26/2016	\$ 1,000.00	\$ 1,148.64	6/3/2016	x	
61	830, JH Stuco	Christmas grams	12/15-12/19/15	12/15/2015	12/18/2015	\$ 100.00	\$ 106.36	1/26/2016		
62	830, JH Stuco	Hoodies/Tshirt sales		8/1/2015	1/25/2016		\$ 1,250.59	1/26/2015		
63	830, JH Stuco	Offbeat Production shirt/hoodies	8/1/15-5/1/16	8/1/2015	1/31/2016	\$ 1,500.00	\$ 1,253.84	6/6/2016		
64	830, JH Stuco	School Dance	4/2/2016	3/7/2016	3/10/2016	\$ 700.00	\$ 740.72	6/6/2016	x	
65	830, Stuco	Boo Grams	10/26-10/30/15	10/26/2015	10/30/2015	\$ 100.00	\$ 178.95	11/3/2015		
66	830, Stuco	School Dance	10/15 or 11/5	10/15/2015	10/22/2015	\$ 700.00	\$ 819.50	11/3/2015		

	A	B	C	D	E	F	G	H	I	J
67	832, JH Yearbook	School Pics/Yearbooks	8/1/15-6/30/16	9/1/2015	5/20/2016	\$ 1,000.00	\$ (1,586.44)	6/6/2016		
68	834, JH Academic Team	Baked chips & Granola bars	9/1/15-3/1/16			\$ 300.00		Did not conduct f/r	x	
69	850, Academic Team	Dues	10/12-5/20/16	10/12/2015	5/20/2016	\$ 250.00	\$ 100.00	4/25/2016		
70	851, Art Club	Art Dues	9/15/15-6/30/16	9/15/2015	5/20/2016	\$ 3,200.00	\$ 1,925.00	5/20/2016		
71	851, HS Art	Air Brush Tatoos	9/15-12/14/15	8/15/2015	12/18/2015	\$ 2,500.00	\$ 31.00	2/1/2016	x	
72	853, HS CHEER	Community Donations	7/20-----8/31/15	8/28/2015	8/28/2015	\$ 900.00	\$ 506.00	9/14/2015		
73	853, HS CHEER	Little Cheer Clinic	10/1-----10/30/15	8/25/2015	9/11/2015	\$ 1,400.00	\$ 2,430.00	9/14/2015		
74	853, HS CHEER	Car Wash	7/1/15-8/30/15			\$ -	Cancelled	1/6/2016		
75	853, HS CHEER	Tipsy Artist Paint Palace	4/1-4/30/16			\$ 750.00		Did not conduct f/r		
76	853, HS CHEER	Donation Solicitation	5/1-5/31/16			\$ 500.00		Did not conduct f/r		
77	855, Tennis	Candy Bar sales	9/1-12/31/15			\$ 2,000.00	Cancelled	9/16/2015		
78	855, Tennis	Baked Potato Dinner	10/1/15-2/29/16	10/26/2015	2/5/2016	\$ 800.00	\$ 1,951.39	2/5/2016		
79	855, Tennis	McDonald's Pancake Dinner	2/1-2/28/16	2/10/2016	3/10/2016	\$ 750.00	\$ 981.00	5/24/2016	x	
80	856, Library	Yearbook CDs	11/1/15-5/30/16	11/1/2015	5/20/2016	\$ 350.00	\$ 355.00	5/20/2016		
81	857, Youth & Gov't	Bake Sale	12/15-5/20/16	12/15/2015	5/20/2016	\$ 144.89	\$ 200.00	4/25/2016		
82	857, Youth & Gov't	Hot Chocolate Sales	12/15-5/20/16	12/15/2015	5/20/2016	\$ 400.00	\$ 49.02	4/25/2016		
83	857, Youth & Gov't	Dues	10/12/15-5/20/16	10/12/2015	4/25/2016	\$ 140.00	\$ 325.00	4/27/2016		
84	857, Youth & Gov't	Kiss the Pig	01/12-2/2/2016	1/12/2016	2/2/2016	\$500.00	\$ 103.23	4/27/2016		
85	858, Link Crew	Dues	7/1-10/31/15	7/1/2015	11/31/15	\$ 465.00	\$ 270.00	1/21/2016	x	
86	859, Band	Great American Cookie Dough	8/27---9/1/15	8/27/2015	9/1/2015	\$ 3,200.00	\$ 3,125.00	9/30/2015		
87	859, Band	Durham Ellis Pecan Nut Sale	9/22-10/6/15	9/22/2015	2/18/2016	\$ 6,500.00	\$ 5,659.54	3/3/2016		
88	859, Band	Dues	7/1/15-6/30/16							
89	860, Class of 2016	Dues	5/1-5/31/16	8/1/2015	5/20/2016	\$ 75,000.00	\$ 6,038.30	5/27/2016		
90	861, Class of 2017	Dues	8/10/15-4/15/16	8/1/2015	5/20/2016	\$ 2,500.00	\$ 7,546.00	6/2/2016		
91	862, Class of 2018	Class Dues	7/1/15-5/15/16	7/1/2015	5/5/2016	\$ 3,000.00	\$ 2,662.50	5/6/2016		
92	863, Class of 2019	Due/T-shirts	8/1/15-5/20/16	8/1/2015	5/20/2016	\$ 3,902.00	\$ 2,235.50	5/24/2016		
93	869, English Club	Dues	7/1/15-5/31/16	8/1/2015	5/20/2016	\$ 800.00	\$ 493.00	6/1/2016		
94	869, English Club	Bottled water	7/1/15-5/31/16	8/1/2015	5/20/2016	\$ 250.00	\$ 197.40	5/27/2016		
95	870, Courtesy Comm	Donation Solicitation	11/10/15-5/25/16	11/10/2015	5/9/2016	\$ 2,000.00	\$ 1,900.00	5/6/2016		
96	870, Courtesy Comm	Jeans Pass	7/31/15-5/25/16	7/31/2015	5/25/2016	\$ 750.00	\$ 725.00	5/23/2016		
97	873, Speech	Dues	8/1/15-6/30/16			\$ 500.00	\$ -	Cancelled		
98	875, Roboic/STEM	Shirt sales	10/13/15-6/30/16			\$ 150.00		Cancelled		
99	875, Roboic/STEM	Club Dues	10/13/15-5/10/16			\$ 300.00		Cancelled		

	A	B	C	D	E	F	G	H	I	J
100	875, RoboItc/STEM	Donation Solicitation	10/13/15-5/10/16			\$ 10,000.00		Cancelled		
101	876, FFA Booster	Baked Potato Dinner	10/18/2015	11/8/2015	11/8/2015	\$ 3,200.00	\$ 1,085.57	1/19/2016	X	
102	876, FFA Booster	Gator /Yeti Raffle	12/1/15-1/22/16	11/15/2015	1/16/2016	\$ 9,100.00	\$ 6,150.02	3/4/2016	X	
103	876, FFA Booster	Pork Chop Dinner/Silent & Live Auction	11/15/15-1/22/16	11/15/2015	1/22/2016	\$ 40,500.00	\$ 22,987.00	3/4/2016	X	
104	876, FFA Booster	County Fair Concessions	2/18-2/23/16	1/20/2016	1/22/2016	\$ 2,500.00	\$ 2,148.65	3/8/2016	X	
105	877, FFA	Dodgeball Tournament	12/17/2015	1/17/2016	1/17/2016	\$ 1,650.00	\$ 545.14	3/8/2016	X	
106	877, FFA	Fall Plant Sale	Fall 2015			\$ 2,000.00	\$ -	Cancelled		
107	877, FFA	Spring Plant Sale	Spring 2016	4/8/2016	5/7/2016	\$ 2,500.00	\$ 4,669.13	5/20/2016		
108	877, FFA	Meat Sale	7/1/15-6/30/16	8/30/2015	5/20/2016	\$ 15,000.00	\$ 26,745.50	5/20/2016		
109	877, FFA	FFA apparel	7/15/15-6/30/16							
110	878, FCCLA	Mpact Fundraising Brochure	9/1-9/30/15	9/1/2015	9/30/2015	\$ 1,500.00	\$ 706.00	10/28/2015		
111	878, FCCLA	Pasta for Pennies	11/2-11/23/15			\$ 600.00	Cancelled	2/8/2019		
112	878, FCCLA	United Week Death by Chocolate				\$ 300.00	\$ -	Cancelled		
113	878, FCCLA	Chips/Candy/Soda	4/1-5/6/16			\$ 450.00	\$ -	Cancelled		
114	878, HS FCCLA	Yearly Dues	9/15-10/1/15	9/15/2015	10/1/2015	\$ 240.00	\$ 582.00	10/30/2015		
115	878, HS FCCLA	FCCLA t-shirt sales	9/15-10/30/15	9/15/2015	10/30/2015	\$ 150.00	\$ -	12/7/2015	X	
116	878, HS FCCLA	Valentine Grams	2/5-2/11/16			\$ 270.00	Cancelled	2/3/2016		
117	878, HS FCCLA	Mpact Fundraising Prezel Sticks	01/11-1/29/16	1/11/2016	1/29/2016	\$ 432.00	\$ 432.00	3/11/2016	X	
118	878, HS FCCLA	Straight Out of Guthrie T-shirts	02/01-02/28/16			\$ 350.00	\$ -	Cancelled		
119	878, HS FCCLA	Mpact Fundraising-Choc. Pretzel rods	4/30, 5/7, 5/14/16	5/21/2016	5/21/2016	\$ 2,000.00	\$ 100.30	5/27/2016		
120	878,FCCLA	Death by Chocolate Box sales	Pink Week			\$ 300.00	Cancelled	10/7/2015		
121	879, Foreign Language	Dues/Shirts	9/29/15-5/20/16	9/29/2015	5/20/2016	\$ 6,500.00	\$ 1,275.00	5/23/2016		
122	882, Running Club	Dues	8/1/15-10/31/15	8/1/2015	10/31/2015	\$ 500.00	\$ 56.00	1/6/2016	X	
123	882, Running Club	Bucket Hats	9/1/15-11/30/15	5/1/2015	5/20/2016	\$ 1,650.00	Cancelled	1/21/2016		
124	882, Running Club	Walk a thon	9/1/15-5/31/16	1/1/2016	5/20/2016	\$ 450.00	\$ 2,632.00	6/1/2016	x	
125	882, Running Club	Track shirts	9/1/15-5/31/16							
126	883, Heritage Club	Bluejay Paraphernalia	12/18/15-1/22/16			\$ 1,300.00	\$ -	Cancelled	x	
127	883, Heritage Club	Dues	8/1/15-6/30/16	8/20/2015	5/20/2016	\$ 500.00	\$ 119.00	5/27/2016		
128	884, HS Account	Bottled water	9/15/15-5/31/16	9/15/2015	5/16/2016	\$ 300.00	\$ 682.24	5/17/2016		
129	886, NHS	Dues	1/15-5/1/16	1/15/2016	6/3/2016	\$ 1,500.00	\$ 1,160.00	5/6/2016		
130	887, Internt'l Travel	Shelton Photography Disc Session	4/1-4/30/16			\$ 1,000.00		Cancelled		
131	889, Key Club	Gas card raffle	3/25-4/8/16	3/28/2016	4/8/2016	\$ 100.00	\$ 109.00	5/6/2016		
132	889, Key Club	Club Dues	9/15-12/30/15	8/24/2015	12/18/2015	\$ 600.00	\$ 83.00	5/6/2016	X	

	A	B	C	D	E	F	G	H	I	J
133	892, Math of Finance	Student Store	4/1-5/10/16	4/1/2016	4/29/2016	\$ 150.00	\$ 18.18	5/6/2016		
134	895, JROTC	Chili Dinner	12/8/2015	12/8/2015	12/8/2015	\$ 1,000.00	\$ 373.83	12/10/2015		
135	897, Soccer	FanCloth clothing	10/26-11/11/15	10/26/2015	11/18/2015	\$ 1,500.00	\$ 1,775.50	1/6/2016	X	
136	897, Soccer	Sonic Car Hop	10/30-11/7/15			\$ 200.00	Cancelled	1/21/2016		
137	897, Soccer	Taco Dinner/Basket Auction	2/1/16-2/19/16	2/12/2016	2/19/2016	\$ 1,400.00	\$ 1,282.00	2/24/2016		
138	897, Soccer	Italian Night Dinner	03/20-04/01/16	3/20/2016	4/1/2016	\$ 1,400.00	\$ 211.00	4/5/2016		
139	897, Soccer	Blue Moose Apparel sales	12/1/5-1/31/16	12/1/2015	1/31/2016	\$ 500.00	\$ (287.48)	4/15/2016	X	
140	897, Soccer	Snacks/Drinks	10/12/15-5/23/16	10/12/2015	5/23/2016	\$ 250.00	\$ 1,627.37	6/1/2016		
141	897, Soccer	Home game concessions	3/31-4/29/16	3/8/2016	4/19/2016	\$ 750.00	\$ 1,627.37	6/1/2016		
142	898 Science Club	BBQ Cook off	10/9/2015	10/9/2015	10/10/2015	\$ 1,000.00	\$ 500.00	11/23/2015		
143	898, Science Club	Lab fees	8/1/15-6/30/16	8/19/2015	5/20/2016	\$ 8,000.00	\$ 5,889.00	6/3/2016		
144	898, Science Club	Dues	8/19/15-5/31/16	8/19/2015	5/20/2016	\$ 2,500.00	\$ 597.00	6/3/2016		
145	899, HS Stuco	Student Council dues	7/1--/30/15	7/1/2015	9/30/2015	\$ -	\$ 814.96	1/13/2016	X	
146	899, HS Stuco	Homecoming Shirt sales	9/1/-9/20/15	9/1/2015	9/20/2015	\$ 1,000.00	\$ (207.00)	1/13/2016	X	
147	899, HS Stuco	Homecoming Parade fees	9/1-9/20/15	9/1/2015	9/20/2015	\$ 600.00	\$ 400.00	1/13/2016	X	
148	899, HS Stuco	Winter Formal Dance	12/20/2015	12/20/2015	12/20/2015	\$ 900.00	\$ 1,501.44	1/21/2016		
149	899, HS Stuco	Pink Week Pass the Buckets	9/1-10/31/15	9/1/2015	10/1/2015	\$ 1,000.00	\$ 6,452.27	1/13/2016	X	
150	899, HS Stuco	Pink Week Business cans	9/1-10/31/15	9/1/2015	10/1/2015	\$ 750.00	\$ 650.41	1/13/2016	X	
151	899, HS Stuco	Pink Week Tshirt sales	9/1-10/31/15	9/1/2015	10/1/2015	\$ 1,000.00	\$ 728.00	1/13/2016	X	
152	899, HS Stuco	United Week	3/1-3/31/16	3/1/2016	3/31/2016	\$ 8,400.00	\$ 7,094.21	4/28/2016		
153	899, HS Stuco	Winter Homecoming Shirt Sales	1/1/2016	1/1/2016	1/31/2016	\$ 500.00	-\$12.00	5/13/2016	X	
154	899, HS Stuco	Matchmaker	2/2-2/14/16			\$ 200.00	\$ -	Cancelled		
155	899, HS Stuco	Faculty Shirts	7/1/15-5/20/16	7/1/2015	5/17/2016	\$ 100.00	\$ (60.00)	5/17/2016		
156	899, HS Stuco	Dues	7/1/15-9/30/15	7/1/2015	5/20/2016	\$ -	\$ 1,256.39	5/23/2016		
157	900, Campus Beautif	Parking Permit fees	7/31/15-5/25/16	7/31/2015	5/1/2016	\$ 3,500.00	\$ 4,429.50	5/6/2016		
158	902, Vocal	JH Winter Musical	12/1-12/18/15	12/1/2015	12/18/2015	\$ 500.00	\$ 365.00	1/22/2016		
159	902, Vocal	HS Fall Musical	10/1-11/30/15	2/1/2016	2/28/2016	\$ -	\$ 28.00	6/2/2016	X	
160	902, Vocal	Lab fees	8/20/15-5/20/16							
161	902, Vocal	Lab fees	8/20/15-5/20/16							
162	902, Vocal	HS Spring Musical	3/1-3/31/16	4/1/2016	4/6/2016	\$ 400.00	\$ 1,918.95	6/3/2016	X	
163	902, Vocal	GJHS Spring Musical	5/1-5/31/16	5/9/2016	5/10/2016	\$ 1,000.00	\$ 1,504.00	6/3/2016		
164	904, Yearbook	Yearbook	9/15/15-5/30/16	9/1/2015	5/20/2016	\$ 3,000.00	\$ 810.26	5/23/2016		
165	913, Drama	Century Resources	2/2-2/19/16	2/2/2016	2/19/2016	\$ 1,000.00	\$ 766.34	5/6/2016	X	

	A	B	C	D	E	F	G	H	I	J
166	913, Drama	Baked chips	9/1/15-5/20/16	9/1/2015	9/1/2016	\$ 700.00	\$ 98.28	5/6/2016	X	
167	913, Drama	Bottled water	9/1/15-5/20/16	9/1/2015	5/6/2016	\$ 700.00	\$ 52.12	5/6/2016		
168	913, Drama	Pee Wee Workshop	1/26-1/28/16	1/26/2016	1/28/2016	\$ 525.00	\$ 65.00	5/6/2016	X	
169	913, Drama	DuesT-shirt(with paid dues)	8/10/15-6/2/16	8/10/2015	5/6/2016	\$ 50.00	\$ 260.00	5/6/2016		
170	913, Drama	Follies	5/1-5/20/16	5/17/2016	5/17/2016	\$ 200.00	\$ 182.84	5/20/2016		
171	913, Drama	Dessert Theater	5/1-5/20/16	5/13/2016	5/13/2016	\$ 700.00	\$ 95.71	5/23/2016		
172	922, Adm Courtesy	Donation Solicitation from staff	7/15/15-6/30/16							
173	929, Special Olympics	Spring Fling	4/1/16-4/30/16	4/1/2016	4/30/2016	\$ 10,000.00	\$ 16,500.09	5/23/2016		
174	934, Transportation	Vending	7/1/15-6/30/16							
175	935, Admin Vending	Vending	7/1/15-6/30/16	7/1/2015	5/20/2016	\$ 100.00	\$ 381.89	5/20/2016		
176	936, GUES H.C.	Great American Opportunities	10/20-11/10/15	11/1/2015	11/10/2015	\$ 500.00	\$ 801.50	12/7/2015		
177	Central	Donor's Choose Chair back pockets	10/13/15-1/31/16	10/13/2015	1/31/2016	\$ 603.00	\$ -	Project not funded		
178	Fogarty	Donor's Choose Chromebooks	10/25/15-3/14/16	10/13/2015	4/5/2016	\$ 1,861.86	\$ 1,861.86	4/6/2016		
179	Fogarty	Great American Time For Kids	3/21-25/16	3/21/2016	3/25/2016	\$ -	No income	6/1/2016	X	

TRANSFERS FOR BOARD APPROVAL
June 13, 2016

TO:	FROM:	REASON	\$AMOUNT
864, Alumni Acct.	Class of 2014, 867	Consolidate funds	127.28
864, Alumni Acct.	Class of 2015, 868	Consolidate funds	999.49
825, JH Library	JH Account, 823	Assist Library funding	3,775.00
826, Learn to Love	JH Account, 823	Transfer of donations	2,111.37
904, Yearbook	HS Account, 884	Donated Yearbooks	600.00
871, Student Pantry	HS Account, 884	CREC Grant Loan	3,000.00
884, HS Account	869, English Club	AP Language Tests	205.00
852, HS Athletics	820, JH Golf	Golf Tourn. Fees	1,500.00



RECEIVED
5-4-16



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

Amount 127.28

Date Requested 5-3-16

Transfer to: 864 - Alumni Account
Account Name & Number

Transfer from: 867 - Class of 2014
Account Name & Number

State Reason for Transfer Below

To consolidate funds to one alumni account.

Sponsor's Signature: Chris L. Brande

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: Chris L. Brande

Transfer # _____

Board Approved _____



RECEIVED
5-4-16



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

Amount 999.49

Date Requested 5-3-16

Transfer to: 864 - Alumni Account
Account Name & Number

Transfer from: 868 - Class of 2015
Account Name & Number

State Reason for Transfer Below

To consolidate funds to one alumni account.

Sponsor's Signature: Chris G. Grande

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: Chris G. Grande

Transfer # _____

Board Approved _____



RECEIVED
5-11-16 *gp*

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

Amount 3,775.00

Date Requested 5-10-16

Transfer to: 825 Library
Account Name & Number

Transfer from: 823 Jr. High Account
Account Name & Number

State Reason for Transfer Below

To help with the Library funding.

Sponsor's Signature: _____

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: 

Transfer # _____

Board Approved _____

 **RECEIVED**
5-11-16

 **RECEIVED**



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

Amount 2,111.37 Date Requested 5-10-16

Transfer to: 826 Learn to Love
Account Name & Number

Transfer from: 823 JH Account
Account Name & Number

State Reason for Transfer Below
To help with Learn-2-Love funding
Funds originally Donated for Learn to Love deposited in JH Account

Sponsor's Signature: _____

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: 

Transfer # _____

Board Approved _____



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

Amount 660.00

Date Requested 5-16-16

Transfer to: Yearbook - #904
Account Name & Number

Transfer from: High School Activity - #884
Account Name & Number

State Reason for Transfer Below

yearbooks

Sponsor's Signature: Chris S. Grande

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: Chris S. Grande

Transfer # _____

Board Approved _____



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



RECEIVED
5-18-16 *gp*

Amount 3,000.00

Date Requested 5/17/2016

Transfer to: Student Pantry 871
Account Name & Number

Transfer from: Activity Fund 884
Account Name & Number

State Reason for Transfer Below

Start up fund for student pantry. Will be reimbursed by CREC grant.

Sponsor's Signature: *Jessica Evans*

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: *Chris [unclear]*

Transfer # _____

Board Approved _____



RECEIVED
5.27.16 CB



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

Amount 205.00 Date Requested 5/23/16

Transfer to: 884, HS Account
Account Name & Number

Transfer from: 869 English Club
Account Name & Number

State Reason for Transfer Below

Help cover cost of AP Language test

Sponsor's Signature: Matt

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: Chris L. Grande

Transfer # _____

Board Approved _____



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



RECEIVED
6-3-16

Amount 1,500.00

Date Requested 6-3- 2016

Transfer to: Athletic #852
Account Name & Number

Transfer from: Golf Junior High #820
Account Name & Number

State Reason for Transfer Below

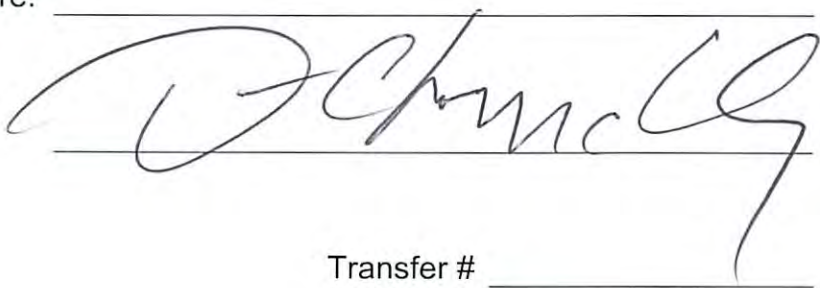
Fees for golf tournaments (Cedar Valley Golf & Guthrie Country Club Golf)

Sponsor's Signature: _____

President / Vice-Pres. Signature: _____

Treasurer/Secretary's Signature: _____

Principal's Signature: _____



Transfer # _____

Board Approved _____

Purchase Order Register

Options: Year: 2015-2016, Fund: GEN FUND-FOR OP, Date Range: 7/1/2015 - 6/30/2016, PO Range: 1028 - 1048

PO No	Date	Vendor No	Vendor	Description	Amount
1028	05/04/2016	17940	PROSPERITY BANK	DVD PACKAGE	192.75
1029	05/04/2016	17398	EDMOND MUSIC, INC.	ROB BLACKBURN - GRANT PURCHASE	10,000.00
1030	05/06/2016	10707	COUNTRY FORD MERCURY	FRONT END ALIGNMENT FOR MAINT. TRUCK	100.00
1031	05/06/2016	43760	FILEMON VASQUEZ-FONSECA, JR.	CHRIS LEGRANDE - SECURITY FOR GRADUATION	60.00
1032	05/06/2016	15657	JONATHAN WILLIAMS	CHRIS LEGRANDE - SECURITY FOR GRADUATION	60.00
1033	05/06/2016	43753	DAVID J WADE	CHRIS LEGRANDE - GRADUATION SECURITY	60.00
1034	05/10/2016	43762	KATLIN DAWN LONG	GRADUATION SECURITY/HS	60.00
1035	05/10/2016	43761	EDWARD J. WRIGHT	GRADUATION SECURITY/HS	60.00
1036	05/16/2016	43633	OKLAHOMA STATE UNIVERSITY	REGISTRATION/PLTW TRAINING/JH	3,500.00
1037	05/16/2016	83903	TERRANCE M DARCY	MILEAGE & MEAL PER DIEM FOR PLTW/JH	100.00
1038	05/16/2016	83966	SCOTT W PETERMAN	MILEAGE/MEAL PER DIEM/JH	100.00
1039	05/16/2016	43769	BOARD OF REGENTS OF THE UNIVERSITY	Registration	1,200.00
1040	05/16/2016	83903	TERRANCE M DARCY	Mileage Reimbursement	250.00
1041	05/18/2016	80796	JAMIE LYNN MUNGAI	MILEAGE FOR HOMEBOUND	175.00
1042	05/18/2016	13131	PAUL PENLEY OIL COMPANY, INC.	FUEL PER BID/TRANSPOTATION	12,300.30
1043	05/19/2016	13991	THOMPSON SCHOOL BOOK	MATH TEXTBOOKS/COTTERAL/CENTRAL/ FOGARTY	21,366.29
1044	05/19/2016	12993	ARCHWAY TEXTBOOK DEPOSITORY	TEXTBOOKS/GUES/JH/HS	137,235.90
1045	05/19/2016	13991	THOMPSON SCHOOL BOOK	TEXTBOOKS/COTTERAL/CENTRAL/ FOGARTY/GUES	85,612.79
1046	06/06/2016	17992	WESTERN GLASS & ATV, INC.	GLASS FOR #77 PASSENGER AND DRIVERSIDE	370.00
1047	06/06/2016	43780	TEXAS DEPARTMENT OF TRANSPORTATION	PAYMENT OF TOLLS	42.77
1048	06/06/2016	14369	GUTHRIE PUBLIC SCHOOLS-IRS	IRS PENALTY	2,200.00
Non-Payroll Total:					\$275,045.80
Payroll Total:					\$0.00
Report Total:					\$275,045.80

Purchase Order Register

Options: Year: 2015-2016, Fund: Building, Date Range: 7/1/2015 - 6/30/2016, PO Range: 139 - 146

PO No	Date	Vendor No	Vendor	Description	Amount
139	05/04/2016	11626	HOME DEPOT/GEFC	CEILING TILES FOR DISTRICT	652.80
142	05/04/2016	43749	TREAT'S SOLUTIONS, LLC	SUMMER SUPPLIES	95.54
143	05/10/2016	17447	HUNTER MECHANICAL & CONTROLS, INC.	HS CHILLER REPAIRS	5,500.00
144	05/12/2016	12930	OKLAHOMA CORRECTIONAL INDUSTRIES	REFURBISHING OF DESKS/HS	4,366.00
145	05/19/2016	13991	THOMPSON SCHOOL BOOK	DIGITAL PORTION OF TEXTBOOKS	83,403.12
146	05/19/2016	12993	ARCHWAY TEXTBOOK DEPOSITORY	DIGITAL PORTION OF TEXTBOOKS	6,596.88
Non-Payroll Total:					\$100,614.34
Payroll Total:					\$0.00
Report Total:					\$100,614.34

Purchase Order Register

Options: Year: 2015-2016, Fund: CHILD NUTRITION FUND, Date Range: 7/1/2015 - 6/30/2016, PO Range: 39 - 40

PO No	Date	Vendor No	Vendor	Description	Amount
39	05/24/2016	83709	STEPHANIE ELIZABETH TALLEY	MEAL REFUND/PARENT REQUEST	12.30
40	06/06/2016	16975	GPS GENERAL FUND	REIMBURSEMENT	120,000.00
Non-Payroll Total:					\$120,012.30
Payroll Total:					\$0.00
Report Total:					\$120,012.30

Purchase Order Register

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

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

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

Options: Fund: GEN FUND-FOR OP, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 5/9/2016 - 6/6/2016, PO Range: 1 - 1027, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2015	10611	CITY OF GUTHRIE	WATER/SEWER/GARBAGE FOR 2015-1	22,360.00
		011-2620-410-000-0000-000-050		05/03/2016 06/01/2016	-967.22
		011-2620-410-000-0000-000-050		06/01/2016	60.35
		011-2620-410-000-0000-000-050		06/01/2016	11,371.54
		011-2620-410-000-0000-000-050		06/01/2016	11,895.33
3	07/01/2015	12892	O.N.G.	NATURAL GAS/GAS TRANSPORTATION	-2,498.00
		009-2620-627-000-0000-000-050		05/06/2016 06/01/2016	-2,862.06
		125-2620-627-000-0000-000-710		05/06/2016 06/01/2016	-2,000.00
		009-2620-627-000-0000-000-050		06/01/2016	945.21
		009-2620-627-000-0000-000-050		06/01/2016	1,182.03
		125-2620-627-000-0000-000-710		06/01/2016	118.41
		125-2620-627-000-0000-000-710		06/01/2016	118.41
8	07/01/2015	42812	PUTNAM & COMPANY, PLLC	AUDIT SERVICES FOR 2015-16	200.00
		036-2318-331-000-0000-000-050		07/01/2015 05/24/2016	-7,500.00
		036-2318-331-000-0000-000-050		05/24/2016	7,700.00
9	07/01/2015	14135	UNITED STATES POSTAL SERVICE	POSTAGE FOR 201516	-2,000.00
		029-2620-530-000-0000-000-050		07/01/2015 06/01/2016	-4,000.00
		029-2620-530-000-0000-000-050		06/01/2016	2,000.00
10	07/01/2015	13181	PITNEY BOWES CREDIT CORP.	POSTAGE MACHINE/SUPPLIES 2015-	-56.38
		029-2511-440-000-0000-000-050		03/09/2016 05/31/2016	-271.00
		029-2511-440-000-0000-000-050		05/31/2016	252.00
		029-2511-619-000-0000-000-050		03/09/2016 05/20/2016	-37.38
14	07/01/2015	13958	THE DAILY OKLAHOMAN	SUBSCRIPTION/ADS FOR 2015-16	282.75
		041-2571-540-000-0000-000-050		04/15/2016 05/27/2016	-97.32
		041-2571-540-000-0000-000-050		05/27/2016	380.07
28	07/01/2015	13496	G.E. MONEY BANK	MEMBERSHIP/SUPPLIES FOR 20105-	50.00
		000-0000-000-000-0000-000-000		05/25/2016	50.00
32	07/01/2015	12686	TERESA JONES	PRINTING FOR 2015-16	-209.05
		041-2530-550-000-0000-000-050		04/06/2016 05/27/2016	-430.00
		041-2530-550-000-0000-000-050		05/27/2016	220.95
39	07/01/2015	82483	ANITA K PAUL	EXPENSE REIMB. FOR 2015-16	19.40
		031-2213-580-000-0000-000-050		10/30/2015 06/01/2016	-58.56
		031-2511-580-000-0000-000-050		10/30/2015 06/01/2016	-86.20
		031-2213-580-000-0000-000-050		06/01/2016	40.50
		031-2511-580-000-0000-000-050		06/01/2016	62.10
		031-2511-580-000-0000-000-050		06/01/2016	61.56
58	07/01/2015	17520	LOGAN COUNTY ECONOMIC BOARD	MEMBERSHIP FOR 2015-16	-500.00
		006-2319-810-000-0000-000-050		07/01/2015 05/09/2016	-1,000.00
		006-2319-810-000-0000-000-050		05/09/2016	500.00
82	07/01/2015	43226	ID SPECIALISTS	BLANKET FOR BADGE SUPPLIES	-13.88
		026-2660-653-000-0000-000-050		07/01/2015 05/31/2016	-13.88
102	07/01/2015	80772	ELDONA S WOODRUFF	MILEAGE REIMBURSEMENT	-601.39
		044-2573-580-239-1050-000-050		04/28/2016 06/01/2016	-601.39
103	07/01/2015	10272	JOHN A RHINEHART	PLAQUES/OGLE/ADMINISTRATION	-186.00

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PO No	Date	Vendor No	Vendor	Description	Amount
			EMPLOYEE OF THE MONTH PLAQUES	045-2572-682-000-0000-000-050	07/01/2015 05/11/2016 -186.00
123	07/01/2015	10129	AUTO PARTS & MACHINE	BLANKET FOR SUPPLIES FOR 2015-	-4.88
			BLANKET FOR PARTS AND SUPPLIES FOR 2015-16	018-2650-612-000-0000-000-070	07/01/2015 05/11/2016 -4.88
144	07/01/2015	17596	PROPANE SALES INC.	BLANKET FOR SUPPLIES FOR 2015-	-373.51
			BLANKET FOR PROPANE FOR 2015-16	018-2740-621-000-0000-000-070	07/01/2015 05/11/2016 -373.51
158	07/01/2015	14107	UNIFIRST HOLDING INC.	UNIFORM CLEANING FOR 2015-16	-5.28
			BLANKET FOR UNIFORM REPLACEMENTS AND CLEANING FOR UNIFORMS FOR 2015-16	018-2740-420-000-0000-000-070	07/02/2015 06/06/2016 -33.76
				018-2740-657-000-0000-000-070	07/02/2015 06/06/2016 -500.00
				018-2740-420-000-0000-000-070	06/06/2016 528.48
159	07/01/2015	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES FOR 2015-	-806.30
			BLANKET FOR SUPPLIES FOR 2015-16	018-2740-619-000-0000-000-070	07/02/2015 05/23/2016 -872.17
				018-2740-619-000-0000-000-070	05/23/2016 65.87
165	07/01/2015	41978	SOUTHERN TIRE MART, LLC	BLANKET FOR TIRES FOR 2015-16	3,402.90
			BLANKET FOR TIRES FOR 2015-16	018-2740-612-000-0000-000-070	05/16/2016 3,402.90
185	07/01/2015	80046	CAROLYN A BELL	MILEAGE REIMB. FOR 20105-16	-392.72
			TRAVEL REIMBURSEMENT	044-2152-580-239-0000-000-050	07/01/2015 05/23/2016 -414.59
				044-2152-580-239-0000-000-050	05/23/2016 21.87
186	07/01/2015	80069	TAMMY L BLEWETT	MILEAGE REIMB. FOR 2015-16	-144.71
			TRAVEL REIMBURSEMENT	044-2152-580-239-0000-000-050	07/01/2015 05/23/2016 -250.81
				044-2152-580-239-0000-000-050	05/23/2016 106.10
187	07/01/2015	81574	ANGIE KAYE SMEDLEY	MILEAGE REIMB. FOR 2015-16	-243.72
			TRAVEL REIMBURSEMENT	044-2140-580-239-1050-000-050	07/01/2015 05/23/2016 -269.10
				044-2140-580-239-1050-000-050	05/23/2016 25.38
188	07/01/2015	80657	MARYLYN S STEFFENSEN	MILEAGE REIMB. FOR 2015-16	-137.90
			TRAVEL REIMBURSEMENT	044-2140-580-239-1050-000-050	07/01/2015 05/27/2016 -137.90
189	07/01/2015	82326	JUDEE A KOCH	MILEAGE REIMB. FOR 2015-16	-423.84
			TRAVEL REIMBURSEMENT	044-2140-580-239-1050-000-050	07/01/2015 05/24/2016 -423.84
190	07/01/2015	83798	SONYA ALECIA ARNOLD	MILEAGE REIMB. FOR 2015-16	-300.00
			TRAVEL REIMBURSEMENT	044-2135-580-239-1050-000-050	09/09/2015 05/10/2016 -500.00
				044-2135-580-239-1050-000-050	05/10/2016 200.00
191	07/01/2015	83755	ANNA DANIELLE FREDERICK	MILEAGE REIMB. FOR 2015-16	-450.70
			TRAVEL REIMBURSEMENT SPEECH	044-2152-580-239-1050-000-050	01/12/2016 05/23/2016 -466.36
				044-2152-580-239-1050-000-050	05/23/2016 15.66
192	07/01/2015	83761	TINA MICHELLE JORDAN	MILEAGE REIMB. FOR 2015-16	-346.20
			TRAVEL REIMBURSEMENT	044-1000-580-239-1050-000-050	07/01/2015 05/24/2016 -346.20
193	07/01/2015	82250	SUSAN KAY MURRAY	MILEAGE REIMB. FOR 2015-16	-288.36
			TRAVEL REIMBURSEMENT	044-1000-580-239-1050-000-050	07/01/2015 05/20/2016 -335.88
				044-1000-580-239-1050-000-050	05/20/2016 47.52
195	07/01/2015	80796	JAMIE LYNN MUNGAI	HOMEBOUND MILEAGE REIMB.	-4.22
			TRAVEL REIMBURSEMENT	044-1000-580-239-1050-000-050	04/27/2016 05/11/2016 -4.22
200	07/01/2015	17878	OKLAHOMA HEARING SOLUTIONS, LLC	AUDIOLOGY SERVICES AND EAR MOL	-500.00
			AUDIOLOGICAL SERVICES FOR 2016-17	044-2153-336-239-1050-000-050	07/01/2015 05/10/2016 -500.00
201	07/01/2015	15956	ADVANCED PLACEMENT PROGRAM	BLANKET FOR PARAPRO ASSESSMENT	-235.00
			BLANKET FOR PARAPRO ASSESSMENT	044-2213-810-239-1050-000-050	07/01/2015 05/10/2016 -235.00

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PO No	Date	Vendor No	Vendor	Description	Amount	
203	07/01/2015	42795	APRIL NEICHOLE KECK	VISUAL IMPAIRMENT CONTRACT FOR	-2,043.00	
		VI SVCS SCHOOL YEAR 2015-2016	621-2180-320-239-1050-000-050	07/01/2015	05/23/2016	-2,673.00
			621-2180-320-239-1050-000-050	05/23/2016		630.00
206	07/01/2015	16496	LINDA BRACK JOHNSON	PSYCHOLOGICAL EVALUATIONS FOR	-5,600.00	
		PYSCHOLOGICAL EVALUATION SERVICES CONTRACT	621-2140-320-239-0000-000-050	09/22/2015	05/27/2016	-5,600.00
207	07/01/2015	13229	QUILL CORPORATION	BLANKET FOR SUPPLIES FOR 2015-	-793.90	
		SUPPLIES FOR SPECIAL SERVICE ADMINISTRATION OFFICE	621-1000-653-239-1050-000-125	08/12/2015	05/27/2016	-71.56
			621-2330-619-239-1050-000-050	02/24/2016	05/27/2016	-722.34
304	08/04/2015	80344	PATRICK HUGHES	MILEAGE REIMB. FOR 2015-16	-343.20	
		MILEAGE REIMBURSEMENT FOR 2015-16	031-2740-580-000-0000-000-050	08/04/2015	05/23/2016	-383.16
			031-2740-580-000-0000-000-050	05/23/2016		39.96
334	08/10/2015	10106	ACCURATE BACKGROUND, LLC	EXTRACURRICULAR- DRUG TEST	-5,405.00	
		EXTRACURRICULAR STUDENST DRUG TESTING	121-2660-340-000-0000-000-705	08/10/2015	05/31/2016	-5,405.00
467	08/19/2015	80161	EVA CORDERO	MILEAGE REIMB. FOR 2015-16	-200.00	
		MILEAGE REIMBURSEMENT FOR 2015-16	031-1000-580-100-1050-000-130	08/19/2015	05/31/2016	-200.00
						-16
476	08/24/2015	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES/FACS/JH	-41.00	
		BLANKET FOR GROCERIES, PAPER GOODS, CLASSROOM SUPPLIES, OFFICE SUPPLIES AND SEWING SUPPLIES	412-1000-617-314-8400-000-610	08/24/2015	05/23/2016	-41.00
505	08/24/2015	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES/SP ED/	-754.70	
		CLASSROOM SUPPLIES	621-1000-619-239-1050-000-110	09/22/2015	05/23/2016	-164.30
			621-1000-619-239-1050-000-125	09/22/2015	05/23/2016	-231.52
			621-1000-619-239-1050-000-130	09/22/2015	05/23/2016	-141.15
			621-1000-619-239-1060-000-705	09/22/2015	05/23/2016	-217.73
546	08/27/2015	83882	RUSSELL J GILMORE	MILEAGE REIMB. BETWEEN FAVER/H	-100.00	
		MILEAGE REIMB. BETWEEN FAVER AND HIGH SCHOOL	031-1000-580-430-0000-000-710	03/09/2016	05/31/2016	-100.00
547	08/27/2015	83499	JAMES COLBY WAGNER	MILEAGE REIMB. BETWEEN FAVER/H	-100.00	
		MILEAGE REIMB. BETWEEN FAVER AND HIGH SCHOOL	031-1000-580-430-0000-000-710	03/09/2016	05/31/2016	-100.00
548	08/27/2015	81373	PHYLLIS SUZANNE WILSON	MILEAGE REIMB. BETWEEN FAVER/H	-44.92	
		MILEAGE REIMB. BETWEEN FAVER AND HIGH SCHOOL	031-1000-580-430-0000-000-710	03/09/2016	05/23/2016	-61.12
			031-1000-580-430-0000-000-710	05/23/2016		16.20
549	08/27/2015	82313	ERIC N WOODARD	MILEAGE REIMB. BETWEEN FAVER/H	-78.40	
		TRAVEL MILEAGE FAVER/HIGH SCHOOL	031-1000-580-430-2250-000-000	09/18/2015	05/17/2016	-16.80
			031-1000-580-430-2250-000-000	09/18/2015	05/17/2016	-22.40
			031-1000-580-430-2250-000-000	09/18/2015	05/17/2016	-21.28
			031-1000-580-430-2250-000-000	09/18/2015	05/17/2016	-21.60
			031-1000-580-430-2250-000-000	09/18/2015	05/17/2016	-22.40
			031-1000-580-430-2250-000-000	09/18/2015	05/17/2016	-21.60
			031-1000-580-430-2250-000-000	03/09/2016	05/17/2016	-21.60

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PO No	Date	Vendor No	Vendor	Description	Amount	
		031-1000-580-430-2250-000-000		03/09/2016	05/17/2016	-78.40
		031-1000-580-430-2250-000-710		05/17/2016		16.80
		031-1000-580-430-2250-000-710		05/17/2016		21.28
		031-1000-580-430-2250-000-710		05/17/2016		21.60
		031-1000-580-430-2250-000-710		05/17/2016		21.60
		031-1000-580-430-2250-000-710		05/17/2016		22.40
		031-1000-580-430-2250-000-710		05/17/2016		22.40
		031-1000-580-430-2250-000-710		05/17/2016		21.60
550	08/27/2015	83905	TAYLOR FAITH WOODY	MILEAGE REIMB. BETWEEN FAVER/H		-37.36
		MILEAGE REIMB. BETWEEN FAVER AND HIGH SCHOOL	031-1000-580-430-0000-000-710	03/09/2016	05/23/2016	-57.88
			031-1000-580-430-0000-000-710	05/23/2016		20.52
577	09/04/2015	41905	FAMILY & CHILDREN'S CONSULTANTS, I	DRUG COUNSELING SERVICES		-1,000.00
		PROVIDE COUNSELING TO STUDENTS WHO PARTICIPATE IN THE EXTRA- CURRICULAR STUDENT DRUG TESTING PROGRAM.	121-2120-320-000-0000-000-050	09/04/2015	05/31/2016	-1,000.00
578	09/04/2015	12336	LOGAN COUNTY COMMUNITY SERVICES	DRUG COUNSELING SERVICES		-1,000.00
		PROVIDED COUNSELING SERVICES FOR THE EXTRA-CURRICULAR STUDENT DRUG TESTING PROGRAM.	121-2120-320-000-0000-000-050	09/04/2015	05/31/2016	-1,000.00
588	09/04/2015	83867	CARLY MARCILLE MURRAY	HOMEBOUND MILEAGE RIEMB./SP ED		-283.20
		MILEAGE REIMBURSEMENT FOR HOMEBOUND STUDENT	044-1000-580-239-1050-000-610	09/04/2015	05/27/2016	-283.20
594	09/09/2015	12980	OKLAHOMA SECONDARY SCHOOL	CONTEST ENTRIES/BAND/HS		-30.00
		BLANKET FOR CONTEST ENTRIES FOR 2015-2016 SCHOOL YEAR:REGIONAL MARCHING CONTEST, 10-27- 15DISTRICT SOLO AND ENSEMBLE CONTEST 11-7-15DISTRICT CONCERT BAND CONTEST 3-9-16STATE BAND CONTEST 4-13-16STATE SOLO/ENSEMBLE CONTEST 4-19- TO 4 -21-16	118-1000-810-100-3000-000-705	04/04/2016	05/23/2016	-658.00
			118-1000-810-100-3000-000-705	05/23/2016		628.00
619	09/14/2015	83881	DEBORAH GILMORE	MILEAGE REIMB. FOR 2015-16		-200.00
		BLANKET FOR MILEAGE FROM SCHOOL TO SCHOOL FOR ELL FOR 2015-16	031-1000-580-100-1310-000-610	09/14/2015	05/31/2016	-200.00
632	09/18/2015	17982	MELISSA M SELLS	MILEAGE REIMB. FOR 2015-16		-288.13
		MILEAGE REIMBURSEMENT FOR 2015 -16	044-1000-580-239-1050-000-110	09/18/2015	05/24/2016	-288.13
633	09/18/2015	16611	ACT HOLDCO	BLANKET FOR SUPPLIES/TRANSPORT		-5.07
		BLANKET FOR BUS PARTS AND SUPPLIES	018-2740-612-000-0000-000-070	09/18/2015	05/20/2016	-5.07
649	09/22/2015	17963	Heath Shelton	PHOTO RESTORATION		-45.00
		PHOTO RESTORATION	136-2321-340-000-0000-000-050	02/24/2016	06/02/2016	-1,192.50
			136-2321-340-000-0000-000-050	06/02/2016		1,147.50
670	09/30/2015	80335	MARSHA L HOLDERMAN	EXPENSE REIMB. FOR 2015-16		35.66
		EXPENSE REIMB. FOR 2015-16	031-2240-580-000-0000-000-050	09/30/2015	05/17/2016	-152.80
			031-2240-580-000-0000-000-050	05/17/2016		149.58
			031-2240-580-000-0000-000-050	05/17/2016		38.88
713	10/14/2015	10064	SEAN TIRE SERVICE	REPAIRS/SUPPLIES/ATLETICS/HS	109	-150.00

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PO No	Date	Vendor No	Vendor	Description	Amount
				REPAIRS/SUPPLIES	
		119-2640-430-824-0000-000-705		10/14/2015	06/06/2016 -150.00
716	10/15/2015	17940	PROSPERITY BANK	ROOMS/PROF. DEV./JHI	-137.00
				LODGING - ORCHID EVENT SOLUTION	
		541-2213-580-000-2250-000-610		10/15/2015	05/31/2016 -137.00
				- NSTA CONF KANSAS CITY, MO -	
				12/2/15 - 12/3/15 HOLIDAY INN FIFI	
				CANNING	
722	10/15/2015	40123	SUMMIT	BLANKET FOR SUPPLIES/TRANSPOR	-1,369.95
				BLANKET FOR PARTS AND SUPPLIES	
		018-2740-612-000-0000-000-070		10/15/2015	05/11/2016 -2,729.81
		018-2740-612-000-0000-000-070		10/15/2015	05/11/2016 -1,369.95
		018-2740-430-000-0000-000-070		05/11/2016	1,633.00
		018-2740-612-000-0000-000-070		05/11/2016	1,096.81
737	10/26/2015	14280	WILLOBY'S FEED AND OUTFITTERS, LLC	FERTILIZER/FIELD SUPPLIES/ATHL	97.50
				HS- FERTILIZER/ SUPPLIES	
		119-2630-618-000-0000-000-050		06/03/2016	97.50
751	10/29/2015	43670	KRISTEN LEIGH TAM	OT SERVICES FOR 2015-16	-6,102.60
				OCCUPATIONAL THERAPY CONTRACT	
		044-2130-300-239-1050-000-050		10/29/2015	05/17/2016 -3,996.00
		044-2130-300-239-1050-000-050		10/29/2015	05/17/2016 -10,667.60
		044-2130-300-239-1050-000-050		10/29/2015	05/17/2016 -3,636.00
		044-2130-300-239-1050-000-050		10/29/2015	05/17/2016 -3,810.00
		044-2130-300-239-1050-000-050		10/29/2015	05/17/2016 -3,609.60
		044-2130-300-239-1050-000-050		10/29/2015	05/17/2016 -3,542.40
		044-2130-300-239-1050-000-050		10/29/2015	05/17/2016 -2,738.40
		044-2132-336-239-1050-000-050		05/17/2016	2,738.40
		044-2132-336-239-1050-000-050		05/17/2016	3,542.40
		044-2132-336-239-1050-000-050		05/17/2016	3,609.60
		044-2132-336-239-1050-000-050		05/17/2016	3,636.00
		044-2132-336-239-1050-000-050		05/17/2016	3,810.00
		044-2132-336-239-1050-000-050		05/17/2016	3,996.00
		044-2132-336-239-1050-000-050		06/01/2016	3,565.00
		044-2132-336-239-1050-000-050		06/01/2016	1,000.00
782	11/17/2015	83231	JULIE ANN MURRAY	HOMEBOUND MILEAGE REIMB.	-250.00
				homebound mileage reimbursement	
		044-1000-580-239-1060-000-705		11/17/2015	05/24/2016 -250.00
842	01/07/2016	82968	PAMELA R JOHNSON-FIELDS	MILEAGE REIMB FROM SITE TO SITE/SP ED	-300.00
				MILEAGE REIMB FROM SITE TO SITE/SP ED	
		044-1000-580-239-1050-000-125		01/07/2016	05/18/2016 -300.00
843	01/07/2016	83515	JULIE A BERTOLINO	MILEAGE REIMBURSEMENT FOR HOMEBOUND INSTRUCTION	-300.00
				HOMEBOUND MILEAGE REIMBURSEMENT	
		044-1000-580-239-1060-000-705		01/07/2016	05/18/2016 -300.00
849	01/07/2016	15157	OKLAHOMA MUSIC EDUCATORS ASSOC.	REGISTRATION//PROF DEV./K. KNAPP/FOGARTY	-30.00
				REGISTRATION / KRISTIN KNAPP	
		311-2213-860-271-0000-000-110		01/07/2016	05/13/2016 -30.00
866	01/12/2016	17124	OU CHILD STUDY CENTER	AUTISM TRAINING/M. HARMON/HS	-185.00
				AUTISM TRAINING	
		621-2213-860-239-1060-000-705		01/12/2016	05/10/2016 -185.00
870	01/12/2016	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES/SPECIAL ED	-2,177.18
				BLANKET FOR SUPPLIES	
		621-1000-619-239-1050-000-110		02/24/2016	05/23/2016 -758.17
		621-1000-619-239-1050-000-125		02/24/2016	05/23/2016 -768.45
		621-1000-619-239-1050-000-610		02/24/2016	05/23/2016 -692.38

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 5/9/2016 - 6/6/2016, PO Range: 1 - 1027, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
			621-1000-619-239-1050-000-110	05/23/2016	41.82
872	01/13/2016	17473	HYDROTEX PARTNERS LTD.	BLANKET FOR FLUIDS/TRANSPORTATION	-611.27
			018-2740-612-000-0000-000-070	01/13/2016 05/11/2016	-611.27
873	01/13/2016	11631	HAC, INC.	BLANKET FOR SUPPLIES/FACS/PETTY/JH	-193.65
			412-1000-681-314-8400-000-610	01/13/2016 05/27/2016	-93.65
			412-1000-681-314-8400-000-610	01/13/2016 05/27/2016	-100.00
874	01/13/2016	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES/FACS/PETTY/JH	-128.48
			412-1000-681-314-8400-000-610	01/13/2016 05/23/2016	-610.94
			412-1000-681-314-8400-000-610	05/23/2016	482.46
886	01/25/2016	16669	EDMENTUM, INC	STUDY ISLAND SOFTWARE/HS	-701.00
			511-1000-653-494-1110-000-705	01/25/2016 05/09/2016	-351.00
			511-1000-653-494-0000-000-705	01/25/2016 05/09/2016	-350.00
897	01/27/2016	12394	LOWE'S COMPANIES, INC.	LUMBER/BUILDING SUPPLIES/FAVER	-81.11
			131-2620-618-000-0000-000-710	01/27/2016 05/09/2016	-81.11
899	01/28/2016	80048	LAURA K BENHAM	HOMEBOUND MILEAGE REIMBURSEMENT	-250.00
			044-1000-580-239-1050-000-125	01/28/2016 05/18/2016	-250.00
904	02/08/2016	17996	CHRISTINE E HAYES	SPEECH THERAPY SERVICE CONTRACT	-2,585.13
			044-2152-320-239-0000-000-050	02/08/2016 05/24/2016	-4,585.13
			044-2152-320-239-0000-000-050	05/24/2016	2,000.00
906	02/08/2016	81882	KARA B WALTERS	MILEAGE REIMBURSEMENT FOR HOMEBOUND SERVICES	-250.00
			044-1000-580-239-1050-000-125	02/17/2016 05/10/2016	-250.00
920	02/11/2016	10611	CITY OF GUTHRIE	RENTAL OF KIWANIS FIELD	-100.00
			119-1000-440-802-0000-000-050	02/11/2016 05/09/2016	-100.00
925	02/15/2016	10684	CCH INCORPORATED	PARENT RESOURCE MATERIALS/TITLE I/HS	-358.00
			511-2194-642-494-0000-000-705	02/15/2016 05/31/2016	-119.00
			511-2194-642-494-0000-000-705	04/25/2016 05/31/2016	-239.00
937	02/23/2016	14377	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS/LIBRARY/FOGARTY	-69.20
			063-2220-641-000-0000-000-110	02/23/2016 05/20/2016	-69.20
942	02/24/2016	15408	SCHOOL SPECIALTY, SAX ARTS & CRAFTS	OFFICE SUPPLIES/COTTERAL	-32.47
			051-1000-619-100-1024-000-120	02/25/2016 05/20/2016	-2.49
			051-1000-619-100-1024-000-120	02/25/2016 05/20/2016	-2.49
			051-1000-619-100-1024-000-120	02/25/2016 05/20/2016	-2.49

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 5/9/2016 - 6/6/2016, PO Range: 1 - 1027, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount	
				BINDER-BLUE		
				HAMMOND AND STEPHENS VISITOR LOG BOOKS		
		051-1000-619-100-1024-000-120		02/25/2016	05/20/2016	-25.00
943	02/24/2016	16611	ACT HOLDCO	DIAGNOSIS FOR BUS 2/TRANSPORTATION	-280.00	
				DIAGNOSIS FOR BUS 2		
		018-2740-430-000-0000-000-070		02/24/2016	05/09/2016	-280.00
952	03/02/2016	16185	KELVIN TECHNOLOGIES	SUPPLIES/TECH ENG/DARCY/JH	-8.42	
				REPLACEMENT SUPPLIES AS PER ATTACHED		
		412-1000-619-317-8700-000-610		03/02/2016	05/31/2016	-8.42
957	03/08/2016	11626	HOME DEPOT/GEFC	APPLIANCES/CARL PERKINS/FACS/MOORE/HS	14.80	
				MAXX COLD SINGLE DOOR COMMERICAL REACH-IN REFRIGERATOR (23 CFT)		
		421-1000-651-338-8400-000-705		03/08/2016	06/01/2016	-1,349.10
		421-1000-651-338-8400-000-705		06/01/2016		1,359.00
				AMANA ELECTRIC DRYER		
		421-1000-651-338-8400-000-705		03/08/2016	06/01/2016	-404.10
		421-1000-651-338-8400-000-705		06/01/2016		409.00
959	03/08/2016	16105	GITAR CENTER STORES, INC.	BROADCASTING EQUIPMENT/CARL PERKINS/VO-AG/DRAKE/HS	-200.00	
				MACKIE DL 1608L 16 CHANNEL MIXER		
		421-1000-652-332-8000-000-705		03/08/2016	05/24/2016	-200.00
963	03/09/2016	11244	FAST SIGNS	SUPPLIES/TRANSPORTATION	-0.80	
				PURCHASE LETTERS FOR SIDE OF BUS		
		018-2740-612-000-0000-000-070		03/09/2016	05/27/2016	-0.80
971	03/23/2016	17336	CUMMINGS SOUTHERN PLAINS, LTD	REPAIRS/TRANSPORTATION	-547.94	
				REPAIRS TO BUS 2		
		018-2740-430-000-0000-000-070		04/13/2016	05/11/2016	-547.94
974	03/28/2016	14207	WALMART COMMUNITY	BLANKET FOR FOODS/SUPPLIES FOR FACS/HS	493.85	
				FOODS AND SUPPLIES FOR FACS CLASSROOM, KITCHEN, AND LABS		
		412-1000-681-314-8400-000-705		03/28/2016	05/16/2016	-684.40
		412-1000-681-314-8400-000-705		05/23/2016		1,178.25
975	03/28/2016	10599	OK DEPT OF CAREER & TECH EDUCATION	CURRICULUM MATERIALS/FACS/HS	-12.00	
				SHIPPING COST		
		412-1000-619-314-8400-000-705		03/28/2016	05/23/2016	-5.00
				TEACHER FACS BASICS		
		412-1000-681-314-8400-000-705		03/28/2016	05/23/2016	-7.00
982	03/31/2016	43719	Best Buy Stores, L.P.	SURFACE 4	-255.06	
				3 SURFACE 4 WITH 4 YEAR HARDWARE WARRANTY		
		101-2580-653-000-0000-000-705		03/31/2016	05/13/2016	-255.06
983	03/31/2016	17940	PROSPERITY BANK	SUPPLIES/RAINWATER/JH	-13.50	
				Mackie Ipad Air Tray Kit for DL806/DL 1608/ Gator GMIX-DL 1608-WP Waterproof Mackie Mixer Case		
		076-2620-615-000-0000-000-610		03/31/2016	05/09/2016	-13.50
986	04/01/2016	15850	CHUCK KYLE	FOOTING FOR SHED/ATHLETICS	-3.13	
				(HS) FOOTING FOR SHED (ALL SPORTS)		
		119-2640-683-828-0000-000-705		04/01/2016	05/24/2016	-3.13
989	04/04/2016	12394	LOWE'S COMPANIES, INC.	APPLIANCES/FACS/PETTY/JH	-145.90	
				REFRIGERATOR AND MICROWAVE FOR FCCLA CLASSROOM AND 5 YRS. INSURANCE WARRANTY		
		412-2640-651-314-8400-000-610		04/04/2016	06/01/2016	-145.90
1000	04/15/2016	11933	JOHN VANCE MOTORS, INC.	REPAIRS/TRANSPORTATION	-13.89	
				REPAIRS TO BUS 52'S LIFT		
		018-2740-430-000-0000-000-070		04/15/2016	05/11/2016	-13.89
1001	04/15/2016	83615	PATTI JO BOHLMAN	MILEAGE FOR HOMEBOUND INSTRUCTION	-240.55	
				MILEAGE FOR HOMEBOUND		
		044-1000-512-239-1050-000-125		04/15/2016	05/11/2016	-250.00

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 5/9/2016 - 6/6/2016, PO Range: 1 - 1027, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
				INSTRUCTION	9.45
		044-1000-580-239-1050-000-125		05/17/2016	
1002	04/19/2016	13286	RED ROCK DISTRIBUTING CO.	FUEL PER BID/TRANSPORTATION	-4.93
		7000 GALLIONS UNLEADED FUEL @1.2839	019-2740-623-000-0000-000-050	04/19/2016 05/20/2016	-4.93
1004	04/20/2016	43510	HOOTEN OIL COMPANY, INC	SUPPLIES/TRANSPORTATION	-165.30
		PURCHASE DEF FOR BUSES	018-2740-612-000-0000-000-070	04/20/2016 05/20/2016	-165.30
1006	04/21/2016	10922	SCHOOL SPECIALTY SCIENCE	SUPPLIES/FOUNDATION GRANT/OGLE/JH	174.98
		1- 292-4019 CRAZY TRAITS FULL CLASSROOM PACKAGE \$869.951- 292-4020 CRAZY CHROMOSOMES FULL CLASSROOM PACKAGE \$629.95TOTAL - \$1504.90 (ESTIMATED SHIPPING \$5.00)	061-1000-681-100-2250-000-610	04/21/2016 05/24/2016	-1,504.90
			061-1000-681-100-2250-000-610	05/24/2016	1,499.90
			076-1000-681-100-2250-000-610	05/24/2016	179.98
1008	04/26/2016	13138	HERTZBERT-NEW METHOD, INC	BOOKS/FOUNDATION GRANT/LIBRARY/JH	-89.10
		1076602 - OKLAHOMA SEQUOYAH INTERMEDIATE BOOK AWARD 2017	061-2220-641-000-0000-000-610	04/26/2016 05/20/2016	-89.10
1009	04/26/2016	14377	FOLLETT SCHOOL SOLUTIONS, INC	BOOKS/FOUNDATION GRANT/LIBRARY/JH	-0.89
		1 Lets Explore Science Grades 408 (Rourke)-Spanish Pbk (29-item set) Total 310.86, \$10.86 PAID FROM AF	061-2220-641-000-0000-000-610	04/26/2016 05/20/2016	-0.89
1011	04/26/2016	15678	SCHOLASTIC READING COUNTS	SUPPLIES/FOUNDATION GRANT/BALL/GUES	-8.54
		CLASSROOM SUPPLIES AS PER ATTACHED	061-1000-619-100-1050-000-125	04/26/2016 05/24/2016	-8.54
1014	04/27/2016	15408	SCHOOL SPECIALTY, SAX ARTS & CRAFTS	SUPPLIES/FOUNDATION GRANT/PRIVETTE/FOGARTY	0.13
		CALIFON 6-PERSON INFRAED MUSIC MAKER PLUS LEARNING CENTER #23951RPLC	061-1000-615-100-1050-000-110	04/28/2016 05/10/2016	-376.02
			061-1000-615-100-1050-000-110	05/10/2016	376.15
1017	04/28/2016	17940	PROSPERITY BANK	SHADE CANOPY/FOUNDATION GRANT/PERRING/HS	-5.17
		KING CANOPY 80-INCH HEAVY DUTY ROLLER BAG	061-2199-683-827-0000-000-705	04/28/2016 05/09/2016	-67.85
		10X20 HERCULES 8 LEG CANOPY	061-2199-683-827-0000-000-705	04/28/2016 05/09/2016	-303.85
			061-2199-683-827-0000-000-705	05/09/2016	366.53
1018	04/28/2016	12171	LAKESHORE LEARNING MATERIALS	READ A LONG/FOUNDATION GRANT/WALSWORTH/COTTERAL	-6.05
		(1) Tacky the Penguin Read-Along and other curriculum	061-1000-641-100-1024-000-120	04/28/2016 05/11/2016	-6.05
1024	04/29/2016	14207	WALMART COMMUNITY	SUPPLIES/OPAT	-170.81
		SUPPLIES	338-2194-619-000-0000-000-120	04/29/2016 05/20/2016	-360.00
			338-2194-619-000-0000-000-120	05/20/2016	189.19

Non-Payroll Total: (\$20,516.97)
Payroll Total: \$0.00
Report Total: (\$20,516.97)

Project Totals	
000	50.00
006 DUES/MEMBERSHIPS/REGIST.	-500.00

Change Order Listing

Options: Fund: GEN FUND-FOR OP, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 5/9/2016 - 6/6/2016, PO Range: 1 - 1027, Include Negative Changes: True

009	NATURAL GAS	-734.82
011	WATER/SEWER/GARBAGE	22,360.00
018	TRANSPORTATION	-781.29
019	FUEL	-4.93
026	DIRECTOR OF TECHNOLOGY	-13.88
029	POSTAGE/FREIGHT	-2,056.38
031	PROFESSIONAL TRAVEL	-1,048.82
036	AUDIT SERVICES	200.00
041	ADMINISTRATION	73.70
044	SPECIAL ED. DIR.	-14,918.37
045	PERSONNEL DIRECTOR	-186.00
051	COTTERAL BUDGET	-32.47
061	GUTHRIE ED. FOUNDATION GRANT	-114.62
063	FOGARTY LIBRARY BUDGET	-69.20
076	JH ADMINISTRATION	166.48
101	HS ADMINISTRATION	-255.06
118	BAND	-30.00
119	ATHLETICS	-155.63
121	EXTRA CURR. DRUG TESTING	-7,405.00
125	ALT. SCHOOL INSTRUCTION	-1,763.18
131	HAMILTON ESTATE DON/ALT SCH	-81.11
136	SUPPLIES FOR DISTRICT	-45.00
311	PROF.DEVELOPMENT ADA	-30.00
338	PARENT EDUCATION PROGRAM	-170.81
412	VOC.PROG.INCENTIVE GRANTS	-35.60
421	SECONDARY	-185.20
511	TITLE I BASIC PROGRAM	-1,059.00
541	TITLE II, PART A/TEACHER TRAIN	-137.00
621	FLOW THRU P.L. 105-17 IDEA PTB	-11,553.78

Unit Totals

000	ALLOCATIONS	-176.08
050	DISTRICT WIDE	-4,319.78
070	TRANSPORTATION	-781.29
110	FOGARTY	-1,267.85
120	COTTERAL	-209.33
125	GUES	-2,120.62
130	CENTRAL	-341.15
610	JR. HIGH	-1,758.54
705	HIGH SCHOOL	-7,563.44
710	FAVER	-1,978.89

Change Order Listing

Options: Fund: Building, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 5/9/2016 - 6/6/2016, PO Range: 1 - 138, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
12	07/01/2015	11165	EMSCO ELECTRIC SUPPLY CO., INC.	BLANKET FOR ELECTRICAL SUPPLIE	-3,144.36
			BLANKET FOR ELECTRICAL SUPPLIES FOR 2015-16	013-2620-618-000-0000-000-050	07/01/2015 06/02/2016 -3,144.36
13	07/01/2015	11658	HURLEY PLUMBING COMPANY, INC	BLANKET/PLUMBING REPAIRS/SUPPL	-305.50
			BLANKET FOR PLUMBING REPAIRS AND SUPPLIES FOR 2015-16	013-2620-430-000-0000-000-050	07/01/2015 05/16/2016 -305.50
24	07/01/2015	17570	WATER SERVICES COMPANY, INC.	BOILER TREATMENT FOR 2015-16	-260.00
			BOILER TREATMENTS	013-2640-430-000-0000-000-050	07/01/2015 06/02/2016 -440.00
				013-2640-430-000-0000-000-050	06/02/2016 180.00
29	07/01/2015	11169	ENDEX OF OKLAHOMA, INC.	BLANKET FOR BELLS & PA REPAIRS	-835.10
			BLANKET FOR BELL AND PA SYSTEM REPAIRS FOR 2015-16	013-2640-430-000-0000-000-050	07/01/2015 06/02/2016 -835.10
39	07/01/2015	15969	SOUTHWEST PAPER	BLANKET FOR SUPPLIES FOR 2015-	-0.02
			BLANKET FOR SUPPLIES AND PARTS FOR 2015-16	013-2620-618-000-0000-000-050	10/05/2015 05/16/2016 -0.02
41	07/01/2015	14189	VOSS ELECTRIC SUPPLY CO.	BLANKET FOR SUPPLIES FOR 2015-	136.72
			BLANKET FOR LIGHT BULBS AND ELECTRICAL SUPPLIESFOR 2015-16	013-2620-618-000-0000-000-050	06/02/2016 136.72
55	08/12/2015	43639	KONE, INC	ELEVATOR SERVICE AND REPAIRS	-5,994.10
			ELEVATOR SERVICE AND REPAIRS	013-2640-430-000-0000-000-050	08/12/2015 06/02/2016 -6,614.42
				013-2640-430-000-0000-000-050	06/02/2016 620.32
63	08/26/2015	12173	LAMPTON WELDING SUPPLY COMPANY, INC	PROPANE/ATHLETICS/HS	47.80
			HS- C02 TANKS (FOOTBALL)	119-2199-621-805-0000-000-705	05/16/2016 47.80
79	09/30/2015	14288	WINSUPPLY OF OKLAHOMA CITY	DISTRICT PLUMBING SUPPLIES	-595.46
			DISTRICT PLUMBING SUPPLIES	013-2620-618-000-0000-000-050	09/30/2015 06/02/2016 -692.52
				013-2620-618-000-0000-000-050	06/02/2016 97.06
124	03/08/2016	17968	SCOVIL & SIDES HARDWARE COMPANY	CLOSER ARM	-39.50
			CLOSER ARM FOR GUES	013-2640-618-000-0000-000-125	03/08/2016 05/10/2016 -39.50
130	04/07/2016	12568	MAINTENANCE SUPPLY CO, INC.	BUFFERS	4.00
			2 BUFFER MACHINES	013-2620-618-000-0000-000-050	04/19/2016 05/10/2016 -1,230.00
				013-2620-618-000-0000-000-050	05/10/2016 1,234.00
138	05/03/2016	12886	O G & E	ELECTRIC SERVICE	-15,534.90
			ELECTRIC SERVICE	008-2620-624-000-0000-000-125	05/03/2016 06/02/2016 -48,918.64
				008-2620-624-000-0000-000-125	06/02/2016 33,383.74

Non-Payroll Total:	(\$26,520.42)
Payroll Total:	\$0.00
Report Total:	(\$26,520.42)

Project Totals

008	ELECTRICITY	-15,534.90
013	MAINTENANCE/CUSTODIAL	-11,033.32
119	ATHLETICS	47.80

Unit Totals

050	DISTRICT WIDE	-10,993.82
125	GUES	-15,574.40
705	HIGH SCHOOL	47.80

Change Order Listing

Options: Fund: CHILD NUTRITION FUND, Year: 2015-2016, ReferenceDate: PO Date, Date Range: 5/9/2016 - 6/6/2016, PO Range: 1 - 38, Include Negative Changes: True

PO No	Date	Vendor No	Vendor	Description	Amount
2	07/01/2015	10130	AUTO-CHLOR SERVICES, LLC	BLANKET FOR SUPPLIES/REPAIRS F	-4,226.95
		763-3140-618-700-0000-000-050		09/11/2015 06/03/2016	-4,226.95
8	07/01/2015	17966	FLOWERS BAKING COMPANY OF DENTON	BLANKET FOR BREAD FOR 2015-16	-5,435.57
		763-3150-630-700-0000-000-050		07/01/2015 06/03/2016	-5,435.57
10	07/01/2015	16261	ONE STOP COPY	BLANKET FOR COPIES FOR 2015-16	-884.00
		763-3190-550-700-0000-000-050		09/04/2015 06/03/2016	-884.00
11	07/01/2015	13768	BUSINESS WORLD	BLANKET FOR COPIER MAINT./SUPP	-120.17
		763-3190-440-700-0000-000-050		09/04/2015 06/06/2016	-92.17
		763-3190-611-700-0000-000-050		09/04/2015 06/06/2016	-124.00
		763-3190-440-700-0000-000-050		06/06/2016	96.00
13	07/01/2015	14207	WALMART COMMUNITY	BLANKET FOR SUPPLIES FOR 2015-16	-470.58
		763-3140-617-700-0000-000-050		09/04/2015 05/23/2016	-492.69
		763-3140-617-700-0000-000-050		05/23/2016	22.11
14	07/01/2015	10177	GREAT PLAINS COCA COLA BOTTLING	BLANKET FOR DRINKS FOR 2015-16	-3,389.09
		763-3150-630-700-0000-000-050		07/01/2015 06/03/2016	-3,389.09
15	07/01/2015	11603	HILAND DAIRY FOODS COMPANY, LLC	BLANKET FOR MILK FOR 2015-16	4,285.80
		763-3150-630-700-0000-000-050		07/01/2015 06/03/2016	-6,909.20
		763-3150-630-700-0000-000-050		06/03/2016	9,694.51
		763-3150-630-700-0000-000-050		06/03/2016	1,500.49
18	07/01/2015	17902	LABATT INSTITIONAL SUPPLY COMPANY	BLANKET FOR FOOD/SUPPLIES FOR	-89,658.62
		764-3140-618-700-0000-000-050		04/06/2016 06/02/2016	-775.82
		763-3140-617-700-0000-000-050		05/05/2016 06/02/2016	-1,231.39
		763-3150-630-700-0000-000-050		05/05/2016 06/03/2016	-91,872.20
		763-3140-617-700-0000-000-050		06/02/2016	1,720.79
		763-3140-617-700-0000-000-050		06/02/2016	110.60
		764-3140-618-700-0000-000-050		06/02/2016	175.82
		763-3150-630-700-0000-000-050		06/03/2016	2,213.58
22	08/18/2015	43636	SUNSHINE SWEETS, LLC	ICE CREAM FOR 2015-16	-4,051.52
		000-3110-630-700-0000-000-050		02/10/2016 06/03/2016	-4,051.52
27	12/04/2015	17764	SOONER PEST MANAGEMENT	BLANKET FOR PEST CONTROL	-1,015.00
		763-3140-340-700-0000-000-050		12/04/2015 06/03/2016	-1,370.00
		763-3140-340-700-0000-000-050		06/03/2016	355.00

Non-Payroll Total: (\$104,965.70)
Payroll Total: \$0.00
Report Total: (\$104,965.70)

Project Totals	
000	-4,051.52
763 LUNCHES	-100,314.18
764 BREAKFASTS	-600.00

Unit Totals	
050 DISTRICT WIDE	-104,965.70

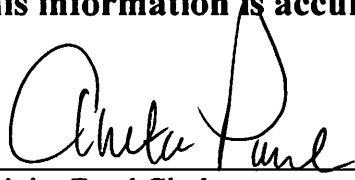
ACTIVITY FUND – FUND 60
BANK RECONCILIATION – FARMERS & MERCHANTS BANK
05/31/2016

<u>GENERAL LEDGER ACCOUNT</u>		<u>BANK RECONCILIATION</u>	
Balance (05/01/16)	\$553,269.40	Balance per bank statement as of (05/31/16)	\$516,806.22
Add Receipts	\$ 77,149.87	Add Deposits in Transit	\$ 4,775.00
Less Checks Written	\$139,587.03	less O/S Checks	\$ 28,549.41
Adjustments	\$ +2,199.57	*Adjustments	\$
		Bank correction	\$
Balance per Ledger	\$493,031.81	Balance per Ledger	\$493,031.81

Adjustment/Correction explanations:

\$2199.57 in OCAS coding corrections.

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



 Activity Fund Clerk

6-1-16

 Date

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 5/1/2016 - 5/31/2016

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 CENTRAL FACULTY	\$210.30	\$18.35	\$0.00	\$40.15	\$188.50	\$145.00	\$43.50
802 CENTRAL ACTIVITY	\$16,893.11	\$554.77	\$0.00	\$4,019.21	\$13,428.67	\$136.00	\$13,292.67
803 CENTRAL PTO	\$6,809.67	\$788.57	\$0.00	\$671.15	\$6,927.09	\$738.00	\$6,189.09
804 COTTERAL PTO	\$7,481.03	\$86.60	\$0.00	\$141.93	\$7,425.70	\$5,081.00	\$2,344.70
805 COTTERAL ACTIVITY	\$16,437.90	\$2,905.00	\$0.00	\$3,109.66	\$16,233.24	\$5,869.85	\$10,363.39
806 COTTERAL FACULTY	\$338.16	\$61.55	\$0.00	\$0.00	\$399.71	\$0.00	\$399.71
808 FOGARTY PARENTS ORG.	\$7,381.31	\$4,912.88	\$0.00	\$1,262.76	\$11,031.43	\$92.60	\$10,938.83
809 FOGARTY ACTIVITY	\$24,893.75	\$3,159.27	\$0.00	\$13,860.65	\$14,192.37	\$0.00	\$14,192.37
810 FOGARTY FACULTY	\$383.52	\$115.30	\$0.00	\$391.60	\$107.22	\$0.00	\$107.22
812 GUES ACTIVITY	\$23,777.15	\$2,804.37	\$0.00	\$3,919.71	\$22,661.81	\$4,121.40	\$18,540.41
813 GUES FACULTY	\$738.90	\$88.25	\$0.00	\$140.00	\$687.15	\$45.00	\$642.15
815 GUES PARENTS ORG.	\$24,533.31	\$906.66	\$0.00	\$2,096.11	\$23,343.86	\$4,775.00	\$18,568.86
816 GHS SPECIAL KIDS	\$64.65	\$0.00	\$0.00	\$0.00	\$64.65	\$0.00	\$64.65
817 ART JUNIOR HIGH	\$309.56	\$0.00	\$0.00	\$0.00	\$309.56	\$0.00	\$309.56
818 JH BUILDERS CLUB	\$302.54	\$9.00	\$0.00	\$0.00	\$311.54	\$0.00	\$311.54
819 ATHLETICS JUNIOR HIGH	\$9,810.50	\$30.00	\$0.00	\$1,019.41	\$8,821.09	\$3,152.10	\$5,668.99
820 GOLF JUNIOR HIGH	\$2,286.31	\$602.00	\$0.00	\$0.00	\$2,888.31	\$0.00	\$2,888.31
821 FHA JUNIOR HIGH	\$2,895.55	\$135.50	\$0.00	\$1,834.20	\$1,196.85	\$0.00	\$1,196.85
822 HONOR SOCIETY JR HIGH	\$2,416.81	\$25.00	\$0.00	\$463.71	\$1,978.10	\$0.00	\$1,978.10
823 JR HIGH ACCOUNT	\$10,600.33	\$2,251.39	\$0.00	\$4,331.21	\$8,520.51	\$0.00	\$8,520.51
824 JR HIGH FACULTY	\$448.26	\$395.20	\$0.00	\$119.10	\$724.36	\$0.00	\$724.36
825 LIBRARY JR HIGH	\$9,222.30	\$0.00	\$0.00	\$0.00	\$9,222.30	\$9,328.50	(\$106.20)
826 LEARN 2 LOVE	\$0.00	\$160.00	\$0.00	\$0.00	\$160.00	\$0.00	\$160.00
827 CHEERLEADERS JR HIGH	\$4,338.04	\$0.00	\$0.00	\$0.00	\$4,338.04	\$0.00	\$4,338.04
830 STUCO JH	\$3,502.82	\$0.00	\$0.00	\$402.29	\$3,100.53	\$60.00	\$3,040.53
831 T.S.A. JR HIGH	\$1,960.45	\$0.00	\$0.00	\$0.00	\$1,960.45	\$0.00	\$1,960.45
832 YEARBOOK JR HIGH	\$2,269.39	\$2,484.48	\$0.00	\$3,257.97	\$1,495.90	\$0.00	\$1,495.90
834 JR HIGH ACADEMIC TEAM	\$213.14	\$0.00	\$0.00	\$42.40	\$170.74	\$0.00	\$170.74
850 ACADEMIC TEAM HS	\$40.10	\$0.00	\$0.00	\$0.00	\$40.10	\$0.00	\$40.10
851 ART CLUB HS	\$7,126.34	\$149.00	\$0.00	\$484.64	\$6,790.70	\$379.55	\$6,411.15
852 ATHLETICS HS	\$63,357.19	\$5,867.82	\$783.00	\$11,612.64	\$58,395.37	\$28,153.07	\$30,242.30
853 HS CHEER	\$5,910.29	\$787.50	\$0.00	\$0.00	\$6,697.79	\$6,504.70	\$193.09
854 FOOTBALL CAMP	\$2,200.00	\$1,225.00	\$0.00	\$1,322.75	\$2,102.25	\$0.00	\$2,102.25
855 TENNIS HS	\$12,027.92	\$1,825.00	(\$783.00)	\$1,441.14	\$11,628.78	\$734.50	\$10,894.28
856 GHS LIBRARY	\$1,641.54	\$0.00	\$0.00	\$0.00	\$1,641.54	\$0.00	\$1,641.54
857 YOUTH & GOVERNMENT HS	\$51.94	\$0.00	\$0.00	\$0.00	\$51.94	\$0.00	\$51.94
858 GHS LINK CREW	\$185.99	\$0.00	\$0.00	\$0.00	\$185.99	\$0.00	\$185.99
859 BAND (OPERATING) HS	\$8,401.70	\$3,145.00	\$0.00	\$1,702.95	\$9,843.75	\$360.82	\$9,482.93
860 CLASS OF 2016 HS	\$8,335.31	\$350.00	\$0.00	\$1,275.95	\$7,409.36	\$7,200.00	\$209.36
861 CLASS OF 2017 HS	\$8,189.70	\$100.00	\$0.00	\$3,996.77	\$4,292.93	\$247.50	\$4,045.43
862 CLASS OF 2018 HS	\$4,713.76	\$0.00	\$0.00	\$0.00	\$4,713.76	\$0.00	\$4,713.76
863 CLASS OF 2019 HS	\$2,290.95	\$25.00	\$0.00	\$0.00	\$2,315.95	\$0.00	\$2,315.95
867 CLASS OF 2014 HS	\$127.28	\$0.00	\$0.00	\$0.00	\$127.28	\$0.00	\$127.28
868 CLASS OF 2015	\$999.49	\$0.00	\$0.00	\$0.00	\$999.49	\$0.00	\$999.49
869 ENGLISH CLUB	\$1,753.33	\$0.00	\$0.00	\$0.00	\$1,753.33	\$334.98	\$1,418.35
870 HS FACULTY/COURTESY ACCOUNT	\$1,945.74	\$29.15	\$0.00	\$395.14	\$1,579.75	\$374.12	\$1,205.63
871 HS STUDENT PANTRY	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$500.00	\$0.00
873 SPEECH HS	\$503.25	\$0.00	\$0.00	\$0.00	\$503.25	\$0.00	\$503.25
876 FFA 4H BOOSTER CLUB HS	\$52,344.25	\$1,364.00	\$0.00	\$5,233.44	\$48,474.81	\$8,199.50	\$40,275.31
877 FFA HS	\$17,677.52	\$9,333.65	\$42.54	\$7,524.67	\$19,529.04	\$5,620.44	\$13,908.60
878 FCCLA (FHA) HS	\$486.65	\$100.30	\$0.00	\$157.81	\$429.14	\$0.00	\$429.14
879 FOREIGN LANGUAGE SPAN HS	\$1,647.23	\$0.00	\$0.00	\$0.00	\$1,647.23	\$0.00	\$1,647.23
882 GUTHRIE RUNNING CLUB HS	\$3,268.93	\$0.00	\$0.00	\$393.93	\$2,875.00	\$0.00	\$2,875.00
883 HERITAGE CLUB HS	\$943.77	\$0.00	\$0.00	\$0.00	\$943.77	\$0.00	\$943.77

Guthrie Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 5/1/2016 - 5/31/2016

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
884 HIGH SCHOOL ACCOUNT	\$16,365.07	\$3,894.88	\$385.00	\$4,605.07	\$16,039.88	\$1,173.45	\$14,866.43
886 HONOR SOCIETY HS	\$3,581.69	\$40.00	(\$385.00)	\$1,598.40	\$1,638.29	\$0.00	\$1,638.29
888 JOURNALISM HS	\$387.30	\$0.00	\$0.00	\$0.00	\$387.30	\$0.00	\$387.30
889 KEY CLUB HS	\$464.67	\$0.00	\$0.00	\$0.00	\$464.67	\$0.00	\$464.67
892 MATH OF FINANCE	\$0.00	\$18.18	\$0.00	\$0.00	\$18.18	\$0.00	\$18.18
893 MU ALPHA THETA HS	\$382.99	\$0.00	\$0.00	\$0.00	\$382.99	\$0.00	\$382.99
895 JROTC HS	\$6,911.70	\$650.00	\$0.00	\$927.78	\$6,633.92	\$0.00	\$6,633.92
896 S.A.D.D. HS	\$40.02	\$0.00	\$0.00	\$0.00	\$40.02	\$0.00	\$40.02
897 SOCCER CLUB HS	\$1,874.66	\$133.27	\$0.00	\$296.79	\$1,711.14	\$0.00	\$1,711.14
898 SCIENCE CLUB HS	\$5,791.06	\$790.00	\$0.00	\$373.79	\$6,207.27	\$0.00	\$6,207.27
899 STUDENT COUNCIL HS	\$13,964.90	\$100.00	\$0.00	\$10,120.00	\$3,944.90	\$291.39	\$3,653.51
900 CAMPUS BEAUTIFICATION HS	\$7,916.89	\$0.00	\$0.00	\$0.00	\$7,916.89	\$0.00	\$7,916.89
902 VOCAL HS	\$6,211.25	\$2,589.00	\$0.00	\$4,917.75	\$3,882.50	\$326.73	\$3,555.77
904 YEARBOOK HS	\$13,408.33	\$9,275.00	\$0.00	\$18,582.74	\$4,100.59	\$0.00	\$4,100.59
907 HS MEMORIAL FUND	\$73.92	\$0.00	\$0.00	\$0.00	\$73.92	\$0.00	\$73.92
908 VOCAL TRIP ACCOUNT HS	\$440.94	\$0.00	\$0.00	\$0.00	\$440.94	\$0.00	\$440.94
911 FFA BUILDING FUND	\$17,290.52	\$1,500.00	\$0.00	\$1,110.56	\$17,679.96	\$11,053.59	\$6,626.37
912 GHS BUSINESS PROF OF AMERICA	\$597.44	\$0.00	\$0.00	\$0.00	\$597.44	\$0.00	\$597.44
913 DRAMA HS	\$1,160.34	\$477.34	\$0.00	\$118.29	\$1,519.39	\$0.00	\$1,519.39
921 BANQUET ACCOUNT	\$309.01	\$0.00	\$0.00	\$0.00	\$309.01	\$0.00	\$309.01
922 COURTESY COMMITTEE ADMIN	\$148.87	\$0.00	\$0.00	\$0.00	\$148.87	\$40.00	\$108.87
925 GENERAL FUND REFUND	\$6,774.93	\$853.21	\$57.46	\$0.00	\$7,685.60	\$0.00	\$7,685.60
927 HALL OF FAME BANQUET	\$736.17	\$0.00	\$0.00	\$0.00	\$736.17	\$0.00	\$736.17
929 SPECIAL OLYMPICS	\$41,920.09	\$1,425.00	\$0.00	\$13,555.34	\$29,789.75	\$1,429.50	\$28,360.25
930 DISTRICT ELEM. PTO	\$175.34	\$0.00	\$0.00	\$0.00	\$175.34	\$0.00	\$175.34
932 SUMMER SCHOOL HS	\$6,150.00	\$1,925.00	\$0.00	\$150.00	\$7,925.00	\$0.00	\$7,925.00
933 FAVER C&C	\$154.48	\$15.60	(\$100.00)	\$0.00	\$70.08	\$0.00	\$70.08
934 TRANSPORTATION C&C	\$3,476.33	\$1,840.65	\$0.00	\$1,322.89	\$3,994.09	\$500.00	\$3,494.09
935 VENDING MACHINE ADMIN	\$350.63	\$31.25	\$0.00	\$22.48	\$359.40	\$328.67	\$30.73
936 GUES HONOR CHOIR	\$628.91	\$0.00	\$0.00	\$0.00	\$628.91	\$0.00	\$628.91
937 FAVER ACTIVITY	\$415.81	\$0.00	\$0.00	\$0.00	\$415.81	\$0.00	\$415.81
938 NATIVE AMERICAN PARENT COM	\$205.72	\$0.00	\$0.00	\$0.00	\$205.72	\$0.00	\$205.72
940 ADMINISTRATION MISC	\$9,700.06	\$827.19	\$0.00	\$1,161.36	\$9,365.89	\$521.15	\$8,844.74
942 C.N. CLEARING ACCT	\$770.00	\$3,468.74	\$0.00	\$4,058.74	\$180.00	\$3,363.06	(\$3,183.06)
Total	\$555,468.97	\$77,149.87	\$0.00	\$139,587.03	\$493,031.81	\$111,181.17	\$381,850.64

**Transportation Department
Fuel Bids
2015-16**

DATE: <u>5/18/16</u>	TIME BIDS BEGAN: <u>8:26 A.M.</u>	AMOUNT NEEDED:
PO#:	TIME BIDS CLOSED: <u>8:44 AM.</u>	DIESEL: <u>7000</u>
		UNLEADED: <u>1000</u>

COMPANY NAME	CONTACT PERSON	PHONE	UNLEADED	DIESEL
FUEL MASTERS	<u>SCOTT</u> KIT, BRIAN, CODY or HARDIN	1-866-455-3835	<u>1.7875</u>	<u>1.53.75</u>
PENLEY OIL COMPANY	MIKE, SCOTT or <u>GEORGEANN</u>	235-7553	<u>1.7933</u>	<u>1.5010</u>
RED ROCK	<u>JOANIE</u> or TRICHA	677-3373	<u>1.7976</u>	<u>1.5020</u>
TRUMAN ARNOLD COMPANIES	CASEY	1-800-808-6500	<u>1.8477</u>	<u>1.5565</u>

AMOUNT OF FUEL PURCHASED:	COMPANY BID AWARDED TO:	
UNLEADED FUEL: <u>1000 gallons</u>	PRICE PER GALLON: <u>1.7933</u>	TOTAL AMT: <u>1793.30</u>
DIESEL FUEL: <u>7000 gallons</u>	PRICE PER GALLON: <u>1.5010</u>	TOTAL AMT: <u>10,507.00</u>
		TOTAL PURCHASE: <u>12,300.30</u>

PER TELEPHONE BIDS RECEIVED BY: <u>Dawn Smith</u> <u>Vicki Briggs</u>	COMMENTS:
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May 20, 2016

Dear Dr. Simpson,

First Southern Baptist Church would once again like to lease a bus for the week of July 25th. We will leave for Falls Creek Monday morning of July 25th and return Saturday morning of July 30th.

If you have any questions, you may contact me at 405-747-0295.

Sincerely,

Mary Hudson

A handwritten signature in blue ink, appearing to read "Mary Hudson", with a small "DS" written to the right.

5/23/2016

.60 PER MILE

15.82 PER HOUR PER DRIVER

[SEE ATTACHED]

Print Trip Report

Trip ID 7593

Booked By

Booked By Hudson, Mary
 Email mhudsonosu80@aol.com
 Phone 4057470295
 Pager 4057470295
 Cellular 4057470295

Booking Details

Trip Name First Southern Baptist Church - Falls Creek
 Status Approved
 Trip State Inactive
 Created Date 5/20/2016 1:55:00 PM
 Location High School
 Organization High School
 Trip Destination Falls Creek
 Trip Type Round Trip
 Trip Package
 Trip Departure Date Time 7/25/2016 10:00:00 AM
 Driver Departure Time
 Participant Drop Off Time
 Destination Arrival Date Time
 Trip Return Date Time 7/30/2016 9:00:00 AM
 Driver Return Time
 Participant Pick Up Time
 Destination Departure Date Time
 Driver Start Location
 Driver End Location
 Participant Drop Off Location
 Participant Pick Up Location
 Estimated Round Trip Mileage 0

Trip Contact

Name Hudson, Mary
 Email mhudsonosu80@aol.com
 Phone 4057470295
 Pager 4057470295
 Cellular 4057470295

Attendees

Faculty
 Supervising Adults
 Number of students 30
 Number of adults 1
 Totals Attendees 31
 Cost per student \$0.00
 Cost per adult \$0.00

Categorization

Budget Code
 Budget Code Description
 Recommended Min Age 0
 Educational Objective
 Recommended Max Age 0

Notes

Special Needs and/or Trip Requirements I have submitted a letter for approval to the board. We will probably need a driver to drive them down on Monday and pick them up on Saturday morning.
 Driving Directions

Required Services

Transportation Type Activity Bus

Print Trip Report

Trip ID **7593**

Approval		
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Date Approved	Approved By	Note
5/23/2016 10:46:00 AM	LeGrande, Chris	

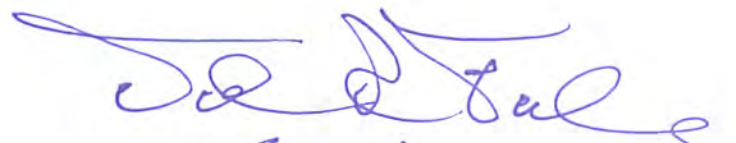
4/10/2015

Dear Guthrie School Board,

My name is Jeffrey Mathews and I am Director of Student Ministries at Community Church located at 512 E. Seward Rd., Guthrie Oklahoma. Our youth group is attending camp at Falls Creek this year in Davis Oklahoma and we wanted to request **2 buses with drivers** for transportation from our church to Davis on the morning of July 18th, 2016 and returning from Davis to our church on the morning of July 23rd, 2016.

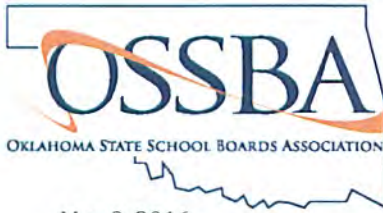
Thank You,

Jeff Mathews
405-808-7147 (cell)
405-282-1230 (church)
jeffrey@communitychurch.tv (email)


5/26/2016

vs Approved

Driver	\$15.82 /hour
Bus	\$.60 / mile



May 9, 2016

Guthrie Public Schools
802 East Vilas
Guthrie, OK 73044

Re: 2016-2017 Oklahoma State School Boards Association Membership

Dear Superintendent and Board President:

The Oklahoma State School Boards Association is proud to serve Oklahoma school districts and school board members – the elected officers whose leadership most impacts Oklahoma children.

OSSBA belongs to its members and is the only organization that exists to represent the school board member. These are tough financial times for schools, and OSSBA membership ensures board members and district leaders have on-demand access to legal and policy expertise, high-quality training opportunities at little or no cost, and other money-saving resources. This school year, OSSBA:

- Answered more than 20,000 calls and emails from school board members and district leaders on legal matters at *no additional charge*.
- Provided legal information two Monday evenings a month to answer questions that arise during board meetings at no additional charge.
- Helped more than two dozen districts save time and money through our eMeeting service to streamline board meeting preparation and materials.
- Assisted nearly 400 districts in minimizing unemployment costs through our OPSUCA program.
- Offered more than 100 high-quality, low-cost or free professional development opportunities for board members to become more effective stewards and leaders and meet training requirements.
- Served as the voice of board members at the state Capitol, advocating for legislation to support public education and serving as a trusted resource for legislative leaders on public education matters.
- Created, along with other education partners, a web page dedicated to factual information and statistics about public education, to help school board members become more effective advocates.
- Launched the Continuous Strategic Improvement process in partnership with the K20 Center at the University of Oklahoma to help districts involve the community in a crafting a long-term plan for participating districts.
- Developed a new superintendent evaluation framework.

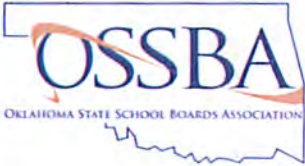
OSSBA will continue to improve on these services in the 2016-2017 school year and add more ways for districts to make the most of limited resources. We know many districts are forgoing textbook purchases next year so stay tuned for more information about our exciting plans to launch a FREE digital resources library! We also will launch an online portal so board members and district officials can easily register for events and check on board member credit totals.

Invoice number 160204 for Guthrie Public Schools in the amount of \$3,600.00 has been mailed to your accounting department. Prompt payment insures continued membership. A membership renewal form is also included for your convenience. We look forward to continuing to serve you. If you have any questions, please do not hesitate to call at (405) 528-3571 or toll free at (888) 528-3571.

Sincerely,

Shawn Hime
Executive Director

OKLAHOMA STATE SCHOOL BOARDS ASSOCIATION
2801 N. Lincoln Blvd., Suite 125
Oklahoma City, OK 73105
405.528.3571 • 888.528.3571
405.528.5695 fax • www.ossba.org



Membership Renewal

Fax

Attention: Membership 2016 - 2017

Fax Number: (405) 609-3091

School/Company: _____

Sent By: _____

Date: _____ Pages (with cover): _____

Comments:

Please continue _____
(School Name)

Public Schools membership in OSSBA for 2016-2017.

Purchase Order # _____

School board voted to join OSSBA on _____ 2016.

Board Clerk Signature (*board clerk's signature is also a grant of permission to receive faxes from OSSBA*)

If your board membership has changed since the February election, please provide an updated list with this fax.

Upcoming Events

OSSBA/CCOSA Golf Tournament
Thursday, August 25
Lake Hefner Golf Club
Oklahoma City

OSSBA/CCOSA Annual Conference
Friday – Sunday, August 26 – 28
Cox Convention Center
Oklahoma City

Delegate Assembly
Saturday, August 27
Cox Convention Center
Oklahoma City

For more information visit our website at www.ossba.org

Oklahoma State School Boards Association
2801 N. Lincoln Blvd., Suite 125 • Oklahoma City, OK 73105
405.528.3571 • 888.528.3571 • 405.528.5695 fax • www.ossba.org



Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education

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

Date: June 1, 2016

Re: Willow Creek Health Care, LLC Agreement for Intergenerational
Pre-K

Attached is a copy of the renewal agreement with Willow Creek Health Care, LLC for maintaining an Intergenerational Pre-K classroom for the 2016-2017 school year. This will be year 5 for maintaining a Pre-K classroom at the Willow Creek facility located at 2300 West Noble. This continues to be a win-win situation for both parties.

I recommend approval of the agreement between Guthrie Public Schools and Willow Creek Health Care, LLC.

AGREEMENT

THIS AGREEMENT, effective July 1, 2016, is made by and between the **WILLOW CREEK HEALTH CARE, LLC (“Willow Creek”)** and **INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA (“District”)**.

RECITALS:

A. **WHEREAS**, Willow Creek maintains a residential care facility for senior citizens located at 2300 West Noble in Guthrie, Oklahoma (the “Facility”); and

B. **WHEREAS**, the District operates and maintains early childhood educational programs for four year old children; and

C. **WHEREAS**, Willow Creek and the District wish to establish an “intergenerational” early childhood educational program (the “Program”) whereby Willow Creek’s elderly residents are given the opportunity to interact with and participate in limited aspects of the District’s Program as classroom volunteers; and

D. **WHEREAS**, Willow Creek has space in its Facility suitable for housing the Program, which Willow Creek desires to lease to the District; and

E. **WHEREAS**, the District desires to lease a portion of Willow Creek’s Facility for such purposes in accordance with the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the mutual covenants contained herein and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Willow Creek and the District agree as follows:

1. **Lease of Classroom**. Willow Creek hereby leases to the District, and the District hereby leases from Willow Creek, one classroom located at Willow Creek’s Facility (the “Classroom”). Willow Creek shall designate and identify the Classroom and make the Classroom available for the District’s use during regular school hours throughout the 2016-2017 school term, as defined by the District’s official school calendar.

2. **Rent**. The District shall pay Willow Creek, as rent for the lease of the Classroom for the 2016-2017 school year, the total sum of One Dollar (\$1.00), payable in advance.

3. **Term**. The term of this Agreement shall be from the effective date set forth above, through June 30, 2017, unless terminated at an earlier date as provided herein. Upon termination of this Agreement by lapse of time or otherwise, the District agrees to surrender possession of the Classroom to Willow Creek in good condition and repair, normal wear and tear excepted. The term of this Agreement is subject to renewal by mutual agreement of the parties for additional periods of one (1) year each beginning July 1 and ending June 30 of each successive year.

4. **Use of Classroom.** The District shall use the Classroom solely for the operation of an early childhood program for four year old students. The Program will incorporate collaborative activities for both students and adults to specifically include, but not be limited to, “reading time”. The District shall be solely responsible for furnishing the Classroom and providing all equipment and supplies necessary to conduct its Program. The District’s child care staff, including certified teachers and teacher assistants and all operations of the District’s Program will meet the requirements of the Oklahoma Department of Education. The District’s child care staff shall be employees of the District and shall be subject to the exclusive supervision and control of the District. The District shall provide worker’s compensation insurance covering its employees while providing services on Willow Creek’s premises.

5. **Alterations.** Willow Creek will provide, at its sole cost and expense, all alterations and modifications reasonably necessary to adapt the Classroom for use as an early childhood classroom. Willow Creek agrees to furnish, in or near the Classroom, an age appropriate restroom for access by four year old children. The District may make no alterations to the Classroom without the prior written consent of Willow Creek. All alterations, whether made by Willow Creek or by the District with the consent of Willow Creek, shall conform with state and local laws, ordinances and regulations including, without limitation, any local building code and fire prevention code.

6. **Utilities.** Willow Creek shall provide all utilities or services to the Classroom as may be necessary for the District’s use and occupancy for the permitted purpose. Such utilities shall include water, heat, air conditioning, sewer and electricity. Willow Creek shall not be obligated to provide telephone service to the Classroom.

7. **Indemnification and Insurance.** The District, to the extent permitted by law, agrees to save, indemnify and hold harmless from injury or damages that may result to any person or property by or from any act or omission to act by the District or District’s agents, employees or invitees from any cause or causes whatsoever from or concerned with the District’s use and occupancy of the Classroom under the terms of this Agreement to the extent of the District’s maximum liability under the provisions of the Oklahoma Governmental Tort Claims Act.

Willow Creek agrees to save, indemnify and hold harmless from injury or damage that may result to any person or property by or from any act or omission to act by Willow Creek or Willow Creek’s agents, employees or invitees from any cause or causes whatsoever arising from or concerned with Willow Creek’s use, operation and control of its Facility, or from Willow Creek’s performance under the terms of this Agreement.

The District shall furnish Willow Creek, prior to its occupancy of the Classroom, a certificate of public liability insurance naming Willow Creek as an additional named insured, in the amount of \$25,000 for any claim or to any claimant who has more than one claim for loss of property arising out of a single act, accident or occurrence, \$125,000 to any claimant for any loss arising out of a single act, accident or occurrence, and \$1,000,000 for any number of claims arising out of a single occurrence or accident. The District further agrees to furnish evidence of

worker's compensation coverage to the extent required by Oklahoma law. The District's insurance shall be primary over Willow Creek's insurance.

8. **Student Safety.** The District and Willow Creek agree that student safety is a top priority. In an effort to protect students' safety, Willow Creek agrees that it will not employ or place any person, whether an employee, volunteer or otherwise in a position where they will have contact with students of the District if that person has been convicted of a felony, is required to be registered as a sex offender, or has been convicted of a crime involving violence or moral turpitude. Prior to commencement of the Program, Willow Creek shall obtain a criminal arrest record maintained by the Oklahoma State Bureau of Investigation and background check including pre-employment checks with OSCN for pending criminal charges, Oklahoma Department of Corrections for Sexual Crimes and Violent offenders History, OSDH Nurse Aide Registry for any allegation of abuse, OIG for medical fraud history, Social Security Business Services for verification of right to work in U.S, 2 work history references and 2 personal references. If any of these background checks result in negative outcomes that person will receive offer of employment at Willow Creek Health Care.

9. **No Agency or Joint Venture.** The District and Willow Creek understand and agree that no staff member or volunteer of Willow Creek shall in any way or for any purpose be deemed to be an employee or agent of the District. Neither the District nor Willow Creek nor its employees or agents shall represent themselves in any way as the agents or employees of the other party. Neither the District nor Willow Creek intend to create, and nothing in this Agreement shall be construed as creating, a joint venture or partnership between the parties with respect to the operation of the Program or otherwise. Subject to the indemnification obligations set forth herein, each party assumes full responsibility for the supervision, daily direction and control, payment of salary, worker's compensation, disability benefits and like requirements and obligations for its own employees.

10. **Early Termination.** Either party may terminate this Agreement at any time, without cause, upon sixty (60) days' prior written notice to the other party.

DATED this _____ day of _____, 2016.

WILLOW CREEK HEALTH CARE, LLC

By: _____
Name: _____
Title: _____

“WILLOW CREEK”

**INDEPENDENT SCHOOL DISTRICT NO. 1
OF LOGAN COUNTY, OKLAHOMA, a/k/a
GUTHRIE PUBLIC SCHOOLS**

**By: _____
President, Board of Education**

“DISTRICT”



INVOICE

Frontline Technologies Group, LLC
 1400 Atwater Drive
 Malvern PA 19355

BILL TO
Accounts Payable Guthrie Public Schools 802 E. Vilas Guthrie OK 73044

ACCOUNT #	DATE	INVOICE #
12377	7/1/2016	INVUS50047
TERMS	DUE DATE	P.O. NUMBER
Net 30	7/31/2016	

Qty	Description	Subscr. Start	Subscr. End	End User	Mths	Unit Price	Amount
	Guthrie Public Schools - 2016-2017 Annual VeriTime Subscription			12377 Guthrie Public Schools	10		
1	VeriTime Annual Subscription	7/1/2016	6/30/2017	12377 Guthrie Public Schools	10	6,666.67	6,666.67

Corporate Office
 (610) 722-9745 (phone) (610) 363-3710 (fax)

TOTAL (USD)	6,666.67
Amount Due (USD)	\$6,666.67

Make checks payable to **Frontline Technologies Group, LLC**
 or make payment via ACH:
 ABA/Routing #: 121000248
 Account #: 4121566533
 Please send remittance advice to billing@frontlinetechnologies.com



Frontline Technologies Group, LLC
 1400 Atwater Drive
 Malvern PA 19355

INVOICE

BILL TO
Accounts Payable Guthrie Public Schools 802 E. Vilas Guthrie OK 73044

ACCOUNT #	DATE	INVOICE #
12377	7/1/2016	INVUS52244
TERMS	DUE DATE	P.O. NUMBER
Net 30	7/31/2016	

Qty	Description	Subscr. Start	Subscr. End	End User	Mths	Unit Price	Amount
	Guthrie Public Schools (2016-2017) Aesop Services						
254	April 30 Count of Employees Needing a Sub	7/1/2016	6/30/2017	12377 Guthrie Public Schools	10	2.93	7,442.20
173	April 30 Count of Employees Not Needing a Sub	7/1/2016	6/30/2017	12377 Guthrie Public Schools	10	0.88	1,522.40
-							

Corporate Office
 (610) 722-9745 (phone) (610) 363-3710 (fax)

TOTAL (USD)	8,964.60
Amount Due (USD)	\$8,964.60

Make checks payable to **Frontline Technologies Group, LLC**
 or make payment via ACH:
 ABA/Routing #: 121000248
 Account #: 4121566533
 Please send remittance advice to billing@frontlinetechnologies.com



Proposal

Order Number: 2016-05927

Quote Expiration Date: 8/6/2016

Contract Term (Months): 60

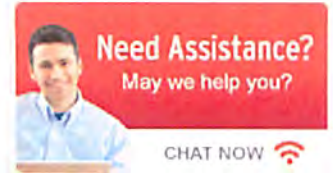
Presented To:

Guthrie Public Schools

Subscription Products	
Product Name	
TalentEd Recruit & Hire - Professional Edition	
	Total Annual Subscription
	\$3,524.69
	Total
	\$3,524.69



RENEW Netop Advantage



Renewal Details

Listed below you find your Netop Licenses where the Netop Advantage is up for renewal. Netop Advantage Annual Service and Upgrade Program keeps you current with new releases, and provides technical support for all your Netop software questions. It includes free updates to your Netop software, and access to Netop's expert technical support services, ensuring you maintain the value of your software investment.

In the pick list Expiration timeframe you can choose a date and you will see all licenses that expire before or at the chosen date.

If you see a different list of licenses from what you expected, it may be because some licenses have been renewed or more users added, since the email was send or it may be that a different timeframe is chosen.

If you don't wish to renew your Netop Advantage, then please contact your local Netop office or your local Netop partner.


Expiration timeframe: 31 August 2016 ▼

Licenses to Renew

Product Details	Years of Advantage	New Expiration Date	Unit Cost	Total
Netop Vision - Classroom Kit of 1 Teacher + Unlimited Student licenses. Includes 12 months subscription to Netop Advantage program. Education pricing (per Classroom) Quantity: 1 Serial #: VCKUN (1) EXP AUG 1 Contact: Dee Benson	Next Year's Advantage ▼	01 AUG 2017	\$150.00	\$150.00
Netop Vision - Classroom Kit of 1 Teacher + Unlimited Student licenses. Includes 12 months subscription to Netop Advantage program. Education pricing (per Classroom) Quantity: 1 Serial #: VCKUN (1) EXP AUG 1 Contact: Dee Benson	Next Year's Advantage ▼	01 AUG 2017	\$150.00	\$150.00
Netop Vision - Classroom Kit of 1 Teacher + Unlimited Student licenses. Includes 12 months subscription to Netop Advantage program. Education pricing (per Classroom) Quantity: 1 Serial #: VCKUN (1) EXP AUG 1 Contact: Dee Benson	Next Year's Advantage ▼	01 AUG 2017	\$150.00	\$150.00

<p>Netop Vision - Classroom Kit of 1 Teacher + Unlimited Student licenses. Includes 12 months subscription to Netop Advantage program. Education pricing (per Classroom)</p> <p>Quantity: 1 Serial #: VCKUN (1) EXP AUG 1 Contact: Dee Benson</p>	<p>Next Year's Advantage ▾</p>	<p>01 AUG 2017</p>	<p>\$150.00</p>	<p>\$150.00</p>
<p>Netop Vision - Classroom Kit of 1 Teacher + Unlimited Student licenses. Includes 12 months subscription to Netop Advantage program. Education pricing (per Classroom)</p> <p>Quantity: 1 Serial #: VCKUN (1) EXP AUG 1 Contact: Dee Benson</p>	<p>Next Year's Advantage ▾</p>	<p>01 AUG 2017</p>	<p>\$150.00</p>	<p>\$150.00</p>
<p>Netop Vision - Classroom Kit of 1 Teacher + Unlimited Student licenses. Includes 12 months subscription to Netop Advantage program. Education pricing (per Classroom)</p> <p>Quantity: 1 Serial #: VCKUN (1) EXP AUG 1 Contact: Dee Benson</p>	<p>Next Year's Advantage ▾</p>	<p>01 AUG 2017</p>	<p>\$150.00</p>	<p>\$150.00</p>
<p>Netop Vision - Classroom Kit of 1 Teacher + Unlimited Student licenses. Includes 12 months subscription to Netop Advantage program. Education pricing (per Classroom)</p> <p>Quantity: 1 Serial #: VCKUN (1) EXP AUG 1 Contact: Dee Benson</p>	<p>Next Year's Advantage ▾</p>	<p>01 AUG 2017</p>	<p>\$150.00</p>	<p>\$150.00</p>

Order Summary

<p>All prices are shown without VAT. VAT will be applied (if applicable) once you have entered and verified your purchase details. VAT is only applicable for European Countries. </p>	<p>Subtotal: \$1,050.00 Order Total: \$1,050.00</p>
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Next: Address & Payment

Reliance Communications, LLC.

SchoolMessenger
 P.O. Box 561484
 Denver, CO 80256-1484
 PH: 888-527-5225 | FAX: 800-360-7732
<http://www.schoolmessenger.com>

Date 5/20/2016
Renewal Quote # 83817
Expires 7/31/2016
Type
Representative AM Amber Hall

Prepared for:

Accounts Payable
 Guthrie Public Schools
 802 East Vilas
 Guthrie OK 73044
 United States

Item	Description	Quantity	Unit Price	Total Price
R-SM Complete	1 Renewal SchoolMessenger Complete -- 12-month Unlimited Notification Service	1	4,366.25	4,366.25

Avoid possible interruption in service. Purchase Order or payment required 30 days prior to account expiration.

Thank you for your order!
Please make checks payable to: Reliance Communications, LLC.

Total \$4,366.25

The terms and conditions available at www.schoolmessenger.com/webterms apply to this Quote, unless the parties have entered into a separate mutually executed agreement.



SchoolMessenger Renewal Authorization

ACCOUNT INFORMATION

District Name: Guthrie ISD 1
Annual Rate: \$4,366.25 Authorization Date: immediately
Reference Quote #: 83817 Renewal Date: July 1, 2016

ACKNOWLEDGEMENTS

Reliance Communications, LLC. ("Reliance") will continue to provide District with the online communications application SchoolMessenger as further described in the Reference Quote (the "Service") subject to the following terms and conditions and any terms and conditions which may have been agreed to as part of the original purchase of the Service:

Order Authorization Terms.

The terms and conditions available at www.schoolmessenger.com/webterms will apply to this order authorization, unless the parties have entered into a separate mutually executed agreement, or Client is purchasing under a cooperative purchasing agreement. The terms of this order will govern any conflict with the above-mentioned terms, and Client's issuance of a purchase order for any or all of the items described in the Reference Quote will constitute acknowledgement and acceptance of such terms. No additional terms in Customer's purchase order will apply.

Term and Termination.

This Agreement will commence on the Service Start Date and continue for 12 months (the "Initial Term"), and then will automatically renew for successive one year periods unless either party provides written notice of its desire not to renew at least 30 days prior to the end of the then-current term. If the Initial Term extends beyond one year, the Client may terminate this agreement for convenience on the one year anniversary of the Service Start Date, and each one year anniversary thereafter, by providing written notice to Provider at least 30 days prior to the end of the then-current term.

Limited Warranty and Limitation of Liability.

EXCEPT AS EXPRESSLY PROVIDED HEREIN, PROVIDER MAKES NO EXPRESS OR IMPLIED REPRESENTATIONS OR WARRANTIES, AND PROVIDER EXPRESSLY DISCLAIMS ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, OR NON-INFRINGEMENT. PROVIDER EXPRESSLY DENIES ANY REPRESENTATION OR WARRANTY ABOUT THE ACCURACY OR CONDITION OF DATA OR THAT THE SERVICES OR RELATED SYSTEMS WILL OPERATE UNINTERRUPTED OR ERROR-FREE.

NO CAUSE OR ACTION WHICH ACCRUED MORE THAN TWO (2) YEARS PRIOR TO THE FILING OF A SUIT ALLEGING SUCH CAUSE OF ACTION MAY BE ASSERTED UNDER THIS AGREEMENT BY EITHER PARTY.

EXCEPT FOR THE PARTIES' PAYMENT OBLIGATIONS, NEITHER PARTY WILL BE LIABLE TO THE OTHER FOR ANY INDIRECT, EXEMPLARY, SPECIAL, PUNITIVE, CONSEQUENTIAL, OR INCIDENTAL DAMAGES OR LOSS OF GOODWILL, DATA OR PROFITS, OR COST OF COVER. THE TOTAL LIABILITY OF PROVIDER FOR ANY REASON, SHALL BE LIMITED TO THE AMOUNT ACTUALLY PAID TO PROVIDER BY CLIENT UNDER THE ORDER APPLICABLE TO THE EVENT GIVING RISE TO SUCH ACTION DURING THE SIX (6) MONTH PERIOD PRECEDING THE EVENT GIVING RISE TO SUCH LIABILITY. THE LIMITS ON LIABILITY IN THIS SECTION SHALL APPLY IN ALL CASES INCLUDING IF THE APPLICABLE CLAIM ARISES OUT OF BREACH OF EXPRESS OR IMPLIED WARRANTY, CONTRACT, TORT (INCLUDING NEGLIGENCE), OR STRICT PRODUCT LIABILITY, AND EVEN IF THE PARTY HAS BEEN ADVISED THAT SUCH DAMAGES ARE POSSIBLE OR FORESEEABLE.

Agreed and Acknowledged by the following who is authorized to sign on behalf of the District:

Signature: _____ Date: _____
(or initials if signing electronically) _____
Name: _____ Title: _____

MEMORANDUM:

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

FROM: Eldona Woodruff, Director of Special Education

SUBJECT: Contractual Agreement with Linda Johnson for Psychometric Services

DATE: June 1, 2016

Attached is an agreement with Linda Johnson to provide Special Education evaluations for the 2016-2017 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 Linda Johnson will supplement services provided by our school psychologist and psychometrist. During the school year, anytime the number of assessment referrals exceeds the amount our school psychometrist and psychologist can complete in a 45 day period, the additional assessments will be completed by Ms. Johnson.

Ms. Johnson has agreed to continue to provide services for Guthrie Public Schools during the 2016-2017 school year for \$450.00 per test battery (including a written psycho-educational report) and \$50.00 per hour for eligibility meetings. Additional onsite or phone consultations will be billed \$50.00 per hour with a minimum \$25.00 charge. Ms. Johnson does not charge mileage. She also provides her own test kits and protocols. These services will be approximately \$10,000.00.

Last year, April 2015, we collected information from other school districts to see what they were paying for these services. That information is attached.

Additional Quotes

ProCare Therapy \$70 - \$80 per hour plus mileage and travel time depending on the experience of the service provider and the needs of the district
Soliant Health \$71.50 - \$86.50 per hour plus mileage and travel time
Stacy McKinney, School Psychologist, \$50 per hour from \$400 for a Psychometric Evaluation to \$700 for a Psychometric and Psychological Evaluation

Questions:

1. What amount do other school districts pay to contract for a school psychologist/psychometrist to complete a re-eval and a full eval?
2. If so, is there a standard by which this amount was determined?
3. Do any districts just contract with someone to do re-evals only and, if so, what does that contract look like?

Responses:

We pay \$400 for either type. (Oklahoma County)

We contract with School Psychologists retired from our district. We pay \$250 per battery. (Tulsa County)

We contract with a school psychologist 3 days a week at \$50 per hour which includes any and all travel. We actually employ 2 FTE school psychs and 1 psychometrist but still need more help. The contract person is responsible for the evaluation and to attend the MEEGS meeting.

We contract and pay the following:

Educational Evaluation only - \$350

Psychological Evaluation only - \$500

Educational and Psychological together - \$700

Amount was determined by the agency with which we contract.

I contracted with schools for testing for several years. I based my fee on the amount of time it typically takes me to administer, score, write and the MEEGS parent meeting for an evaluation. This also included observations of the student. Initials were more than reevals, typically. SLD and ID were lesser in cost. Any potential evaluation requiring I interpret any behaviorally defined disorder was more costly. A guideline is SLD/ID Reeval/initial - \$240-\$300, Behaviorally defined disorder - \$440-\$500. I provided all of the testing materials.

We contract outside services for evaluations and reevaluations. I am attaching the fee schedule (Attachment A) that we go by. I do not know how her fees were determined. I received several bids and they were all very close in charges.

Our district has a contract with an agency to do all of our initial evaluations as well as re-evals. They charge us mileage, \$175 per hour on educational evals, (which is always \$350), \$85 per hour on psychological, \$85 per hour for scoring, interpretation, & write-up, plus \$65 per hour (sometimes more) for meetings. If the student is SoonerCare, then he charges Medicaid for testing but we still pay for the rest. Oh, and consultation is \$125. I am definitely in the wrong business!

1.-2. We pay an individual to conduct all of our initials and reeval. He charges \$400-\$600 for the testing based on the amount of data he must collect. (His contract has charges broken down by category.) He charges \$50 to attend the MEEGS meeting.

We contract with a retired school psych. Her fees are \$400 for a full evaluation, \$500 for a more extensive eval such as ED or Autism, and \$35 per meeting. (Tulsa County)

This is an example of a psych eval cost. _____ Schools agrees to pay _____ \$ 75.00 per hour for all services rendered under this contract, plus \$ 30 for travel time each visit.

Here is an example of an educational eval cost. _____ Schools agrees to pay _____ \$ 60.00 per hour for all services rendered under this contract. No charges will be made for mileage reimbursement. This person happened to reside in our district.

The agency and the district agreed on the fee amount. I have a contract but it is not great. (Tulsa County)

We contract with an individual school psychologist. Her charges are listed below and all evaluations include her returning to the school for the MEEGS meetings. She determines her prices and lists them on her contract each year for us.

SLD evaluation \$395.00

ID evaluation \$495.00

ED evaluation \$695.00

Autism evaluation \$595.00

Consultation \$65.00

At xxxxxxxx, I pay \$325 for an initial evaluation and formal re-evaluation. We are a small district and do not have a psychometrist on staff so we contract it out. I use a mini battery WJIII, for informal re-evaluation as I can do those myself. The amount is determined between myself and whom-ever I contract with. Generally, the amount is something that it a bit less than the norm because I agree to use this person throughout the school year. Our contract is done on school letter head stating the agreed time frame and cost of services, signed by myself, the superintendent, and the psychometrist.

\$350.00 SLD, OHI, ID

\$450.00 ED, Autism

My district employs a psychometrist and contracts with a clinical psychologist who takes care of our ED evals and re-evals, as well as some autism evals. We contract one 8 hour day per month. We schedule either evals, MEEGS, consultations or whatever we need for the full eight hours. We are charged additionally for report time 4 hours for typical eval and 6 hours for autism eval. The rate is \$85 per hour for on-site and report time, plus a \$50 trip charge.

I contract with a psychometrist for basic testing at \$300 an evaluation.

I contract with a school psychologist for \$500 for EC, Autism, and Non verbal and \$700 for ED.

**APPENDIX A
Fee Schedule**

Psychometric Evaluation for a Specific Learning Disability (WJ-III Cognitive, WJ-III Achievement, BENDER-2) Report and MEEGS meeting: \$ 395.00

Psychometric Evaluation for Specific Learning Disability and/or Intellectual Disability (WJ-III Cognitive, WNV, WJ-III Achievement, BENDER-2) Report and MEEGS meeting: \$ 495.00

Psychological and Psychometric Evaluation for Emotional Disturbance or Emotional Disturbance with Specific Learning Disability (WJ-III Cognitive, WJ-III Achievement, BENDER-2, BASC-2 (Parent, Teacher and/or Self-Rating) Social Developmental History, Current Symptoms Checklist, Teacher Perception of Problem) Reports and MEEGS meeting: \$ 595.00

Psychological and Psychometric Evaluation for Emotional Disturbance with Intellectual Disability (WJ-III Cognitive, WJ-III Achievement, WNV, BENDER-2, BASC-2 (Parent, Teacher and/or Self-Rating) Social Developmental History, Current Symptoms Checklist, Teacher Perception of Problem) Reports and MEEGS meeting: \$ 695.00

Evaluation for the possibility of Autism with one cognitive test or Autism with Specific Learning Disability (WJ-III Cognitive, WJ-III Achievement, BENDER-2, GARS-2, Parent and Teacher Interview) Report and MEEGS meeting: \$595.00

Evaluation for the possibility of Autism with two cognitive tests or Autism with Intellectual Disability (WJ-III Cognitive, WNV, WJ-III Achievement, BENDER-2, GARS-2, Parent and Teacher Interview) Report and MEEGS meeting: \$695.00

Evaluation for the possibility of Autism with Emotional Disturbance (WJ-III Cognitive, WJ-III Achievement, BENDER-2, BASC-2 (Parent, Teacher and/or Self-Rating) Social Developmental History, Current Symptoms Checklist, Teacher Perception of Problem) Reports and MEEGS meeting: \$795.00

Certified School Psychologist additional consultations, per hour \$ 65.00

Linda B. Johnson

CERTIFIED SCHOOL PSYCHOMETRIST

6502 W. Canterbury St

405-408-7217 (cell)

Stillwater, OK 74074

405-372-3780 (fax)

okiewahini@suddenlink.net

CONTRACT FOR PROFESSIONAL SERVICES


This contract is entered into by and between Linda B. Johnson and Guthrie Public Schools for psychometric services effective July 1st, 2016 and ending June 30, 2017.

Linda B. Johnson agrees to perform the following services: psychoeducational testing on a referral basis; written psychoeducational report within reasonable time; serve on eligibility team as Qualified Examiner; special education consultation.

Compensations shall be at the rate of \$450 per test battery. Additional onsite or phone consultations are billed at \$50 per hour with a minimum charge of \$25.

School district is not responsible to provide test kits, protocols or encumber any other expenses.

Proof of liability insurance, worker's compensation insurance, professional certification credentials and felony check available upon request.

Linda B. Johnson 

Director of Special Services _____

Superintendent _____

MEMORANDUM:

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

FROM: Eldona Woodruff, Director of Special Education

SUBJECT: Contractual Agreement with Visual Senses to provide Visual Impairment
and Orientation and Mobility Services during the 2016-2017 school year.

DATE: June 1, 2016

Attached is an agreement with Nikki Keck of Visual Senses to provide consultation services and orientation and mobility services for students with Visual Impairments during the 2016-2017 school year. Ms. Keck has both Visual Impairment and Orientation and Mobility certification and will provide both of these services. The fee for these services will be \$70.00 per hour for services and travel time. Ms. Keck's agency provides this service to several school districts across the state. The cost of this service will be approximately \$3,000. The hourly rate for this service will remain the same as the last four school years. The cost of this service will come from Special Education Project 621 Federal Flow Through.

Additional Quotes received:

Solient Health -Teacher of the Visually Impaired \$68.50 - \$79.50 per hour

Solient Health - Orientation and Mobility Specialist \$60.50 - \$70.50

Pro Care Therapy \$70 - \$80 per hour for Teacher of the Visually Impaired

We need someone with both VI certification and Orientation and Mobility certification or we will have to contract for two separate individuals.

Contract Agreement

This agreement is established between Guthrie Public Schools and Visual Senses (a consulting firm owned by April "Nikki" Keck), educational consultants. It is mutually agreed that Guthrie Public Schools will pay Nikki Keck for specialized services as follows:

Consultation and assistance to educational staff with duties relating to the provision of special education for students who present a visual impairment – such services may include, but not be limited to, the review and study of education/confidential records, participation in IEP meetings and other staffings, completing of forms/reports, classroom observations, functional assessments, direct intervention, procurement of materials, assistive technology recommendations, team member contact, progress monitoring of student programs, and Orientation and Mobility training/consultation.

The fee for these services is agreed upon at \$70 per hour with time billed at 15 minute minimums. Fees are calculated from starting points of origin to site of service (Guthrie) and return to point of origin.

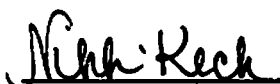
In order to achieve these purposes, the following general provisions apply:

- 1. The scope of these services will be determined by the LEA team.***
- 2. Consultation may include review of/access to individual student records as deemed necessary by the LEA team. Nikki Keck and any affiliations hereby agree to abide by all state and federal laws and district policies regarding confidentiality and other procedural safeguards.***
- 3. A monthly itemized billing will be furnished by Nikki Keck to Guthrie Public Schools following rendering of services. Payment shall be remitted within 30 days of date of statement to Nikki Keck, PO Box 204, Blanchard, OK 73010.***
- 4. If scheduled meeting or consults are canceled for any reason, a reasonable notice or 24 hours must be given to Nikki Keck or servicing consultant. A one hour minimum plus drive time will be charged for lack of notice.***
- 5. This agreement may be modified at any time by mutual consent of both parties. Services may be canceled by either party, if a request is put in writing, giving thirty (30) day notice.***
- 6. Guthrie Public Schools declares that there are no current litigations, due processes, or any other legal actions involving any of the current students being served with a Visual Impairment that Nikki Keck and/or Visual Senses consultants will be servicing.***
- 7. This agreement becomes effective when the proper signatures are affixed below.***


This agreement shall expire on June 30, 2017 unless review and renewed by both parties prior to that date.

**Authorized Representative
Guthrie Public Schools**

Date



**Nikki Keck, TVI, COMS
Certification # 187920 Exp.: 6/30/2018
National O&M # 4086 Exp. 9/30/2016**



Date

MEMORANDUM:

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

FROM: Eldona Woodruff, Director of Special Education

SUBJECT: Agreement with Oklahoma Hearing Solutions for Audiological
Services

DATE: June 1, 2016

Attached is an agreement with Oklahoma Hearing Solutions, Fine Hearing Clinic, to provide audiological services for the 2016 – 2017 school year. The Guthrie Public School District is required to provide audiology services including evaluations and hearing aid molds for certain students with hearing impairments. There are two non-profit organizations that provide some of these services. One is local and one is in Oklahoma City. We are often able to utilize these organizations for some services for some of our students. Due to our referrals to the non-profit organizations, we spent zero (0) dollars for this service last school year. When we are unable to utilize these organizations, we will refer students to Oklahoma Hearing Solutions AKA Fine Hearing Clinic. Oklahoma Hearing Solutions has agreed to continue to provide these services for Guthrie Public Schools. The cost of this contract maybe up to \$1,000.

Additional Quotes:

John W. Keys Speech and Hearing Center, University of Oklahoma College of Allied Health starting at \$65 - \$155 per hour

Hearing Health Care, Shawnee starting at \$90 - \$110 per hour

Oklahoma Hearing Center starting at \$75 per hour

Oklahoma Hearing Solutions, LLC
DBA: Fine Hearing Care
2801 S. Bryant Ave.
Edmond, OK 73013
405-340-9191 (office)
405-340-9185 (fax)

April 8, 2016

Guthrie Public Schools
Administration
802 E. Vilas
Guthrie, OK 73044

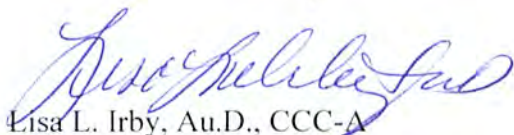
To Whom It May Concern:

Enclosed you will find the proposed Audiology Service Contract for the 2016-2017 school year. Please sign the original and return it in the stamped envelope we have enclosed for your convenience.

Our audiology staff is very experienced in the utilization of assistive listening devices such as FM Units, Auditory Trainers and Soundfield amplification. We are also one of the few clinics that offer Auditory Processing Disorder (APD) evaluations in the Oklahoma City metro area. Upon request, we are able to test challenging individuals with two audiologists at no extra cost. We are also available to assist you with IEP matters involving your hearing impaired students, their families, and their teachers. In addition, we are contracted Medicaid/Sooner Care providers for medical services and necessary hearing equipment under their guidelines.

We consider it an honor to serve your district with the best hearing healthcare service available. For your added convenience, we now have two locations to better serve you. Fine Hearing Care is located in Edmond at 2801 S. Bryant Ave. Edmond, OK 73013 and Hearing Solutions is located at 408 S. Mustang Rd. Ste. B Yukon, OK 73099. We are able to see your students at either of our locations. If you have any questions or comments regarding this matter, please contact Jill Laxton at jill.laxton@coxinet.net or at 405-340-9191. We look forward to serving you and your students.

Sincerely,



Lisa L. Irby, Au.D., CCC-A
Owner/Head Audiologist

**AUDIOLOGY SERVICE CONTRACT
FOR THE GUTHRIE PUBLIC SCHOOL DISTRICT**

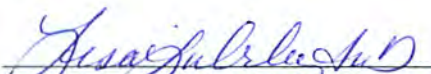
Oklahoma Hearing Solutions is proposing the following audiological service contract for the 2016-2017 school year in the Guthrie Public School District.

These services may include:

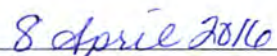
◆ Hearing Evaluation (in our office)	\$ 60.00
◆ Hearing Evaluation (on-site) **	\$ 90.00
◆ Hearing Aid Evaluation	\$ 60.00
◆ Hearing Aid Evaluation (on-site) **	\$ 90.00
◆ Central Auditory Processing (CAP) Evaluation	\$175.00
◆ Otoacoustic Emissions (OAE)	\$ 30.00
◆ Tympanometry	\$ 15.00
◆ FM Unit Fitting	\$ 75.00
◆ FM Unit / Equipment Check	\$ 30.00 per unit
◆ Earmolds	\$ 55.00
◆ Hearing Aid Repairs (with 6 month warranty)	Cost + 30%
◆ Equipment Repair and/or Parts	Cost + 30%
◆ Hearing Aid Accessories and/or Parts	Cost + 30%
◆ In-service Training / Consultation **	\$ 75.00 per hour
◆ Additional Visits with Students **	\$ 75.00 per hour
** Mileage added for on-site services at the rate of \$.45 per mile	

Other services, equipment, and/or products are available with pricing upon request.

The effective dates of this agreement are July 1, 2016 to June 30, 2017. Should any invoice be left unpaid in excess of 60 days, it will be subject to possible finance charges. Either party may cancel this agreement with written notice at any time.


 Lisa L. Arby, Au.D., ECC-A
 Oklahoma Hearing Solutions, LLC
 DBA: Fine Hearing Care

 Name:
 Guthrie Public Schools


 Date

 Date

MEMORANDUM:

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

FROM: Eldona Woodruff, Director of Special Education

SUBJECT: Agreement with Christine Hayes to provide Speech Language Services for Extended School Year Services July 2016.

DATE: June 1, 2016

Attached is an agreement with Christine Hayes to provide Speech Language Services during July 2016 for Extended School Year Services (ESY). Ms. Hayes has agreed to continue to provide this service at a rate of \$55 per hour. She has contracts with other agencies ranging from \$60 - \$72 per hour. She has agreed to provide this service for July 2016 at \$55 per hour plus mileage at the Oklahoma State Travel Reimbursement Act rate. There is no increase in the hourly rate. The approximate cost of this service will be \$2,000.

Additional Quotes received:

Career Staff \$69 per hour

Pro Care Therapy \$65-\$75 per hour

Ardor Health Solution \$62 - \$72 per hour

Supplemental Health starting at \$62 per hour

Solient \$67 per hour

Sunbelt Staffing \$68 per hour

Amy Burroughs \$60 per hour

Logan Hospital \$55 per hour (They are unable to find anyone at this time)

Thank you.

**CONTRACT FOR SPEECH LANGUAGE PATHOLOGY SERVICES
2016**

This contract is by and between Guthrie Public Schools District 1-001 and Christine Hayes M.S. CCC-SLP, for speech language pathology services for the 2016-2017 school year.

Term of Contract: The term of this contract shall commence the 1st day of July, 2016, and shall continue through the 31st day of July, 2016, at which time the contract shall automatically terminate.

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

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

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

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

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

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

For Guthrie Public Schools

Christine Hayes

Date

Date

FACILITY USE AND LICENSE AGREEMENT

THIS AGREEMENT is enter into as of the 1st day of July, 2016, between INDEPENDENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA, a/k/a Guthrie Public Schools ("School District") and the YMCA OF GREATER OKLAHOMA CITY ("Licensee").

RECITALS:

A. Licensee desires to use a portion of the buildings and improvements located at School District's **Cotteral Elementary Schools** (the "Facility") solely to operate a preschool center for children ages 4 through 5, with before and after-schools child care provided for school-aged children (the "Permitted Use").

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

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

1. The School District agrees to allow Licensee to use and occupy the Facility from July 1, 2016, through June 30, 2017, for the Permitted Use. This Agreement shall be subject to renewal upon mutual written agreement of the parties. Any renewal terms shall begin on July 1 and end on June 30 of each subsequent year (each "Renewal Term"). Either party may terminate this Agreement upon giving a thirty (30) day written notice to the other party. This Agreement may terminate immediately if either party commits to material breach of any of the provisions of this Agreement and does not cure such breach within ten (10) days after receipt of written notice thereof from the other party.
2. Licensee shall pay school District at the rate of Thirty Dollars (\$30) per classroom, per day, the total number of classrooms to be determined from time to time, depending upon demand, upon mutual agreement between the parties. School District shall invoice Licensee monthly. Payment shall be made within ten (10) days of Licensee's receipt of the invoice.
3. Licensee shall give a Twenty-five Percent (25%) tuition discount and priority of enrollment to children of employees of the School District.
4. As a condition to Licensee's use of the Facility, Licensee shall obtain and maintain throughout the term of this Agreement all required licensure from the Oklahoma Department of Human Services. Cancellation, suspension, revocation or surrender of such licensure shall constitute a basis for immediate termination of this Agreement by School District. Licensee shall comply with all applicable federal, state and local laws governing the Permitted Use.

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

11. The School District shall maintain the facilities at its sole cost including HVAC, plumbing and normal repairs for damages not caused by Licensee usage. School District shall provide routine cleaning and trash removal of the classrooms covered under this agreement in accordance with its normal cleaning of other classrooms in the facility.

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

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

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

By: _____
President, Board of Education

ATTEST:

Clerk, Board of Education

“SCHOOL DISTRICT”

YMCA OF GREATER OKLAHOMA CITY

By:

Name:

Title:

Address:

Telephone: _____

“LICENSEE”

FINANCIAL ADVISOR SERVICES AGREEMENT

THIS AGREEMENT is entered into as of June 13, 2016, by and among MUNICIPAL FINANCE SERVICES, INC. (“MFSOK”) and INDEPENDENT SCHOOL DISTRICT NUMBER 1, LOGAN COUNTY, OKLAHOMA (Guthrie Board of Education), Guthrie, Oklahoma (the “District” or the “School District”).

RECITALS

WHEREAS, the District desires to engage MFSOK as financial advisor to render on-going financial advice to the School District on certain financial matters; and

WHEREAS, MFSOK has demonstrated the necessary professional capabilities, experience and resources to provide financial advisory services required by the District as outlined herein.

NOW, THEREFORE, the District and MFSOK, in consideration of the mutual covenants and agreements herein contained and other good and valuable consideration, do hereby agree as follows:

AGREEMENTS

I. Scope of Services.

MFSOK will render the following services as financial advisor to the District:

- A. Assist in the School District’s annual budget by providing projections of current and future debt service requirements and tax levies required to adequately repay any outstanding indebtedness.
- B. Assess refunding or refinancing opportunities for the School District on a continuous basis and recommend appropriate action when clear concise benefits accrue to the School District.
- C. Work with the School District to develop a long-term, comprehensive financing plan which will sufficiently fund major capital improvements identified by the School District. Assist in developing information to be presented to local voters

prior to the election related to the approval of the proposed bonds. Such assistance would include, but not be limited to, the preparation of brochures/pamphlets for distribution to the public; providing information to local media groups; presentations to local civic organizations and other assistance as directed by the School District.

- D. Conduct special studies as directed by the School District to assess innovative financing techniques required to fund proposed projects.
- E. Analyze the issuance of General Obligation Bonds to finance specific improvements and recommended a financing structure which will limit as much as possible the total indebtedness incurred by the School District.
- F. Upon passage of the bond issue and for each series of bonds to be issued, the Financial Advisor will prepare all necessary documents to sell the bonds in a timely manner. Such services would include:
 - (i) Prepare all election documents necessary to call and hold an election required to obtain voter approval of any financing vehicle;
 - (ii) Preparation of a Preliminary and Final Official Statement consistent with guidelines adopted by the Municipal Securities Rulemaking Board (MSRB); Securities and Exchange Commission (SEC) and the Government Finance Officer's Association (GFOA). Such documents will be submitted in a timely manner to the School District for review and approval prior to final printing and distribution;
 - (iii) Prepare a Notice of Sale and Instructions to Bidders in advance of competitive sale of the bonds, providing information on the bidding procedures and the manner in which the bonds would be awarded to the successful bidder. Such document would be distributed to potential purchasers in a timely manner to ensure adequate review and consideration prior to the actual sale and date;
 - (iv) Obtain appropriate ratings and/or credit enhancement for the bonds, if deemed economically beneficial;
 - (v) Advise the School District as to the amount and timing of any obligations to take advantage of any rebate exceptions available to municipal issuers and the ability to issue "bank qualified" obligations, if any;
 - (vi) Submit all necessary documents to School District officials in a timely manner for review and comment prior to consideration by the Board of Education;
 - (vii) Conduct the actual sale of bonds and advise the School District on the adequacy of the rates received;
 - (viii) Prepare a written report after the sale containing a summary of the transaction, comparative sale data, an evaluation of market conditions and other pertinent data to enable the School District to quantitatively assess the results of the sale;

- (ix) Prepare the Transcript of Proceedings for submission to the Oklahoma Attorney General for review and approval;
- (x) Coordinate the bond closing with the purchaser of the bonds, School District officials and Bond Counsel to ensure timely receipt of the bond proceeds;
- G. Inform the School District of any national or state legislation impacting tax-exempt or taxable financing by municipalities.
- H. Attend meetings of the School District as needed to keep abreast of the economic and administrative climate of the School District.
- I. Remain fully accessible to any information requests or other related needs of the School District.

MFSOK's services are limited to those specifically set forth herein. MFSOK's services do not, for example, include services related to rebate compliance or continuing disclosure filings or otherwise related to the Bonds, Bonds proceeds or the Project after issuance of the Bonds.

II. Compensation and Reimbursements

- A. Compensation for Financial Advisor Services. For services as financial advisor to the District. MFSOK shall be paid at the time of issuance, a fee based on ½ of 1% of the par amount of each series of bonds issued; provided that, the minimum fee for each series of bonds shall be \$17,500.00.
- B. Expenses. MFSOK shall also be paid a fixed amount of \$2,000.00 per each issue of bonds to cover expenses incurred as part of the transaction, provided that any filing, publication, recording or printing costs or similar third party costs such as rating or credit enhancement fees, Attorney General Bond Examination fees, registrar-paying agent fees, bond counsel fees and the cost of holding an election or other costs related thereto, are additional costs that shall be paid directly by the District.
- C. Payment and Contingency. Fees and expenses shall be payable by District at the time of issuance of the Bonds. Payment for all fees and expenses hereunder shall be made at closing from proceeds of the Bonds or from other available funds of the District and shall be contingent upon issuance of the Bonds, except for publication costs associated with the election.

III. Term, Termination and Successors

- A. **Term of Agreement.** Unless otherwise terminated as provided herein, this Agreement shall be in force and effect from July 1, 2016 through June 30, 2017, inclusive, and may be renewed for successive fiscal years beginning July 1 and ending June 30 upon mutual consent of both parties.
- B. **Termination of Agreement and Services.** This Agreement and all financial advisor services to be rendered hereunder may be terminated at any time by written notice from either party, with or without cause. In that event, all finished and unfinished documents prepared for the District, shall, at the option of District, become its property and shall be delivered to it or any party it may designate, provided that MFSOK shall have no liability whatsoever for any subsequent use of such documents.
- C. **Successors and Assigns.** MFSOK may not assign its obligations under this Agreement without the written consent of District except to a successor partnership or corporation to which all or substantially all of the assets and operations of MFSOK are transferred. District may assign its rights and obligations under this Agreement to (but only to) any other public entity that issues the Bonds (if not the District). District shall not otherwise assign its rights and obligations under this Agreement without written consent of MFSOK. All references to MFSOK and District in this Agreement shall be deemed to refer to any successor of MFSOK and to any such assignee of District and shall bind and inure to the benefit of such successor and assignee whether so expressed or not.

IV. Municipal Advisor Registration and Acknowledgement

District hereby acknowledges that MFSOK is registered as a Municipal Advisor pursuant to applicable Securities and Exchange Commission (“SEC”) and Municipal Securities Rulemaking Board (“MSRB”) rules and regulations. District further acknowledges receipt of MFSOK’s Form ADV Part 2A Brochure and 2B Brochure Supplements as required by the SEC and Oklahoma Department of Securities prior to entering into this Agreement.

V. Conflict of Interest Statement

As of the date of this agreement, MFSOK has performed a reasonable diligence to determine if there are any conflicts of interest that should be brought to the attention of the District. During the diligence process, MFSOK has determined that no material conflict of interest has been identified.

Since the compensation arrangement included in Section II includes a component that is based on the completion of a transaction, this may be viewed as a conflict of interest regarding our ability to provide unbiased advice to enter into such transaction. This viewed conflict of interest will not impair MFSOK’s ability to render unbiased and competent advice to the District. The fee paid to MFSOK increases the cost of borrowing to the District. The increased cost occurs from compensating MFSOK for municipal advisory services provided.

If MFSOK becomes aware of any actual or potential conflict of interest not mentioned above during this agreement, MFSOK will promptly provide the District a supplement written disclosure with sufficient details of the change, if any, which will allow the District to evaluate the situation.

VI. Legal Events and Disciplinary History

MFSOK does not have any legal events and disciplinary history on its Form MA and Form MA-I, which includes information about any criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation. The District may electronically access MFSOK's most recent Form MA and each most recent Form MA-I filed with the Commission at the following website:

www.sec.gov/edgar/searchedgar/companysearch.html.

There have been no material changes to a legal or disciplinary event disclosure on any Form MA or Form MA-I filed with the SEC.

VII. Fiduciary Duty

MFSOK is registered as a Municipal Advisor with the SEC and Municipal Securities Rulemaking Board ("MSRB"). As such, MFSOK has a Fiduciary duty to the District and must provide both a Duty of Care and a Duty of Loyalty that entails the following.

Duty of Care:

- A. exercise due care in performing its municipal advisory activities;
- B. possess the degree of knowledge and expertise needed to provide the District with informed advice;
- C. make a reasonable inquiry as to the facts that are relevant to the District's determination as to whether to proceed with a course of action or that form the basis for any advice provided to the District; and
- D. undertake a reasonable investigation to determine that MFSOK is not forming any recommendation on materially inaccurate or incomplete information; MFSOK must have a reasonable basis for:
 - a. any advice provided to or on behalf of the District;
 - b. any representations made in a certificate that it signs that will be reasonably foreseeably relied upon by the District, any other party involved in the municipal securities transaction or municipal financial product, or investors in the District securities; and
 - c. any information provided to the District or other parties involved in the municipal securities transaction in connection with the preparation of an official statement.

Duty of Loyalty:

MFSOK must deal honestly and with the utmost good faith with the District and act in the District's best interests without regard to the financial or other interests of MFSOK. MFSOK will eliminate or provide full and fair disclosure (included herein) to District about each material conflict of interest (as applicable). MFSOK will not engage in municipal advisory activities with the District as a municipal entity, if it cannot manage or mitigate its conflicts in a manner that will permit it to act in the District's best interests. As of the date of this agreement, MFSOK has performed a reasonable diligence to determine if there are any conflicts of interest that should be brought to the attention of the District.

VIII. Recommendations

If MFSOK makes a recommendation of a municipal securities transaction or municipal financial product or if the review of a recommendation of another party is requested in writing by the District and is within the scope of the engagement, MFSOK will determine, based on the information obtained through reasonable diligence of MFSOK whether a municipal securities transaction or municipal financial product is suitable for the District. In addition, MFSOK will inform the District of:

- A. the evaluation of the material risks, potential benefits, structure, and other characteristics of the recommendation;
- B. the basis upon which MFSOK reasonably believes that the recommended municipal securities transaction or municipal financial product is, or is not, suitable for the District; and
- C. whether MFSOK has investigated or considered other reasonably feasible alternatives to the recommendation that might also or alternatively serve the District's objectives.

If the District elects a course of action that is independent of or contrary to the advice provided by MFSOK, MFSOK is not required on that basis to disengage from the District.

IX. Record Retention

Pursuant to the Securities and Exchange Commission (SEC) record retention regulations, Municipal Finance Services, Inc. is required to maintain in writing, all communication and created documents between Municipal Finance Services, Inc. and the School District for five (5) years after the maturity of any obligation.

[Remainder of This Page Intentionally Left Blank]

X. Notices

Any and all notices pertaining to this Agreement shall be sent by U.S. Postal Service, first class, postage prepaid to:

MFSOK:

Municipal Finance Services, Inc.
Attn: Jon Wolff, Vice President
P.O. Box 747
Edmond, OK 73083-0747

SCHOOL DISTRICT:

Independent School District Number 1
Logan County, Oklahoma
Attn: Superintendent
802 E. Vilas
Guthrie, OK 73044

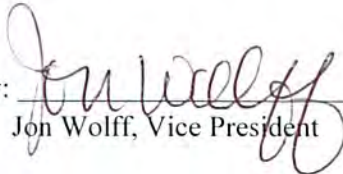
[The Remainder of This Page Intentionally Left Blank]

Acceptance

If there are any questions regarding the above, please do not hesitate to contact Municipal Finance Services, Inc. If the foregoing terms meet with your approval, please indicate your acceptance by executing all original copies of this letter and keeping one copy for your file.

The District and MFSOK have executed this Agreement by the duly authorized representatives as of the date provided hereof and such Agreement was approved at a meeting duly called and held in full compliance with the Oklahoma Open Meeting Act.

MUNICIPAL FINANCE SERVICES, INC.

By:  _____
Jon Wolff, Vice President

INDEPENDENT SCHOOL DISTRICT NUMBER 1
LOGAN COUNTY, OKLAHOMA (GUTHRIE BOARD
OF EDUCATION)

By: _____
Title: President, Board of Education
Date: June 13, 2016

ATTEST:

Clerk, Board of Education

(SEAL)

SUPPLEMENTAL ESTIMATE

FOR

I-001 Guthrie
(County City Town or Board of Education)
of Logan COUNTY, OKLAHOMA
With Exhibits showing the Financial Condition of the 2015-16 Child Nutrition Fund FUND at the close of the month ending May 31, 2016

And a Statement of Additional Needs for the remainder of the Fiscal Year ending June 30, 2016

To the County Excise Board

County of Logan State of Oklahoma

Greetings:

Pursuant to the requirements of 68 Okla.St. Ann. § 3021, we herewith submit for your consideration the within Statement of the Fiscal Condition of the Child Nut Fund of the I-001, County of Logan, State of Oklahoma, for that portion of the current fiscal year beginning July 1, 2015, and ending with the close of business on the last day of the month of May, 2016, together with an itemized statement of balances in appropriations now considered unnecessary or dispensable in view of greater needs, and an itemized statement of additional needs considered essential in the proper conduct of said municipality for the remainder of the current fiscal year ending June 30, 2016. As to the Counties and Cities, find attached hereto certificate of publication as required by said Section 3021. We further certify that the estimate of income from sources other than Ad Valorem Tax for the remainder of the current fiscal year is reasonably probable of collection before June 30th next, and that such estimate is based on the estimated income other than ad valorem tax as fixed by the excise board for the current fiscal year, after excluding any estimate of such income to be received from prior or back ad valorem tax as to which the date of sale for delinquency has elapsed.

We further certify that the aggregate amount of said proposed additional and supplemental appropriations, when added to the original appropriations for the fiscal year, is not in excess of the income and revenue provided and accumulated for this current fiscal year, that Officers in charge of Departments affected by proposed cancellations have been notified of such proposals, and that no part of the revenue of this or a previous year against which there are any outstanding claims, contracts or warrants has been included in this Supplemental Estimate.

Dated at Guthrie, Oklahoma, this 13th day of June, 2016

(Member)

(Chairman, President or Mayor)

Attest:

(Clerk) (Member)

CERTIFICATE OF TRUE STATEMENT OF FINANCIAL CONDITION AND CASH ON HAND

We, the undersigned, do hereby solemnly swear or affirm that the within Exhibits "D," "F," "M" and "Y" reflect a true and correct statement of the condition of the Child Nut Fund for each of the stated Fiscal Accounts of the I-001 (municipality), of Logan County, Oklahoma, at the close of business on May 31, 2016, that we have no knowledge or record of any claims or contracts pending against the Balances of Appropriations proposed for cancellation; and that all of said statements are in accordance with and as shown by the records of our respective officers, each, so help me God.

Treasurer's signature: Clerk's signature:
(Treasurer) (Clerk)

Subscribed and sworn to before me this the day of 2016 Subscribed and sworn to before me this the day of 2016

(County Clerk or Notary Public)

(County Clerk or Notary Public)

(UNLESS BOTH CLERK AND TREASURER SWEAR TO THIS CERTIFICATE, IT SHALL NOT BE APPROVED)

Filed this the day of 2016 County Clerk

NOTE:--The same officers shall sign this application as law required to sign the Financial Statement and Estimate of Needs for a county or any subdivision thereto when the same is filed in July with the County Excise Board.

FINANCIAL STATEMENT SHOWING CONDITION OF CURRENT CHILD Nutrition Fund
AND ESTIMATE OF SUPPLEMENTAL AND ADDITIONAL NEEDS OF THE _____

Schedule 1 Cancellation of Appropriations			PUBLISH			
Acct	DEPARTMENT	PURPOSE	1 BALANCE AVAILABLE	2 PROPOSED CANCELLATIONS	3 CANCELLED BY EXCISE BOARD	
		Total				

Schedule 2 Supplemental and Additional Estimated Needs			PUBLISH			
Acct	DEPARTMENT	PURPOSE	1 AMOUNT REQUESTED	2 PUBLISHED BY GOV. BOARD	3 APPROVED BY EXCISE BOARD	
		Current Expense	37850 16		37850 16	
	General Government	Additional Provision for Interest on Warrants				
			37850 16		37850 16	

Exhibit "F" Miscellaneous Revenue Other than Current		(Note 1) ESTIMATE APPROVED BY EXCISE BOARD	2 ACTUALLY COLLECTED TO DATE IN CASH	(Note 2) BALANCE COLLECTIBLY APPLIED BY GOV. BOARD	
	SOURCE OF REVENUE <small>(Include estimate of revenue from ALL sources except current ad valorem tax)</small>				
1	Surplus of Prior Year (20) after providing for all obligations thereof.			None after No. 1	
2	Student Meals	287334 80	300935 90		
3	Adult Meals	8585 49	6232 15		
4	Other Local Revenue		20092 77		
5	Flexible Benefit Allowance	144911 79	97508 75	33401	86
6	State Matching	18474 42	13155 00		
7	Federal Lunch Reimbursement	680343 74	697506 14		
8	Federal Breakfast Reimbursement	234097 94	234217 49		
9	Federal Summer Program Reimbursement		8548 28		
10					
11					
12					
13					
14					
15					
16					
17					
18					
19	Total Estimated (Col. 1) and Collected (Col. 2) and Uncollected (Col. 3.)	373748 18	1378196 48	33401	86
20	Deduct Item 1, Column 1 (Surplus from Delinquent Tax)				
21	Estimate of Miscellaneous Revenue Exclusive of Back Tax	373748 18			
22	Transfer Column 2 Total into Column 3			1378196	48
23	Current Tax Receipts into Delinquency Reserve (D-4 minus S-13)				
24	Total Collected and Probable for the year			1411598	34
25	Deduct: 1. Original Estimate of Miscellaneous Revenue (F-19, Column 1)		1373748 18		
26	and (Y-11) 2. Surplus Applied in Supplemental dated 20				
27	and (Y-12) 3. Surplus Applied in Supplemental dated 20				
28	and 4. Deficiency in "Plan of Financing" Appropriations (Y-14)				
29					
30	Total Already Applied			1373748	18
31	Surplus Available (Not to Exceed Surplus on D-29)			37850	16

NOTE: 1. Include all lawful estimates such as original and state aid estimate by Revenue Board for Schools.
2. No authority for remainder of year more than the balance of lawfully approved miscellaneous estimate.

Exhibit "M" Appropriation Summary		1	2	3
		FOR WARRANTS	FOR INTEREST	TOTAL
1	Original Estimate "Made and Approved" as filed with State Auditor	1506644	50	1506644 50
2	Increase due to Supplemental Appropriation dated 20			
3	Increase due to Supplemental Appropriation dated 20			
4				
5	Total Appropriations Approved	1506644	50	1506644 50
6	Cancellations and Reserves			
7	Reserved for Pending Appropriation Protest on Items not included in 68 Old St. Ann., § 3032			
8	Canceled by Court Order			
9	Canceled by Finance Board under authority of 68 Old St. Ann., § 3023			
10				
11	Total Cancellation and Reserves			
12	Net Approved Appropriations	1506644	50	1506644 50
Exhibit "Y" Method of Financing Appropriations		1	2	3
		DETAIL	TOTAL	EXTENSION
1	Equalized Certified Mills Assessed Valuation \$ _____ and Extended _____ Levy Certified			
2	Gross Proceeds of Levy Certified to State Auditor			
3	Deduct: 1. Gross Proceeds of _____ Mills Canceled by Finance Board 68 Old St. Ann., § 3023			
4	and 2. Gross Proceeds of _____ Mills Canceled by Court Order			
5	and 3. Gross Proceeds of _____ Mills for Levy Protests still pending			
6	Balance Gross Proceeds of Levy free of Protests			
7	Deduct: Reserve at _____ % for Delinquencies (1/1 if at 10%)			
8	Net Tax Available to Finance Appropriations			
9	Surplus Cash of Prior Year on hand July 1 (Examine Tax Court J. R. for adjustments)		132896 32	
10	Protest Tax Refund Unclaimed fully released Jul 1 (Examine Tax Court J. R. for adjustments)			
11	Estimate of all Misc. Incomes other than Current Tax (Exhibit "F", Column 1, Line 19)		1373748 18	
12	Surplus Collections added by Supplement dated 20			
13	Surplus Collections added by Supplement dated 20			
14	Total Finance free of Protests to Cover Exhibit "M", Line 11, Column 3			1506644 50
15	Note any deficiency in Plan of Finance (Any Excess of M-11-J over Y-13) (See F-28)			
Exhibit "D" Current Cash		1	2	3
		DETAIL	TOTAL	EXTENSION
1	Receipts, Disbursements and Balance Sheet Condition			
2	Cash Surplus of Prior Year Actually on Hand July 1 (Y-8)			
3	Released Unclaimed Protest Tax Refund on Hand July 1 (Note 2) (Y-9)	132896	32	
4				
5	Current Tax Apportioned			
6	Miscellaneous Income Other Than Current Tax Apportioned (F-19, Column 2)	1378196	48	
7				
8	Total Balance and Receipts		1511092 80	
9	Current Warrants Paid	1170322	21	
10	Interest Paid Thereon			
11	Total Disbursements		1170322 21	
12	(Publish) BALANCE SHEET Current Assets			
13	Balance Cash on Hand on date shown in caption above			340770 59
14	Net Current Tax Available Free of all Protests and Reserves (Y-7)			
15	Deduct Current tax Apportioned (D-4)			
16	Net Balance Current Tax in Process of Collection (To Column 3)			
17	Balance of Original Estimate of Miscellaneous Income (F-19, Column 3)			33401 86
18	Total Assets			374172 45
19	Current Liabilities and Reserves			
20	Appropriations Available for Warrant Issues (M-11, Column 1)	1506644	50	
21	Deduct Warrants Issued to Date in Caption	1174678	60	
22	Balance Appropriations Available (To Column 3)		331965 90	
23	Current Warrants Outstanding on Date in Caption (D-19 Less D-8)		4356 39	
24	Provision Made for Interest on Current Warrants (M-11, Column 2)			
25	Deduct Interest Provision Used to Date (D-9)			
26	Residue of Interest Provision (If More is Needed, Enter in Schedule 2)			
27				
28	Total Liabilities and Reserves			336322 29
29	Deficit			
30	Surplus — (If Correctly Prepared Will Agree With F-31)			37850 16

1. Publish all Items Below Line 11 of Exhibit "D" in Counties and Cities
 2. Include No Unclaimed Protest Tax Refunds on Which the 6-Months Expired After July 1

**PROOF OF PUBLICATION
AFFIDAVIT**

STATE OF OKLAHOMA, COUNTY OF _____, ss:
 Personally appeared before me, the undersigned Notary Public, _____
 Clerk of _____ of the County and State aforesaid, who being first duly sworn according to law, deposes
 and says--That he complied with the law by having Exhibits "D" Balance Sheet, and Schedules 1 and 2, of the within Financial Statement
 and Estimate published as required by law in at least one issue of the _____
 a weekly-daily newspaper published in the City-Town of _____, a copy of which published
 statement and estimate, together with proof of publication thereof, is hereto attached marked Exhibit "A," and made a part hereof. In
 evidence whereof the Affiant has subscribed hereto under oath. _____ Clerk
 Subscribed and sworn to before me this _____ day of _____, 20____
 My commission expires _____, 20____, Notary Public

CERTIFICATE OF EXCISE BOARD

STATE OF OKLAHOMA, County of Logan, ss:
 We, the undersigned, Members of the Excise Board of said County and State, do hereby certify that we have examined and
 carefully considered the application and proposal of the Governing Board of I-001 Guthrie

of the same County and State aforesaid, for additional and supplemental appropriations for certain current expense purposes for the
 remainder of the fiscal year ending June 30, 2016, the financial statement submitted therewith as of the month ending May
31, 2016, and the list of appropriations and parts thereof proposed for cancellation, after hearing any protests against
 such proposed cancellations.

We rely on the sworn statements of the Clerk and of the Treasurer and of the Governing Board of the within-named municipality
 that the revenues already received have been properly credited to the several Fiscal Year Accounts, that all warrant issues have been
 properly charged thereto or paid therefrom, and that no unpaid claims or contracts are pending against the balances of Appropriations
 submitted for cancellation.

We find, on analysis of the within Financial Statements, that the available surplus revenue already accrued and which is subject
 to supplemental appropriations under title 28 Okla.St. Ann. § 3021, is as follows:

Canceled Current Appropriation Balances, as per Schedule 1, column 3	\$	
Current Revenues Actually Collected in excess of previous Appropriated Estimates, Exhibit "D," line 29, ...	\$	37850.16
Total Surplus Approved and Appropriated to Current <u>Child Nutrition</u> Fund use, Schedule 2	\$	37850.16

Wherefore, we have and do order cancellation of Appropriation items as shown in last column of Schedule 1, and we hereby
 appropriate the Current Revenues released thereby, together with Current Surplus Assets disclosed to Current Purposes, and we have
 and do hereby approve and make additional and supplemental Appropriations as listed in column 3 of Schedule 2 in the total sum of
\$ 37850.16 which is within the total amount of surplus Revenue accrued as scheduled. The Secretary of the County Excise Board is
 hereby ordered to certify the same to the Clerk of the within-named municipality or subdivision of the State of Oklahoma, who is hereby
 authorized to enter the same upon his records, to notify his Treasurer of this action, and to make said funds available to his Governing
 Board.

Dated at _____, Oklahoma, this _____ day of _____, 20____

Attest: _____ Signed _____
Secretary of County Excise Board *Chairman of County Excise Board*

Member of County Excise Board

Member of County Excise Board

REQUEST FOR APPROVAL OF STATE AID AND/OR FEDERAL FUNDS FOR SCHOOLS

2015-2016 Child Nutrition FUND

S.A.&I.307(2006)

School District No. 1-001

To the County Clerk of Logan County, State of Oklahoma:

We, the undersigned, duly qualified and acting officers of the Governing Board of aforementioned school district of said County and State hereby certify that the notice of approval of the following State and/or Federal Funds has been received and is currently on file in the school's business office:

1. <u>Federal Lunch & Breakfast Rembursement(May)</u>	<u>84,226.40</u>
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
Total	<u>84,226.40</u>

We, further certify that these funds are in addition to and in excess of the State and/or Federal Funds previously appropriated for the school district. We, therefore, request that the school's appropriations be increased by the following amounts:

PURPOSE OF ITEM OF APPROPRIATIONS	Prior Approved Appropriations	Requested Application of Funds	Current Approved Appropriations	Added By County Clerk
1. <u>Current Expense</u>	1,544,494.66	84,226.40	1,628,721.06	1,628,721.06
2. <u>Interest Reserve</u>				
3. <u>Grand Total</u>	1,544,494.66	84,226.40	1,628,721.06	1,628,721.06

Submitted, by order of the Board, this 13th day of June 2016.

President of the Board

Clerk

CERTIFICATE OF COUNTY CLERK

STATE OF OKLAHOMA, COUNTY OF Logan, SS:

I, the duly qualified and acting County Clerk in and for the said County and State, do hereby certify that I have added the requested amounts to the appropriations of the school district in the manner requested by the School's Board of Education.

Done at _____ Oklahoma, this _____ day of _____, 20____.

County Clerk

(SEAL)

By _____ Deputy

**APPLICATION FOR APPROVAL
OF TEMPORARY APPROPRIATIONS
FOR THE FISCAL YEAR OF 2016-17**

BE IT RESOLVED: that, in accordance with the provisions of 68 O.S., Section 3020, the County Excise Board is respectfully requested to approve the temporary appropriations listed below for the funds of the hereinafter named district. It is certified that the amounts so requested do not exceed 100% of the School's Estimate of Needs for 2016-17:

General Fund	
Current Expense	<u>\$ 20,000,000</u>
Building Fund	
Erecting, remodeling or repairing school buildings and purchase of furniture	<u>\$ 950,000</u>
Child Nutrition Fund	
Current Expense	<u>\$ 1,000,000</u>
School Age Care Fund	
Current Expense	<u>\$ 50,000</u>
Gifts & Endowments Fund	
Current Expense	<u>\$ 15,000</u>
Insurance/Casualty Fund	
Current Expense	<u>\$ 45,000</u>

Approved this _____ day of _____, 2016.

**BOARD OF EDUCATION OF GUTHRIE,
#1-1, LOGAN COUNTY, OKLAHOMA**

ATTEST:

CLERK

PRESIDENT

COUNTY EXCISE BOARD

APPROVED BY THE _____ COUNTY EXCISE BOARD

THIS _____ DAY OF _____, 2016.

ATTEST:

CHAIRMAN

MEMBER

SECRETARY OF COUNTY
EXCISE BOARD

MEMBER

LEASE AGREEMENT

THIS LEASE AGREEMENT (“Agreement”) is made this 13th day of June, 2016, by and between **INDEPEPENT SCHOOL DISTRICT NO. 1 OF LOGAN COUNTY, OKLAHOMA** (the “Lessor”) and **NORTHchurch, Inc.** (the “Lessee”).

RECITALS:

Lessor is the owner of the Guthrie Upper Elementary School gymnasium and facilities located at 1615 N. Walnut, Guthrie, Oklahoma (the “Facilities”). Lessee desires to lease a portion of the Facilities for church meetings.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained and intending to be legally bound, the parties agree as follows:

1. LEASE OF PREMISES. In consideration of the rentals and upon the terms and conditions hereinafter stated, Lessor hereby leases to Lessee, and Lessee hereby leases from Lessor, the following areas of the School on each Sunday for the duration and at the rates set forth below:

July 1, 2016-June 30, 2017 - 7:30 to noon (4.5 hours)

Gymnasium	\$152.50
Choir Room	\$ 67.50
Custodian	<u>\$ 67.50</u>
Total	\$287.50

(the “Leased Premises”).

2. TERM. The term (“Term”) of this Agreement is for a period from July 1, 2016, to June 30, 2017, unless this Agreement is terminated at an earlier date, as stated herein.

3. RENTAL. For the use and possession of the Leased Premises during the Term, Lessee agrees to pay Lessor the rental charges set forth above, one month in advance, commencing July 1, 2016. Lessee will be deemed to have used the Leased Premises on each Sunday unless Lessee gives Lessor at least two (2) weeks’ advance notice of Lessee’s intended non-use on any reserved Sunday. If the notice is properly given, Lessee’s rental for the applicable month will be reduced by a pro-rated amount. Otherwise, Lessee will be charged for the rental as if the Leased Premises were used. The monthly rental payment is due on the first (1st) day of each month for all scheduled uses during that month and will be delinquent if the full monthly rental is not received by Lessor on or before the tenth (10th) day of each month. In the event any rental payment is not made by the tenth (10th) day of the month, Lessor shall have the right to terminate this Agreement and Lessee's right to use and occupy the Leased Premises without any further notice or demand, statutory or otherwise, all of which are waived by Lessee. All rentals shall be paid in advance without deduction or offset. Lessor shall be entitled to a "late charge" of five percent (5%) of the amount of any rental installment which is not paid on or

before the delinquent date as a condition to reinstatement of this Agreement, which reinstatement shall be at Lessor's sole option. If Lessor elects to terminate this Agreement, the unpaid rental shall bear interest as herein provided and the "late charge" shall not be applicable. In the event any rental is paid by a check which is returned for any reason, Lessor shall have the right, by written notice to Lessee, to require that future rental installments be paid by cashier's check.

4. USE. The Leased Premises will be used by Lessee for religious meetings and services and for no other purpose. Lessee agrees that its use of the Leased Premises will be full and strict compliance with the requirements of applicable state, municipal and federal laws, rules and regulations. In the event Lessor determines that Lessee is not complying with the provisions of this Agreement concerning the nature and character of its use, Lessor shall give Lessee written notice. If Lessee fails to correct deficiencies in the operation within ten (10) days after receipt of Lessor's notice, Lessor shall have the right to terminate this Agreement. If Lessee violates any applicable provision of any state, municipal or federal law, rule or regulation governing its use of the Leased Premises, Lessor shall have the right to terminate this Agreement immediately and without notice to Lessee.

5. CODE COMPLIANCE. Lessee shall not use the Leased Premises in any manner which would constitute a change in use or occupancy, as that term is defined in the current edition of the International Building Code (the "Code"). In the event Lessee is required to have a license or a Certificate of Occupancy from any state or local regulatory agency as a condition to Lessee's use and occupancy of the Leased Premises, the cancellation, suspension, revocation or surrender of the license or the failure to obtain a Certificate of Occupancy shall constitute a basis for immediate termination of this Agreement by the Lessor.

6. HOURS. The Leased Premises will be used during the hours set forth in Section 1, above. Hours of use may be amended by mutual agreement of the parties.

7. UTILITIES AND CUSTODIAL SERVICES. The Lessor agrees to provide the following services to the Leased Premises: water, heat, air conditioning (but only if the Leased Premises are air conditioned); sewer and electric. Custodial services will be provided by Lessor at the rates set forth in Section 1, above.

8. ADDITIONAL SERVICES. Lessee agrees to reimburse Lessor for the cost of any services provided by Lessor in addition to those described above. Lessor will invoice Lessee for the cost of any additional services, which shall be paid by Lessee as additional rent due and payable with the next regularly scheduled payment of rental in accordance with the provisions of paragraph 3 above.

9. IMPROVEMENTS TO LEASED PREMISES. Lessor shall have no obligation to make any improvements or to remodel, repair, alter, decorate, paint or perform any other work of any nature to make the Leased Premises ready for Lessee's use. Lessee has inspected the Leased Premises and accepts the same in its present condition.

10. ACCESS TO OTHER AREAS OF SCHOOL BUILDING AND GROUNDS. Lessee shall have no right of access to, or use of, other areas of the building or the grounds, except halls and restrooms.

11. INDEMNITY. Lessee agrees to indemnify and hold Lessor harmless of and from all claims, demands, actions and proceedings asserted against Lessor arising out of Lessee's use of the Leased Premises, except to the extent that such claims, demands, actions and proceedings are the result of the negligence or wrongful act of the Lessor or its agents or employees. This indemnity shall include defense costs and attorney's fees except to the extent Lessor and its employees are responsible for any loss.

12. NOTICES. Any notices required or contemplated under this Agreement shall be addressed to the parties as follows:

If to Lessor:

Mr. Dennis Schulz, Assistant Superintendent
Guthrie Public Schools
802 East Vilas
Guthrie, OK 73044

If to Lessee:

Mr. Clint Smith, Executive Director of Ministry
NORTHchurch, Inc.
PO Box 3307
Edmond, OK 73083-3307

All notices shall be sent by certified mail, return receipt requested. Notices mailed in accordance with the foregoing shall be deemed to have been delivered five (5) days after deposit in the U.S. Mail at Guthrie, Oklahoma.

13. ALTERATION OF LEASED PREMISES. Lessee shall have no right to make any alterations to the Leased Premises unless prior written approval for the alterations is obtained from Lessor. All approved alterations shall be made at the expense of Lessee.

14. RISK OF LOSS. Lessor shall have no responsibility for any loss of, damage to, destruction or disappearance of any of Lessee's property in the Leased Premises. Lessee assumes the entire risk of the foregoing. Lessee understands that Lessor does not, and will not, maintain any casualty or other insurance on Lessee's property. Lessee waives any right of subrogation on behalf of its insurance carrier against Lessor for any loss of, damage to, destruction or disappearance of Lessee's property in the Leased Premises.

15. DESTRUCTION OF SCHOOL BUILDING. In the event the School building is damaged or destroyed by fire or other casualty to the extent that the continued operation of the

Leased Premises is not practical, either party shall have the right to terminate this Agreement and the rental shall be paid to the date of termination.

16. LESSEE'S DEFAULT. The following shall constitute events of default on the part of Lessee:

- a. failure to pay the monthly rental by the tenth (10th) of the month;
- b. operating the Leased Premises in a manner contrary to any law, ordinance or regulation; or
- c. violation or non-performance of any other obligation of Lessee under this Agreement which is not corrected by Lessee within a reasonable time after Lessee's receipt of written notice from Lessor, except that written notice shall not be required for repeated violations or non-performance of the same nature.

Upon the occurrence of an uncorrected event of default, Lessor shall have the right to terminate this Agreement and Lessee's rights hereunder, including the right to occupy the Leased Premises, without notice or demand, statutory or otherwise, all of which are waived by Lessee.

If Lessor elects to terminate this Agreement because of an uncorrected event of default, Lessee shall be liable to Lessor for:

- d. all past due and unpaid rentals, plus interest from the due date(s) at the rate of 18% per annum; plus
- e. an amount equal to the present worth of the reasonable rental value of the Leased Premises from the date of Lessee's last rental payment to the normal expiration of the Agreement term, with no duty to mitigate damages; and
- f. Lessor's costs and expenses, including attorney fees, in recovering possession of the Leased Premises and reducing the amounts under subsections d. and e. to judgment.

17. WARRANTIES AND REPRESENTATIONS. Lessor makes and has made no warranties or representations concerning the Leased Premises, including, without limiting the generality of the foregoing, its suitability or fitness for any use and the condition or state of repair of the facilities serving the Leased Premises, including structural elements, plumbing, heating, ventilation, electrical, mechanical and systems controls. Lessee has inspected the Leased Premises and accepts the Leased Premises in "as is" condition.

18. LIABILITY INSURANCE. During the term of this Agreement, Lessee shall maintain and pay for public liability and property damage insurance specifically related to the Leased Premises and issued by companies authorized to do business in the State of Oklahoma, naming Lessor as a co-insured, and providing coverage in amounts not less than the amounts required to insure District's liability under the Oklahoma Governmental Tort Claims Act,

including any amendments thereto subsequent to the date of this Agreement. Copies of the certificates of insurance shall be furnished to Lessor prior to the commencement of the Agreement term and replacement certificates shall be furnished from time to time during the Agreement term to evidence that liability insurance is in force at all times. All insurance certificates issued under this section shall provide for at least ten (10) days' prior written notice to Lessor before cancellation of the coverage for any reason, including non-payment of the premium.

19. ASSIGNMENT AND SUBLEASE. Lessee shall not assign this Agreement or any interest herein or sublease all or any part of the Leased Premises without the prior written consent of Lessor.

20. WAIVER. The failure of either party to seek redress against the other for violation of, or to insist upon strict performance of the terms and provisions of this Agreement, will not constitute a waiver of the right to seek redress for any subsequent violation of the terms and provisions, or of any right to insist on strict performance.

21. GOVERNING LAW. This instrument is entered into in Oklahoma and the law of Oklahoma shall govern the construction of this instrument.

22. SEVERABILITY. If any provision of this instrument or its application to any party, person or circumstances shall, to any extent, be invalid or unenforceable, the remainder of this instrument, or the application of the provision to the party, person or circumstances other than those as to which it is invalid or unenforceable, shall not be affected, and each provision of this instrument shall be valid and be enforced to the fullest extent permitted by law.

23. MISCELLANEOUS. This instrument represents the entire understanding between the parties hereto concerning the subject matter hereof and may be modified only by the mutual written agreement of the parties. This Agreement shall be binding upon the parties and their respective successors and assigns, except that Lessee shall not assign this Agreement or sublease the Leased Premises. Time is the essence of the obligations of the parties herein. Lessee shall not advertise or represent that Lessee is sponsored by Lessor. In the event any action is brought by either party to enforce this Agreement, or for breach of the terms of this Agreement, the prevailing party shall be entitled to recover a reasonable attorney's fee, to be fixed by the court, and its other costs.

IN WITNESS WHEREOF, Lessor and Lessee have signed this Agreement as of the date first above written.

Lessor:

**INDEPENDENT SCHOOL DISTRICT NO. 1
OF LOGAN COUNTY, OKLAHOMA**

By:

President, Board of Education

Lessee:

NORTHchurch, Inc.

By:

Name:

Title:



June 01, 2016

Board of Directors

Lloyd Snow,
Chairman
Superintendent:
Sand Springs Schools

Terry Davidson,
Vice Chairman
Superintendent:
Comanche Schools

Dr Kent
Shellenberger,
Treasurer
Superintendent:
Bethany Schools

Dusty Ricks,
Secretary
Superintendent:
Mid America
Technology Center

Brad Overton,
Member
Superintendent:
Cordell Schools

Bill Seitter,
Member
Superintendent:
Walonga Schools

John Cox,
Member
Superintendent:
Peggs Schools

Executive Director

David Marlin

Dr. Mike Simpson
Guthrie Public Schools
802 East Vilas
Guthrie, OK 73044

RE: Membership Proposal Effective 7/1/2016

Dear Dr. Mike Simpson:

We are very pleased to provide you with the attached proposal for insurance coverages with Oklahoma Schools Insurance Group (OSIG).

OSIG is not a conventional insurance program. We are a public entity in the state of Oklahoma formed by an Interlocal Agreement and made up of member public school districts. Our organization is non-profit, member owned, and controlled by a board of your peers. Our sole mission is to serve our member schools. Our promise is to provide quality insurance coverage and superior service at stable pricing. OSIG continues to deliver on our promises. The financial success of the program provides opportunities for distributions to be made to return surplus funds to member schools or to help offset rate increases when they occur. OSIG is distributing a \$1,000,000 dividend to its renewing members this year! See the Breakdown of Insurance Cost page for your dividend amount. We are pleased that 352 school districts are members of OSIG. Our membership is strong and committed.

OSIG's financial position is excellent. No other Oklahoma school insurance program can provide you with this security. Our organization is constantly growing, improving and looking for new ways to serve Oklahoma schools. The group purchasing power of OSIG and a non-profit structure provides competitive insurance rates even in tough financial times and in today's insurance market.

Included in this proposal is information on OSIG's financial condition and summaries of enhanced coverages that only OSIG provides.

Loss control, risk management services, and specialized insurance coverages included in OSIG program are:

- Enhanced Property and Liability Coverage
- Cyber Liability, Crime, Pollution, School Violent Acts Extra Expense and Disaster Management Coverages
- Online Training in many different areas for your school employees
- Loss Control Site Surveys / Safety Inspections
- Member Only Risk Management Library at www.osig.org

If you have any questions about the insurance procurement process or this proposal, please contact your local agent or any member of the OSIG administration team. Contact names and phone numbers are included in the proposal.

Sincerely,

OSIG Program Administration
Cc: Martin Insurance

P. O. Box 3068
Tulsa, OK 74101-3068
Phone 918-764-1686 • Toll Free 866-444-0061



Guthrie Public Schools
802 East Vilas
Guthrie, OK 73044

This is not an invoice.

Breakdown of Insurance Cost

Insurance Cost Breakdown

Property:	\$116,890
Boiler & Machinery:	\$1,277
Auto Physical Dmg:	\$5,034
General Liability:	\$20,773
Auto Liability:	\$27,698
Educators Legal:	\$20,772
Excess Liability:	\$0
Total Annual:	\$192,444

2015 Dividend

The OSIG Board of Directors has declared a dividend of \$1,000,000 to be paid to its members renewing 7/1/2016.

A dividend check will be mailed on or before 8/1/2016.

Your estimated dividend is \$8,345

A 25% minimum earned premium applies.

Your historical billed premiums, total insured values and loss information are shown in the charts below.

Year	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015	2015-2016
Total Values	\$63,366,935	\$63,574,231	\$67,727,017	\$71,302,340	\$71,508,733	\$73,048,486
Premium	\$145,856	\$174,378	\$210,751	\$220,357	\$204,779	\$195,818

Number of Claims:	Insurance Cost Paid to OSIG (incl Endts):	Incurred Claims:	Loss Ratio:
72	\$1,151,118	\$888,032	77.15%

Your losses are considered in the calculation of the cost of your insurance. Your dedication to maintaining your property and providing safe campuses for your students and community will result in savings in the cost of your insurance.

Payment Terms

Payment of the insurance cost is due the effective date of your coverage. A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available. A three (3) payment plan option is available.

- Installment #1 1/3 of total due 7/1/16
- Installment #2 1/3 of total due 8/1/16
- Installment #3 1/3 of total due 9/1/16

P. O. Box 3068
 Tulsa, OK 74101-3068
 Phone 918-764-1686 • Toll Free 866-444-0061

Coverages

OSIG provides a full range of property and liability coverages with the exception of workers compensation. Crime, Violent Malicious Acts Protection and Cyber Liability coverages are included in pool limits.

Property

- Full Replacement Cost - Except Roofs over 15 years old and Autos, Contractors Equipment & Debris Removal Only adjusted at ACV
- No Coinsurance Clause
- No Cosmetic Damage Only Exclusion
- Real And Personal Property- Limit Per Occurrence \$1,000,000,000
- Blanket Coverage - subject to school statement of values including:
 - Electronic Data Processing Equipment, and Media
 - Accounts Receivable
 - Valuable Papers
 - Fine Arts
 - Miscellaneous Property
 - Miscellaneous Unnamed / Undescribed Property
 - Builder's Risk
 - *Note All Builder's Risk projects must be reported to OSIG - Frame projects are subject to approval
 - Outdoor Property - covered all perils
 - Extra Expense
 - Business Income including Rental Income and Tuition Income
 - Ordinance or Law including Increased Cost of Construction and Demolition
 - Contractor's Equipment Coverage
 - Debris Removal Coverage
 - Covered Property In Transit
 - Personal Property of Others/Officers/Employees
 - Off Premises Services Interruption including Extra Expense
 - Vehicle Damage
 - Terrorism
- Newly Acquired Property Coverage - 90 days \$25,000,000
- Earthquake, Volcanic Eruption- Aggregate Any One Policy Year \$50,000,000
- Flood- Aggregate Any One Policy Year \$25,000,000
 - *Note Flood Zones A and V are excluded - Except for Automobiles
- Pollution Liability included
- Boiler And Machinery Coverage- Any One Occurrence \$200,000,000

Please refer to the attached property and automobile schedules for your school district's limits of insurance for Building, Contents, Extra Expense, Miscellaneous Property, EDP, Earthquake, Flood and Automobile Physical Damage coverage.

Deductibles Optional increased deductible quotations are available upon request.

- \$2,500 Property Deductible Per Occurrence
- \$10,000 Property Deductible Per Occurrence- Windstorm / Hail
- \$1,000 Boiler / Machinery Deductible per Occurrence
- \$50,000 Flood, Earthquake and Pollution

General Liability

- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury, Property Damage And Personal / Advertising Injury
- Premises / Operations And Products / Completed Operations
- Miscellaneous Medical Professional to Include School Nurses, Student Nurses, Counselors and Allied Health Programs
- Insureds Include District, Board Members, Employees, Student Teachers, And Volunteers
- No Exclusions for Corporal Punishment or Sexual Misconduct
- No Deductible
- PTA/PTO's included for coverage if funds flow through school's books.

School Board Legal Liability

- Claims-Made Form
- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Errors And Omissions Liability including Educational Errors And Omissions
- Employment Practices Liability
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- *Unlimited Prior Acts / No retroactive date included
- \$25,000 legal costs for IEP administrative hearings
- \$5,000 Deductible
 - *Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

Employee Benefit Liability

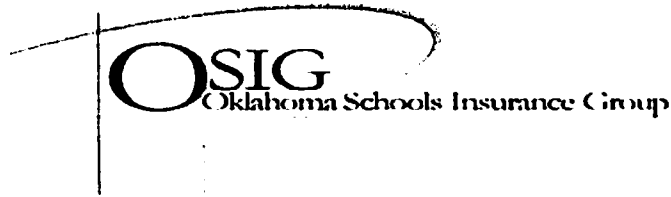
- Claims Made Form
- Unlimited Prior Acts / No retroactive date included
 - *Any incidents or potential claims that have been reported to the superintendent, any associate superintendent, principal, assistant principal, personnel directors, dean or school attorney should be reported to your current carrier immediately.

Automobile Liability

- \$1,000,000 Limit Per Occurrence (subject to the Governmental Tort Claims Act)
- Bodily Injury And Property Damage
- Includes Hired and Non-Owned Exposures
- Includes Uninsured and Underinsured Motorists (Oklahoma Minimum Limits)
- Insureds Include District, Board Members, Employees, Student Teachers, and Volunteers
- Coverage included for garage liability and garage keepers legal liability.
- No charge for vehicles added/deleted during the policy term. Vehicle changes must be reported to OSIG.

Automobile Physical Damage

- Actual Cash Value
- \$1,000 Deductible
- Vehicle additions / deletions / changes must be reported to OSIG
 - No charge for vehicles added/deleted during the policy term.
- Please refer to the attached schedule of vehicles.



Crime

- \$10,000 Limit Per Occurrence / Per District
- Employee Dishonesty
- Premises Money And Securities
- Transit Money And Securities
- \$1,000 Deductible

Cyber Liability

- Claims-Made Form
- Retro date - first effective date with OSIG
- Third Party Liability
 - \$2,000,000 Annual Aggregate Limit for Information Security and Privacy Liability
 - \$500,000 Annual Policy Aggregate Privacy Notification costs
 - \$2,000,000 Annual Aggregate Penalties for Regulatory Defense and Penalties
 - \$100,000 PCI Fines and Penalties
 - \$2,000,000 Annual Aggregate Website Media Content
- First Party
 - \$2,000,000 Policy Aggregate Sublimit Cyber Extortion Loss
 - \$2,000,000 Policy Aggregate Sublimit Data Protection Loss and Business Interruption Loss
 - First Party Business Interruption Sublimits
 - \$50,000 Hourly Sublimit and Forensic Expense Sublimit
 - \$150,000 Dependent Business Interruption Sublimit
- \$10,000 Deductible

Violent Malicious Acts Coverage

- \$1,000,000 Limit Each Occurrence
- \$2,000,000 Pool Annual Aggregate
- \$2,500 Deductible
- Insures the necessary extra expense you incur to continue the normal conduct of the school district's operations following a violent malicious act
- Coverage compensates the school if the school board determines that it will permanently cease use of the affected location as a direct result of the VMA and relocate elsewhere
- Coverage trigger is bodily injury

Disaster Management

- \$1,000,000 Limit Each Occurrence - per member
- \$1,000,000 Annual Aggregate - per member
- \$5,000,000 Pool Annual Aggregate
- Coverage will respond in the event of a sudden unforeseen natural disaster or manmade catastrophe which affects five (5) or more lives
- All services provided to be coordinated by DMI
 - Onsite management of the incident
 - Incident coordination at the school's principal location
 - Family assistance

Note: Per Occurrence Limits are shared limits except as otherwise indicated.

P. O. Box 3068
Tulsa, OK 74101-3068
Phone 918-764-1686 • Toll Free 866-444-0061

Property Schedule

Report Printed: 06/01/2016 12:50 pm

Guthrie Public Schools

Location	Occupied As	Bldg Value	Contents Val
1006 N. Wentz	Parking Lot (Liability Only)	\$0	\$0
1021 E. Perkins	Faver Greenhouse (No Contents)	\$3,019	\$0
1021 E. Perkins	Faver Gym	\$379,226	\$37,495
1021 E. Perkins	Faver Portable Class (2)	\$103,275	\$13,598
1021 E. Perkins	Faver School - Office	\$1,566,108	\$154,844
115 E. Harrison	Jelsma Stadium Goal Posts	\$7,374	\$0
115 E. Harrison	Jelsma Stadium Lights/Poles	\$158,011	\$0
115 E. Harrison	Jelsma Stadium PA System	\$36,869	\$0
115 E. Harrison	Jelsma Stadium Scoreboard	\$26,335	\$0
115 E. Harrison	Stadium Bleachers/Pressbox/Restrooms/Concessions/Ticketbooths/Storage	\$3,186,550	\$36,453
200 Crooks Dr.	*High School Outdoor Classroom Canopy	\$2,706	\$511
200 Crooks Dr.	*High School Outdoor Gazebo (No Contents)	\$3,098	\$0
200 Crooks Dr.	*Softball Storage Building	\$3,356	\$1,021
200 Crooks Dr.	Building for Champions and Weight Room	\$817,706	\$80,848
200 Crooks Dr.	Child Nutrition/Information Technology Building	\$303,381	\$78,114
200 Crooks Dr.	High School & Gym	\$16,110,900	\$2,083,044
200 Crooks Dr.	High School Canopy & Walk-In Freezer	\$25,819	\$5,106
200 Crooks Dr.	High School Classroom SE	\$341,303	\$33,745
200 Crooks Dr.	High School Fence	\$21,068	\$0
200 Crooks Dr.	High School Greenhouse	\$88,486	\$8,749
200 Crooks Dr.	High School JROTC	\$1,422,097	\$240,605
200 Crooks Dr.	High School Potting Shed	\$32,445	\$3,208
200 Crooks Dr.	High School Storage Building	\$4,424	\$437
200 Crooks Dr.	High School Vo-Ag	\$671,546	\$104,152
200 Crooks Dr.	HS Pole Vault Pit	\$15,801	\$0
200 Crooks Dr.	HS Scoreboard (2) Gym	\$8,954	\$0
200 Crooks Dr.	HS Track & Fence	\$210,681	\$0
200 Crooks Dr.	HS Track Concession/Restroom	\$21,068	\$2,083
200 Crooks Dr.	HS Track Storage Containers (2)	\$9,270	\$917
200 Crooks Dr.	Letters on HS & GUES	\$2,634	\$0
200 Crooks Dr.	New Maintenance Building	\$210,681	\$52,076
200 Crooks Dr.	Soccer Stadium Goal Posts	\$5,267	\$0
200 Crooks Dr.	Soccer Stadium Lights	\$52,670	\$0
200 Crooks Dr.	Soccer Stadium PA System	\$15,801	\$0
200 Crooks Dr.	Soccer Stadium Scoreboard	\$26,335	\$0
200 Crooks Dr.	Softball Batting Cage	\$7,374	\$0
200 Crooks Dr.	Softball Concession & Fence	\$26,335	\$2,604
200 Crooks Dr.	Softball Dressing Room Portable	\$72,264	\$8,332
200 Crooks Dr.	Softball Dugouts	\$5,267	\$0
200 Crooks Dr.	Softball Lights	\$47,403	\$0
200 Crooks Dr.	Softball Nets	\$1,793	\$0
200 Crooks Dr.	Softball Scoreboard	\$4,740	\$0
200 Crooks Dr.	Softball Storage Building	\$3,687	\$365
200 Crooks Dr.	Tennis Court Playing Surface	\$26,335	\$0
200 Crooks Dr.	Tennis Courts Light Poles (8)/Wind Screen/Fence	\$52,670	\$0
200 Crooks Dr.	Tennis Storage Building	\$5,899	\$583
200 Crooks Dr.	Vo-Ag Storage	\$44,243	\$7,811
200 E. Springer	25 Sec. Clock (2)	\$2,739	\$0
200 E. Springer	Athletic Building/Dressing Room	\$257,068	\$25,417
200 E. Springer	Baseball Dugouts	\$12,641	\$0
200 E. Springer	Baseball Grandstands/Press	\$184,346	\$18,227
200 E. Springer	Baseball Portable Building	\$4,424	\$437
200 E. Springer	Squires Field Lights/Poles	\$131,676	\$0
2001 W. Noble	Cotteral East Classroom	\$359,843	\$37,802
2001 W. Noble	Cotteral Portables (#3&4)	\$105,340	\$10,415
2001 W. Noble	Cotteral Portico - Kitchen	\$6,847	\$0

Guthrie Public Schools

Location	Occupied As	Bldg Value	Contents Val
2001 W. Noble	Cotteral Portico - Playground	\$1,791	\$0
2001 W. Noble	Cotteral School Building	\$3,637,818	\$359,678
2001 W. Noble	Cotteral South Classroom	\$141,549	\$15,758
2001 W. Noble	Cotteral South Classroom	\$141,549	\$15,758
2001 W. Noble	Cotteral Southwest Classroom	\$141,549	\$15,758
2001 W. Noble	Cotteral Southwest Playground	\$21,068	\$0
2001 W. Noble	Cotteral Storage Building	\$2,950	\$292
2001 W. Noble	Fence	\$3,371	\$0
317 E. Grant	Indoor Baseball	\$219,003	\$21,653
321 E. Noble	Central Elem.-Playground Equip.	\$21,068	\$0
321 E. Noble	Central Elementary	\$2,763,624	\$273,245
321 E. Noble	Fence	\$18,856	\$0
455 W. Beemer Rd.	Vo-Ag Farm Fence	\$15,300	\$0
455 W. Beemer Rd.	Vo-Ag Sheep/Goat Barn	\$122,400	\$12,000
455 W. Beemer Rd.	Vo-Ag Swine Barn	\$122,400	\$12,000
455 W. Beemer Rd.	Vo-Ag Well House (No Contents)	\$5,100	\$0
520 Crooks Dr.	Bus Barn	\$230,000	\$31,246
520 Crooks Dr.	Bus Barn Annex Portable	\$38,000	\$2,807
520 Crooks Dr.	Fuel Pumps (3), Storage Tanks (2)	\$36,869	\$0
520 Crooks Dr.	Transportation Storage Building	\$60,834	\$6,015
702 Crooks Dr.	GUES Portable Classrooms (1)	\$52,670	\$5,208
702 Crooks Dr.	Guthrie Upper Elem. Playground	\$21,068	\$0
702 Crooks Dr.	Guthrie Upper Elementary	\$11,050,425	\$1,735,870
702 Crooks Dr.	Portico Canopy GUES	\$15,801	\$0
702 Crooks Dr.	Walk In Freezer	\$20,655	\$5,106
705 E. Oklahoma	Junior High - Gym	\$1,452,624	\$143,624
705 E. Oklahoma	Junior High Main Building	\$6,740,170	\$729,065
705 E. Oklahoma	Portable Building	\$100,284	\$9,915
722 E. Harrison	DRO-Junior High Annex	\$8,000	\$11,600
802 E. Oklahoma	Maintenance Building	\$220,000	\$62,491
802 E. Vilas	Administration	\$1,307,950	\$156,228
802 E. Vilas	Fence	\$10,007	\$0
852' East of Dougla	Vacant Land - 25 acres (Liability Only)	\$0	\$0
902 N. Wentz	Fence	\$19,214	\$0
902 N. Wentz	Fogarty Annex	\$339,723	\$33,589
902 N. Wentz	Fogarty Building	\$4,568,723	\$470,560
902 N. Wentz	Fogarty Playground	\$21,068	\$0
902 N. Wentz	Fogarty Portable Classroom	\$79,005	\$7,811
902 N. Wentz	Fogarty Portable Classroom	\$79,005	\$7,811
902 N. Wentz	Fogarty Portico	\$2,317	\$0
929 E. Perkins	Faver Athletic Annex	\$316,815	\$35,270
		<u>\$61,427,821</u>	<u>\$7,229,357</u>

Floater Limit	<u>\$200,000</u>	Auto Values:	<u>\$2,803,028</u>
EDP Limit	<u>\$1,500,000</u>	Total Values:	<u>\$73,660,206</u>
Extra Expense Limit	<u>\$500,000</u>		

Auto Schedule

Report Printed: 06/01/2016 12:50 pm

Guthrie Public Schools

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
1	2002	International	Bus	71	4DRBRABP32B947101	\$25,000
2	2014	Freightliner	Bus	71	4DRBRABPX2B947094	\$74,000
3	2002	International	Bus	71	4DRBRABP12B947095	\$25,000
4	2002	International	Bus	71	4DRBRABP52B947116	\$25,000
5	2002	International	Bus	71	4DRBRABP62B947108	\$25,000
6	2002	International	Bus	71	4DRBRABP12B947100	\$25,000
7	2002	International	Bus	71	4DRBRABP12B947114	\$25,000
8	2002	International	Bus	71	4DRBRABP72B947117	\$25,000
9	2002	International	Bus	71	4DRBRABP02B947119	\$25,000
10	2002	International	Bus	71	4DRBRABP72B947120	\$25,000
11	2002	International	Bus	71	4DRBRABP52B947102	\$25,000
12	2002	International	Bus	71	4DRBRABP32B947115	\$25,000
13	2002	International	Bus	71	4DRBRABP92B947099	\$25,000
14	2002	International	Bus	71	4DRBRABP82B947109	\$25,000
15	2002	International (A)	Bus	71	4DRBRABP92B947121	\$25,000
16	2002	International (A)	Bus	71	4DRBRABP02B947122	\$25,000
17	2002	International	Bus	48	4DRBRABM52B947123	\$25,000
18	2002	International	Bus	48	4DRBRABM72B947124	\$25,000
19	2000	Freightliner	Bus w/Lift	48	4UZ6CJAC8YCGO1259	\$25,000
20	2002	International w/	Bus	48	4DRBRABP12B947125	\$25,000
21	1999	Chevrolet	Pickup	3	1GCCS1446XK206349	\$3,600
22	2005	Ford	F350 Pickup	6	1FDWF36545EA59541	\$27,500
23	1999	Chevrolet	Pickup	3	1GCCS1442XK205117	\$3,600
24	2005	Ford	F350 Pickup	6	1FTWW32P15EA61579	\$40,500
25	1996	Ford	Van	8	1FMEE11H5THB10979	\$5,000
26	2005	Ford	E150 Van	8	1FMRE11L25HA23243	\$41,200
27	1999	Ford	F150 Pickup	3	1FTZF1721XKA97842	\$17,355
28	1997	Ford	Escort	5	1FALP13P7VW407606	\$12,000
29	1995	Ford	F-700	3	1FDNF70J7SVA9643	\$15,000
30	1973	Bullmobile	Trailer		13819	\$4,000
31	1980	Shopmade	Trailer		1001GFFA	\$4,000
32	1988	Van	Trailer		1WC200E1XJ2011732	\$2,000
33	1991	Barrett	Trailer		1B9P20205M1014201	\$15,688
34	1990	VW	Trailer		11WHS1628RW19	\$3,000
35	1998	Flatbed	Trailer		4P5SH1621W101	\$1,000
36	2004	Chevrolet	Malibu	5	1G1ND52F04M570533	\$10,616
37	2006	Freightliner	Bus	16	4UZAAXDCX6CV23480	\$40,000
38	2006	Dodge	Caravan	7	1D4GP24R46B723011	\$18,382
39	2006	Dodge	Caravan	7	1D4GP24R66B723012	\$18,382
40	2002	Dodge	Pickup	3	1D7HA16N12J218895	\$6,775
41	2008	Ford	F350	3	1FTWW32Y18EA78508	\$36,510
42	1985	16'	Trailer			\$800
43	1990	Lawn Utility	Trailer			\$800
44	2006	Bleacher	Trailer			\$30,000
45	2006	Bleacher	Trailer			\$30,000
46	1967	AMG	Cargo Truck	3	NK00RC-7225547	\$0
47	2005	Ford	F350 Pickup	3	1FDWF36585EA31502	\$10,000
48	2010	Freightliner	Bus	23	4UZABPDT2ACAR5820	\$55,000
49	2011	Freightliner	Bus	71	4UZABRDT1BCAR8320	\$65,000
50	2011	Freightliner	Bus	71	4UZABRDT3BCAR8321	\$65,000
51	2011	Freightliner	Bus	71	4UZABRDT5BCAR8322	\$65,000
52	2011	Freightliner	Bus	71	4UZABRDT7BCAR8323	\$65,000
53	2011	Freightliner	Bus	71	4UZABRDT9BCAR8324	\$40,000
54	2011	Freightliner	Bus	71	4UZABRDT0BCAR8325	\$40,000
55	2011	Freightliner	Bus	71	4UZABRDT2BCAR8326	\$65,000
56	2008	Freightliner	Bus	20	4UZABRDT08CZ54311	\$50,000

Guthrie Public Schools

Vehicle No	Year	Make	Model	Capacity	VIN	Actual Value
57	2012	Thomas	Bus		4UZABPDT2CCBM8891	\$55,000
58	2008	Haulmark	Box Trailer		16HGB20238A029320	\$5,076
59	2012	Ford	F350 Crewcab Pickup		1FT8W3CT1CEC95643	\$22,000
60	2013	Ford	Expedition		1FMJK1F58DEF33757	\$23,725
61	2013	Ford	Expedition		1FMJK1F5XDEF33758	\$23,725
62	2012	Dodge	Ram		3C7WDSAT6CG213234	\$25,000
63	2013	Cimarron	Livestock Trailer		5PASG2422DC008280	\$29,980
64	2013	Ford	Expedition XL		1FMJK1F5XDEF60149	\$29,814
65	2013	Ford	Cargo Van		1FTNE1EW8DDB18029	\$16,000
66	2014	Thomas	Bus	71	4UZABRDU4ECFF9888	\$74,500
67	2014	Thomas	Bus	71	4UZABRDUOECFF9886	\$74,500
68	2013	Thomas	Bus	71	4UZABRDU5DCBT1251	\$69,500
69	2013	Thomas	Bus	71	4UZABRDU7DCBT1249	\$50,000
70	2013	Thomas	Bus	71	4UZABRDUXDCBT1245	\$69,500
71	2013	Thomas	Bus	71	4UZABRDU5DCBT1248	\$69,500
72	2012	Thomas	Bus	71	4UZABRDU9CCBA2099	\$48,000
73	2014	Thomas	Bus	71	4UZABRDU3ECFF9901	\$74,500
74	2014	Thomas	Bus	71	4UZABRDU1ECFF9895	\$74,500
75	2014	Thomas	Bus	71	4UZABRDU4ECFF9891	\$74,500
76	2014	Thomas	Bus	71	4UZABRDU7ECFF898	\$74,500
77	2012	Thomas	Bus	71	4UZABRDU8CCBA2269	\$48,000
78	2014	Freightliner	Bus	71	4UZABRDU2ECFF9789	\$74,000
79	2014	Thomas	Bus	71	4UZABRDU8ECFF9778	\$69,500
80	2014	Thomas	Bus	71	4UZABRDU8ECFF9800	\$69,500
81	2014	Thomas	Bus	71	4UZABRDU0ECFF9791	\$69,500
82		Washer	Trailer		GPS	\$1,500
83		Elite	Sheep Trailer		TBD	\$8,500
84	2012	Ford	F350 Crewcab		1FT8W3CT1CEC95643	\$22,000

Total Value of All Autos for Guthrie Public Schools: \$2,803,028

Overview

Background

The Oklahoma Schools Insurance Group (OSIG) is a public entity of the State of Oklahoma, formed as an Interlocal Agreement in accordance with 74 O.S. 1004(f), for the purpose of joining together a group of Oklahoma public school districts. OSIG will allow member districts to more efficiently and more economically obtain and manage their insurance programs.

OSIG obtained approval to operate from the Oklahoma Attorney General on June 28, 2001. Effective July 1, 2002, OSIG began full operation by providing its member districts with broad insurance coverage through "A" rated insurance carriers and professional risk management services. Over the past 13 years, OSIG's membership has grown to 352 and the program insures more than \$8.3 Billion in school property across Oklahoma.

Structure

OSIG is a non-profit, member-owned, public entity program whose management is completely controlled by a Board of your peers. Our singular mission is to provide quality insurance coverage and service to our members. OSIG's mission statement is

"The mission of Oklahoma Schools Insurance Group (OSIG) is to provide quality, cost effective risk management products and services to member schools".

The group purchases insurance and reinsurance from "A" rated carriers. OSIG's insurance providers are long term partners and committed to OSIG and Oklahoma schools.

OSIG has contracted with Arthur J. Gallagher & Company in Tulsa to administer the program. Gallagher is one of the largest insurance brokers in the world and manages programs similar to OSIG across the country.

It is important to know that the insurance coverage provided by OSIG was specifically tailored to meet the needs of Oklahoma schools. The coverage is what you need to protect your schools' property, your students, and patrons.

The strength of the liability portion of OSIG's offering is also important during these tough times. The program is backed by the foremost specialist in school liability insurance in the country. United Educators Insurance Company is second to none.

Losses are a part of life. Only OSIG has the collective strength and staying power to provide the protections you need. By sticking together as a group, OSIG will be able to continue to provide you with the quality, fair-priced insurance and risk management services you need to protect your schools' assets, your board, your staff and most importantly your children.

Financial Strength

OSIG is financially solid and we have the funds (cash) we need to pay your claims. OSIG has returned more than \$6.5 million to our members over the years as dividends. Surplus at year ended 6/30/15 was more than \$13.5 million and our assets were more than \$22 million.

We believe in complete transparency. We submit to an annual financial audit each year end and share the operating results at our annual members meeting held each year.

The financial condition of an insurance group should be of utmost importance to you when choosing an insurance partner for your district. If your insurer can't pay their claims, then the policy is a worthless stack of paper.

<i>Statement of Net Assets</i>	
<i>As of 6/30/15</i>	
Cash	\$ 20,572,339
Other Assets	\$ 1,678,711
Total Assets	\$ 22,251,050
Notes Payable	\$ -
Other Liabilities	\$ 8,741,145
Total Liabilities	\$ 8,741,145
Total Net Assets/Surplus	\$ 13,509,905

We urge you to obtain and review audited financial statements from every insurance provider that may offer your school district a quote. Financial statements are required by law and can be obtained at www.ok.gov/oid. Click on Interlocals under the Quick Links section of the home page. Your school's auditor can help in analyzing the statements.

Important Plan Information

It is important to understand that OSIG is not an insurance company, but rather a non-profit, cooperative risk management program owned and directed by Oklahoma Schools. Its mission is to reduce insurance costs and stabilize rates by aggregating purchasing power with an intense focus on controlling member losses. When losses are controlled, OSIG's member schools retain the underwriting profit and investment income thereby increasing fund reserves for future years. OSIG purchases per occurrence and liability aggregate protection for its member schools. The per occurrence insurance protects member schools up to \$1,000,000,000 for property losses and \$1,000,000 for liability claims in each and every occurrence. The aggregate insurance protection is purchased in the unlikely event that sum total of all OSIG losses are significantly more than actuarially projected. Additional excess liability limits are available for members requiring higher limits.

This proposal is an outline of the coverages proposed by insurers based on the information provided by your school district. It does not include all the terms, coverages, exclusions, limitations, and conditions of the actual contract language. Please refer to the plan document for the details.

Actuarial Review

An independent actuary has been retained by OSIG to make projections as to anticipated claims and losses the program should expect on an annual basis. The OSIG actuary has relied on the historical loss experience and exposures provided to OSIG by the member school districts to make projections of OSIG's expected losses. OSIG adequately funds to, or in excess of, the expected loss projections through member contributions (insurance cost) and our own surplus.

Membership contributions are used to buy insurance, pay administrative expenses, and fund for members' claims. Similar successful programs throughout the country for schools and municipalities are protected using the same insurance structure as OSIG has deployed. As with any insurance mechanism, OSIG does not guarantee full funding in the event unimaginable losses would materialize that are many times greater than what is indicated by past history. The OSIG board is charged with developing a plan to address under funding in this unlikely event.

Procedure to Renew Coverage

Notify your agent of your acceptance of this insurance renewal proposal. Your agent will advise the OSIG administrative staff in writing that you wish to renew the insurance coverage.

Payment Terms

Payment of the insurance cost is due the effective date of your coverage. A copy of your purchase order encumbering funds for payment of your insurance should be provided to OSIG as soon as available. A three (3) payment plan option is available.

Installment #1	1/3 of total	due 7/1/16
Installment #2	1/3 of total	due 8/1/16
Installment #3	1/3 of total	due 9/1/16

A 25% minimum earned premium applies.

Risk Management And Loss Control Tools

Loss Control Site Consultation

Risk Management focused website www.osig.org

Examples of Online training:

Free of charge to all members of OSIG

Online 24/7 access to training

Training modules include:

- Promoting Child Safe Environments - two training platforms
(Fulfills legislative mandate for child abuse awareness training)
- Workplace Harassment Prevention
- Short Term International Programs
- Teaching Science Safely
- Contracting and Risk Allocation
- Driver Safety
- Youth Athletics
- Crisis Response Planning

Contacts For Questions

Coverage Questions

Your Local Agent or:

Michelle Pruitt or Jennifer McKenzie
Arthur J. Gallagher Risk Management Services Inc. - Tulsa
1300 South Main
Tulsa, OK 74119
Phone: 918-764-1686
Toll-Free: 866-444-0061
Fax: 866-420-0695
Email: michelle_pruitt@ajg.com or jennifer_mckenzie@ajg.com

Eastern Oklahoma Schools (East of I-35)

Guy Griggs
Keystone Insurance
11 East Broadway
Sand Springs, OK 74063
Phone: 918-245-2558
Fax: 918-245-8553
Email: guy.griggs@insurica.com

General Program Questions

David Martin
Executive Director
P O Box 3068
Tulsa, OK 74101
Phone: 918-688-1056
Fax: 866-420-0695

OSIG Board Members

Lloyd Snow - Chairman	Sand Springs Schools	(918) 246-1400
Terry Davidson - Vice Chairman	Comanche Schools	(580) 439-2900
Dr Kent Shellenberger - Treasurer	Bethany Schools	(405) 789-3801
Dusty Ricks - Secretary	Mid America Technology Center	(405) 449-3391
Brad Overton - Member	Cordell Schools	(580) 832-3220
Bill Seitter - Member	Watonga Schools	(580) 623-7364
John Cox - Member	Peggs Schools	(918) 598-3412

May 31, 2016

Dr. Mike Simpson
Guthrie School District
802 East Vilas Avenue
Guthrie, OK 73044

Re: 2016/2017 Workers' Compensation

Dear Dr. Simpson:

We appreciate the opportunity to present your workers' compensation insurance quote for 2016/2017. The Beckman Company has access to many different markets, which allows us to provide the most competitive premiums available.

The Beckman Company, which began in 1960, is recognized as one of Oklahoma's largest privately owned insurance agencies. We represent some 60+ insurance carriers. The majority of our staff are C.I.C.'s or hold other professional status (this is probably unsurpassed for an agency our size in the country). On the public side we currently write some 500+ public entities from school districts, counties, cities, as well as colleges and major universities throughout the state of Oklahoma.

On a personal note we give as references the current and former governors living in our state as well as, Mike Turpen, Robert Henry, and H.E. Rainbolt. Martin and Tom Beckman are both Certified Insurance Counselors. Will Beckman, a MGA, is past chairman of the Oklahoma Development Finance Authority, Oklahoma's largest finance authority. The Principals have over 100 years of insurance experience and the Beckman Company has been recognized as one of America's top brokers on a multitude of lines of coverage.

Enclosed please find your 2016/2017 quote through the Oklahoma School Assurance Group. Because of your districts strong efforts to maintain good loss control, your district has a history with the Oklahoma School Assurance Group, a preferred group specially for Oklahoma school districts with good loss records. The Beckman Company will serve the best interest of your school district's needs with workers' compensation now and in the future.

If you should have any questions or concerns, please feel free to call.

Appreciate this opportunity,



The Beckman Company
Bill, Martin, Tom & Will Beckman

enclosure



Oklahoma School Assurance Group

May 31, 2016

Guthrie School District
Attn: Dr. Mike Simpson
802 East Vilas Avenue
Guthrie, OK 73044

Dear Dr. Simpson and District Board of Education:

Please find enclosed the Workers' Compensation proposal for your district's 2016-2017 school year from the Oklahoma School Assurance Group.

It is important to review the proposal completely, along with enclosures provided, i.e. OSAG Member Benefits, and an *Affidavit for Filing with Competitive Bid*. Please don't hesitate to call our office at 800-699-5905 for assistance with reviewing your proposal.

To ensure safety and coverage effective July 1, 2016, as a current member you will be automatically renewed unless we receive written notification by June 20, 2016.

OSAG is the largest provider of workers' compensation services to Oklahoma public schools, taking great pride in having saved our district members over \$91,047,369 since we began in 1994. Our motto is to provide "*the most efficient and economical workers' compensation services to Oklahoma public school districts*". We continue to strive to uphold this motto, and look forward to another year with Guthrie School District as a member of our program.

Sincerely,

Tina J. Wamsley, Secretary
Oklahoma School Assurance Group

TJW/vml

enclosure

P.O. Box 18858, Oklahoma City, Oklahoma 73154
Telephone 405-879-0213 / 800-699-5905 Facsimile 405-842-0051
www.okschoolassurancegroup.org



Oklahoma School Assurance Group

Guthrie School District
Attn: Dr. Mike Simpson
802 East Vilas Avenue
Guthrie, OK 73044

May 31, 2016

Re: **Workers' Compensation Insurance Quote**

Dear Dr. Simpson,

Workers' Compensation Insurance represents a major expenditure for school revenue for instructional purposes.

The Oklahoma School Assurance Group (OSAG) was founded as a way to assist schools in saving money in accordance with the Interlocal Cooperation Act, and approved by the Attorney General in 1994. OSAG is a member-owned non-accessible group benefiting its member districts.

This is solely a non-profit entity for the purpose of developing and providing economical and efficient workers' compensation for schools in Oklahoma. Since 1994, OSAG has continued to grow to over 495+ participating school districts. The OSAG quote includes all costs associated with your insurance coverage which include your administrative expense, insurance commission, and insurance cost.

The advantages of the OSAG PLAN are:

1. All loss control and claim service will be administrated by Consolidated Benefits Resources, who services both the city and school participants. We encourage you to check out the handling of the city and public school participants.
2. With a good loss history, you could receive a future dividend, which will reduce your cost. There is no Joint and Several agreement or future assessment. Each school stands on its own safety record from year to year. Good safety returns great dividends!
3. All interest income on funds invested will be applied to the further benefit of the group.
4. Non-auditable and non-assessable for current policy year.

Your total workers' compensation premium for the 2016/2017 policy period is \$ 144,155.00
This includes the Par-Participating Dividend Plan amount of \$ 40,772 *

**Par-Participating Dividend Plan is the maximum amount that may be refunded to a member as a future dividend. This figure will be based on a district's actual losses in comparison to the dividend plan. All recipients must be an OSAG member when dividends are declared.*

P.O. Box 18858, Oklahoma City, Oklahoma 73154
Telephone 405-879-0213 / 800-699-5905 Facsimile 405-842-0051
www.okschoolassurancegroup.org

AFFIDAVIT FOR FILING WITH COMPETITIVE BID

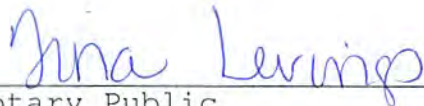
STATE OF OKLAHOMA)
) SS
COUNTY OF OKLAHOMA)

Tom Beckman, of lawful age, being first duly sworn, an oath says, that he is the agent authorized by the bidder to submit the attached bid. Affidavit further states that the bidder has not been a party to any collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any county official or employee as to quantity, quality, or price in the prospective contract, or any other terms of said prospective contract; or in any discussions between bidders and any county official concerning exchange of money or other thing of value for special consideration in the letting of a contract.

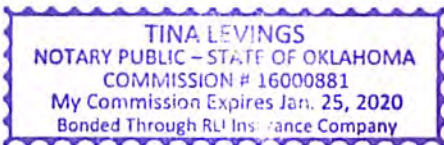


Tom Beckman

Subscribed and sworn to before me this 24th day of May, 2016.



Notary Public



My commission expires: January 25, 2020
My commission number: 16000881

NOTE:
Each competitive bid submitted to a county, school district or municipality must be accompanied with the above Affidavit as required by 74 O.S. 1976 85.25. Any bids received without an attached affidavit cannot be received as a valid bid per O.S.

Member Benefits of the Oklahoma School Assurance Group

The Oklahoma School Assurance Group (O.S.A.G.) is the largest provider of workers' compensation services to Oklahoma public schools, with four hundred ninety-nine members in the 2015-2016 policy year. OSAG is an Interlocal Cooperative Act Agency of Schools, governed by a five-member board of trustees, all of which serve as superintendents of OSAG member school districts. OSAG operates under the motto "*to provide the most efficient and economical workers' compensation services to Oklahoma public schools.*" Since OSAG inception in 1994, OSAG member school districts have accumulated a total savings of \$91,047,369.

OSAG member benefits include the following:

- *Four Loss Control & Safety Training Seminars held annually at NO COST to membership. Various speakers include the Oklahoma Department of Labor, Oklahoma Safety Council, The Center for Education Law, as well as the OSAG third party administrator, marketing firm, private investigating firms, and so on.*
- *Online safety training video program provided at NO COST to membership. Accessible with assigned school-specific username and password. All videos are accessible through the OSAG webpage at www.okschoolassurancegroup.org, 24 hrs/day, 7 days/week.*
- *Monthly **OSAG REVIEW** newsletter providing current safety training tips, OSAG board correspondence, & notification of upcoming OSAG events.*
- ***One premium quote for one year of coverage with absolutely no additional premium owed due to payroll auditing.***
- *Premiums based on **individual** school district's workers' compensation claim performance, and not based on group as a whole.*
- ***Potential for performance dividends to assist in reducing future premium costs!** Since inception, \$8,433,434 has been refunded to qualifying OSAG member schools!*
- *No risk policy! OSAG, as well as its members, assume ZERO risk or liability for claims made. OSAG is a fully insured program. All OSAG funds belong to OSAG membership.*



Guthrie Public Schools

Memo

To: Dr. Simpson and Guthrie Board of Education

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

Date: June 1, 2016

Re: Aurora Learning Community Association (ALCA) Agreement

Attached is a copy of the 2016-2017 agreement between Guthrie Public Schools and Aurora Learning Community Association (ALCA). Aurora Learning Community Association (ALCA) provides districts an online test data service known as Comprehend. Teachers can generate a multitude of test data graph reports (each in seconds) which: disaggregate their OCCT test data for any subgroup, down to objectives for the standards, determine objectives in which an individual student or the group as a whole are strong or weak, show student cohort reports (performance and scores) of progress through multiple years, provide standard and objective trend analysis of multiple years and allow for student tracking/inventories using other data sets such as NWEA (MAP) and interim assessments.

The cost for the 2016-2017 ALCA web based program is \$5,710.00 which is a decrease from last year of \$10,218.60. General funds will be utilized to cover the cost of the program.

I recommend approval of the license agreement between Guthrie Public Schools and Aurora Learning Community Association.



Estimate

ALCA
 1001 East Elm Street
 Fairview, OK 73737

BILLED TO	DETAILS	TOTAL DUE
Guthrie Public Schools 802 E Vilas Ave Guthrie, OK 73044-5228	April 7, 2016 Guthrie Renewal 16-17	\$5,710.00

Attn: Carmen Walters Arch Instructional Management System 2016-17 (PK-12)*

*An additional 10% discount (\$476) for AIMS / NWEA will be applied if PO is received by July 31, 2016.

Item	Quantity	Price	Subtotal
AIMS for Oklahoma (1000+ Students) Arch Instructional Management System supports the creation, sharing, management, and/or analysis of student learning and professional activities associated with Comprehend Data including OCCT/EOI, Standards Maps, Concept Maps, Planbooks, Classes, Strategies, Assessments, Forms, Calendars, Portfolios, and Members.	1910	\$2.00	\$3,820.00
Data - NWEA District 16-17 Setup / Importing of NWEA Data 16-17	1	\$250.00	\$250.00
Data - NWEA Students 16-17 Students taking NWEA 16-17	1380	\$0.50	\$690.00
AIMS SIF/District SIS Integration 16-17 Integrate your Student Information System data with AIMS resulting in updates across classes, students, and professional staff. This integration is accomplished through a combination of your district's SIF agent and ALCA's Zone Integration Server/Agent.	1	\$950.00	\$950.00
Total:			\$5,710.00

Aurora Learning Community Association

ALCA Arch Licensing Agreement

This Arch License Agreement (“Agreement”) is by and between the Aurora Learning Community Association, 1001 East Elm, Fairview, Oklahoma 73737 (“ALCA”) and Customer (as defined in subsection 1.3 of this Agreement).

1. **DEFINITIONS.** For purposes of this Agreement, the following terms shall mean the following:

1.1 **Arch Platform** is a combination of many individual and integrated software components working together to provide an on-line platform through Arch which provides a means for allowing users to establish and maintain on-line learning communities over the internet. The Software provides a complete system of service components, which include but are not limited to, the following components: Comprehend, Assessment System, Course Planning and Delivery, Content Creation and Management, Collaboration Service, Project Management Service and Standards Management Service.

1.2 **Comprehend** is software allowing Qualified Subscribers (as defined in subsection 1.7 of this Agreement) to manage, manipulate, filter, analyze and report data.

1.3 **Customer** means an individual, school, school district, career tech, college, university or other educational entity using the Software as designated on page 4 of this Agreement or anyone affiliated with the preceding (i.e. teachers, students, staff, evaluators, etc.), and each individual’s employer for those individuals using the Software within the scope of his or her employment, if any.

1.4 **FERPA** means Family Educational Rights and Privacy Act codified at 20 U.S.C. §1231g et seq. and related regulations as amended.

1.5 **GammaStream** means GammaStream Technologies, Inc., an Oklahoma corporation.

1.6 **License** means a restricted, limited, non-exclusive, nontransferrable right to use the Software granted hereunder, but only pursuant to the terms and conditions of this Agreement, without any ownership in or to the Software.

1.7 **Qualified Subscribe** is an individual, school, school district, career tech, college, university or other non-profit entity organized exclusively for educational purposes and exempt from Federal taxation under the Internal Revenue Code of the United States who will be using the Software for his, her or its own personal, household, recreational, educational or non-commercial use. If Customer is an employer, Customer must be a non-profit entity which is organized exclusively for religious, educational or charitable purposes; operating exclusively for religious, educational or charitable purposes; and exempt from Federal taxation under the Internal Revenue Code of the United States of America; or a for-profit entity satisfactorily providing educational content as determined by ALCA in its sole discretion.

1.8 **Software** means Arch and all computer software used in Arch Platform, including but not limited to Comprehend, and all computer software programs provided with this Agreement

together with all accompanying documentation, utilities, any and all other interface software, and all upgrades provided by ALCA. Some third party materials included in the Software may be subject to other terms and conditions, which are typically found in a “Read Me” file located near such materials

1.9 **Third Party(ies)** means any and all persons, partnerships, corporations, limited liability companies, limited liability partnerships, companies or any other associations or organizations except for ALCA and Customer.

2. **LICENSE GRANT.**

2.1 **Use Certification** Customer hereby agrees and acknowledges an express condition to ALCA granting Customer a License to use the Software if that Customer is currently and will always continue to be a Qualified Subscriber during the term of the License. Customer hereby represents, warrants and certifies to ALCA that Customer is a Qualified Subscriber. If Customer is not a Qualified Subscriber, then Customer has no rights to use the Software under this Agreement, and further represents, warrants and certifies not to use the Software and to discontinue any existing use of the Software.

2.2. **Grant.** In consideration of payment of all fees due under this Agreement, Customer complying with this Agreement and Customer performing hereunder, ALCA grants Customer a restricted, limited, non-exclusive, non-transferrable right to use the Software, but only according to the terms and conditions of this Agreement. The specific use rights granted to Customer regarding the Software are as follows depending on the type of License Customer has acquired:

2.2.1 **Individual License.** The Individual License is a License issued to Customer as an individual person allowing Customer to use the Software for Customer’s own personal, household, recreational, educational, and non-commercial use only. The Software shall be maintained on the Arch Platform. Customer is strictly prohibited from using the Software for any other purpose or for the benefit or on behalf of any Third Party. If Customer fails at any time to use the Software accordingly, Customer’s rights to use the Software under this Agreement are immediately terminated and Customer further represents, warrants, and certifies Customer will not use the Software and will discontinue any existing use of the Software.

2.2.2 **Non-Profit Entity License** The Non-Profit Entity License is a License issued to Customer as a non-profit entity such as a public or private school district, church, charity, etc. allowing Customer to use the Software for religious, educational, or charitable purposes only. The Software shall be maintained on the Arch Platform. Customer is strictly prohibited from using the Software for any other purpose or for the benefit or on behalf of any Third Party. If Customer or anyone affiliated with Customer (i.e. teachers, students, staff, evaluators, etc.) fails at any time to use the Software accordingly, Customer’s rights to use the Software under this Agreement are immediately terminated and Customer further represents, warrants, and certifies Customer

Aurora Learning Community Association

ALCA Arch Licensing Agreement

will not use the Software and will discontinue any existing use of the Software. Customer shall ensure all individuals affiliated with Customer (i.e. teachers, students, staff, evaluators, etc.) comply with the terms and conditions of this Agreement.

2.2.3 Shared Non-Profit Entity License The Shared Non-Profit Entity License is the same as a Non-Profit Entity License but it is shared among a number, to be determined by ALCA in its sole discretion, of small non-profit entities, such as public or private school districts, churches, charities, etc. It allows each of the non-profit entities to use the Software for religious, educational, or charitable purposes only, just as if each of the non-profit entities purchased its own Non-Profit Entity License. The Software shall be maintained on the Arch Platform. Each Customer is strictly prohibited from using the Software for any other purpose or for the benefit or on behalf of any Third Party other than the non-profit entities sharing the License. All of the small non-profit entities in a group sharing a Shared Non-Profit Entity License must have subscribed for the License within six months of the first invoice date of those small non-profit entities included in the group. If the group fails to attain the number of small non-profit entities required for the Shared Non-Profit Entity License, as determined by ALCA in its sole discretion, then the subscribing non-profit entities of the group may convert their Shared Non-Profit Entity License to a Non-Profit Entity License paying an additional fees required by ALCA, or may terminate their Shared Non-Profit Entity License without receiving any refund of amounts already paid for the License. If any Customer fails at any time to use the Software accordingly, each Customer's rights to use the Software under this Agreement are immediately terminated and each Customer further represents, warrants, and certifies that each Customer will not use the Software and will discontinue any existing use of the Software.

2.3 Use Limitations. Subject to the terms and provisions of this Agreement, including but not limited to section 3 of this Agreement, this Agreement and the License granted hereunder, only gives Customer the right to use the Software as directed by ALCA.

2.4 Term. The term of the License shall begin on the invoice date for all amounts due under this Agreement and terminate one year after the invoice date unless sooner terminated according to section 13 of this Agreement.

2.5 Revocable. The License granted hereunder is revocable at any time, with or without cause, in the sole discretion of ALCA by ALCA sending written notice of the revocation to Customer.

2.6 Non-Exclusive. Customer's License to use the Software shall be non-exclusive. ALCA, in ALCA's sole discretion, may license or provide the Software to any and all Third Parties, or use the Software for the benefit of Third Parties.

2.7 Non-Transferrable. Customer's License to use the Software shall be non-transferrable without the prior, written consent of ALCA which ALCA may withhold in its sole discretion. Any attempted sublicense, assignment or transfer by Customer in violation of this Agreement shall be void.

3. USE RESTRICTIONS. Without the prior written consent of ALCA, Customer may not, at any time, either directly or indirectly, and Customer may not assist or enable any Third Party, either directly or indirectly, to:

3.1 Reverse engineer, decompile, disassemble, or alter in any way the Software;

3.2 Sublicense, sell, lease, rent, dispose of, assign, or otherwise transfer the License or Software to any Third Party;

3.3 Distribute in whole or in part, modify, or create derivatives of the Software or applications created with the Software; or

3.4 Share the Software or the use of the Software with any Third Party or provide access to any Third Party in any way, including but not limited to non-ALCA certified trainers, although ALCA certified trainers may have access to the software in ALCA approved training sessions for Customer.

4. TITLE TO SOFTWARE; COPYRIGHT. Customer hereby acknowledges and agrees the Software is proprietary to GammaStream and remains the property of GammaStream protected by trade secret and/or copyright law. The License only gives Customer the right to use the Software according to the terms and provisions of this Agreement. This Agreement does not confer any ownership in the Software to Customer. GammaStream owns all title and intellectual property rights in and to the Software, the accompanying printed materials, and any copies of the Software. Customer hereby further acknowledges and agrees to be bound as a third party beneficiary by all of the terms and conditions of the Software License Agreement between GammaStream and ALCA dated June 25, 2003 and future amendments thereto, of which ALCA shall provide a copy within 30 days after Customer's written request for a copy.

5. PAYMENT. Upon execution of this Agreement and on the same day of each year thereafter, Customer shall pay ALCA an annual total sum in accordance with its standard fee schedule in effect at the time ALCA invoices Customer for all amounts due which are reflected on the Addendum attached hereto and made a part hereof. Any support services provided by ALCA or GammaStream shall be billed to Customer according to the standard fee schedule in effect at the time services are provided.

6. TAXES. In addition to all other amounts payable under this Agreement, Customer shall promptly pay to ALCA any and all sales and other taxes, federal, state or otherwise, which are levied or imposed because of the License or the transactions contemplated by this Agreement.

7. SUPPORT SERVICES. GammaStream shall provide technical consulting and support services as requested by Customer at GammaStream's standard fee schedule in effect at the time services are provided.

8. CONTENT. The Software is designed to allow Customer and Third Parties having a License to use the Software, to publish and share educational information, materials and content with each

Aurora Learning Community Association

ALCA Arch Licensing Agreement

other so there may be a free exchange of educational information and resources among those having a License to use the Software. As a result, Customer hereby understands and agrees as follows:

8.1 ALCA shall have the sole discretion in determining which information, materials and other content gets published and shared using the Software, and Customer hereby grants ALCA the right to determine if the information, materials and other content provided by Customer gets published or shared using the Software and to censor the information, materials and other content Customer provides. ALCA may in its sole discretion, either with or without cause and at any time, restrict Customer from publishing or sharing information, materials or other content through the Software, or require Customer to discontinue publishing or sharing information, materials or other content through the Software.

8.2 ALCA has no obligation to review, censor or police any information, material or other content, at any time, either before it is published or shared through the Software, whether by Customer or other Third Parties, or after it is published or shared through the Software, whether by Customer or other Third Parties, although ALCA, in ALCA's sole discretion, may choose to do so.

8.3 If ALCA reviews, censors or polices any information, material or content either before or after it has been published or shared using the Software, ALCA is not obligated to further review, censor or police any other information, material or content either published or shared through the Software, or proposed to be published or shared through the Software.

8.4 ALCA, GammaStream, and the Third Party providing the information, materials or content published or shared through the Software do not certify the contents or accuracy, or make any representations or warranties regarding the information, materials, or content provided through the Software. Customer hereby releases ALCA, GammaStream, and the Third Party providing the information, material or content, from any and all liability associated with Customer relying upon, disseminating, or in any way using the information, materials, or content provided through the Software.

8.5 Any and all information, materials, or content provided by Customer by using the Software shall be for educational or informational purposes only, as determined by ALCA in ALCA's sole discretion. Customer further consents and agrees that any and all Third Parties having a License to use the Software may use all information, materials, or content provided by Customer through the Software, for educational or informational purposes only, without any further restriction.

8.6 ALCA reserves the right to terminate Customer's License at any time, with or without cause, in ALCA's sole discretion and for no reason or for any reason, including but not limited to Customer's use of the Software not complying with the terms and provisions of this Agreement, including but not limited to, the terms and provisions of this section 8.

9. DATA MANAGEMENT.

9.1 **Data Source and Results.** ALCA will only import data

provided by Customer into the Software in order for the Software to provide Customer with information, reports and analysis of Customer's data. ALCA will not create, load or generate any data to be used by the Software, except ALCA will upload data into the Software for customer as long as Customer provides its data to ALCA in the format required by ALCA. ALCA shall not have any obligation to review or verify the accuracy of Customer's data. ALCA does not hereby certify the contents or accuracy of the data imported into the Software. Furthermore, ALCA does not hereby certify the contents or accuracy of the information, reports and analysis computed by the Software, or make any representations or warranties regarding the information, reports or analysis provided by the Software. In addition to other releases contained herein and not in limitation thereof, Customer hereby releases ALCA and GammaStream from any and all liability resulting from erroneous or inaccurate information, reports or analysis computed by the Software for Customer or Third Parties.

9.2 **FERPA Compliance.** Customer hereby represents, warrants and covenants to ALCA and GammaStream that Customer will ensure Customer and any of Customer's agents and representatives, ALCA and any of its agents and representatives, GammaStream and any of its agents and representatives, and any Third Parties and any of their agents and representatives to whom Customer discloses data have complied and will remain in compliance with any and all state and federal regulations governing the transactions contemplated by this Agreement, including but not limited to FERPA and the public disclosures required thereunder. In addition to other releases contained herein and not in limitation thereof, Customer hereby releases ALCA and GammaStream from any and all liability resulting from violation of state or federal rules or regulations hereunder.

9.3 **Confidentialit** . During the term of this Agreement, ALCA will have access to proprietary and confidential information, documents and instruments containing student data. All information ALCA has access to during the term of this Agreement, including but not limited to individual student data, is proprietary and confidential information belonging to Customer . All documents and instruments and any copies thereof ALCA has access to during the term of this Agreement is property belonging to Customer, and ALCA will hold them in express trust for Customer and on Customer's behalf. Without Customer's prior written consent or direction or authorization, during the term of this Agreement and any time thereafter, ALCA will not disclose any of Customer's information, documents or instruments to any Third Party; will not use any of Customer's information, documents or instruments for the use or benefit of any Third Party; and will not use any of Customer's information, documents or instruments for ALCA's own use or benefit. In addition to other releases contained herein and not in limitation thereof, if Customer authorizes or directs disclosure of confidential information, documents or instruments to a Third Party, Customer hereby releases ALCA and GammaStream from any and all liability resulting from said disclosure.

Aurora Learning Community Association

ALCA Arch Licensing Agreement

10. **NO WARRANTIES.** THE SOFTWARE IS PROVIDED “AS IS” WITHOUT WARRANTY OF ANY KIND, AND NO OTHER WARRANTIES, EITHER EXPRESS OR IMPLIED ARE MADE WITH RESPECT TO THE SOFTWARE, INCLUDING BUT NOT LIMITED TO, ANY IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, TITLE OR NON-INFRINGEMENT, OR ANY OTHER WARRANTIES THAT MAY ARISE. ALCA AND GAMMASTREAM DO NOT WARRANT, GUARANTEE, OR MAKE ANY REPRESENTATIONS REGARDING THE USE OF OR THE RESULTS OF THE USE OF THE SOFTWARE IN TERMS OF CORRECTNESS, ACCURACY, RELIABILITY, OR OTHERWISE AND DO NOT WARRANT THAT THE OPERATION OF THE SOFTWARE WILL BE UNINTERRUPTED OR ERROR FREE. BOTH ALCA AND GAMMASTREAM EXPRESSLY DISCLAIM ANY AND ALL WARRANTIES. ALTHOUGH ALCA AND GAMMASTREAM, TO THE BEST OF THEIR KNOWLEDGE AND BELIEF, DO NOT BELIEVE THEY HAVE INFRINGED ON ANY THIRD PARTIES’ PROPERTY RIGHTS, COPYRIGHTS OR PATENTS, BOTH ALCA AND GAMMASTREAM DO NOT WARRANT, GUARANTEE OR MAKE ANY REPRESENTATIONS AS TO THEIR RIGHTS IN THE SOFTWARE AND EXPRESSLY DISCLAIM ANY AND ALL LIABILITY ASSOCIATED WITH ANY POSSIBLE PROPERTY RIGHT, COPYRIGHT OR PATENT INFRINGEMENT CLAIMED BY THIRD PARTIES. FURTHERMORE, BOTH ALCA AND GAMMASTREAM EXPRESSLY DISCLAIM ANY AND ALL LIABILITY FOR THE CONTENT CONTAINED IN THE SOFTWARE.

11. **RELEASE AND HOLD HARMLESS.**

11.1 Customer hereby releases and holds ALCA and its successors and assigns harmless from any and all liability resulting from any claims, actions, causes of actions, suits, debts, sums of money or any other proceedings, or actions, whether legal or equitable, resulting from this Agreement, the grant of the License hereunder, or Customer’s use of the Software.

11.2 Customer hereby agree and acknowledge that ALCA, GammaStream, any of their employees or agents, or any Third Party affiliated with them have not provided Customer with any legal advice regarding this Agreement, the Software or the contents therein.

12. **INDEMNIFICATION.** Customer shall indemnify ALCA and its successors and assigns, from any liability from any claims, actions, causes of actions, suits, debts, sums of money or any other proceedings or actions, whether legal or equitable, resulting from this Agreement, the grant of the License hereunder, or Customer’s use of the Software, including, but not limited to attorney fees, accountant fees, or court costs expended by ALCA in defending any such actions. Customer shall reimburse ALCA on demand for any payment made by ALCA at any time after the date of this Agreement, based upon the judgment of any court of competent jurisdiction or pursuant to a bona fide compromise or settlement of

claims, demands or actions, in respect of any damages to which the foregoing indemnity relates.

13. **TERMINATION AND REMEDIES.**

13.1 **Termination.** ALCA has the absolute and unconditional right to terminate this Agreement and the License granted hereunder at any time in ALCA’s sole discretion either with or without cause, upon sending written notice of the termination to Customer. Unless specifically waived in writing by ALCA, this Agreement and the License granted hereunder shall automatically and immediately terminate upon the occurrence of any of the following:

13.1.1 Customer failing to comply with or to perform when due any term, obligation, covenant, or condition contained in this Agreement;

13.1.2 Any covenant, representation or warranty contained herein being materially false;

13.1.3 Any suit, action or other proceeding being filed before any court or governmental agency against Customer;

13.1.4 Customer’s dissolution, either voluntarily or involuntarily;

13.1.5 The appointment of a receiver for any part of Customer’s property; or

13.1.6 Any proceeding being commenced by or against Customer under any bankruptcy or insolvency laws.

13.2 **Remedies.** In the event Customer breaches this Agreement in any way, or in the event ALCA has a good faith belief Customer is about to breach this Agreement, ALCA shall have the right to pursue any and all remedies existing at law or in equity and to collect any and all expenses of collection and enforcement of ALCA’s rights and Customer’s obligations hereunder, including reasonable attorney’s fees and costs. ALCA’s remedies under this Agreement shall not be exclusive but shall be cumulative and in addition to all other remedies provided by law and equity. No delay or omission in the exercise of any remedy of ALCA shall impair or affect its right to exercise the same. Customer’s breach of this Agreement could result in irreparable injury to ALCA. Accordingly, ALCA shall have the right to secure equitable relief against any actual or threatened breach of any provision of this Agreement without proving actual damages.

13.3 **Effect of Termination or Expiration.** In the event of any partial or complete termination or expiration of this Agreement, Customer’s representations, warranties and covenants shall survive termination or expiration. Customer shall remain bound by the representations, warranties and covenants contained in this Agreement and shall not be relieved of any obligation.

14. **GENERAL.**

14.1 **Notices.** All notices required or permitted herein must be in writing and shall be deemed to have been duly given on the date of service if served personally or by telecopier, telex, e-mail or other

Aurora Learning Community Association

ALCA Arch Licensing Agreement

similar communication to the party or parties to whom notice is to be given or on the third business day after mailing if mailed to the party or parties to whom notice is to be given by registered or certified mail, return receipt requested, postage prepaid, to Customer at Customer's last known numbers and address; or to ALCA at the numbers and address set forth below:

Mr. Gary Sacket, President
Aurora Learning Community Association
1001 East Elm Fairview, Oklahoma 73737
Phone: (580) 227-1007
Fax: (580) 227-2642
Mail: sacketg@alcaweb.org

or to such other numbers or addresses as either party hereto may designate to the other from time to time for this purpose. Any communication which is mailed shall be confirmed immediately by telecopier, but failure to so confirm shall not affect the effectiveness of such notice from and after the date on which such notice is actually received.

14.2 Integrated Agreement. This instrument contains and constitutes the entire agreement between the parties herein and supersedes all prior agreements and understandings between the parties hereto relating to the subject matter hereof. There are no agreements, understandings, restrictions, warranties, or representations among the parties relating to the subject matter hereof other than those set forth herein. All other instruments or documents delivered pursuant to this Agreement are hereby incorporated herein and made a part of this Agreement.

14.3 Construction. This Agreement shall be construed, enforced, and governed in accordance with the laws of the State of Oklahoma. All pronouns and any variations thereof shall be deemed to refer to the masculine, feminine, or neuter gender thereof or to the plurals of each, as the identity of the person or persons or the context may require. The descriptive headings contained in this Agreement are for reference purposes only and are not intended to describe, interpret, define, or limit the scope, extent, or intent of this Agreement or any provision contained herein. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, there shall be no presumption or

burden of proof which arises favoring or disfavoring any party by virtue of the authorship or any of the provisions of this Agreement.

14.4 Jurisdiction and Venue. The District Court of Major County, State of Oklahoma shall have the exclusive jurisdiction and venue over all disputes, controversies or litigation regarding this Agreement and the enforcement thereof.

14.5 Invalidity. If any provision contained in this Agreement shall for any reason be held to be invalid, illegal, void or unenforceable in any respect, such provision shall be deemed modified so as to constitute a provision conforming as nearly as possible to such invalid, illegal, void or unenforceable provision while still remaining valid and enforceable, and the remaining terms or provisions contained herein shall not be affected thereby.

14.6 Binding Effect. This Agreement shall be binding upon, inure to the benefit of and be enforceable by the parties hereto and their respective successors and assigns. This Agreement shall be in full force and effect upon Customer downloading the Software, Customer clicking the applicable button to complete the installation process, or Customer reviewing any of the accompanying documentation.

14.7 Litigation Expense. In any action brought by a party hereto to enforce the obligations of any other party hereto, the prevailing party shall be entitled to collect from the other party to such action such party's reasonable attorneys' fees, court costs and other expenses incidental to such litigation.

14.8 Amendment and Waiver. This Agreement may be amended at any time, but only by an instrument in writing executed by both parties hereto. A party hereto may waive any requirement to be performed by the other party, provided that such waiver shall be in writing, and executed by the party waiving the requirement.

14.9 Assignment. Customer shall not transfer or assign its rights and obligations under this Agreement without the prior written consent of ALCA although may freely transfer or assign its rights and obligations under this Agreement at any time.

14.10 Time of Essence. Time shall be of the essence with respect to the performance by the parties hereto of their respective obligations hereunder.

BY SIGNING BELOW, CUSTOMER ACKNOWLEDGES AND AGREES TO BE LEGALLY BOUND BY THE TERMS AND CONDITIONS OF THIS AGREEMENT.

AURORA LEARNING COMMUNITY ASSOCIATION

By: Gary Sacket

Name: Gary Sacket

Title: President, ALCA

Date: June 1, 2016

CUSTOMER

By: _____

Name: _____

Title: _____

Date: _____



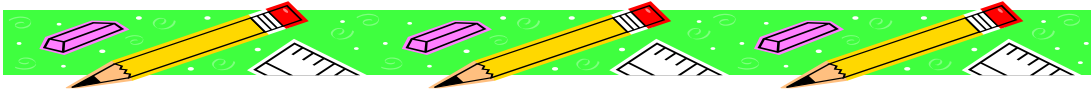
Staking a Claim in Our Students' Future

GUTHRIE ELEMENTARY SCHOOLS

STUDENT HANDBOOK

~~**2015 – 2016**~~

2016 – 2017



Dear Parents and Students,

We want to take this opportunity to welcome you to our school. We look forward to working with each of you so that together we can provide the very best educational experience possible for your child.

Our success as educators depends greatly upon your support and cooperation. We ask that you read through and discuss the handbook policies and procedures with your child so that he/she will understand the expectations that have been established for them.

We encourage you to be actively involved in every aspect of your child's education. Each school year is full of potential for many successes which can only be realized with the united effort of school and home.

THANK YOU FOR SHARING YOUR CHILD WITH US!

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A: ABSENCES, ATTENDANCE, & TARDIES

It is of utmost importance that students attend school every day. Irregular attendance is the most frequent cause of unsatisfactory work and school failures. When a student is unable to attend school, parents should notify the school by calling between 8:30 a.m. and 10:30 a.m. Parents should give the student's name and teacher's name. Assignments not completed due to an absence are expected to be made up. If a student is absent 10 consecutive days, the student will be dropped from the school roll. The parent must re-enroll the student upon return to school. It is the policy of the Guthrie Board of Education that a student is required to be in attendance a minimum of 90% of each semester. After the fifth and seventh unexcused absence during a semester a letter from the principal will be sent home. After the tenth unexcused absence the parent or guardian will be reported to the District Attorney for violation of truancy laws.

TARDIES

Tardies disrupt the instructional process and the time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange between students and teachers. Therefore, classroom punctuality is considered to be an integral part of the student's course of study. Six (6) tardies will equal one (1) absence.

EARLY CHECKOUT

Parents are discouraged from picking up students early on a regular basis as this disrupts the educational process and creates a loss of irretrievable instructional time. If a child is to be dismissed early, a written note is desired. A student must be signed out by a parent or guardian through the office. Six (6) early checkouts will equal one (1) absence.

B: BICYCLES

There are bicycle racks available for children to park and secure their bicycles. Each child should provide his/her own chain and lock for security reasons. Guthrie Public Schools cannot be responsible for lost, stolen, or damaged bicycles. Bicycle racks are available for grades 2-6 only.

C: BREAKFAST AND LUNCH

Guthrie Public Schools offers a breakfast and lunch program. These programs will be offered to the children without regard to race, color, or national origin. Children may eat in the lunchroom by one of the following methods:

1. He/she will pay full price.
2. He/she will pay a reduced price or no price provided parents have made a written request and completed the necessary forms. (The District Child Nutrition Department shall have the responsibility of approving applicant eligibility in accordance to the federal guidelines for free or reduced lunches.)
3. He/she may bring a sack lunch and may purchase milk.

Charging cannot be allowed. Students who have a negative lunch account balance will be served an alternative meal for a period of 3 days.

USDA regulations state "Schools shall make substitutions in foods listed in this section for students who are considered disabled under 7 CFR Part 15 (b) and whose disability

restricts their diet. Schools may also make substitutions for non-disabled students who are unable to consume the regular lunch because of medical or other special dietary needs. Substitutions shall be made on a case-by-case basis only when supported by a statement of the need for substitutions that includes recommended alternate foods, unless otherwise exempted by USDA Food and Nutrition Service. Such statement shall, in the case of a disabled student, be signed by a physician or, in the case of a non-disabled student, by a recognized medical authority.

School Food Service Responsibilities:

1. Required to make substitutions or accommodations for students with disabilities if meal service is normally available to general student population and a Section 504 Plan is on file for the student.
2. Must provide additional meal services/food items not normally available for disabled students when required in an IEP, at no extra cost.
3. Must base substitutions/modifications on a prescription written by a licensed physician.
4. Must base substitutions/modifications for non-disabled students on a medical statement by a medical or health professional.
5. Must not revise or change a diet prescription or medical order.
6. May provide food substitutions or accommodations for non-disabled children with medically certified special dietary needs at no extra cost.
7. All prescriptions or medical statements must be renewed each year, as needs do change from year to year as students grow and mature.

RECOMMENDED HEALTHY SNACK OPTIONS:

Nuts/peanuts	Dried fruits	Canned fruits	Trail mix
Whole-grain cereal bars	Pretzels	Baked chips or crackers	Animal crackers
Graham crackers	Baked cereal mix	Baked fish-shaped crackers	Granola bars
Whole-grain chips	String cheese	Fresh fruits	Raw vegetables
Popcorn	Low-fat yogurt	Low-fat baked goods	Low-fat crackers
Pudding	Beef jerky	Bagels	Multigrain bars
Fruit snacks	Bottled water	100 percent fruit juice	Tea (unsweetened or diet)
Skim milk	1 percent milk	Sports drinks	Electrolyte replacement drink
Fruit-based (no less than 50 percent fruit juice and no added sweeteners)			

D: CIVIL RIGHTS COMPLIANCE & ASSURANCE

NOTICE OF NON-DISCRIMINATION

~~Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Guthrie Public School System also does not discriminate in its hiring or employment practices.~~

~~This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator:~~

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The Guthrie Public School System also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Name/Title: Superintendent of Guthrie Public Schools
Office Address: 802 E. Vilas, Guthrie, OK 73044
Phone Number (Voice/TDD): (405) 282-8900
Days/Hours Available: M-F 8:00 a.m. - 12:00 p.m. 1:00 p.m. - 4:30 p.m.

For questions regarding this notice, please contact the District Compliance Coordinator.

Procedural Requirements
Title VI, Title IX, Section 504, ADA
July 2000

AVISO DE DECLARACION NO-DESCRIMINATORIA

~~Escuela Publica de Guthrie no discrimina raza, color, nacionalidad, genero, edad o incapacidad de admision a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningun aspecto de sus operaciones. El Escuela Publica de Guthrie tampoco discrimina en sus contratos o practicas de empleados.~~

~~Esta noticia es provista y requerida por el Titulo VI del Acto de Derechos Civiles de 1964, Seccion 504 del Acto de Rehabilitacion de 1973, Titulo IX de la Enmienda Eduacativa de 1972, en el Acto de Era de Descripcion de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para mas~~

~~informacion con respecto a estas leyes pueden ser recibidas por el coordinador de quejas:~~

Escuela Publica de Guthrie no discrimina raza, color, nacionalidad, genero, edad o incapacidad de admision a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningun aspecto de sus operaciones. La Escuela Publica de Guthrie tampoco discrimina en sus contratos o practicas de empleados.

Esta noticia es provista y requerida por el Titulo VI del Acto de Derechos Civiles de 1964, Seccion 504 del Acto de Rehabilitacion de 1973, Titulo IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminacion de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990. Preguntas, quejas, o para mas informacion con respecto a estas leyes pueden ser recibidas por el cordinador de quejas.

Nombre/Titulo: Superintendente de las Escuelas Publicas de Guthrie

Direccion de Oficina: 802 E. Vilas, Guthrie, OK 73044

Numero Telefono (correro de voz/TDD): (405) 282-8900

Dias/Horas de trabajo: L-V 8:00 a.m.-12:00 p.m. 1:00 p.m.-4:30 p.m.

Procedural Requirements
Title VI, Title IX, Section 504, ADA
July 2000

DUE PROCESS

Students have the right to due process. The due process procedure consists of the following steps:

1. Appeal to the Principal-A written appeal must be mailed within five school days.
2. Appeal to the Superintendent
3. Appeal to the Guthrie Board of Education

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT

A parent or eligible student of Guthrie Public School District has a right to:

1. Inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. Request the amendment of the student's education records that the parent believes are inaccurate or misleading. Parents may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent, the District will notify the parent of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent when notified of the right to a hearing.
3. Consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that the Act and the regulations in this part authorize disclosure without consent; one exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. File a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office / U.S. Department of Education 600
Independence Avenue, SW / Washington, D.C. 20202-4605

E: CLASSROOM REQUEST AND PLACEMENT CHANGE

CLASSROOM REQUEST

Each year during the second semester Guthrie Public Schools allows parents of students currently enrolled in PK – 5 the opportunity to request a teacher for the next school year. Parents are to submit their request utilizing the ~~2015-2016~~ **2016-2017** Teacher Request Form which may be obtained from the office of your child's school for the upcoming school year. This form requires parents/guardians to choose a minimum of four (4) teachers you prefer to have as your child's teacher. A list of teachers to choose from is located on the Teacher Request Form. Should you request a teacher who has transferred to another grade or is no longer an employee of the district, that teacher's replacement will be considered for your child. Your request will not be recognized if your number your preferences or choose less than four (4) choices.

CLASSROOM PLACEMENT CHANGE

From time to time parents feel a need to request moving their child to a different classroom. A decision as whether to change placement will only be made by the principal after every effort has been applied to resolve the problem. Consideration will not be given until a series of meetings have been held between the parent, teacher, and the principal, and a twenty (20) day action plan has been developed and implemented.

F: CURRICULUM

Guthrie Public Schools curriculum for grades Pre-K through 12 follows the Oklahoma State Department of Education guidelines for curriculum. A copy is available with the principal or teacher for viewing upon request. A copy of the Standards may be obtained online at the Oklahoma State Department of Education website: <http://ok.gov/sde>

G: DANGEROUS WEAPONS

The use, display, **threat** or possession of **a dangerous weapon** or any kind of instrument, on campus, parking lots, premises or property of the Guthrie Public Schools or during school sponsored activities, functions or events that is likely to be used as a weapon or tool which could be used to deface or vandalize school property shall result in immediate administrative action.

The following instruments may be considered weapons:

1. Knives and/or facsimiles
2. Firearms and/or facsimiles (including cap guns, etc.)
3. Explosives and/or facsimiles
4. Metal Objects (chains, brass knuckles, etc.)
5. Clubs
6. Sharp or pointed instruments
7. Stun guns
8. Chemical sprays
9. **Firearm shells, bullets or pellets**

Violations of this policy will result in administrative action. Students may be suspended for up to one (1) calendar year for violation of this policy.

H: DIABETES PLAN

Guthrie Public Schools provides nursing services that promote students ability to learn. Our goals are to:

- Assist students in learning how to take care of their health.
- Ensure a safe school environment.
- Promote good control of a student's health condition so they are ready to learn.

Diabetes can affect a student's ability to learn if it is not under good control. To help us meet these goals, Guthrie Public Schools has a nurse who is a certified diabetes educator. She works with school, personnel, individual students with diabetes and their families, and the student's health care provider.

As a reminder, each year we need to have the following information for your child:

- Written diabetes management plan from your health care provider.
- Signed authorization by parent/guardian for medication and treatment at school.
- Diabetes Questionnaire filled out by parent/guardian/student.

In addition, adequate supplies, as listed in the student's diabetes management plan, must be provided at school:

- Snacks or glucose tablets to treat low blood sugar
- Medications
- Blood glucose meter, strips and supplies
- Ketone testing strips and equipment
- Glucagon

We are looking forward to helping your child with diabetes be successful in school. Please feel free to contact us with any questions or concerns.

I: DISCIPLINE AND BEHAVIOR

- Control and discipline in our school depends upon the responsibility taken by the student, the parents, the teacher, the principal, and the combined school personnel. While under the supervision of the school, the teacher has the same authority as the parent in restraining, correcting, and controlling the child. (*State Law-Sections 125 and 670*).
- Each teacher will have their own individual classroom discipline procedures. These procedures will be discussed with you and your child and a list of these procedures will be sent home with your child at the beginning of the school year. Building discipline procedures will be applied according to the severity of the rules broken. Procedures may include:
 - Conference with teacher and student
 - Conference with teacher, student and principal
 - Conference with teacher, student, principal and parent
 - Conference with all the above and possible disciplinary actions

Severe Clause

Guthrie Public Schools is dedicated to providing a safe learning environment for our students. The following behaviors will not be tolerated:

- Behavior which threatens personal and /or public safety
- Disruption of students' rights to learn
- Verbal and/or physical abuse of others
- Damage or theft of personal or school property
- Any additional behaviors outlined in Section F-41 **Student Behavior And Discipline in the GPS Policy Manual Located on the District Website.**
- **Bullying will not be tolerated. Please refer to section F-31 Policy Prohibiting Harassment, Intimidation and Bullying And Procedures For Combating These Behaviors in the GPS Policy Manual Located on the District Website.**

Any of these violations shall result in a parent or guardian being contacted and/or a student's suspension from school. The length of the suspension will be assigned by the principal depending on the severity of the behavior. Administrators will conduct a suspension conference with the student and parent or guardians outlining the suspension and informing parents of their rights according to district policy

The goal of our Schools is to develop student self discipline in a positive manner. This means giving the student a chance to make choices, and giving him/her a time to discuss his/her problems. Parent communication and support is an important part of discipline.

All elementary schools will be utilizing the Responsive Classroom educational approach. This is a research based educational approach associated with greater teacher effectiveness, higher student achievement, and improve school climate. This approach consists of a set of practices that build academic and social-emotional skills that can be used with many other programs. The approach helps educators build on competencies in four interrelated domains: engaging academics, positive community, effective management, developmentally responsive teaching.

ALTERNATIVE CLASSROOM

Students who exhibit continually disruptive behavior may be placed in an alternative classroom setting at the discretion of the building principal without parent permission. Disruptive behavior infringes upon the rights of other students and will not be tolerated.

THREATS

Threats directed toward another person, whether verbal or written, will not be tolerated. A threat will be referred immediately to the building principal and may result in a long-term suspension. Drawing or writing about the use of weapons or gang-related items or symbols will not be tolerated. This behavior may also result in a suspension.

LASER PENS AND LIGHTS

Laser pens or lights are not allowed. If discovered, they will be confiscated.

J: DRESS CODE

All students are expected to dress appropriately and modestly at all times during the school day and at school activities. Appropriate school clothes are conducive to better behavior in the classroom, in the halls, on campus, or any time students are actively representing the school. The dress code is applicable during the school day and at any school activity, home or away.

Examples of inappropriate attire are, **but are not limited to:**

1. Headwear worn in the building including, but not limited to: hats, bandanas, sweatbands and hoods of sweatshirts.
2. Clothing that inappropriately exposes the body. Any clothing that exposes the midriff. Shirts need to be long enough so that they can be tucked in or drop two (2) inches below the waistline without tugging on or stretching the shirt.
3. Clothing that allows undergarments to be visible.
4. Under no circumstance is a student to wear clothing that is frayed or has holes above the knees.
5. Clothing that has obscene, profane, or suggestive language.
6. Sunglasses (including when worn as headwear.)
7. Garments that display alcohol, drug or tobacco logos or paraphernalia.
8. Mesh jersey or fishnet type clothing.
9. All sleeveless shirts, blouses, and dresses whose straps are not at least 3 fingers wide and not fitted under the arm.
10. Scooped neck and / or low cut front and back necklines that are not modest.
11. Pants below the waistline (sagging and bagging).
12. Shorts, dresses, and skirts shorter than fingertip length.
13. Bicycle pants/spandex shorts.
14. Clothing that is not worn in accordance with the design (such as both straps being worn on overalls or legs on pants being worn at their full length.)
15. Chains or "spikes" on clothing, with wallets, or worn as a necklace or bracelet.
Shoes must be worn at all times for health reasons. "House shoes" are not an acceptable alternative. Shoes with wheels imbedded in them are not acceptable as they are safety hazards.

When a student has worn inappropriate clothing to school, he/she will be sent to the office and parents or guardians may be requested to bring a change of clothing to school.

FADS

Each year there are a few things, including some "fads", which show up on our school sites. When a fad begins on campus and a "nuisance" develops, we shall immediately eliminate the nuisance.

K: ENROLLMENT

EMERGENCY INFORMATION - Should an emergency occur at school, parents are to have emergency contact information on the enrollment cards. Two alternative phone numbers should be given also in case no one is available at the home/work numbers. In the event that it is deemed necessary, 911 will be contacted as well as the parent.

ENROLLMENT CARDS - Please **come to the school to make** any changes needed on a child's enrollment card during the school year. One of the most important uses of this card is to contact a parent when a child is injured or ill at school. If a parent changes employment, **address**, telephone numbers, doctor or emergency contacts, the school should be informed **immediately**. The medical information on the enrollment card must be filled out.

IMMUNIZATIONS - State law requires that every student who is admitted to public school must have evidence of a successful series of vaccinations for

- Four or Five doses DTP/DTaP (Diphtheria, Tetanus, Whooping Cough)
- Three or Four doses Polio
- Two doses MMR (measles, mumps, rubella/rubeola vaccinations)
- Three doses Hepatitis B (hepatitis B)
- Two doses Hepatitis A (hepatitis A)
- Varicella immunization (Chicken Pox) or a parental history of a child having the disease.

VERIFICATION OF RESIDENCE – All new and currently enrolled students must provide 2 current proofs of residency each year. Any change of address or telephone number should be reported to the School Office.

GUARDIANSHIP - Proof of legal guardianship is required at the time of enrollment if the guardian is not the natural parent of the student.

Court appointed papers (signed by a judge) denoting custody for students not living with both parents listed on the birth certificate are required.

L: FIELD TRIPS

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year. Only students with signed parent/guardian permission forms will be allowed to attend field trips approved by the school administration. If a parent or guardian of a student wishes to transport their child to the field trip they must: 1) inform the teacher in writing prior to the field trip 2) sign their child out of school and 3) sign their child in upon arrival at the field trip destination with the teacher or appointed staff member. If the parent wishes to transport their child from the field trip to home or back to school, they must sign out their child with their child's teacher or appointed staff member. Parents are not allowed to transport any other child but their own child. Guthrie Public Schools is not responsible for students transported by a parent to and from a school sponsored field trip. School dress code standards apply to all field trip activities. Inappropriate behavior on these trips may warrant severe disciplinary action. During any trip, any major inappropriate behavior may result in the student:

1. Being sent home at his/her own expense.
2. Suspension from school for an appropriate amount of time.
3. Loss of the privilege to go on any future school trips.

Participation in a field trip is a privilege, not a right. Throughout the year, students are expected to follow rules and procedures while being respectful to others. Listening and being able to follow directions is another expectation as we provide a proper learning environment for all students. If these basic requirements are not met on a

daily basis your child may not be able to participate in a field trip. When deemed necessary by the building principal, a parent or guardian may also be required to attend with their child.

M: FREEDOM WEEK CURRICULUM

In order to educate students about the sacrifices made for freedom on behalf of this country and the values on which this country was founded, November 11 is designated "Veterans' Day" and the week in which November 11 falls is hereby designated "Celebrate Freedom Week". Appropriate instruction concerning this week will vary at different sites. (70 O.S. 2001, Section 24-152)

N: GRADING GUIDELINES FOR Pre-K – 6th

All homeroom teachers' names are to be written on the permanent folders alongside the school year.

The semester average will be recorded in the permanent record folder as required by state regulations.

In grades Pre-K – 2nd, primary importance will be placed upon the teaching of reading, writing, language arts, and the development of math skills. All subject areas will be graded with a score of

- 4 – Exceeds Expectations
- 3 – Meets Expectations
- 2 – Progressing Toward Expectations
- 1 – Does Not Meet Expectations

In grades 3rd-6th, the percent score and letter grade will be reported for each nine-week period. The semester average will be computed and reported at the end of each semester.

Grading Scale

- A – 90 – 100
- B – 80 – 89
- C – 70 – 79
- D – 60 – 69
- F – 59 – Below

In grades 3rd-6th, grades in physical education, music, art and handwriting will be reported accordingly:

S - Satisfactory **N** - Needs Improvement **U** - Unsatisfactory

Parents of students in grades Pre-K- 6th may access their child's grades by use of the Online Gradebook. Go to www.guthrie.k12.ok.us under the parent section and complete the request for Online Gradebook Access form.

O: MONEY & VALUABLES

Students are cautioned against bringing large sums of money to school. Radios, tape

players, electronic devices and games, etc., belong at home. Toys of any kind also belong at home. School personnel will not be held responsible for toys, electronic equipment, or money lost or stolen when brought to school without teacher's request.

P: NO SCHOOL / DELAYED START

In the event school is closed or starting late because of inclement weather, parents are asked to listen to local radio and television stations. When possible, the District's website will also be updated to include the newest information.

If weather conditions deteriorate during the school day and it becomes necessary to dismiss school early, the Superintendent will notify the local radio and television stations. When possible, the update will also be included on the District's website and

automated phone system. Please remember not to phone the school to ask about closing or dismissal information. This will keep our telephone lines open in case of an emergency.

Q: PARENT INVOLVEMENT

Parent involvement is a vital part of any school. In order for us to serve both the community and the school, we must have active parents. Parents are cordially invited to become active members in the learning process for their child. Parents, students, community, and the school must play a team role in order for students to excel in education. Background checks are required for all school volunteers with direct contact with children.

R: PARENTS RIGHT TO KNOW

~~Parents of students enrolled in Guthrie Public Schools have a right to request information on the professional qualifications of their child's teacher(s).~~

~~—— Highly Qualified~~

~~No Child Left Behind (NCLB) Act of 2001 adds a "Parent Right to Know" provision requiring districts to annually notify parents of their right to request information on the professional qualifications of their child's teachers. NCLB requires principals to attest in writing that their schools are in compliance with the requirements for teacher and paraprofessional quality. All teachers in Guthrie Public Schools are "highly qualified" according to state qualifications at this time. All paraprofessionals in Title I schools whose duties include instructional support must become "highly qualified" by June 30, 2006. Notification is sent home to the parents of those children taught for 4 or more consecutive weeks by a teacher who does not meet the highly qualified requirements.~~

~~(Spanish) ————— Derechos Que Los Padres Deben Saber~~

~~Los parientes de los estudiantes matriculados en las Escuelas Publicas de Guthrie, tienen el derecho de requerir informacidsn sobre las qualificacidnes profesionales de los maestros que ensenan sus ninios.~~

~~Altamente Quallficado~~

El Acto del 2001 "Ningun Nino se Queda Atras" (No Child Left Behind) N.C.L.B. agrega una provision "Derechos Que Los Padres Deben Saber" (Parents Right to Know) que exige a los distritos que notifiquen a los padres de su derechos para pedir la informacihn sobre la qualificacions profesionales de los maestros de sus nifios anualmente. N.C.L.B. (Ningun Nino se Queda Atras) les exige a los principalis de las Escuelas Publicas de Guthrie que atesten por escrito que sus escelas esten con formes con

los requisitos de calidad de sus maestros y paraprofesionals en las escuelas. Todos los maestros en la Escuelas Publicas de Guthrie estan altamente qualificados segun las calificaciones estatales en este tiempo. Todos los paraprofessionals en los programas de estudios Titulo I quales sus deberes incluyen el apoyo instruccidnal, deben estar "altamente qualificados" antes de el dia 30 de julio 2006. Notificacidnes seran enviados a los hogares de los padres do esos ninos que han sido enseftados por mas de 4 semanas consecutivas por maestros que no reune las altas qualificaciones requeridas.

Parents Right to Review Teacher Qualifications

As a parent/guardian of a student enrolled in Guthrie Public Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether Oklahoma State Department of Education has a licensed or qualified the teacher for the grades and subjects he or she teaches.
- Whether Oklahoma State Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees and, if so, the subject of the degrees.
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.

If you would like to receive any of this information, please call the Board of Education office at (405) 282-8900.

Derecho de los Padres para revisar calificaciones de maestros

Como padre / tutor de un estudiante matriculado en las Escuelas Públicas de Guthrie, usted tiene el derecho de conocer sus títulos profesionales de los maestros que enseñan a su hijo. La ley federal le permite pedir cierta información acerca de los maestros de su hijo y exige que le demos esta información de una manera oportuna si usted lo solicita. Específicamente, usted tiene el derecho de pedir la siguiente información acerca de cada uno de los maestros de su hijo:

- Si el departamento de educacion del estado de Oklahoma ha otorgado una licencia o si esta calificado el maestro para los grados y materias que enseña.
- Si el departamento de educacion del estado de Oklahoma ha decidido que el maestro puede enseñar en un salón de clase sin tener licencia o si está calificado bajo las regulaciones estatales debido a circunstancias especiales.
- La especialidad universitaria del maestro, si el maestro tiene algún título de posgrado

~~y, de ser así, el tema de las titulaciones.~~

~~• Si algunos asistentes de maestro o para profesionales similares ofrecen servicios a su hijo y, si lo hacen, sus títulos.~~

~~Si usted desea recibir esta información, por favor llame a la oficina de Educación
(405) 282-8900.~~

SR: PLAYGROUND

The playground is an ideal place for students to develop cooperation, interpersonal relationships, and good social skills. Playground supervision is provided during the school hours of 8:00 - 3:00. Make sure that your child is appropriately dressed for the weather.

TS: PROFICIENCY BASED PROMOTION

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at 90% or higher on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency based promotion. Upon the request of a student, parent, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in 70.S & 11-103.6. Proficiency will be demonstrated by testing with the Oklahoma Proficiency Tests by Riverside or with district approved teacher made criterion-referenced tests. Core areas are as follows:

- Social Studies
- Language Arts
- Mathematics
- Science

Testing for proficiency based promotion must be requested in writing by the parent/guardian to the site principal during the first month of the school year and during the month of April. Additional details can be obtained from the District policy on Proficiency Based Promotion or from the site principal.

UT: READING SUFFICIENCY ACT

Students' grades Kindergarten – 3rd that do not score proficient on the beginning of the year reading assessment will be placed on an Academic Progress Plan (APP). If your child's reading level does not improve by the end of the school year, he/she may need to attend the Summer Academy Reading Program.

3rd Grade Students:

The RSA law is intended to ensure that students have the necessary reading skills in order to be successful in grade four and beyond, where the rigors of reading in the content areas increase.

To be promoted to fourth grade, state law requires that your child must score above the Unsatisfactory and **Limited Knowledge starting in the 2016-2017 school year.** (i.e., your child will need to score ~~Limited Knowledge~~, Proficient, or Advanced on the

Reading portion of the Oklahoma Core Curriculum Test (OCCT).) If your child scores Unsatisfactory or Limited Knowledge, he/she may still be promoted if one or more of the six good cause exemptions apply. It is important to note that OCCT results are the initial determinant for promotion decisions, but not the sole determiner. Portfolio reviews, alternative assessments and additional exemptions are available to assist the school district in knowing when a child is reading at or above grade level and ready for a grade promotion.

If a student has not yet satisfied the proficiency requirements prior to the completion of third grade and still has a significant reading deficiency as identified based on assessments administered that meet the acquisition of reading skills, has not accumulated evidence of third-grade proficiency through a student portfolio, is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.

To be considered for “probationary promotion”, a student may be evaluated by a “Student Reading Proficiency Team” composed of:

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

The student shall be promoted to the fourth grade if the team members unanimously recommend “probationary promotion” to the school district superintendent and the superintendent approves the recommendation that promotion is the best option for the student.

∇U: RELEASE OF RECORDS

The school will maintain records on all students. The signature of a parent/guardian must be obtained to request or release records to other school districts.

∇V: RETENTION POLICY

Recommendation for retention (declining a student the opportunity to advance to the next grade level) is a decision made carefully on an individual basis. This decision will be firmly focused on arriving at what is in the best interest of the student. The retention of a student shall be based upon the total growth of each individual student. Such factors as social, emotional, physical and mental growth, as well as attendance, shall be taken into consideration.

Whenever a teacher or teachers recommend that a student be retained at the present grade level or "not passed" in a course, the parent or guardian, if dissatisfied with the

recommendation, may appeal the decision by complying with the district's appeal process. The decision of the board of education shall be final. The parent may prepare a written statement to be placed in, and become a part of, the permanent record of the student stating the reason(s) for disagreeing with the decision of the Board of Education.
70 O.S. 1991, Section 24-114.1

~~RETENTION BASED ON THE READING SUFFICIENCY ACT~~

~~Beginning with students entering second grade in the 2012-2013 school year, a student identified as having a reading deficiency, based on MAP (Measures of Academic Progress) assessment, that is not remediated by the end of third grade, as demonstrated by scoring unsatisfactory on the Oklahoma Third Grade Criterion Referenced Test, shall be retained in the third grade as outlined by Senate Bill 346. No student may be assigned to the next grade based solely on age or other factors which constitute social promotion. However, Guthrie Public Schools may promote the student for good cause only. Good cause exemptions are outlined in section E-22 of the Guthrie Public Schools Policy Manual.~~

XW: SCHOOL HEALTH & MEDICATIONS

HEAD LICE/ COMMUNICABLE DISEASE - Oklahoma Statute §70-1210.194 (2014) states that any child afflicted with a contagious disease or head lice may be prohibited from attending a public, private, or parochial school until such time as he/she is free from the contagious disease or head lice. Any child prohibited from attending school due to head lice shall present to the appropriate school authorities, before the child may reenter school, certification from a health professional as defined by Section 2601 of Title 63 of the Oklahoma Statutes or an authorized representative of the State Department of Health that the child is no longer afflicted with head lice. ~~absent from school because of head lice or communicable disease must show evidence the child has been properly treated and must submit certification from a physician, the Health Department, or local health personnel, confirming the child is free of head lice or disease before he/she will be allowed re-admission to school.~~

ILLNESS AND MEDICATION - We request that you adjust your child's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to use medication during the school day, please bring all medication to the office with required documentation. A log of the student's medication will be kept at the school office.

~~NON-PRESCRIPTION MEDICATION~~

~~Nonprescription medication will only be administered by school staff with the completed medication authorization form, which may be obtained on the District's website in the Parent Backpack or at the school's office along with written instructions from the student's physician. The nonprescription medication will be administered according to written instructions from the student's physician. The medication must be in the original container with student name affixed to the container, ingredients, expiration date, dosage and frequency, administration method and other directions as appropriate.~~

PRESCRIPTION AND NONPRESCRIPTION MEDICATION

Prescription **and nonprescription** medication will only be administered by school staff with the completed medication authorization form, which may be obtained on the District's

website under Enrollment. The prescription **and nonprescription** medication will be administered according to physician instructions. The **prescription** medication must be in the original container with student name, physician name, and name of pharmacy along with pharmacy address and phone number, name and strength of medication, expiration date, dosage and directions for administration. **The nonprescription medication must be in the original container with student name affixed to the container, ingredients, expiration date, dosage and frequency, directions for administration, and other directions as appropriate. It is the responsibility of the parent/guardian to maintain the supply. It is the responsibility of the parent/guardian to pick up any medication at the end of the school year. Any medication left at school after June 1st will be discarded utilizing the proper procedure.**

X: SCHOOL SAFETY DRILLS

All emergency drills will be performed in accordance with State Department of Education accreditation regulations. Below is a list of drills.

1. Two lockdown drills referred to as “shelter in place” per school year. The purpose of the shelter in place drills is for a possible threat OUTSIDE the building.
2. Two intruder drills per school year. Intruder drills are conducted for the purpose of a threat INSIDE the building. Each intruder drill shall be conducted within the first fifteen (15) days of each semester.
3. Two fire drills per school year. Each fire drill shall be conducted within the first fifteen (15) days of each semester.
4. Two tornado drills per school year with at least one drill being conducted in the months of September and March.
5. The two remaining drills will be at the discretion of the district.

Y: SEXUAL HARASSMENT

Sexual harassment is any type of verbal/physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand/body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers such a wide range/degree of offenses, the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester.

Z: SPECIAL ACTIVITIES

Each elementary site has four scheduled classroom activities during the year: Fall, Winter, Valentine's Day, and Spring. If you do not wish for your child to participate, please inform the classroom teacher in writing and alternate activities will be provided. Parents interested in being involved with these activities should contact the classroom teacher.

AA: STANDARDS OF CONDUCT

Each student is expected to behave in a manner which will add to the educational

atmosphere at Guthrie Public Schools, and anything that detracts from the spirit of dignity at our schools will be subject to disciplinary actions. Students have the responsibility to know and respect the rules and regulations of the school.

We desire that all students accept the responsibility of self discipline. Students are to conduct themselves as young ladies and gentlemen at all times (i.e. halls, cafeteria, classrooms, assemblies, and or playground.) When a student demonstrates that he/she cannot conduct himself/herself in a positive manner and infringes upon the rights of the others to enjoy the freedom of self discipline, he/she must face the consequences of disciplinary actions.

The responsibility and authority for classroom management rest with the teacher. Any classroom rules, which are fair and enhance the educational process, will be upheld. If problems persist to a degree that the classroom rules are being repeatedly ignored, a referral may be made to the principal where appropriate action will be taken.

DRUGS AND ALCOHOL

Any student who is found to be in possession of, to have consumed, or to be under the influence of narcotic drugs, barbiturates, prescription or non-prescription medication without proper permission and documentation (see section X), alcohol or any stimulant, or distributes / has possession of any material or drawings that promotes the use of or gives instruction on how to make or use the above items enroute to school, while attending school, in or on school premises, or at school sponsored activities, is subject to the following:

- 1st Offense: Suspension from school for five (5) days. The student will not be allowed to attend school after suspension until documented evidence of educational counseling and/or rehabilitation treatment under the supervision of a legal agency is on file.
- 2nd Offense: Suspension from school for the remainder of the semester, or for the following semester, provided no suspension shall extend beyond the regular academic year.

Any student who distributes actual or represented controlled substances, prescription and non-prescription medication may be suspended for the remainder of the semester, or the following semester, provided no suspension shall extend beyond the regular academic year.

TOBACCO

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco) in any form by students while attending school, on school premises, or at school sponsored activities, is prohibited. Any student in violation of said policy will face immediate disciplinary action:

- 1st Offense: Parent conference/phone contact and suspension from school for three (3) days.
- 2nd Offense: Parent conference/phone contact and suspension from school for five (5) days.
- 3rd Offense: Suspension from school for ten (10) days.

DISCIPLINARY SANCTIONS: Disciplinary sanctions (consistent with local, state, and federal law), up to and including expulsion and referral for prosecution, shall be imposed on students who violate the standards of conduct.

BB: STUDENT DROP OFF and PICK UP

Drop Off: There will be teacher Supervision starting at 7:30 a.m.

Pick Up: Children need to be picked up by 3:30 p.m. There is No Supervision after 3:40 p.m. We know there are emergencies that may happen, please contact the school before 3:30 p.m. to make arrangement for your child's pick up.

BBCC: STUDENT ORGANIZATIONS

Guthrie Public Schools believes school sponsored student organizations can advance educational goals. A list of school sponsored clubs and organizations are on the District website and in each site handbook. If you wish to withhold permission for your student to join or participate in one or more of the clubs or organizations that are necessary for a required course of instruction, you must notify the building principal in writing and retrieve your student from such participation. 70 §24-105 via H.B. 1826 (2009)

CCDD: STUDENT REPORTS

A student's progress is reported at the end of each fifth week period, and report cards are distributed at the end of each nine weeks. Parents are to take advantage of opportunities to communicate with their child's teacher through notes, email, calls, visits, or meetings at a mutually convenient time. Notes, calls, visits, and meetings will be kept in a teacher log.

District-wide parent/teacher conferences are held at the end of the first and during the third nine week period. In addition to communicating with the teacher, parents communicate an important message to their children about their interest in the child's progress and the importance of school. Our best partners in providing an outstanding educational program are our parents.

DDDE: STUDENT WORK

HOMEWORK

It is recommended that parents set aside a certain time each evening for the student to do his/her homework. When a child has an appointed time for homework, it helps him/her to remember to get it done. Homework should be done in a quiet setting away from television and other distractions.

MAKE UP WORK & WORK SUBMITTED LATE

Students, upon returning from an absence, will have one (1) day for each day missed plus one (1) day to turn in makeup work. After the allowed number of days have passed and the student has failed to turn in the missed work, he/she will be given a 0 grade for the assignments.

EEFF: TELEPHONE

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the telephone to make personal arrangements (such as requesting permission to go to another student's home after school.) Parents calling to leave messages should do so by 2:30 p.m.

FFGG: TEXTBOOKS & LIBRARY BOOKS

Textbooks are loaned by the Guthrie Board of Education without charge. Teachers will distribute textbooks during the first few days of school. At the end of the year, all textbooks will be returned to the teachers. Replacement costs will be assessed for lost textbooks and/or library books and for damage through negligence or vandalism to books or other school property. If a student accidentally causes damage, they should report it to their teacher immediately so that the damage is not misconstrued as vandalism. If fines have been paid on books that are later found during the current school year, the money will be refunded to the student. (See Refund Policy)

REFUND POLICY

For auditing purposes, refunds must be approved and a check issued from the Board Office. Parents should receive a check within two weeks of the request. Cut-off date for all refunds is May 15.

GGHH: VANDALISM

Vandalism and defacing of property is prohibited. Any student committing an act of vandalism is subject to suspension.

HHII: VISITORS

Guthrie Public Schools welcomes and encourages parents to visit our schools. All visitors, parents, and guests need to report to the **main** office upon arrival to the school **and issued a visitor badge if they will be remaining in the building.**

HJJ: WEBSITE

Guthrie Public Schools has created a website for students, parents, teachers and community members to access. The web address is <http://www.guthrie.k12.ok.us>. The website contains district information, school calendar, lunch menus, publications, school news, and teacher web pages.

JJKK: WELLNESS POLICY

Healthy eating and activity patterns are essential for students to achieve their full academic potential, full physical and mental growth, and lifelong health and well being. All students enrolled in Guthrie Public Schools shall possess the knowledge and skills necessary to

make nutritious food choices and enjoyable physical activity choices. All playground and physical education equipment will meet the recommended safety standards for design, installation and maintenance. Classroom teachers and administrators will be encouraged not to use candy, sweets or gum as a reward. Guthrie Public Schools respectfully requests that parents and teachers who wish to provide snacks for students provide healthy choices. A recommended list of healthy snack options may be accessed on the Guthrie Public Schools website.

KKLL: WIRELESS COMMUNICATION DEVICES

Students may possess a cellular telephone while on school premises or in transit under the authority of the school provided the device is turned off and out of sight during class time and during all school or school related activities. Students found to be using any electronic device for any illegal purpose, in a manner which violates privacy, or to in any way send or receive personal messages, data, or information that would constitute cheating on tests, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. School personnel have the authority to detain and search or authorize the search of any student upon suspicion that the student is in violation of district policy. If a student violates district policy they may lose the privilege to possess a wireless communication device, or be suspended from school for a period not to exceed the current school semester and the succeeding semester.

DISCLAIMER

All of the preceding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence. The Guthrie Public School Policy Manual will also be used in regard to school-student relationships.

Please refer to the site-specific handbook for more information about your child's school

ASBESTOS MANAGEMENT PLAN

In accordance with Federal law, Guthrie Public Schools has been inspected and approved for asbestos management.

Asbestos plans are available for viewing during regular school hours, Monday thru Friday, by contacting **the Director of Operations** at the Maintenance Department located at 200 Crooks Drive, Bldg. #4, Guthrie, OK.

Cotteral Elementary School
Site Information, Procedures and Rules
2015-2016
2016 - 2017

The Cotteral Staff is delighted to welcome you and your child to school. The first day will be one that you and your child will always remember. You, as the parent, can help make the first days go smoothly by doing a few things to prepare your child.

- To make your child more comfortable about going to school, conduct a dress rehearsal. Practice the best route to the school or bus stop. Show your child the school grounds. Find out the teacher's name and make sure your child knows it.
- Do not pass of your child's doubts and fears. Try to answer all the questions in a positive, reassuring manner. Talk about school in a friendly way so your child will think of it as a friendly place. Let him/her know there will be friendly people to help on those first uncertain days.

We are now partners, jointly dedicated to helping your child grow into a healthy, happy, fully aware person.

Guthrie Public Schools Mission Statement

It is the mission of Guthrie Public Schools to empower all students with the tools necessary to become productive members of society through a cooperative effort between students, home, school, and community.

Cotteral Elementary School Mission Statement

Our mission is to provide ongoing access, for all students, to a variety of teaching tools and resources, which will enable our students to become independent learners.

State Standards

During Kindergarten every student will be exposed to the State Standards that have been adopted by the Oklahoma State Department of Education. To view these standards please visit the following website: <http://www.ok.gov/sde/>. If you do not have internet access, you can request a copy from Cotteral Elementary.

Breakfast and Lunch

Please send your child's breakfast and lunch money in a sealed envelope with your child's name and teacher's name on it. Indicate how many and which meals you are purchasing (breakfast, lunch, or both).

Breakfast is \$1.20 per day; reduced price is \$.30 per day. Lunch is ~~\$2.40~~ **\$2.50** per day; reduced price is \$.40 per day. Prices are subject to change. SCHOOL MEALS CAN'T BE CHARGED. Applications and information for free or reduced meals are available in the school office or Child Nutrition office. If you have questions regarding the approval of the free and reduced meal applications please direct these calls to the Child Nutrition office. Their number is 282-5952. The school cafeteria cannot always answer questions regarding the status of these applications. Parents are welcome to eat with their children.

(Parents are welcome to eat in the school cafeteria anytime. Check with your child's teacher for the actual time their class will be eating.)

Daily Schedules

Breakfast	7:30 – 8:10
School begins	8:15
A Lunch/Recess	10:50 – 11:15/11:15 – 11:45
B Lunch/Recess	11:25 – 11:50/11:50 – 12:20
C Lunch/Recess	12:00 – 12:25/12:25 – 12:55
School end	3:10

Certified staff arrives at school to monitor children starting at 7:30 a.m. **For safety purposes, children cannot be dropped off before that time.** Children arriving between 7:30 & 8:15 will go to the gym area. At 8:10 they will be dismissed to their classrooms.

Pre-K Start and Dismissal Time

A.M. Pre-K classes begin at 8:15 and dismiss at 10:45. If your child eats lunch at school, they need to be picked up at 11:15.

P.M. Pre-K classes begin at 12:40 and dismiss at 3:10. If your child needs to eat lunch, they may be dropped off at 12:10. All other children cannot be dropped off before 12:30.

Pre-Kindergarten Attendance

Cotteral's Pre-Kindergarten program is an optional school program provided by Guthrie Public Schools within the school setting. The program is optional; however attendance is required. The expectation is for regular attendance including on time arrival. When the students have been absent/tardy more than ten (10) days, the Cotteral staff will review the attendance records to determine if program placement should be forfeited. If your spot is forfeited the spot will go to the next student on the waiting list. We encourage you to provide documentation of all absences.

Progress Reports, Report Cards, Parent/Teacher Conferences

Student progress is reported at the end of each nine weeks period. Parent-Teacher conference times are set aside at the end of the first and third nine-week periods to provide parent-teacher communication between parents and teachers. Parents can request a conference at any time by making an appointment with their child's teacher.

Discipline Procedures

Discipline procedures for Kindergarten are the same as those outlined in the Guthrie Elementary Schools Student Handbook.

All Pre-K children are given ample time to adjust to the new learning environment. If a child is having a difficult time adjusting to the point it disrupts and hampers the learning environment, the parent will be asked to assist by attending school with their child for a short period of time. If the behavior does not improve and causes the learning process to cease a meeting will be held with the teacher, parents and administrator to determine further action.

Please refer to Section F-41 Student Behavior And Discipline located in the GPS Policy Manual on the District Website

Bullying will not be tolerated. Please refer to Section F-31 Policy Prohibiting Harassment, Intimidation and Bullying And Procedures For Combating These Behaviors located in the GPS Policy Manual on the District Website

All elementary schools will be utilizing the Responsive Classroom educational approach. This is a research based educational approach associated with greater teacher effectiveness, higher student achievement, and improve school climate. This approach consists of a set of practices that build academic and social-emotional skills that can be used with many other programs. The approach helps educators build on competencies in four interrelated domains: engaging academics, positive community, effective management, developmentally responsive teaching.

Cafeteria Guidelines

Breakfast is served from 7:30 AM to 8:10AM. Students eating breakfast at school should eat immediately upon arrival.

School meals cannot be charged.

The cafeteria starts serving breakfast at 7:30 a.m.

Please go over the following cafeteria rules & reminders with your child:

- Enter the cafeteria quietly
- Keep your hands, feet and objects to yourself
- Wait in line patiently
- Stay in your seat while eating
- Use your inside voice when visiting with friends
- Eat your own food
- Clean up your space after eating

Transportation

To ensure the safety of your child, we ask that you watch your child as they enter the building when you drop them off. If you need to come into the school for any reason, there is a parking lot at the back of the school facility, located on the southwest corner of the school grounds.

- All buses will load and unload in front of the school on 19th Street. NO PARKING IS ALLOWED FROM 7:00 – 9:00 A.M. & 2:30 – 4:00 Oklahoma State Law prohibits passing a school bus with its lights flashing.
- Bus riding is a privilege. Your child must obey the bus driver and rules on the buses (this includes the bus stops).
- NOTIFY THE COTTERAL OFFICE (282-5928 or 282-5929), if there is to be any change in your child's transportation. Bus information can be obtained by calling the Transportation Department at 282-5919.
- A.M. drop off and P.M. pick up for students will be on the west side of the school. Drop off in the morning is at the doors on the northwest corner. Traffic will be one way behind the school, entering from Cleveland on the south and exiting onto Noble to the north. Parents are encouraged to use the parking lot behind the school if they need to come into the building. This area will be chained from 8:15 to 3:00 daily so children can safely cross to the playground area throughout the day.
- Morning car riders should only enter through the northwest doors; these doors are supervised by a staff member until 8:15.
- ~~If your child arrives after 8:15, a red flag is mounted outside. Parents must park, come into the office sign a tardy slip, receive a visitors badge and walk your child to class.~~
- ~~Students not checked in by the parent will remain in the office. We will contact you to come back for check-in.~~

- The only doors open after 8:15 for students and parents to enter are the northeast doors by the office.
- Parents needing to check-out students should sign-out students through the office and receive a visitor badge and go to the classroom.
- Parents arriving before 3:00 to pick up students from the classroom will remain in the office until dismissal starts.
- **Children need to be picked up by 3:30 p.m. There is NO Supervision after 3:40 p.m. We know there are emergencies that may happen, please contact the school before 3:30 p.m. to make arrangement for your child's pick up.**

We will not call students out of class to wait for a parent to pick them up. Students must remain in class until parents/guardians are in the office and are ready to check them out. We want the students to be present for as much instructional time as possible during the day.

FIELD TRIPS

Participation in a field trip is a privilege, not a right. Throughout the year, students are expected to follow rules and procedures while being respectful to others. Listening and being able to follow directions is another expectation as we provide a proper learning environment for all students. If these basic requirements are not met on a daily basis your child may not be able to participate in a field trip. When deemed necessary by the building principal, a parent or guardian may also be required to attend with their child.

Student Deliveries

No deliveries from outside companies and/or parents should be made to the school. The office will not accept any balloons, flowers or other items. Cotteral Elementary School will celebrate during classroom parties. All other celebrations should be done outside of school.

Asbestos plans are available for viewing during regular school hours, Monday thru Friday, by contacting **the Director of Operations Jerry Gammill** at the Maintenance Dept. located at 200 Crooks Drive, Bldg. #4, Guthrie, OK.

Parent-Student-Teacher Compact Cotteral Elementary

We at Cotteral Elementary School are committed to providing the best education possible for each of our students. It is our goal to give every child the opportunity to reach his/her full potential in intellectual, emotional, and physical growth. We know that learning can take place if there is a combination of effort, interest, and motivation on the part of the school, the home, and the community, working together toward that end.

This compact is a voluntary agreement and a promise of commitment to help _____ progress in school, promoting his/her achievement. We believe that this agreement can be fulfilled through our team effort.

As a student, I agree to:	As a parent, I agree to:	As a teacher, I agree to:
<ul style="list-style-type: none"> ● Come to school ready to learn and work hard. ● Bring necessary materials, completed assignments and homework. ● Communicate regularly with my parents and teachers about my school experiences so that they can help me to be successful in school. ● Limit my TV watching and instead study or read every day after school. ● Respect the school, classmates, staff, and families. 	<ul style="list-style-type: none"> ● Provide a quiet time and place for homework and monitor TV viewing. ● Read to my child or encourage my child to read every day for 20 minutes. ● Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition. ● Regularly monitor my child's progress in school. ● Participate at school in activities such as school decision making, volunteering and/or attending parent/teacher conferences. ● Communicate the importance of education and learning to my child. ● Respect the school, staff, 	<ul style="list-style-type: none"> ● Teach classes through interesting and challenging lessons that promote student achievement. ● Endeavor to motivate my students to learn. ● Have high expectations and help every child to develop a love of learning. ● Communicate regularly with families about student progress. ● Provide a warm, safe, and caring learning environment. ● Provide meaningful, daily homework assignments to reinforce and extend learning (30 minutes). ● Participate in professional development opportunities that improve teaching and learning and support the

	students, and families.	formation of partnerships with families and the community. <ul style="list-style-type: none"> • Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards. • Respect the school, students, and families.
--	-------------------------	---

As a team we can work together to carry out this agreement. Date: _____

Student Signature

Parent Signature

Teacher Signature

COTTERAL ELEMENTARY PARENT AND STUDENT HANDBOOK

Dear Parent/Guardian:

This handbook has been prepared for your information, and to assist you with the expectations, responsibilities, guidelines, and procedures necessary for your child to be successful at Cotteral. We hope you will use the book and become familiar with its contents. This will aid us in having a very productive year!

Respectfully,

Scot Graham
Principal

PLEASE SIGN AND RETURN THIS TO YOUR CHILD'S TEACHER

I have received and read my Cotteral Elementary Handbook for the ~~2015-2016~~ **2016-2017** school year. I have gone over its contents with my child and will make every effort to ensure that he/she abides by the guidelines set forth.

Parent/Guardian Signature

Date

****ATTACHED TO THIS HANDBOOK YOU WILL FIND A SIGNATURE PAGE FOR YOU TO SIGN AND RETURN TO SCHOOL INDICATING THAT YOU HAVE READ THE SCHOOL HANDBOOK AND HAVE GONE OVER ITS CONTENTS WITH YOUR CHILD. PLEASE RETURN IT TO SCHOOL AS SOON AS POSSIBLE.**

****ALSO ATTACHED TO THIS HANDBOOK IS A PARENT-STUDENT-TEACHER COMPACT. PLEASE READ AND REVIEW THIS WITH YOUR CHILD, SIGN AND RETURN TO SCHOOL, AS WELL.****

CENTRAL ELEMENTARY



HANDBOOK

2016-2017

2015-2016

**321 East Noble
Guthrie, Oklahoma 73044**

Phone (405)282-0352

Fax (405)282-9988

Dani Watson, Principal

CENTRAL ELEMENTARY SCHOOL
Supplemental Handbook
~~2015-2016~~
2016-2017

The Central Staff is delighted to welcome you and your child to school. The first day will be one that you and your child will always remember. You, as the parent, can help make the first days go smoothly by doing a few things to prepare your child.

- To make your child more comfortable about going to school, conduct a “dress rehearsal.” Practice the best route to the school or bus stop. Show your child the school grounds. Find out the teacher’s name and make sure your child knows it.
- Do not pass off your child’s doubts and fears. Try to answer all the questions in a positive, reassuring manner. Talk about school in a friendly way so your child will think of it as a friendly place. Let him/her know there will be friendly people to help on those first uncertain days.

We are now partners, jointly dedicated to helping your child grow into a healthy, happy, fully aware person.

A. GUTHRIE PUBLIC SCHOOLS MISSION STATEMENT

It is the mission of the Guthrie Public Schools to empower all students with the tools necessary to become productive members of society through a cooperative effort between students, home, school, and community.

B. CENTRAL ELEMENTARY SCHOOL MISSION STATEMENT

Our mission is to provide ongoing access, for all students, to a variety of teaching tools and resources, which will enable our students to become independent learners.

C. CLASS SCHEDULES

Breakfast	7:30 - 8:10
Class instruction begins	8:15
Tardy Bell	8:15
Lunch A	11:00 – 11:25
Recess A	11:25 – 11:50
Lunch B	11:30 – 11:55
Recess B	11:55 – 12:20

(Parents are welcome to eat in the school cafeteria anytime. Lunch and recess times are subject to change.)

Certified staff arrives at school to monitor children starting at 7:30 a.m. For safety purposes, children cannot be dropped off before 7:30. Children arriving between 7:30 & 8:05 will be sent to the gym area. At 8:05 students will be dismissed to their classrooms.

We have a door security system. All doors will be locked at 8:15 daily. If you arrive at school after that time, you will need to park your car and **walk** your child into the school. To the right of the main door, there is a bell attached to the brick. Please ring the bell and the secretary will buzz you in. Once inside, please go to the office to sign your child in and get a tardy slip to give

to the classroom teacher. The doors will remain locked until 3:10. If you need to pick your child up before that time, follow the same procedure as listed above. If picked up before 3:10, your child will be counted tardy for the afternoon. The office gets hectic at the end of the day with phone calls, bus changes, etc. Please utilize the car rider line or walk-up option which will decrease the amount of office traffic. We will not call kids down at the end of the day on a daily basis. We will also not call students out of class to wait for a parent to pick them up. Students must remain in class until parents/guardians are in the office and are ready to check them out. We want the students to be present for as much instructional time as possible during the day.

Dismissal is 3:10.

All visitors and guests will be required to check into the office when they enter the school at anytime of the day. Guests may check in with the office and receive a visitors badge to wear while in the school. Guests will also be required to check out with the office when they leave. This is for the safety of our students. Once school has started at 8:15 parents will not be allowed to go to classrooms to visit with their child's teacher. Instruction starts at this time and we ask that it not be interrupted.

D. CAR RIDER DROP OFF – PICK UP

Car riders are dropped off and picked up on the south side of the building. Please enter the parking lot from Cleveland and exit onto Broad. Because of the volume of car riders, it is imperative that you **remain in your car** and keep the flow of traffic moving. **If you are the first car in the AM or the PM in Central's car line and you arrive prior to the designated drop off or pick up times please make sure you stop at the sign in our parking lot by the sign that indicates where the car line begins. You MUST leave enough room for other cars to maneuver through the parking lot and please do not block the handicap parking spots. The line may begin moving once drop off begins in the morning, or when the teachers bring the students out in the PM for dismissal.** If you need to get out and come into the building, please park in a parking space to avoid holding up traffic. **We share our parking lot with Cash Saver so please avoid parking in their spots which are marked with a C inside a white circle.**

You have been provided with a sign with your child's name on it to place in your car windshield. If several people pick your child up often, please ask for extras. This will ensure your child's safety and speed up the pick up process. Until the duty teachers get to know you and your child, you will be asked for identification if the provided sign is not present. If for some reason you (or whoever is picking your child up) choose to walk up to get your child, you (or whoever is picking your child up) **MUST** have an ID as well as be listed on the student's car rider tag.

E. BUS INFORMATION

- Bus loading and unloading will be on the east side of the school on Ash Street. Ash Street is one-way going south. We do not encourage you to use that side of the building to drop off or pick up your child because it interferes with the bus loading and drop off.
- Oklahoma State Law prohibits passing a school bus with its lights flashing.
- Bus riding is a privilege. Your child must obey the bus driver and rules on the buses and at the bus stops.
- NOTIFY THE CENTRAL OFFICE (282-0352), if there is to be any change in your child's transportation. Bus information can be obtained by calling the Bus Transportation office at 282-5919.

F. BREAKFAST AND LUNCH

Please send your child's breakfast and lunch money in a sealed envelope with your child's name and teacher's name on it. Indicate how many and which meals you are purchasing (breakfast, lunch, or both).

Breakfast is \$1.20 per day; reduced price is \$.30 per day. Lunch is ~~\$2.40~~ \$2.50 per day; reduced price is \$.40 per day. Adult meals are available. Please check with the cafeteria for the current cost. Prices are subject to change. SCHOOL MEALS CANNOT BE CHARGED. Applications and information for free or reduced meals are available in the school office, on the Guthrie Public Schools website or you may call 282-5952. If you have questions regarding the approval of the free and reduced meal applications please direct these calls to the Child Nutrition office. Their number is 282-5952. The school cafeteria cannot always answer questions regarding the status of these applications. Parents are welcome to eat with their children.

G. PROGRESS REPORTS, REPORT CARDS, PARENT/TEACHER CONFERENCES

Student progress is reported at the end of each nine weeks period. Parent teacher conference days are set on the school calendar. These dates are set aside to provide communication between parents and teachers. As always, you may schedule a time to speak with your child's teacher as needed. Working together, we can provide the very best educational program for our students.

H. STATE STANDARDS

During 1st grade every student will be exposed to the State Standards that have been adopted by the Oklahoma State Department of Education. To view these standards please visit the following website: <http://www.ok.gov/sde/>. If you do not have internet access, you can request a copy from Central Elementary.

I. DISCIPLINE

Control and discipline in our school depends upon the responsibility taken by the student, the parents, the teacher, the principal and the combined school personnel. While under the supervision of the school the teacher has the same authority as the parent in restraining, correcting and controlling the child. (*State law-Sections 125 and 670.*)

Each teacher will have their own individual classroom discipline procedures. These procedures will be discussed with you and your child and a list of these procedures will be sent home with your child at the beginning of the school year. Building discipline procedures will be applied according to the severity of the rules broken. Procedures may include:

- Conference with teacher and student
- Conference with teacher, student and principal
- Conference with teacher, student, principal and parent
- Conference with all of the above and possible disciplinary actions **as deemed appropriate by the principal**

Severe Clause

Central Elementary is dedicated to providing a safe learning environment for our students. The following behaviors will not be tolerated:

- Behavior which threatens personal and/or public safety
- Disruption of students rights to learn
- Verbal and/or physical abuse of others

- Damage or theft of school or personal property
- Any additional behaviors outlined in **Section F-41 Student Behavior and Discipline** located in the GPS Policy Manual
- **Bullying will not be tolerated. Please refer to Section F-31 Policy Prohibiting Harassment, Intimidation and Bullying and Procedures For Combating These Behaviors located in the GPS Policy Manual**

Any of these violations shall result in a parent or guardian being contacted and/or a student **being assigned in school suspension (ISS) or** suspension from the school. The length of the **ISS or** suspension will be assigned by the principal depending on the severity of the behavior. Administrators will conduct a suspension conference with the student and parent or guardians outlining the suspension and informing parents of their rights according to district policy.

All elementary schools will be utilizing the Responsive Classroom educational approach. This is a research based educational approach associated with greater teacher effectiveness, higher student achievement, and improve school climate. This approach consists of a set of practices that build academic and social-emotional skills that can be used with many other programs. The approach helps educators build on competencies in four interrelated domains: engaging academics, positive community, effective management, developmentally responsive teaching.

J. OUTSIDE DELIVERIES

No deliveries from outside companies and/or parents should be made to the school. The office will not accept any balloons, flowers or others items. Central Elementary will celebrate during the classroom parties. All other celebrations should be done at home.

K. ATTENDANCE POLICY

It is of the utmost importance that students attend school every day. Irregular attendance is the most frequent cause of unsatisfactory work and school failures. When a student is unable to attend school, parents should notify the school by calling between 8:30am and 10:30am. Parents should give the student's name and teacher's name. If the child went to the Dr. – a note should be issued to the school and given to the office. Assignments not completed due to absence are expected to be made up. If a student is absent 10 consecutive days, the student will be dropped from the school roll. The parent must re-enroll the student upon return to school. It is the policy of Guthrie Board of Education that a student is required to be in attendance a minimum of 90% of each semester. After the fifth and seventh unexcused absence during a semester a letter from the principal will be sent home. After the tenth unexcused absence the parent or guardian will be reported to the District Attorney for violation of truancy laws.

L. Field Trips

Participation in a field trip is a privilege, not a right. Throughout the year, students are expected to follow rules and procedures while being respectful to others. Listening and being able to follow directions is another expectation as we provide a proper learning environment for all students. If these basic requirements are not met on a daily basis your child may not be able to participate in a field trip. When deemed necessary by the building principal, a parent or guardian may also be required to attend with their child.

M. ASBESTOS MANAGEMENT PLAN

In accordance with Federal law, Guthrie Public Schools has been inspected and approved for asbestos management. Asbestos plans are available for viewing during regular school hours, Monday thru Friday, by contacting **the Director of Operations** ~~Jerry Gammill~~ at the Maintenance Dept. located at 200 Crooks Drive, Bldg. #4, Guthrie, OK.

****ATTACHED TO THIS HANDBOOK YOU WILL FIND A SIGNATURE PAGE FOR YOU TO SIGN AND RETURN TO SCHOOL INDICATING THAT YOU HAVE READ THE SCHOOL HANDBOOK AND HAVE GONE OVER ITS CONTENTS WITH YOUR CHILD. PLEASE RETURN IT TO SCHOOL AS SOON AS POSSIBLE.****

****ALSO ATTACHED TO THIS HANDBOOK IS A PARENT-STUDENT-TEACHER COMPACT. PLEASE READ AND REVIEW THIS WITH YOUR CHILD, SIGN AND RETURN TO SCHOOL, AS WELL.****

**Central Elementary
Parent and Student Handbook**

Dear Parent/Guardian:

This handbook has been prepared for your information and to assist you with the expectations, responsibilities, guidelines, and procedures necessary for your child to be successful in the first grade. We hope you will use the book and become familiar with its contents. This will aid us in having a very productive year!

Respectfully,

Dani Watson
Principal

PLEASE SIGN AND RETURN THIS TO YOUR CHILD’S TEACHER

I have received and read my Central Elementary Handbook for the 2015-2016 2016-2017 school year. I have gone over its contents with my child and will make every effort to ensure that he/she abides by the guidelines set forth.

Parent/Guardian Signature

Date

FOGARTY ELEMENTARY SCHOOL
SITE INFORMATION, PROCEDURES, AND RULES
~~2015-2016~~ **2016-2017**

SCHOOL HOURS

Class time: 8:15 a.m. – 3:10 p.m.

TRAFFIC CONTROL

It is our aim to keep traffic moving safely and smoothly at Fogarty. All decisions regarding drop-off and pick-up are made based on the safety of all students. During morning drop-off and afternoon pick-up, the designated streets are one way streets. Please utilize the designated pick-up and drop-off areas, and do not allow your child to cross the street in front of moving vehicles. Your cooperation in this matter is appreciated.

MORNING DROP-OFF

Fogarty Elementary uses the south entry for the parent drop-off between 7:30-8:15 a.m. To drop off your child, please enter Jefferson at the east end and proceed west to Wentz. Children are to be let out along the yellow curb. For the safety of all students, please do not attempt to enter Jefferson Street from the west, thus requiring your child to cross Jefferson Street. **PLEASE WATCH YOUR CHILD ENTER THE BUILDING.** After 7:15 a.m., the north side of the school is zoned for bus loading and unloading **ONLY**. Do not drop off your child in this area.

AFTERNOON PICK-UP ALL STUDENTS MUST BE PICKED UP NO LATER THAN 3:40

- 3rd grade students are picked up on Jefferson in the same location as the morning drop off. Parents picking up students in the third grade car line should drive north on Broad, and then turn left onto Jefferson. Students can be picked up along the yellow curb. All traffic should flow west on Jefferson.
- 2nd grade pick up is on the east side of the playground. Parents should turn off Noble onto Ash. Take Ash to Jefferson. Turn left onto Jefferson and drive one block west to Broad. Turn right onto Broad and drive down to the gate by the covered area on the playground. After you pick up your child, exit east using Jackson. Please yield to the bus traffic.
- All students will be issued a car tag that should be prominently displayed in the window when picking a child up. Please make sure you get one for each vehicle that may be used for pick up.
- Walk-Ups – All students will have a card that states who can pick them up with phone numbers in case of emergency. If you walk up to get your child you **MUST** come to the front door and wait outside the building until your child is called up and released to you. You will need to bring the tag that is issued to you by Fogarty that will have your child's name written on it. You may hold the card up for the duty teacher to read your child's name. They will call your child to the door and release them to you. If you do not have the card or photo ID that can be matched with your child's pick-up card, then you will have to go to the office to verify you are on the child's lists in our computer system. **DO NOT ENTER THE BUILDING AND TAKE YOUR CHILD FROM THE WALK-UP LINE.**

FOGARTY SCHOOL PROCEDURES

- Children arriving to school between 7:30 a.m. and 8:00 a.m. will be sent to the auditorium. On mornings that the weather is nice, they may go to the playground instead. There will be supervision at either place. At 8:00 a.m., there will be a morning assembly and then students will be dismissed to their classrooms.
- Breakfast is served from 7:30 a.m. to 8:15 a.m. Students eating breakfast at school should eat immediately upon arrival.
- Toys, skateboards, roller blades, Healy's, trading cards, music devices, electronic games, pets, etc., **are not allowed** at school with the exception of special activities that the principal and teacher are aware of and for which they have given permission. This covers any non-instructional items. These items cause a distraction to the learning process. If lost or stolen, the school will not investigate the missing item.
- Food, candy, gum, and drinks are not allowed at school with the exception of special activities that the principal and/or teachers are aware of and have given permission.

ATTENDANCE/TARDIES/ABSENCES

- Students arriving to class after 8:15 a.m. will be considered tardy. When a parent brings their child to school after 8:15 a.m., **they need to escort their child into the building and sign him or her in at the office. A tardy slip will be issued by the secretary.**
- Before taking students off school grounds during the school day, parents must check out their child through the school office. Leaving before 3:10 will result in a tardy.
- A half-day absence will result for students who are in attendance fewer than two hours for the morning session or fewer than two hours for the afternoon session.
- If you need to check your child out early, you will need to come into the office and sign them out. Students will not be called out of class to wait in the office to be picked up. We will only call students out of class once a care giver arrives to sign them out. This will allow students to remain in the learning environment as long as possible before being checked out.
- When a student is unable to attend school, parents should notify the school by calling between 8:30 a.m. and 10:30 a.m. If requested, missed work can be picked up after 2:30 p.m. in the school office on the day of absence.
- It is the policy of the Guthrie Board of Education that a student is required to be in attendance a minimum of 90% each semester. After the ninth unexcused absence during a semester, the parent or guardian will be reported to the **School Resource Officers and/or District Attorney** for violation of truancy laws.

CAFETERIA GUIDELINES

- Lunch and breakfast monies are to be paid to the cafeteria cashier upon arriving to school.
- School meals cannot be charged.
- The cafeteria starts serving breakfast at 7:30 a.m.
- **Cafeteria Snack Shack Items are a separate charge. This is not the same "Snack Shack" that PTO sponsors on Fridays.**

FIELD TRIP GUIDELINES

- Participation in a field trip is privilege, not a right. Throughout the year, students are expected to follow rules and procedures while being respectful to others. Listening and being able to follow directions is another expectation as we provide a proper learning environment for all students. If these basic requirements are not met on a daily basis your child may not be able to participate in a field trip. When deemed necessary by building principal, a parent or guardian may also be required to attend with their child.

HOMEWORK

Homework falls into three major categories: It may provide for completion of unfinished class work, for additional practice and reinforcement of essential skills, or for enrichment and extension of school experiences. Parents can help their child by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed and turned in on time. Homework is to be given at the discretion of the teacher. It is intended to be an extension of the learning that takes place in school. **Teachers will assign a reasonable amount of homework when necessary to practice skills that have already been taught in class, not to exceed thirty (30) minutes per day.**

PARENT RESOURCE CENTER

Fogarty is proud to offer a Parent Resource Center. The center has many items to help parents with different issues they may be facing with their child. The inventory materials include books, bibliography books, videos, games, and audio tapes. Some of the popular topics are ADD, behavior problems, medicating students, step parenting, divorce, single parenting, student responsibility, learning disabilities, and many more issues that are facing families today. Items are available to parents every school day for overnight or weekly checkout. Please see the librarian or your child's teacher to take advantage of this wonderful resource.

Social and Behavior Expectations

As we enter the school year, we are happy to let you know we will utilize a positive behavior approach at Fogarty Elementary School. The premise of **The Responsive Classroom** approach is to create a safe and effective positive learning environment for every child by explicitly teaching behavioral **and social** expectations. Research has proven that schools are successful when they help students grow academically, socially, and emotionally. By setting forth clear social and behavioral expectations and holding students accountable for the following school wide expectations; we are confident we will see an increase in student learning and a decrease in classroom disruptions.

This is a brief overview of our system. Our goal is to continue to have open lines of communication between home and school. Please do not hesitate to contact our school if you have questions.

Thank you for your partnership in teaching the children. We are looking forward to a fabulous Fogarty year!

The Blue Jay Way Expectations

Just be respectful

Accept responsibility

You're ready

Stay Safe

It is our goal to make the Fogarty Expectations as clear and specific as possible. What you will find on the list of expectations is what you would expect to see happening in every physical setting at Fogarty School. Since the system is set up to promote a positive environment, you will find it is written to advise children on what it looks like to be caring, safe, and ready to learn at Fogarty Elementary School. Our staff will continuously help our children understand and learn the behavior expectations we have in place. We will explicitly teach, model, and practice the behavioral expectations in order to ensure our students are able to apply them in all settings. 242

Please review the list of expectations below. It would be wonderful if you could post the expectations in a visible place in your home. This will serve as a continuous reminder for your children.

The Bathroom

- Respect others' privacy (stay away from occupied stalls)
- Keep feet on the floor
- Use level 1 voices
- Flush, wash, and go
- Take turns
- Use walking feet
- Return to class or line quickly
- Report problems
- Throw away trash

The Hallway

- Walk in a single line
- Stay with your group or class
- Walk silently
- Go directly to your destination
- Keep hands, feet and objects to yourself

The Playground

- Share
- Take turns
- No play fighting
- Take care of equipment
- Report problems
- Respond to whistles

The Auditorium

- Listen
- Eyes on speaker
- Voices at a 0 level
- Follow exit and entering procedures
- Seat to seat, back to back

The Cafeteria

- Show appreciation (say please and thank you)
- Use level 1 voice
- Clean up after yourself
- Carry tray with two hands
- Wait your turn
- Wait ready in line
- Follow enter and exit procedures
- Keep feet under table

All elementary schools will be utilizing the Responsive Classroom educational approach. This is a research based educational approach associated with greater teacher effectiveness, higher student achievement, and improve school climate. This approach consists of a set of practices that build academic and social-emotional skills that can be used with many other programs. The approach helps educators build on competencies in four interrelated domains: engaging academics, positive community, effective management, developmentally responsive teaching.

STUDENT DISCIPLINE/SUSPENSION

Each teacher will have his/her own individual classroom discipline procedures. These individual procedures will be discussed with your child and a list of these procedures will be sent home for your signature at the beginning of the school year. Building discipline procedures will be used according to the severity of the rule or rules broken. Procedures may include:

- Parents contacted by phone
- Conference with the teacher and principal
- Lunch or recess detention with the principal
- In-School Supervision
- Suspension from school

Suspension

When other forms of discipline have been used and the student's behavior is not modified, suspension can occur. Anytime a student is physically endangering others or vandalizing school property, immediate suspension will occur. Field trips, special events, and parties are a privilege to attend. Students may lose these privileges if they are exhibiting negative behavior. If students are suspended from school, their work may be picked up each day at 2:30 p.m. in the office or sent home with a sibling.

Discipline procedures fighting/bullying/harassment

Fighting will not be tolerated. Fighting is defined as any situation in which one student makes aggressive contact in any manner on another student. The administrator will take disciplinary action if either person involved fits the above definition. Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school. Infractions may be handled in the following manner for all students involved.

1st offense – 3 days out of school suspension

2nd offense – 5 days out of school suspension

3rd offense – 10 days out of school suspension

****Each infraction will be dealt with on an individual basis. The school Administration is unable to discuss discipline consequences for any child with anyone other than that child's parents.****

Any additional offenses - The principal will decide the length of suspension after the third offense. This might include suspension for the remainder of the semester and the following semester.

Please visit [Section F-41 Student Behavior and Discipline](#) located in the [GPS Policy Manual](#)

[Bullying will not be tolerated. Please refer to Section F-31 Policy Prohibiting Harassment, Intimidation and Bullying and Procedures For Combating These Behaviors](#) located in the [GPS Policy Manual](#)

Fogarty Elementary Parent - Student - Teacher Compact

We at Fogarty Elementary School are committed to providing the best education possible for each of our students. It is our goal to give every child the opportunity to reach his/her full potential in intellectual, emotional and physical growth. We know that learning can take place if there is a combination of effort, interest, and motivation on the part of the school, the home, and the community working together toward that end.

This compact is a voluntary agreement and a promise of commitment to help _____ progress in school, promoting his/her achievement. We believe that this agreement can be fulfilled through our team effort.

As a student I agree to:	As a parent I agree to:	As a teacher I agree to:
<ul style="list-style-type: none"> • Come to school ready to learn and work hard. • Bring necessary materials, completed assignments and homework. • Know and follow the school and class rules. • Communicate regularly with my parents and teachers about my school experiences so that they can help me be successful in school. • Limit my TV watching and instead study or read every day after school. • Respect the school, classmates, staff and families. 	<ul style="list-style-type: none"> • Provide a quiet time and place for homework and monitor TV viewing. • Read to my child or encourage my child to read every day (20 minutes K-3). • Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition. • Regularly monitor my child's progress in school. • Participate at school in activities such as school decision making, volunteering and/or attending parent/teacher conferences. • Communicate the importance of education and learning to my child. • Respect the school, staff, students and families. 	<ul style="list-style-type: none"> • Teach classes through interesting and challenging lessons that promote student achievement. • Endeavor to motivate my students to learn. • Have high expectations and help every child to develop a love of learning. • Communicate regularly with families about student progress. • Provide a warm, safe, and caring learning environment. • Provide meaningful, daily homework assignments to reinforce and extend learning (30 minutes 1-3). • Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community. • Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards. students and families.

As a team, we can work together to carry out this agreement

Teacher's Signature

Parent's Signature

Student's Signature

**FOGARTY ELEMENTARY SCHOOL
SITE INFORMATION, PROCEDURES, AND RULES
2016-2017**

Please sign and return this form to your child’s classroom teacher within the first week of school. This form indicates that you have read the school handbook and have gone over its contents with your child.

I HAVE READ AND GONE OVER THE GUTHRIE PUBLIC SCHOOL ELEMENTARY HANDBOOK AND THE FOGARTY HANDBOOK CONTENTS WITH MY CHILD.

I WILL WORK WITH THE SCHOOL PERSONNEL TO ENFORCE THE SCHOOL RULES.

I have read the Discipline Procedure for fighting/bullying and or harassment and understand the consequences of these behaviors.

Signed: _____
Parent / Guardian

Date: _____

G.U.E.S. SITE INFORMATION, PROCEDURES, AND RULES
~~2015-2016~~ 2016-2017

A. SCHOOL HOURS

Guthrie Upper Elementary hours are from 8:15-3:10. Please have your child here by 8:10. If they are not in class by 8:15 they will be tardy. **Doors do not open and students are not supervised until 7:30 am.** Please do not bring children to school before 7:30 am. Students that are walkers or bike riders will be dismissed once the car rider line has ended. Bus and car riding students will be dismissed at 3:10. Parents, please do not double park in front of the building. Also, pedestrians have the right of way.

B. GUTHRIE UPPER ELEMENTARY SCHOOL PROCEDURES

1. Please eat breakfast immediately upon arrival at school or have a seat in the hallway. The students are to remain in the assigned areas until 8:00. They will then go to their classrooms.
2. Students, on the playground, are to line up immediately when the bell rings and stand quietly.
3. Students must have a pass to be in the hall during the school day. (Example – lab class, library, restrooms, office, phone, etc.).
4. Students need to have permission from the office before they leave school grounds. Parents may sign them out in the office or notify the school giving permission for their child to leave.
5. If a student is sick and will be absent from school parents ~~need to~~ **should** call ~~in~~ between 8:30 and 10:30 to report the absence. If requested, missed work can be picked up ~~at~~ **after 2:30 on the day of the absence in the office.**
6. Skateboards, roller blades, trading cards, radios, music devices, toys, electronic games, etc. are not allowed at school with the exception of special activities that the principal and teacher are aware of and have given permission. This covers any non-instructional items. These items cause a distraction to the learning process. If **damaged**, lost or stolen the school will not investigate the missing item.
7. Food, candy, gum, and drinks are not allowed at school with the exception of special activities that the principal and/or teachers are aware of and have given permission. Water in a clear container is allowed in the classroom. All other beverages will only be allowed in the cafeteria.

C. HOMEWORK

Homework falls into three major categories. It may provide for completion of unfinished classwork, for additional practice and reinforcement of essential skills, or for enrichment and extension of school experiences. We believe that children in the intermediate grades should have some responsibility for completing independent work during non-class time. It is an extension of the learning that takes place in school. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed and turned in on time.

Homework is to be given at the discretion of the teacher. It is intended to extend learning. Teachers will assign a reasonable amount of homework, not to exceed **twenty** (~~10~~ **20**) minutes per subject per night, or not to exceed a total of one (1) hour for all subjects.

Completion of Work

If students do not complete work during class they are expected to take that work home and complete it at home. Incomplete work will result in a zero. Any incomplete homework may result in the student attending lunch/recess detention.

D. STUDENT DISCIPLINE/SUSPENSION

Each teacher will have his/her own individual classroom discipline procedures. These individual procedures will be discussed with your child and a list of these procedures will be sent home with your child at the beginning of the school year. Building discipline procedures will be used according to the severity of the rule or rules broken.

Procedures may include:

- Parents contacted by phone.
- Grade level recess detention.
- Conference with the principal.
- After School Detention: a detention program (3:30-4:30).
- Saturday school: an alternative school detention program (8:00-12:00).
- In-school supervision: 1st offense 3 days, 2nd offense 5 days, 3rd offense 10 days

Suspension

When other forms of discipline have been used and the student's behavior is not modified then suspension will occur. Anytime a student is physically endangering others or vandalizing school property this will lead to immediate suspension. Field trips, special events, and parties are a privilege to attend. Students may lose these privileges if they are exhibiting negative behavior or poor work habits at school.

If students are suspended from school their work may be picked up each day at 2:30 in the office or sent home with a sibling. We do not want any student to get behind in their schoolwork and hope they will come back caught up and ready to start the instructional day without any missing work. If parents can not pick up the work the students will have a day plus another day to make up the missing work.

Field Trips

Participation in a field trip is a privilege, not a right. Throughout the year, students are expected to follow rules and procedures while being respectful to others. Listening and being able to follow directions is another expectation as we provide a proper learning environment for all students. If these basic requirements are not met on a daily basis your child may not be able to participate in a field trip. When deemed necessary by the building principal, a parent or guardian may also be required to attend with their child.

Discipline procedures for specific problems:

Fighting/Bullying/Harassment/Racial Comments

Fighting will not be tolerated at G.U.E.S. due to the chance of injury and/or property damage. Fighting is defined as any situation in which one student makes aggressive contact in any manner on another student. The administrator will take disciplinary action if either person involved fits the above definition. Intimidation, threats, or harassment directed toward other students **and/or school staff** will not be tolerated. All students are expected to treat others with respect at school. Infractions may be handled in the following manner for all students involved.

1st offense – 3 days out-of-school suspension

2nd offense – 5 days out-of-school suspension

3rd offense – 10 days out-of-school suspension

Any additional offenses - The principal will decide the length of suspension after the third offense. This might include out of school suspension for the remainder of the semester and the following semester.

Please refer to Section F-41 Student Behavior and Discipline located in the GPS Policy Manual on the district website.

Bullying will not be tolerated. Please refer to Section F-31 Policy Prohibiting Harassment, Intimidation and Bullying And Procedures For Combating These Behaviors located in the GPS Policy Manual on the district website.

All elementary schools will be utilizing the Responsive Classroom educational approach. This is a research based educational approach associated with greater teacher effectiveness, higher student achievement, and improve school climate. This approach consists of a set of practices that build academic and social-emotional skills that can be used with many other programs. The approach helps educators build on competencies in four interrelated domains: engaging academics, positive community, effective management, developmentally responsive teaching.

Playground Discipline

A safe and bully-free playground is expected at GUES. Any students who are not following procedures or not exhibiting proper conduct will have their names added to the “Recess Discipline Sheet”. One of the duty teachers will pick up the “Recess Discipline Sheet” from the office at the beginning of each recess. If a student’s name is on the sheet, the student will need to serve the recess in a designated area.

Playground Rules

It will be the option of the duty teacher to suspend dangerous play. Students are to practice good judgment and safety standards at all times. The principal may suspend any recess activity or game that they see as unsafe for the length of time deemed necessary.

A. Students must ask a teacher’s permission to get a ball that has gone into the street.

B. For student’s safety, there are to be no contact sports at any time. Touch football, soccer games, basketball, and tetherball games are allowed during lunch recess. For safety reasons, hard balls and wall ball games will not be allowed.

C. Students must play only within the playground boundaries.

- D. Creating a danger to others is not permitted.
- E. Due to safety there will be no penny drops from the monkey bars.
- F. Jumping from bar to bar is dangerous. It is not allowed on monkey bars.
- G. No games or activities that could result in injury or which actions are not appropriate for school.

Cafeteria Discipline

The cafeteria is a nice place for the students to relax and enjoy a good meal. Talking with friends is fine as long as the cafeteria does not get too loud. At times our cafeteria gets too loud and the duty teachers need to get it quieter. The first step is to turn the lights off and the talking needs to stop immediately. When it has been quiet for a few minutes the lights will go back on and students may resume talking in lower voices. If the noise level goes back up the lights will be turned off until the duty teacher comes and takes the students outside to recess. Some helpful hints to a quiet cafeteria are to speak with an inside voice, only talk to the people that sit next to you, and refrain from disruptive behavior. Students may receive an After School Detention if they keep talking when the lights are off in the cafeteria.

Lunch Room

- A. Lunch and breakfast monies are to be paid to the appropriate person immediately upon arrival at school.
- B. Before leaving the cafeteria, each student must clean his/her area.
- C. Food and/or drinks may not be taken from the cafeteria unless arrangements are made by a classroom teacher.
- D. Appropriate behavior is expected when standing in line in the cafeteria.

Hall Discipline

If a student is talking, misbehaving, running, etc. in the hall a contact slip will be issued to the student. The contact slip will list the punishment according to the severity of the problem. The punishments may include the student’s name recorded on the “Recess Discipline Sheet”, or they may be assigned an After School Detention. These punishments are according to the severity of the problem.

E. TARDY/EXCESSIVE ABSENCES

School begins at 8:15. If a student is not inside the classroom by 8:15 they will be considered tardy. A parent must sign their child into the building after the 8:15 bell. A student will also be charged with a tardy if the student is checked out prior to the end of the school day (3:10 pm). An excused tardy will only be permitted if a Doctor’s note accompanies the student late for school and the parent signs the student into school. After a student has acquired 10 tardies within a semester they will have an After School Detention. After a student has acquired 15 tardies within a semester they will receive a Saturday School Detention. Saturday School will be re-assigned following each additional 5 tardies. Six tardies will equal an absence.

There will be times that GUES offers an “incentive” reward. Participation in the incentive will be dependent upon student behavior and attendance. In this situation “excused” and “unexcused” will apply to the expected attendance rate.

F. TRAFFIC CONTROL

It is our aim to keep traffic moving safely and smoothly in front of the school. All cars should turn west off of Walnut onto GUES Circle Drive. Parents should let their child out and pick the child up in the marked loading/unloading zones in front of the building. These zones will be clearly marked with paint or signs. ~~Drop-off will start at the front of the curb and extend east until the curb begins to curve.~~

Drop –off in front of the building will begin at the south end of the sidewalk and extend the length of the sidewalk. Multiple cars may unload at once to speed the process along. Pick-up will start at the front of the curb by the walkway and extend west along the curb for 4th and 6th graders. 5th grade students (and anyone who rides with a 5th grader) are to be picked up on the east side of GUES. The cars are to drive south on Walnut and students will begin loading at the pick-up sign. This way several students may load/unload at the same time. Please do not let your child out in the front parking lot and have them walk across the walking zone made for teachers. This will alleviate students crossing in front of moving vehicles. The parent can exit onto BlueJay Alley, which takes them to Crooks Drive or they may circle around in the front parking lot and exit back onto Walnut. Please do not drive around cars that are letting students out of their vehicle or pass other vehicles on Walnut. Walnut is a two-way street. Always be aware of students that are walking, riding bikes, or going to their car. Parents are not to let students off or pick students up on Walnut, at the high school, in the 6th grade parking lot, or by the GUES bus zone. Buses unload on the west side of the building and students enter through the cafeteria doors. Please do not drop off car riding students in or around this bus loading/unloading area.

G. GIFTED/TALENTED POLICY

Guthrie Upper Elementary School’s committee will identify students for the gifted/talented program by reviewing I.Q. scores (97% or above). Letters will be sent to parents of students who qualify giving them the option for the participation in the Gifted and Talented Program. Parents who do not want their child to participate will sign a waiver, which will be kept on file at Guthrie Upper Elementary School.

H. PARENT RESOURCE CENTER

G.U.E.S. is proud to offer a parent resource center. The center has over 115 items on inventory to help parents with different issues they may be facing with their child. The inventory materials include books, bibliotherapy books, videos, games, and audio tapes. Some of the popular topics are ADD, behavior problems, medicating students, step parenting, divorce, single parenting, student responsibility, learning disabilities, and many more issues that are facing families today. Items are available to parents every school day for overnight or weekly checkout. Please take advantage of this wonderful resource.

I. SCHOOL CREED

I am unique!

There is no one in the world exactly like me therefore I can make responsible choices, share my knowledge and abilities with others, and be a successful, productive citizen of our world.

I accept my country’s gift of education and believe with it I can achieve greater knowledge.

I believe by the power of my mind I can learn what is known and discover what is yet unknown.

My attitude, determination, and courage will measure the level of my success.

My actions show that I respect the rights of others to achieve their goals, as I continue to achieve my goals.

I believe in my abilities!

J. Visitors at GUES

Visitors at GUES must enter the building through the front doors. A doorbell system is in place and a school secretary will unlock the door after acknowledging guests. Once in the building all guests are required to check in at the office and wear a visitor’s badge while in the building. All of these precautions are for the safety of our students.

K. Outside Deliveries

Outside deliveries from outside companies and/or parents will be accepted only if there is parental help to assist in the collection, organization, and distribution.

L. Listed below are activities that have been available to GUES students in recent years. (Availability of such activities is dependent upon securing an activity sponsor.)

ACADEMIC TEAMS

The Upper Elementary School fields a 5th grade and a 6th grade academic team. Each year students try out for the teams. Once selected the teams practice throughout the year. They attend several academic meets during the year. In the past our academic teams have experienced success by bringing home the district championship trophy.

HONOR CHOIR

We are very proud of our Honor Choir program at G.U.E.S. Early in the fall students can try out for our school choir. There is a set limit of students that can make it. Once a student is in Honor Choir they have to work very hard. First, a student has to maintain their grades and have good behavior at school to stay eligible. Then they practice 3-4 times a week in preparation of concerts and contests. Throughout the school year the choir participates in programs at various events around the state. Our Honor Choir usually receives excellent ratings at contests they attend. Each year several of our choir members receive individual honors for outstanding achievement.

ADMINISTRATION

BOARD OF EDUCATION

**Travis Sallee
Terry Pennington
Gail Davis
E. Sharon Watts
Jennifer Bennett-Johnson
Janna Pierson
Tina Smedley**



DISTRICT OFFICE

**Dr. Mike Simpson, Superintendent of Schools
Mr. Dennis Schulz, Assistant Superintendent
Ms. Carmen Walters, Executive Director of Federal
Programs and Elementary Education
Mr. Doug Ogle, Executive Director of Personnel and Secondary Education**

JUNIOR HIGH SCHOOL

Robbie Rainwater, Principal	282-5936
Ryan Dayton, Asst. Principal	282-5936
Teresa Barbour, Counselor	282-5936
Kristi Blakemore, Counselor	282-5936
JH Cafeteria	260-6327

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Guthrie Public Schools

School Calendar 2016-2017

August

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

AUGUST
16-17-18 Teacher In-Service
19 - First Day of Classes

January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SEPTEMBER
5 - Labor Day
26 - Professional Day

February

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

OCTOBER
14 - End of First Quarter
18 - P/T Conf (All Schools)
21 and 24 Fall Break
25 - P/T Conf (Elementaries)
27 - P/T Conf (GHS and GJHS)

September

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

NOVEMBER
23-25 Thanksgiving Break

October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER
21 - End of 2nd Quarter
Dec 22 - Jan 3 Christmas Break

March

S	M	T	W	T	F	S
				1	2	3
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY
4 - Classes Resume
16 - Martin Luther King Day
19 and 24 - P/T Conf (Elementaries)

November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

FEBRUARY
20 - Professional Day

MARCH
10 - End of 3rd Quarter
14 and 16 - P/T Conf (GHS and GJHS)
17 - Snow Make-Up Day #1*
20-24 Spring Break

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December

S	M	T	W	T	F	S
					1	2
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

APRIL
21 - Snow Make-Up Day #2*

May

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

MAY
23 - Last Day of Classes
29 - Memorial Day

Administration - 282-8900
High School - 282-5906
Faver Alternative - 282-5941
Junior High - 282-5936
Upper Elementary - 282-5924
Fogarty Elementary - 282-5932
Cottler Elementary - 282-5928
Central Elementary - 282-0352
Child Nutrition - 282-5952
Maintenance - 282-5944
Technology - 282-5959
Transportation - 282-5919

1st Quarter 39+4
2nd Quarter 44
3rd Quarter 46+1
4th Quarter 46

 Professional Day

175 Days Taught
5 Professional Days
180 Days Total

 Vacation Day

*School will be dismissed
if not used for bad weather

 Parent/Teacher Conferences
(4:00 p.m. - 7:00 p.m.)

 Snow Make-Up Day
(To be used in numbered order
if days are needed)

NOTE: Any additional increment weather days will be made up at the end of the school year

Guthrie Junior High School Title 1 School-Parent Compact

Guthrie Junior High School encourages parental involvement in the educational process and development of its students. The teachers and administrators of Guthrie Junior High School feel that the total educational experience is enhanced by a team effort with parents and school personnel working together to provide the best learning environment for each and every student. Guthrie Junior High School and the parents of students participating in activities, services, and programs funded by Title I agree that this compact outlines how the entire school staff, the parents, and the student share in the educational process. Each party involved will hold stock in the responsibility of improved student academic achievement. Furthermore, this compact will build and develop a school-parent partnership to help all students achieve the state's high academic standards.

Responsibilities of GJHS will include but not be limited to:

- *Provide high-quality curriculum and instruction in an appropriate learning environment that enables each student to achieve the state's high standards.*
- *Hold scheduled parent-teacher conferences during which your child's individual academic achievement will be discussed.*
- *Provide parents with frequent progress reports.*
- *Provide reasonable availability to parents for consultation with school staff.*
- *Provide opportunities for parents to volunteer, participate, and/or observe their child's classroom activities.*

Responsibilities of the parent/guardian will include but not be limited to:

- *See that my child attends school regularly and on time.*
- *Provide a home environment that encourages and is conducive to learning.*
- *See that my child's homework is completed.*
- *Monitor the amount of television my child watches at home.*
- *Promote positive use of my child's extracurricular time.*
- *Stay informed about my child's education and be aware of what my child is learning.*
- *Communicate regularly with the school staff about my child's educational experience at open house, conferences, or any other available time.*

Responsibilities of the student will include but not be limited to:

- *Attend school regularly and on time.*
- *Do my homework every day.*
- *Read at least 30 minutes every day outside of school time.*
- *Always give the appropriate effort to perform at exemplary standards in work and behavior.*
- *Respect other students as well as myself.*
- *Give to my parents or the adult who is responsible for my welfare all notices and information received by me from my school.*

TO THE STUDENT:

The faculty/staff of Guthrie Junior High School welcomes you! We look forward to another exciting and challenging school year. We feel that the importance of each individual student is our primary concern. We have designed a program of studies and activities which we believe will meet these individual needs, and help prepare you for the future. As junior high students, we encourage you to be active learners and active participants in all that we do. We want the years you spend with us to be the very best in your school career. The following pages in this handbook explain what you will need to know to make these years a success. Take time to go over these pages with your parents. Working with you as a team as you prepare for your future is an opportunity that is important to all of us.

GUTHRIE PUBLIC SCHOOLS MISSION STATEMENT

It is the mission of the Guthrie Public Schools to empower all students with the tools necessary to become productive members of society through a cooperative effort between student, home, school, and community.

EXIT OUTCOMES (Our Vision for a Well Educated Student)

Our student's will-

- have a positive self-esteem
- have a strong knowledge base
- show concern for the welfare of others
- be self-directed, life-long learners
- be productive members of society
- be effective communicators
- be creative and complex thinkers
- be problem solvers
- be cooperative learners and workers

GJHS SCHOOL SCHEDULE

Students are not allowed in the building before 8:00 a.m. If a **student** desires to enter before this time, he/she must have a hall pass signed by a teacher, sponsor, or administrator. Students who enter the building before 8:00 a.m. or remain in the building after 3:30 p.m. must be participating in a supervised activity. If the student is going to eat breakfast, or enter the building before 8:00 a.m., he/she may enter only at the east door on the "A" floor. In the event of inclement weather, students may enter through the east doors on A-floor at 7:40 a.m.

2016-17 Bell Schedule

8:00	First Bell/Transition Time
8:15-8:55	Homeroom/Flex Tutoring
8:59-9:44	1 st Hour
9:48-10:33	2 nd Hour
10:37-11:22	3 rd Hour
11:22-11:52	8 th Grade Lunch
11:26-12:11	4 th Hour for 7 th Grade
11:57-12:42	4 th Hour for 8 th Grade
12:11-12:42	7 th Grade Lunch
12:47-1:32	5 th Hour
1:36-2:21	6 th Hour
2:25-3:10	7 th Hour

Each class period is 45 minutes in length. GJH requires that the middle 25 minutes be utilized for non-interrupted instruction unless of an emergency. If a student needs to be picked up for an appointment, we ask parents to plan accordingly.

ABSENCES

Any student who is absent and does not have a parent call the school on the day of the absence will be placed on the do not admit list. Students will report to the "B" floor office and they will be required to explain the reason for their absence. Upon verification from a parent the student will be removed from the do not admit list. It is the student's responsibility to clear the absence.

An absence is recorded when the student has missed 10 or more minutes of a class. If a student is 10 minutes or more late for class, or is checked out during a class with 10 minutes or more remaining before the bell, the student will be counted as absent.

ASSIGNMENTS WHEN ABSENT

When a student is absent from class, work assignments may be requested by calling your student's counselor or attendance office in the morning. The assignments will be ready for pick up at 3:00 p.m. in the "B" office.

ATTENDANCE

School is preparation for future life, and it is important that habits of regular attendance be developed. Parents are asked to telephone the attendance secretary at 282-5936 by 9:30 a.m. the morning of the absence to avoid the absence being recorded as truancy.

Students of Guthrie Junior High School are expected to maintain excellent attendance. The following criteria for attendance has been established by the Board:

1. A student must attend a minimum of 90% to receive credit for any course. Any Guthrie Junior High School student taking courses for high school credit **must** abide by the Guthrie High School attendance policy to receive credit.
2. A student is absent whenever he/she misses any 10 minutes of a class period.
3. School activities are not included among the 9 absences allowed per semester.
4. A student will be given “no credit” in a class where the student has been absent 10 or more days.
5. Documented Absences
 - a. **Legal Documented** illness, injury, or death in the immediate family should be documented by physician, dentist, attorney, etc.
 - b. **Legal Documented** court appearance or medical appointments should be documented by physician, dentist, attorney, etc.: A letter signed by a doctor is the best form of documentation. Example: hospitalization for surgery or a chronic illness. Computer generated documentation from a doctor or dentist’s office is preferred. Examples include payment receipts and patient procedure history reports. **Handwritten appointment cards will not be accepted as documentation.**
 - c. Doctor’s notes will only be accepted up to five days after student’s absence. Anything after five days will be considered undocumented absence.

ACTIVITIES

Numerous extra-curricular activities are offered at Guthrie Junior High School. Some of these activities are as follows:

<i>Sports Activities</i>	<i>Clubs & Organizations</i>
Baseball	Academic Team
Basketball	Art Stars
Cheerleading	Builders Club
Cross Country Track	FCCLA
Football	Honor Society
Golf	Math Counts
Softball	Sequoyah Club
Tennis	Speech / Drama Club
Track	Student Council
Wrestling	Technology Student Assoc.
	Yearbook

Requirements for these organizations can be obtained from the sponsors. Students are encouraged to participate in activities in which they can excel because of special interest, talent and/or ability.

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom shall be ten (10) for any one

class period of each school year. Excluded from this number are state and national levels of school sponsored contests. State and national contests are those for which a student must earn the right to compete. *Students participating in school activities will not be allowed to participate in these activities after missing class or a portion of a class during the day of the activity. If activities are completed prior to the end of the school day, students are required to return to school and complete the school day unless otherwise excused by the school principal.*

CHANGE OF ADDRESS

Any change of address or telephone number should be reported to the Attendance "B" Office.

CHEATING AND/OR FRAUD

Cheating will be considered the act or intent of gaining or giving knowledge for an assignment or to answer by fraudulent means. The penalty will be a zero for the assignment or test. Forged documents will result in administrative action. Plagiarism will fall under this category.

CHECKING OUT PROCEDURE

If it is necessary for a student to leave school during the day, notification to the "B" floor office by the parent/guardian is required. The student must then report to the "B" floor office to check out before leaving campus. Upon returning to school, the student is required to check in through the same office. *Failure to comply with this procedure will result in disciplinary action.*

NOTICE OF NON-DISCRIMINATION

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Guthrie Public School System also does not discriminate in its hiring or employment practices. This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Name/Title: Superintendent of Guthrie Public Schools
Office Address: 802 E. Vilas, Guthrie, OK 73044
Phone No. (405) 282-8900
(Voice/TDD):
Days/Hours Available: M-F 8:00 a.m.-12:00 p.m.; 1:00 p.m.-4:30 p.m.

For questions regarding this notice, please contact the District Compliance Coordinator.

Procedural Requirements
Title VI, Title IX, Section 504, ADA July 2000

AVISO DE DECLARACION NO-DESCRIMINATORIA

Guthrie Escuelas Publicas no discrimina por motivos de raza, color, origen nacional, sexo, edad o discapacidad en sus programas y actividades y ofrece igualdad de acceso a los Boy Scouts y otros grupos de jóvenes designados. El Sistema de Escuelas Publicas Guthrie tambien no

discrimina en sus practicas de contratación o empleo. Este aviso se proporciona como lo requieren el Titulo VI de la Ley de Derechos Civiles de 1964, la Sección 504 de la Ley de Rehabilitación de 1973, el Titulo IX de las Enmiendas de Educación de 1972, la Ley de Discriminación por Edad de 1975, y el Acta de Americanos con Discapacidades de 1990 . Preguntas, quejas o solicitudes de informacion adicional con respecto a estas leyes pueden ser enviados al coordinador de cumplimiento designado.

Nombre/Titulo: Superintendente de las Escuelas Publicas de Guthrie
Direccion de Oficina: 802 E. Vilas, Guthrie, OK 73044
Numero (404)282-8900
Telefono(correro de voz/TDD):
Dias/Horas de trabajo: M-F 8:00 a.m.-12:00 p.m. 1:00 p.m.-4:30 p.m.

Si tienes preguntas sobre este aviso, comuniquese con el Coordinador de Cumplimiento del Distrito.

Requisites de procedimiento Titulo VI, Titulo IX, Sección 504, ADA De julio de 2000

CLASSROOM BEHAVIOR

The responsibility and authority for classroom management rest solely with the teacher. Any rules which are fair and enhance the educational process will be upheld. If problems persist to a degree that the classroom rules are being repeatedly ignored, then a referral may be made to the assistant principal where appropriate action will be taken.

The failure to abide by school rules may result in the following CONSEQUENCES: detentions, written assignments, loss of privileges, and in-school or out-of-school suspension. The consequence will be dependent upon the severity of the problem and the decision of the administrator.

CLOSED CAMPUS

We operate a closed campus. Students will not be allowed to leave campus after arrival in the morning or during lunch time. Leaving campus will be a violation of this policy. Any violation will result in disciplinary action.

DETENTIONS

Detentions given by a teacher for classroom misbehavior will be served with that teacher before school, during lunch, or after school.

Noon detentions given for misbehavior in the hallways or outside will be served with the noon detention teacher. Students serving noon detentions will bring lunch from home or obtain lunch from school cafeteria.

DISCIPLINE

BEHAVIOR AND CONDUCT RESPONSIBILITIES

One of the most important lessons education should teach is discipline. It is a part of every class, and it's the training which develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people.

It is our goal at Guthrie Junior High School to provide an orderly and efficient atmosphere whereby the teaching and learning processes can take place. This can only be done through effective discipline. Discipline is the responsibility of parents, students, teachers, and administrators.

The student is responsible for his/her individual conduct. Because not every problem that may arise can be foreseen, students should use good common sense to govern their behavior. They should treat each other, faculty, staff and property with respect. They should be aware that when their behavior distracts from the basic purpose of school, which is learning, there will be consequences to face.

It is the responsibility of the parent to instill in their child the value of appropriate behavior, good conduct, and to reinforce the policies and goals of the school. Parents should communicate to school officials any concerns they may have regarding their child's social, as well as academic, performance while at school.

It is the teacher's responsibility to set classroom rules of conduct consistent with the goals of the school. Expectations can be communicated in writing with rules and consequences, as well as through the general atmosphere created by handling situations that may arise in a consistent manner.

It is the responsibility of the administrator to take disciplinary action when general school policies have been disregarded or when crimes under Oklahoma Statutes have been committed. The administrators will also step in, after all other possibilities have been exhausted, to administer more severe consequences to those students who continually disrupt the learning environment of the classroom.

DISCIPLINARY ACTIONS

Disciplinary actions which may be taken by a classroom teacher may include but may not be limited to: written assignments, detaining a student after class, conferencing with the student and/or parent, loss of privileges, or detentions assigned before school, after school, or at lunch.

Disciplinary action, which may be taken by an administrator, may include but may not be limited to: conferencing with student and parent, and/or suspension.

The administrator will take into consideration the severity and frequency of infractions when taking disciplinary action.

Disciplinary action to be taken:

- Conference with student and parent contact
- 1st serious infraction – In-School Supervision – 3 days

- 2nd serious infraction – In-School Supervision - 5 days
- 3rd serious infraction – Home Suspension - 3 days
- 4th serious infraction – Home Suspension – 5 days
- 5th serious infraction and every one thereafter – Home Suspension - 10 or more days

The proceeding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the administrator will take precedence.

DRESS CODE

Note to Parent(s)/Guardian(s): The main purpose of school is to give your student the best education possible. Trends and fashions have no bearing on this issue.

All students are expected to dress appropriately and modestly at all times during the school day and at school activities. Appropriate school clothes are conducive to better behavior in the classroom, in the halls, on campus, or any time students are actively representing the school. The dress code is applicable during the school day and at any school activity, home and away.

Examples of inappropriate attire are, ***but are not limited to:***

1. Headwear worn in the building including, but not limited to: hats, bandanas, sweatbands, scarves, earmuffs, hair picks. Hats and caps are only to be worn outside the building.
2. Any clothing that exposes the midriff. Shirts need to be long enough so that they can be tucked in or drop two (2) inches below the waistline without tugging on or stretching the shirt.
3. Clothing that allows undergarments to be visible. (See #19.)
4. Clothing that has obscene, profane, or suggestive language.
5. Sunglasses (including when worn as headwear.)
6. Garments that display alcohol, drug or tobacco logos or paraphernalia.
7. Mesh jersey or fishnet type clothing.
8. Jeans, shorts or other purposely-frayed clothing (including pants with holes cut out.)
9. All sleeveless shirts, blouses, and dresses whose straps are not at least one dollar bill's width and not fitted under the arm.
10. Scooped neck and / or low cut front and back necklines that are not modest.
11. Pants below the waistline (sagging and bagging).
12. Shorts that are not closer to the knee than the mid thigh (Bermuda short length). Boxer shorts should not be worn, other than in the appropriate athletic classes. Shorts must be hemmed.
13. Skirts/dresses that are not long enough so that the hem touches the knee (Bermuda short length). Skirts/dresses must be hemmed.
14. Bicycle pants/spandex shorts.
15. Clothing that is not worn in accordance with the design (such as both straps being worn on overalls or legs on pants being worn at their full length.)
16. Chains or "spikes" on clothing, with wallets, or worn as a necklace or bracelet.

17. Shoes must be worn at all times for health reasons. "House shoes" are not an acceptable alternative. Shoes with wheels imbedded in them are not acceptable as they are safety hazards.
18. Apparel identifying a student as "security" or "police" is not to be worn.
19. Showing of underwear (thongs/etc.) or posterior being exposed while sitting.
20. No Pajamas (lounge pants/etc.)

Any clothing that disrupts the learning atmosphere of the school is prohibited. Clothing with possible implied meanings, such as exist with the rebel flag, intended or not, may be offensive and will fall under this policy.

When a student has worn inappropriate clothing to school, the parents of the students will be contacted. The students will be sent home to change clothing, or parents may be requested to bring appropriate clothing to school. If parents are unavailable, the student may be assigned to in-school supervision. Time missed in procuring appropriate clothing will count against the student's attendance in accordance with the attendance policy.

DRUGS AND ALCOHOL

It is the policy of the Guthrie Public Schools that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess or be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including as narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (turkey drugs), drug paraphernalia and chemicals which provide a mood-altering effect are included as controlled substances. Illicit drugs include steroids and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions on school transportation, on school premises, at school functions, school-sponsored activities, performances, contests, athletics competitions, during lunch, or while under the supervision of school personnel. This policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator. The administrator will notify the parents, impose appropriate consequences according to the discipline policy and report the incident to the local authorities. School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be sent to the Superintendent or his/her designee and to the Drug Free Schools office.

Any student violating this policy and his/her parents will be provided a list of resources and encouraged to obtain drug/alcohol education, counseling, and/or chemical dependence treatment as appropriate and at the parents expense.

Copies of this Policy shall be provided to all students and their parents at the beginning of each school year.

CONSEQUENCES FOR STUDENT VIOLATION OF DRUG/ALCOHOL POLICY

A. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (for personal gain, monetary privilege or gain): Student will be suspended out of school for the remainder of the current semester and all of the succeeding semester.

B. Possession/Use/Sharing/Being under the influence of Drug or Alcohol.

1. **First Offense:** ~~Six week out of school suspension~~ **90 school days out of school suspension (equivalent to 1 semester).**
 - a. A reduction to a ~~two-week~~ **30 school days (6 weeks)** out of school suspension may be granted if the student and the parent/guardians agree to the following:
 - i. To meet with the District Counseling Service representative
 - ii. To obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, treatment, and /or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc. will be the sole responsibility of the student's parent or guardian.
 - b. Nothing in this policy is intended to limit or restrict the ability of the school district to take other disciplinary action against a student in a particular case in accordance with other policies governing student discipline. A school principal or the principal's designee may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that planned of the superintendent, superintendent's designee, or principal for approval. If such disciplinary plan is approved by the superintendent, superintendent's designee, or principal it may be implemented for the student in question.
2. **Second Offense:** Suspension out of school for the remainder of the current semester and all of this is succeeding semester.

NOTE: Procedural Due Process Rights: For ALL out-of-school suspensions, the due process steps outlined in the GPS Policy Manual and this handbook will govern administrative procedures to be followed in the enforcement of this policy.

REPORTING STUDENT SUBSTANCE ABUSE

- A. The Board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances. This policy is adopted in compliance with Oklahoma Statue Title 70§24-138.
- B. When it appears to a teacher or administrator that a student may be under the influence of low-point beer, alcoholic beverages, or controlled dangers substances (drugs), the teacher or administrator will report the matter in writing to the school principal or his/her

designee. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.

- C. The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled dangerous substances.

DUE PROCESS

A. SUSPENSION OF TEN DAYS OR LESS

1. An appeal to the building level Appeals Committee can be requested, by letter, to the school principal within five (5) calendar days after the principal's out-of-school suspension decision is received by the student and/or his or her parent. The out-of-school decision becomes final and non-appealable if a request for appeal is not received within the time frame described above.
2. Upon receipt of the appeal request, the principal shall confirm that the student's out-of-school suspension falls within the category out-of-school suspensions for which an appeal to the Appeals Committee is authorized to hear. If for any reason the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to the long-term out-of-school suspension must be followed.
3. The Appeals Committee will conduct an investigation, in an informal manner, and make a decision (by majority vote) as to the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. **The Appeals Committee reserves the right to amend, rescind, or alter the length of suspension based on its findings.**
4. The decision of the Appeals Committee shall be final and non-appealable.

B. SUSPENSION IN EXCESS OF TEN DAYS:

1. A parent or student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools.
2. An appeal must be submitted to the Superintendent of Schools at 802 East Vilas, Guthrie, OK.
3. If no appeal is received within five (5) calendar days by the parent or student, the principal's decision will be final.
4. The superintendent reserves the right to amend, rescind, or alter the length of suspension based on the findings of the investigation.

ELIGIBILITY

When co-curricular and/or interscholastic programs are scheduled during the school day, a student must be eligible according to the following guidelines of the Oklahoma Secondary Schools Activity Association:

A. ATTENDANCE REGULATIONS

1. School Activity: These are extra-curricular activities, whether sponsored by the school or outside agency, which removed the student from class for more than half a class period.
2. The total number of student activity absences allowed for one class period per student shall be ten.
3. Once a student has had ten student activity absences from any one class period, the student must be reported to the principal's office for consideration for further absences for student activities.
4. A student is expected to attend classes 90% of the time in order to participate in school sponsored activities.

B. SCHOLASTIC ELIGIBILITY

(Information from OSSAA RULES AND REGULATIONS)

Section 1: Semester Grades

- a. A student must have received a passing grade in all five subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. This requirement would be classified as five school credits for the 7th and 8th grade students.
- b. If a student does not meet minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- d. Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

Section 2: Student Eligibility During a Semester

- a. Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.
- b. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, he/she will be ineligible to participate during the next one-week period. The eligibility periods will begin Monday and end on Sunday.
- c. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- d. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Section 3. Special Provisions

- a. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.
- b. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision Rule 3, Section 3-c, if the incomplete grade was caused by an unavoidable hardship. (Example of such hardships would be illness, injury, death in family and natural disaster). (Board policy allows a maximum of two (2) weeks to apply this exception).
- c. Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

Section 4. Special Education Students

Special students who are enrolled in special education class, have an Individual Educational Plan and have been certified by the principal as doing a quality of work which may, with the approval of the Board of Directors, be accepted as eligible under this rule.

ENROLLMENT REGULATIONS

All students must be enrolled in seven hours per day. The only exception to this rule is a student on an IEP or those enrolled through the counselors' office in concurrent enrollment.

A **transfer student** is one who has a legal residence in a school district other than Guthrie and wishes to go to school in Guthrie. A transfer student **MUST PROVIDE:**

1. Proof of guardianship.
2. Signed transfer request originated in *sending* district and including signatures of the sending *and* receiving superintendents.
3. Complete immunization records.
4. Proof of legal withdrawal from sending district.
5. Transcripts from all schools in which student has attended.
6. Copy of Social Security card.

A **new resident student** is one that has established a legal residence within the school district.

New resident students **MUST PROVIDE:**

1. Proof of residence (utility bill, renter's agreement, real estate contract, etc.) & signed Enrollment Verification.
2. Proof of guardianship (legal document).
3. Complete immunization records.
4. Proof of legal withdrawal from sending district.
5. Transcripts from all schools which student has attended.
6. Copy of Social Security card.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records.

They are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, D.C. 20202-4605

INCENTIVE TRIPS

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year. Students must be academically eligible to participate in any school activity. School dress code standards apply to all incentive trip activities. Inappropriate behavior on these trips may warrant severe disciplinary action. Students must ride the school bus to and from the activity.

During any trip, any major inappropriate behavior (such as curfew being broken) may result in the student:

1. Being sent home at their own expense.

2. Suspension from school for an appropriate amount of time.
3. Loss of the privilege to go on any future school trips.

FIGHTING

Fighting will not be tolerated at Guthrie Schools due to a chance of injury and/or property damage. Fighting is defined as any situation in which one student makes aggressive contact in any manner on another student. Disciplinary action will be taken by the administrator if either persons involved fit the above definition. Infractions may be handled in the following manner for all students involved. If a student participates and/or is responsible for inciting, instigating, or encouraging a fight, the following will apply:

- 1st Offense - Suspension from school for five (5) days.
- 2nd Offense - Suspension from school for ten (10) days.
- 3rd Offense - Suspension from school for the remainder of the semester.

FINANCIAL OBLIGATIONS

It is the policy of the Guthrie Public Schools to not charge fees for classes. However, students may be expected to pay for special projects, materials, and activities (i.e. Art, Science, AP English, elective classes, etc.)

FIRE, TORNADO, INTRUDER & LOCKDOWN DRILLS

- ~~Fire~~—The alert for fire will be a series of short bells.
- ~~Tornado~~—The alert will be a continuous long ringing of bell.
- ~~Periodically, drills will be held. Detailed instructions will be published and posted for all buildings.~~

All drills will be conducted in accordance with state law and reported to the appropriate reporting agency on a yearly basis.

FIREWORKS

Fireworks are not permitted while attending school, on school premises, or at school sponsored activities. Any student in violation of said policy will face immediate disciplinary actions.

FOOD AND BEVERAGES

No food or beverages, except sack lunches in sacks or lunch boxes, will be allowed in the building except in the cafeteria. No glass containers, please.

GANG CODE / NON-SCHOOL SANCTIONED ORGANIZATIONS

The following are prohibited at Guthrie Public Schools during the school day and at all school events (home and away):

1. Possession, wearing, use, distribution or displaying of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, an organization that is not sanctioned (approved of) by the school administration or a gang.
2. Wearing pants below the waistline (sagging and bagging).
3. Wearing of headgear that would associate a student with an organization that is not sanctioned by the school. This includes caps, bandannas, handkerchiefs, shoestrings or any other associated with gang-related behavior.

4. Participating in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, signs, etc., that may indicate an affiliation with, or membership in, an unsponsored, unacknowledged organization.
5. Participating in any act that may further the interest of such an organization, including, but not limited to, membership, writing or inscribing graffiti, messages, symbols or signs on school property.

Violation of this policy will result in disciplinary actions up to and including the suspension for the current semester and the following semester and filing of criminal charges, depending on the severity of the infraction.

GRADING SYSTEM

Report cards will be given to the students the week following each nine weeks period. The final report card in May will be mailed home. The report cards contain an academic grade, attendance record, and teacher comments. Please check each area carefully to determine progress.

100-90	A
89-80	B
79-70	C
69-60	D
59 or below	F

Incomplete grades must be made up within two (2) weeks or convert to an F.

HALL CONDUCT

Since everyone uses the halls, there are some basic rules to be observed:

- Walk, do not run.
- Keep to the right.
- Do not block the halls by standing in groups.
- Avoid yelling and horseplay.
- Do not slam or kick lockers.
- Help keep the halls clean.

HALL PASSES

Students are not permitted in the halls during class periods unless a teacher accompanies them or have a hall pass from an authorized staff member. The pass must have your name, date, destination, time, and signature of a staff member on it. Any student in the halls without a pass during class time will be given detention.

HEALTH & MEDICATION

If a student is injured or becomes ill at school, he/she should report to the "A" Floor Office, and a parent/ guardian will be notified.

It is the policy of the Guthrie Public Schools that NO drugs or medication of any kind (including aspirin and similar products), except those prescribed by a physician, will be given to a pupil by school employees.

ILLNESS AND MEDICATION - We request that you adjust your child's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to use medication during the school day, the following procedure will be followed:

All medication is to be brought to the school secretary upon arrival and appropriately labeled by the pharmacy or physician as to the name of the medication, dosage instructions, doctor's name and prescription date. A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary. The Medication Authorization form is available on the District's website in the Parent Backpack or at the school's office.

Confirmed asthmatic patients with a note from the physician may keep their inhalers with them.

If you do not wish to send a large bottle of expensive medication to school, we suggest that you ask your pharmacist to label an additional container for use at school.

NON-PRESCRIPTION MEDICATION (for example, aspirin, stomach remedies, ointment, cold tablets or similar drugs) is not given without prior written permission of the physician. Medication must be in the original bottle (with the identification of the medication and dosage instructions) and a note signed and dated by the parent giving the child's name, medication, dosage instructions, and other necessary instructions must accompany the medication.

A log of the student's medication will be kept at the school office.

HOMEBOUND POLICY

Teachers are responsible for assigning adequate homework for their respective subjects. It is the student's responsibility to acquire the assignment and make up any work that is missed.

IMMUNIZATION

Oklahoma State Health Department requires all students to be immunized. The Guthrie Public Schools, in accordance with these laws, requires every student enrolling have proof of immunization.

State requirements are as follows:

Five (5) DPT/DTaP/Td/Tdap	Two (2) MMR
One (1) Tdap Booster	Two (2) Hepatitis A
Four (4) Polio	One (1) Varicella
Three (3) Hepatitis B	

Students will not be allowed to enroll without necessary immunizations. Should the Oklahoma State Department of Health change these requirements, their guidelines will supersede this list.

Free Clinics

Many insurance companies will pay for the required immunizations. If not covered by your insurance, there are free clinics available.

<u>Site</u>	<u>Hours</u>
Logan County Health Department	Daily ---- Monday thru Friday

215 Fairgrounds Road
Guthrie, OK 73044
405-282-3485

8:00 a.m. – 11:00 a.m. and
1:00 p.m. – 4:00 p.m.

IN-SCHOOL SUPERVISION

In-school supervision will be used as an alternative to home suspension unless a student commits a serious violation (i.e., fighting, assault/verbal assault on school personnel, weapons violation, drug violation, etc.).

While serving in In-School Supervision (ISS), a student may not attend or take part in any school activity, including practice. A student is considered placed in ISS once the actual placement begins.

All ISS assignments must be completed in a satisfactory manner and cleared by the ISS instructor before the student will be allowed to return to the regular classroom

INSURANCE

Insurance is required for all student athletes, agricultural education students, industrial arts students, and vocational carpentry students before they take part in any practice, scheduled contest, or class. Students already covered by a family insurance policy may have a parent sign a waiver to this requirement. **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE SETTLEMENT OF CLAIMS.** *The school must have proof of insurance by the start of the eighth day of class or the student will be dropped from that class and assigned another class/subject. NO EXCEPTIONS!*

INTIMIDATION / HARASSMENT (No-Bully Law)

Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school, school activities, and other extra-curricular activities.

- 1st Offense: Parent conference/phone contact and suspension from school for three (3) days.
- 2nd Offense: Parent conference/phone contact and suspension from school for five (5) days.
- 3rd Offense: Suspension for the remainder of the semester and the following semester.

LEWD AND/OR IMMORAL BEHAVIOR

Immoral and/or lewd behavior will not be tolerated. Infractions will result in administrative disciplinary action.

Examples of inappropriate behavior are, but are not limited to:

1. Writings
2. Drawings
3. Pictures
4. Magazine
5. Internet / Computer / System Peripherals

LOCKERS

Lockers are provided and assigned by the school for your use and convenience. Listed are some tips and suggestions which may assist you in the proper use of the lockers.

- Once you have been assigned a locker, you should not change lockers without proper approval through one of the administrators in the office.
- Make sure you tag, label, or mark all your personal items.
- Clean, arrange, and organize your locker at least once during the week. Most locker confusion is caused by an accumulation of unnecessary debris.
- Do not leave coats, shoes, or other clothing at school and then bring more from home.
- Do not bring valuable items to school. Even though you may believe they will be safe in your locker, they will be safer at home!
- Lockers are to be utilized for items you must have and will use during your classes. Items that do not positively contribute to the accomplishment of this goal should remain at home.
- Keep your locker locked and your combination a secret!!!

Pursuant to Title 70 O.S. 1987 § 24-102, students have no reasonable expectation for privacy rights from school officials in regard to school lockers, desks, and/or other school property.

LOST AND FOUND

Check in the “B” floor office for lost articles before and after school. Please!!!! Remember to label all your personal items.

LUNCH ROOM OFFENSES

Cutting in line, leaving a tray or dirty table, not following instructions of a staff member, and other minor offenses during lunch will result in lunch detentions per offense. Major infractions will be handled as outlined elsewhere in this handbook.

MAKE UP WORK

Students, upon returning from an absence, will have one day for each day missed to make up work. Major assignments that were assigned earlier in the semester will be due on the designated day whether the student is in attendance or not. **IT IS THE RESPONSIBILITY OF EACH STUDENT TO MAKE ARRANGEMENTS FOR MAKE UP WORK.**

NATIONAL HONOR SOCIETY / NATIONAL JUNIOR HONOR SOCIETY

To be a member of National Honor Society, a student's grade point average must be 3.5 or higher on a 4.0 scale. For High School NHS, averages are based on all grades received including those during the freshman year. High School eligibility begins the sophomore year (as per National Honor Society guidelines). Junior High eligibility is based upon grades beginning the first semester of Junior High. All students are expected to meet other criteria, such as leadership, service, and character.

OKLAHOMA STATE HONOR SOCIETY

The top ten percent of the High School student body is eligible for membership in the Oklahoma State Honor Society. Averages are based on all grades received; eligibility begins with the freshman year. Junior High membership is based on the State Regents Test scores.

OKLAHOMA STATUTES

Action(s) defined as crimes under OKLAHOMA STATUTES will result in suspension if the student commits the acts while in attendance at school, enroute to/from school, on school premises, or at school sponsored activities. Students may also be suspended with said suspension for the remainder of the semester and for the following semester on the first offense for the following:

1. Assault and battery of a school official.
2. Possession of a dangerous weapon or facsimile (with or without intent to do bodily harm).

For example:

- a. Knives
 - b. Firearms and/or facsimiles (i.e. including cap guns)
 - c. Explosives
 - d. Metal objects (chains, brass knuckles, etc.)
 - e. Clubs
 - f. Sharp or pointed instruments
3. Participation in an illegal demonstration on school property.

Students will be suspended for three (3) to five (5) days for the first offense and may be suspended from school for the remainder of the semester and for the following semester on the second offense for the following:

1. Verbal assault of a school official.
2. Defying a school official.
3. Inciting a fight.
4. Failure to identify oneself
5. Failure to comply with the request of a school official.

PLANBOOK.COM

Planbook.com is used by each teacher to enter lesson plans on a weekly basis. Students and parents have access to the lesson plans via www.planbook.com and selecting the “Student View” tab located next to the login button. Teacher email and student key (used for login) will be produced by each individual teacher and given to each student in class. Access is also obtained through teacher webpages.

PLEDGE OF ALLEGIANCE / NATIONAL ANTHEM

The Pledge of Allegiance and the National Anthem of the United States of America will be given at various times during the school year. It is the student's right not to participate, but the student **MUST** remain quiet, attentive, and respectful to the rights of others during the ceremony.

PRE-AP (HONORS) COURSES

Honors courses are offered in the subject areas of Math, Science, **Language Arts, and Geography** for 7th grade and Science, **Language Arts** and History for 8th grade at Guthrie Junior High. These

courses have been designed to meet the needs of the advanced student who wishes to pursue college level studies. ~~Student and parent attendance at the site Pre-AP meeting is strongly encouraged to ensure placement.~~ Completion of the course contract is required for enrollment.

PROFANITY

Profanity and/or obscene gestures will not be tolerated enroute to or from school, while attending school, on or in school premises, or at school sponsored activities. The first offense will result in five (5) detentions; the second, three (3) days ISS; and the third infraction will result in administrative disciplinary action. However, if the profanity is directed toward a staff member, it will be treated as a verbal assault.

PROFICIENCY BASED PROMOTION

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at 90% or higher on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency based promotion.

Upon request of a student, parent or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in 70.S 11-103.6.

Proficiency will be demonstrated by testing with the Oklahoma Proficiency Tests by Riverside or with district approved, teacher-made criterion-referenced tests. In addition, a performance demonstration will be required in language arts, foreign language, and the arts. Lab sciences at the high school will require performance of relevant laboratory techniques.

Core areas are as follows:

- Social Studies
- Language Arts
- Mathematics
- Science
- Languages
- The Arts

More details can be obtained from the district policy on Proficiency-Based Promotion or from the site principal.

PUBLIC DISPLAY OF AFFECTION

It is assumed that all students have sufficient personal pride and respect. The school halls and campus are public places; therefore, it is expected that students will use discretion in relationships. (This discretion will be limited to hand holding.) Students who persist in other practices will be referred to the counselor, and if necessary, the parents will be called for a conference or other disciplinary action will be taken.

RACIAL SLURS

It makes no difference if the racial slurs are in jest or in earnest. "Flag words" are also considered racial slurs.

- | | |
|--------------|--------------------------|
| 1st Offense: | Three (3) day suspension |
| 2nd Offense: | Five (5) day suspension |

3rd Offense: Five (5) day to one (1) year suspension.

RESTRICTED AREAS

A.M.

- Upon arrival to school, students are to remain outside, in front of the building. Students are to remain behind the blue lines on the front sidewalk and between the buildings and the trees. Students must stay away from the curb line for safety reasons.
- Students may play basketball or four squares in the morning. Please do not stand and talk on the basketball court while others are playing.
- Students are not permitted to be in the alley (behind the school) at any time during the school day.
- Students are not permitted to stand between the main building and the gym at the “A” floor level at any time during the school day.

Lunch

- After eating lunch, the students will move outside. All students must remain between the basketball court and the front of the gym steps.
- Students may play basketball or four squares during lunch. Please do not stand and talk on the basketball court while others are playing.

P.M.

- Students are to board the buses immediately after school. The buses leave the Junior High every day at 3:20 p.m.
- Students walking home need to leave the campus immediately after school. All students must be off campus by 3:30 p.m. No loitering on campus after school.

PROCEDURES AND RESPONSIBILITIES FOR STUDENTS IN SPECIAL AREAS

In order for students to function cooperatively, some basic procedures are needed in particular areas such as: in the cafeteria, at the lockers, in the media center, in the use of school facilities, materials, and restricted areas.

Bicycles & Skateboards

- Bikes should be parked in the bike area when school begins each day, and they should remain parked until school is dismissed. We recommend you buy a lock. We cannot assume responsibility for bicycles.
- Bike riding is appropriate for the street but not for the sidewalks surrounding the school.
- Please walk your bike so others will not be injured as they use the walks.
- Students should not congregate around the bike area. Bike riders only should use the parking space. After a bike is parked and secured, go directly to the appropriate area.
- Skateboards are not allowed at school or on school property at any time. These items will be confiscated and returned at the end of the school year unless a parent comes to the

school to pick up the item during regular school hours. Repeat offenses of this policy will result in suspension and other disciplinary actions.

Media Center

The librarian is available to all students and will assist students as they make use of the many books that are available for studying and for recreational use. The following guidelines are important for each student to know and to follow:

- Hours: 8:10 a.m. to 3:30 p.m.
- Books circulate for two-weeks unless they are needed for a special class assignment. Some materials will be put on reserve and checked out overnight only.
- All materials have the due date stamped on them. It is the student's responsibility to return borrowed materials on the date due.
- All book fines must be cleared in order to receive your report cards.
- You assume responsibility for books or any library materials when you check them from the media center. Books or materials that may be lost, stolen, or damaged will be your responsibility since you are given the privilege of borrowing materials.
- The media center is a place to study, read, and do research, so appropriate behavior is necessary. It should be semi-quiet and should not be used as a place of visitation.

Cafeteria and Lunch

- Students may choose to purchase a lunch or bring a lunch from home.
- The cafeteria offers two (2) choices: fast food line and plate lunch. A student is expected to eat in the cafeteria. Milk may be purchased in the cafeteria. Neither food nor drinks are to be taken from the cafeteria.
- Free or reduced rate lunches are available for those who qualify. If you would like to apply, please come by the office for an application.
- The following procedures will assist students in making lunch a more pleasant experience for all concerned.
 - Eating areas should be left as clean as possible. Nothing should be left on the tables. All refuse, paper, etc. should be placed in the trash as you empty and return your tray and eating utensils.
 - All lunches are to be eaten in the cafeteria and nothing is to be taken from the cafeteria to be eaten later. Milk may be purchased if you bring your lunch from home.
 - Saving seats is not appropriate. The first person who arrives should have the seat.
 - Do not break into the lunch line. Take your turn and do not save places in line. This is unfair to those behind you.
- Please practice your good manners and be considerate of others.

SATURDAY / WEDNESDAY SCHOOL

Saturday /Wednesday School, if available, will be used as an alternative consequence for students who are in violation of school policy. Failure to serve Saturday/Wednesday School assignment will result in out of school suspension.

Wednesday School will occur for one hour immediately following the school day (3:20-4:20).

SCHOOL ACTIVITIES

Students who misbehave (i.e., run, roam, harass, fail to cooperate with school officials) at school activities will be dismissed from the activity without a refund and can face additional administrative action.

SEXUAL HARASSMENT

Sexual harassment is any type of verbal/physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand/body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers a wide range/degree of offenses, the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester.

SOLICITING

No soliciting or selling may be done in the school without approval of the building principal. Only fundraising activities approved by the Board of Education are allowed.

STUDENT CONDUCT

Each student is expected to behave in a manner which will add to the educational atmosphere at Guthrie Public Schools, and anything that detracts from the spirit of dignity at our school will be subject to disciplinary action. Students have the responsibility to know and respect the rules and regulations of the school.

We desire that all students accept the responsibility of self discipline. Students are to conduct themselves as young ladies and gentlemen at all times (i.e. halls, cafeteria, classrooms, assemblies, and extra-curricular activities). When a student demonstrates that he/she cannot conduct themselves in a positive manner and infringes upon the rights of others to enjoy the freedom of self discipline, he/she must face the consequences of disciplinary action.

The responsibility and authority for classroom management rests solely with the teacher. Any classroom rules, which are fair and enhance the educational process, will be upheld. If problems persist to a degree that the classroom rules are being repeatedly ignored, a referral may be made to the discipline principal where appropriate action will be taken.

When students enroll in classes, the following obligations are assumed:

- To be present and on time each school day. (Attendance is a vital part of academic progress.)
- To be in the properly assigned area BEFORE the last class bell rings.
- To complete each assignment on time.
- To give complete attention in class.
- To participate in all class activities.
- To be respectful and cooperative.
- To bring the necessary equipment to participate.

Defiance of teacher authority will result in appropriate disciplinary action.

STUDENT SEARCH

School personnel have the authority to detain and search or authorize the search of any student upon suspicion that the student is in violation of district policy.

STUDENT WELFARE / CHILD ABUSE

Employees of the Guthrie Public Schools are required by law to report suspected child abuse victims to the Department of Human Services. In suspected cases of physical and sexual abuse, local authorities may question the victim at the school site without the principal obtaining permission from the victim's parent/guardian.

SUBSTITUTE POLICY

Since our school is judged by the way we act in class, substitutes can either take a positive or negative impression of our school with them when they leave. You are expected to conduct yourself as a host to these substitute teachers and show them the same respect expected of your regular teachers. Failure to comply with school rules while under the direct supervision of a substitute will result in immediate administrative disciplinary action.

SUSPENSIONS

It is the philosophy of the Guthrie Public Schools that no student be permanently suspended from school unless every means has been exhausted in trying to teach the student respect for policies and guidelines of the school.

However, when it is evident that a student has no interest in education, is a behavior problem, or is a chronic truant, the Administration must take action in suspending said student in the best interest of the school as a whole.

Any student who has accumulated in excess of three (3) suspensions for attendance or disciplinary action may be suspended for the remainder of the semester, for the following semester, or longer if allowed by law in extreme cases.

While serving a suspension, a student will not be allowed on campus or to attend or participate in any school sponsored activity. If this policy is violated, a suspension of three days, the remainder of the current semester and/or the following semester will be added to the current suspension.

While suspended or in "In School Supervision" (ISS), a student may not attend or take part in any school activity, including extracurricular practices.

A student will not be allowed to participate in any school activity during the time of a suspension and until the day following the last day of the suspension.

TARDIES

Punctuality is an important part of maturity and reflects an attitude of courtesy toward others (oversleeping and missing the bus are examples of unacceptable reasons for being tardy to school). A student will be considered tardy if he or she is not in his or her properly assigned area when the class bell rings.

Tardiness to classes is not acceptable; however, there are times when it will occur. After ten (10) minutes the tardy will be counted as an absence.

Each teacher will keep a log for each semester of student tardies per class period. After the first tardy, the teacher will email administration and amount of tardies for student. The teachers will discuss in their daily team meeting which students on their team have a tardiness problem. Administration will contact parents and follow discipline plan.

At that time, the following disciplinary actions will be taken:

- First offense: Warning by teacher
- Second offense: 1 Day Lunch Detention
- Third Offense: Wednesday School
- Fourth Offense: 1 Week Lunch Detention
- Fifth Offense: 3 Days ISS

If a student continues to be tardy after 5 tardies, out of school suspension will occur.

THREE tardies equals one unexcused absence.

TELEPHONE

The telephone is available for “EMERGENCY USE ONLY.” Students should not rely on using the school phone for making plans that can be arranged before or after school.

Basic phone procedures are:

- Student phone calls should be made in the “B” floor office.
- Students will be required to sign a daily log sheet when making telephone calls at school.
- You must have permission from your teacher and a hall pass to use the phone during school hours.
- DO NOT PLAN to make your personal after-school arrangements on the phone at school. Make pre-arrangements for after-school activities when transportation or other considerations will be necessary. Students should communicate with friends at home and only unusual situations should require “last minute” planning by phone.
- Calls are to be limited to two (2) minutes.
- If someone should call for you at school, you will not be brought from class to answer the phone. The person may leave a message, and the message will be delivered to you.

TEXTBOOKS

Textbooks will be issued through the teacher in your different classes. Textbooks are provided to the school through state funding, which means books must be utilized by the school for multiple years; therefore, it is your responsibility to treat books with care. Once you have been given books to use, you will be responsible for the books assigned specifically to you until you complete the school term or until you withdraw from school. A textbook which may be lost or damaged will be your responsibility. You must take care of replacement or damage costs before you receive your final grades. The school may hold grades and records if fines or replacement costs are not resolved.

THEFT

Theft will not be tolerated. Replacement and/or reimbursement will result as well as Administrative disciplinary action.

- 1st Offense: Parent conference and suspension from school for three (3) days.

- 2nd Offense: Parent conference and suspension from school for five (5) days.
3rd Offense: Suspension for the remainder of the semester and for the following semester.

THROWING OBJECTS

Due to the obvious danger, throwing of any objects will not be tolerated. If an item is thrown that could cause damage or injury, the penalty will be the same as fighting (the exception is if a serious injury is caused then the student may be suspended for the remainder of the semester and/or for the following semester.)

TITLE IX

The Guthrie Public School system hereby agrees that it will comply with Title IX of the Educational Amendments of 1972 which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The School District is an equal opportunity employer.

It is, therefore, the policy of the Guthrie Independent School District No. I-1, Logan County, to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Title IX Coordinator, Guthrie Public School Administration Building, 802 East Vilas, Guthrie, Oklahoma, 73044; telephone (405) 282-8900.

TOBACCO

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco), including paraphernalia, in any form, by students while attending school, in/on school premises, and at school sponsored activities is prohibited. Any student in violation of said policy will face immediate disciplinary action:

- 1st Offense: Parent conference/phone contact and suspension from school for five (5) days.
2nd Offense: Parent conference/phone contact and suspension from school for ten (10) days.
3rd Offense: Suspension for the remainder of the semester, or suspension for the remainder of the school year.

TRANSPORTATION

Registration of Riders

Each student must be registered as a bus rider before they can ride the school bus. The GPS Transportation Department Student Bus Rider Registration Form is available at the Transportation Office and on the school website (<http://www.guthrie.k12.ok.us>). Proof of residency is required, see the "Parent's Backpack" on the website for more information. Parents

must complete this form and return it to the transportation office. Once the form is entered the students will be issued a bus rider pass. They will need the bus pass to board the bus.

Transportation Transfers and Students Not Riding

In order to provide the safest possible care for your students while they ride the bus, and to control the number of students riding any given bus, students will ride only their assigned bus. Students who live in town are in the “no ride zone” and are not assigned to any bus; therefore in-town students may not ride a school bus to another person’s address. Students will also get on and off the bus only at their assigned stop. Students are not permitted to ride home to a friend or other students home.

If a student does not ride for **two** (2) consecutive days, the bus will not return or stop until you notify the Transportation Office (405-282-5919) that the student will again be riding.

TRUANCY

Any student is considered truant when absent from the school grounds without approval of the school and the permission of the parent or guardian. A student who fails to report to class or check out when leaving school anytime during the school day is subject to discipline for truancy.

TRUANCY LAW

Parents can be fined if they allow students to remain absent from school. Under the State Truancy Law, the district must report truancy to the District Attorney. Penalties may be assessed by the Logan County District Court.

UNWRITTEN REGULATIONS

Each year, there are a few things including some “fads” that appear on our campus. We are not listing any of these, nor are we making a regulation to cover all of the problems that may arise. When a fad begins on the campus and a “nuisance” develops, we shall immediately eliminate the nuisance.

VANDALISM AND OTHER OFFENSES

Any student committing an act of vandalism, theft, gambling or forgery is subject to suspension. Damaged or stolen school property must be paid for or replaced by the offending student. The use or possession of stink bombs and/or any other object that would be detrimental to the educational process or that might disrupt any event, class, etc., will also be considered vandalism. Offenses of the above may result in more severe penalties of suspension. Suspensions may range from ten (10) days to the remainder of the semester and the following semester, and/or appropriate Civil Action.

VENDING MACHINES

Vending machines are provided for your convenience. They are to be used **only at the appropriate times and not during class time**.

VISITORS (All visitors must report to the office)

We cannot accommodate student visitors during the school day. Parents are always welcome to visit the school but are asked to check in at the “B” floor office first. Parents, if you need to talk with your child, stop by the “B” floor office for a visitor’s pass.

WEAPONS

Students should not bring any type of instrument to school that is likely to be used as a weapon or tool which could be used to deface or vandalize school property. The following instruments may be considered weapons:

1. Knives
2. Firearms and/or facsimiles (including cap guns, etc.)
3. Explosives and/or facsimiles
4. Metal Objects (chains, brass knuckles, etc.)
5. Clubs
6. Sharp or pointed instruments
7. Stun guns
8. Chemical sprays

Violations of this policy will result in administrative action. See Oklahoma Statutes section. Students may be suspended for up to one (1) calendar year for violation of this policy.

WEATHER

In the event school is closed or starting late because of inclement weather, parents are asked to listen to local radio and television stations. When possible, the District's website will also be updated to include the newest information.

If weather conditions deteriorate during the school day and it becomes necessary to dismiss school early, the Superintendent will notify the local radio and television stations. When possible, the update will also be included on the District's website. Please remember not to phone the school to ask about closing or dismissal information. This will keep our telephone lines open in case of an emergency.

WIRELESS COMMUNICATION & ELECTRONIC DEVICES

Students may possess a cellular telephone while on school premises and while in transit under the authority of the school. The term "cell phone" includes but is not limited to cellular phones, mobile phones, VoIP, iphones, smart phones, internet phones or similar devices. Students will keep cellular telephones turned off and out of sight during class time and during all school or school related activities. During these times students shall be restricted from text or picture messaging, calling electronic mailing, instant messaging, uploading, downloading, gaming, web-surfing, accessing social networking sites, or using any features or applications installed on communication devices. Students may only use cellular telephones before and after school and at lunch or during break periods. Likewise, students may have pagers and cellular telephones while attending a function sponsored or authorized by the school, subject to the same restrictions applicable to instructional periods.

Telecommunication devices shall be turned off and out-of-sight in locations deemed "private areas." "Private areas" include but are not limited to restrooms, changing rooms, and locker

rooms or similar areas. The use of audio/video recording and camera features is strictly prohibited in these areas. A student who witnesses a cell phone or other telecommunication device out in a “private area” shall immediately report this behavior to a teacher or administrator.

The district has adopted policies regarding appropriate contact between staff and students via telecommunication devices and social networking sites. These policies are found at *Wireless Telecommunication Devices (Employees)*. Students shall only engage in approved and authorized contact with school employees and shall report any inappropriate contact immediately.

Students found to be using any electronic communications device for any illegal purpose, in a manner volatile of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations, or to harass or intimidate students or staff members shall be subject to discipline and the device shall be confiscated and not returned until a parent conference has been held. Using a phone for harassment purposes includes using a phone’s features such as text or picture messaging, internet uploading and downloading, camera, and/or audio/visual recording features. Acts such as “upskirting” or “downblousing” are prohibited and are considered harassment of an individual. Students violating this policy will not be allowed to carry any personal communication device following the incident unless a genuine health emergency exists, and may also be subject to other disciplinary action.

WARNING:

The taking, dissemination, transferring, or sharing of obscene, pornographic, lewd, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, and other modes of electronic communication) may constitute a CRIME under state and/or federal law. Any person taking, dissemination, transferring, or sharing obscene, pornographic, lewd or otherwise illegal images or photographs will be reported to law enforcement and/or other appropriate state or federal agencies, which may result in arrest, criminal prosecution, and inclusion on sexual offender registries.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from Guthrie Public Schools during the term, he/she must report to the registrar in the morning of the day he/she leaves to begin formal withdrawal from school. Students will not be withdrawn until the parent or guardian has made contact.

WHEN WITHDRAWING FROM SCHOOL, PLEASE ADHERE TO THE FOLLOWING PROCEDURE TO LEAVE GUTHRIE PUBLIC SCHOOLS WITH A CLEAR RECORD:

1. Arrange a conference with the counselor to explain the reason for withdrawal, leave a forwarding address, and secure a permit to withdraw from the appropriate office.
2. Secure teacher signatures on the withdrawal permit and return textbooks to those teachers. The locker should also be cleaned out.
3. Leave the signed withdrawal form in the office with the registrar showing a clear record.
4. A transcript of the student's work will be forwarded, upon request, to the new school.

ASBESTOS MANAGEMENT PLAN

In Accordance with Federal law, Guthrie Public Schools has been inspected and approved for asbestos management.

Asbestos plans are available for viewing during regular school hours Monday-Friday by contacting Jerry Gammill at the Maintenance Department located at 200 Crooks Drive, Bldg #4, Guthrie, OK 73044.

DISCLAIMER

The preceding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence. The Guthrie Public School Policy Manual will also be used in regard to school-student relationships. A copy of this policy can be viewed at Guthrie High School, Guthrie Junior High, or the Guthrie Public Schools Administration Building.

**GUTHRIE JUNIOR HIGH SCHOOL
PARENT AND STUDENT HANDBOOK**

Dear Student:

This handbook has been prepared for your information, and to assist you with the expectations, responsibilities, guidelines, and procedures necessary in becoming the best junior high student you can be. We hope you will use the book and become familiar with its contents. If each of our students will accept the responsibility of developing to their fullest potential, our school, our students, the parents and our community will have much of which to be proud.

Respectfully,

Robbie Rainwater
Principal

PLEASE SIGN AND RETURN THIS TO YOUR FIRST HOUR TEACHER.

I have received and read my Guthrie Junior High School Handbook for the 2016-17 school year. I understand the rules and will make every effort to abide by them.

Student Signature

Parent/Guardian Signature



GUTHRIE HIGH SCHOOL

200 North Crooks Drive

Home of the Bluejays



~~2015-2017~~ **2016-2017** Student/Parent Handbook

ADMINISTRATION
BOARD OF EDUCATION

Jennifer Bennett-Johnson
Gail Davis
Terry Pennington
Janna Pierson
Travis Sallee
Tina Smedley
E. Sharon Watts

DISTRICT OFFICES: 282-8900

Dr. Mike Simpson, Superintendent of Schools
Mr. Dennis Schulz, Assistant Superintendent
Mr. Doug Ogle, Executive Director of Personnel/Secondary Education
Ms. Carmen Walters , Director of Federal Programs/Elementary Education

HIGH SCHOOL OFFICES

South Office (Main Office)	282-5906
North Office (Attendance)	282-5913
Chris LeGrande, Principal	282-5906
Bret Stone, Assistant Principal	282-5906
Dusty Throckmorton, Assistant Principal	282-5913
Pat Hughes, Director of Alternative Education	282-5941
Kristi Blakemore, Freshman Counselor	282-5913
Annie Chadd, Senior Counselor	282-5913
Maggie Wade, Junior Counselor	282-5913
Jon Chappell, Athletic Director	282-5906

GUTHRIE PUBLIC SCHOOLS' MISSION STATEMENT

It is the mission of the Guthrie Public Schools to empower all students with the tools necessary to become productive members of society through a cooperative effort between student, home, school, and community.

EXIT OUTCOMES (Our Vision for a Well Educated Student)

Our students will-

- have positive self-esteem
- have a strong knowledge base
- show concern for the welfare of others
 - be self-directed, lifelong learners
 - productive members of society
- be effective communicators and creative and complex thinkers
 - be problem solvers
- be cooperative learners and workers

GUTHRIE HIGH SCHOOL
2015 2016-2017 STUDENT – PARENT HANDBOOK

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SCHOOL INFORMATION

CLASS: 5-A
CONFERENCE: Suburban
NICKNAME: Bluejays
COLORS: Royal Blue & White
LOCATION: 200 Crooks Drive
 Guthrie, OK 73044
WEBSITE: www.guthrie.k12.ok.us

PHONE NUMBERS

Attendance (North) Office 282-5913
Transcripts & Records Office 282-5913
Discipline (Main) Office 282-5906
Main Office (Fax) 282-5909
Records/Registrar (Fax) 282-8823

**GUTHRIE HIGH SCHOOL
BELL SCHEDULE**

Grades 9-12

A Lunch

8:15	-	9:05	First Hour
9:10	-	10:00	Second Hour
10:05	-	11:00	Third Hour
11:05	-	11:55	Fourth Hour
12:00	-	12:25	Lunch
12:30	-	1:20	Fifth Hour
1:25	-	2:15	Sixth Hour
2:20	-	3:10	Seventh Hour

Grades 9-12

B Lunch

8:15	-	9:05	First Hour
9:10	-	10:00	Second Hour
10:05	-	11:00	Third Hour
11:05	-	11:55	Fourth Hour
12:00	-	12:50	Fifth Hour
12:55	-	1:20	Lunch
1:25	-	2:15	Sixth Hour
2:20	-	3:10	Seventh Hour

**GUTHRIE HIGH SCHOOL
ASSEMBLY/ADVISORY BELL SCHEDULE****AM ASSEMBLY**Grades 9-12 – **A Lunch**

8:15	-	9:00	First Hour
9:05	-	9:40	Assembly/Advisory
9:45	-	10:30	Second Hour
10:35	-	11:20	Third Hour
11:25	-	12:10	Fourth Hour
12:15	-	12:40	A Lunch
12:45	-	1:30	Fifth Hour
1:35	-	2:20	Sixth Hour
2:25	-	3:10	Seventh Hour

AM ASSEMBLY SCHEDULEGrades 9-12 – **B Lunch**

8:15	-	9:00	First Hour
9:05	-	9:40	Assembly/Advisory
9:45	-	10:30	Second Hour
10:35	-	11:20	Third Hour
11:25	-	12:10	Fourth Hour
12:15	-	1:00	Fifth Hour
1:05	-	1:30	B Lunch
1:35	-	2:20	Sixth Hour
2:25	-	3:10	Seventh Hour

PM ASSEMBLY SCHEDULEGrades 9-12 – **A Lunch**

8:15	-	9:00	First Hour
9:05	-	9:50	Second Hour
9:55	-	10:40	Third Hour
10:45	-	11:30	Fourth Hour
11:35	-	12:00	A Lunch
12:05	-	12:50	Fifth Hour
12:55	-	1:40	Sixth Hour
1:45	-	2:20	Assembly/Advisory
2:25	-	3:10	Seventh Hour

PM ASSEMBLYGrades 9-12 – **B Lunch**

8:15	-	9:00	First Hour
9:05	-	9:50	Second Hour
9:55	-	10:40	Third Hour
10:45	-	11:30	Fourth Hour
11:35	-	12:20	Fifth Hour
12:25	-	12:50	B Lunch
12:55	-	1:40	Sixth Hour
1:45	-	2:20	Assembly/Advisory
2:25	-	3:10	Seventh Hour

PARENT-TEACHER CONFERENCES

Oct 18 and 27	4 - 7 p.m.	Cafeteria
March 7 and 9	4 - 7 p.m.	Cafeteria

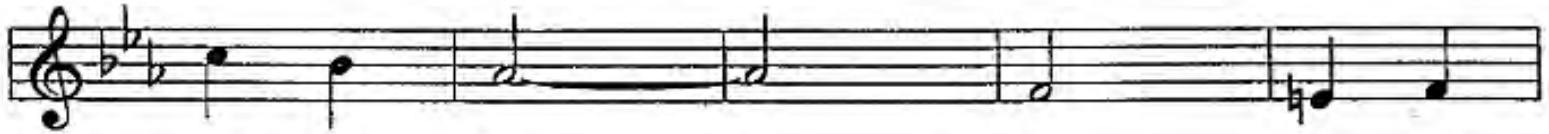
SCHOOL SONG

*Oh, GHS, you are the one that we love best,
 Our Royal Blue is all that's good and true,
 So let us fling our colors high-
 The victory depends on you,
 In the halls of fame, we'll write your name
 For the loyal, Royal Blue!*

Oh G.H.S.



Oh, G. H. S. ————— you are the one that



we love best. ————— Our roy - al



blue ————— is all that's good and true.



So let us fling our col - ors high. —————



The vic - to - ry de - pends on you. ————— In the



halls of fame we'll write your name for the



loy - al roy - al blue. —————

Guthrie High School Parent-Student-Teacher Compact

We at Guthrie High School are committed to providing the best education possible for each of our students. It is our goal to give every child the opportunity to reach his/her full potential in intellectual, emotional and physical growth. We know that learning can take place if there is a combination of effort, interest, and motivation on the part of the school, the home, and the community working together toward that end. This compact is a voluntary agreement and a promise of commitment to help _____ progress in school, promoting his/her achievement. We believe that this agreement can be fulfilled through our team effort.

AS A STUDENT I AGREE TO:

- Come to school ready to learn and work hard. Bring necessary materials, completed assignments and homework.
- Know and follow the school and class rules. Communicate regularly with my parents and teachers about my school experiences so that they can help me be successful in school.

- Respect the school, classmates, staff and families.

AS A PARENT I AGREE TO:

- Provide a quiet time and place for homework and monitor TV viewing.
- Ensure that my child attends school every day, gets adequate sleep, regular medical attention and proper nutrition.
- Regularly monitor my child's progress in school.
- Participate at school in activities such as school decision making, volunteering and/or attending parent/teacher conferences.
- Communicate the importance of education and learning to my child.
- Respect the school, staff, students & families.

AS A TEACHER I AGREE TO:

- Teach classes through interesting and challenging lessons that promote student achievement.
- Endeavor to motivate my students to learn.
- Have high expectations and help every child to develop a love of learning.
- Communicate regularly with families about student progress.
- Provide a warm, safe, and caring learning environment.
- Provide meaningful assignments to reinforce and extend learning.
- Participate in professional development opportunities that improve teaching and learning and support the formation of partnerships with families and the community.
- Actively participate in collaborative decision making and consistently work with families and my school colleagues to make schools accessible and welcoming places for families which help each student achieve the school's high academic standards.

AS A TEAM, WE CAN WORK TOGETHER TO CARRY THIS OUT!

ACTIVITIES / SPORTS

Numerous extracurricular activities are offered at Guthrie High School.

Requirements for membership in these organizations can be obtained from the sponsors/coaches. Students are encouraged to participate in activities in which they can excel because of special interests, talent, and/or ability.

The maximum number of absences for activities, whether sponsored by the school or an outside agency/organization, which removes the student from the classroom shall be ten (10) for any one class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which students must earn the right to compete. Students participating in school activities will not be allowed to participate in these activities after missing class, or a portion of class, during the day of the activity except for documented reasons.

AIDS PREVENTION EDUCATION

A. Acquired Immune Deficiency Syndrome (AIDS) prevention education shall be taught in the public schools of this state. AIDS prevention education shall be limited to the discussion of the disease AIDS and its spread and prevention. Students shall receive such education:

1. at the option of the local school district, a minimum of once during the period from grade five through grade six;
2. a minimum of once during the period from grade seven through grade nine; and
3. a minimum of once during the period from grade ten through grade twelve.

B. The State Department of Education shall develop curriculum and materials for AIDS prevention education in conjunction with the State Department of Health. A school district may also develop its own AIDS prevention education curriculum and materials. Any curriculum and materials developed for use in the public schools shall be approved for medical accuracy by the State Department of Health. A school district may use any curriculum and material which have been developed and approved pursuant to this subsection.

C. School districts shall make the curriculum and materials that will be used to teach AIDS prevention education available for inspection by the parents and guardians of the students that will be involved with the curriculum and materials. Furthermore, the curriculum must be limited in time frame to deal only with factual medical information for AIDS prevention. The school districts, at least one (1) month prior to teaching AIDS prevention education in any classroom, shall conduct for the parents and guardians of the students involved during weekend and evening hours at least one presentation concerning the curriculum and materials that will be used for such education. No student shall be required to participate in

AIDS prevention education if a parent or guardian of the student objects in writing to such participation.

D. AIDS prevention education shall specifically teach students that

1. engaging in homosexual activity, promiscuous sexual activity, intravenous drug use, or contact with contaminated blood products is now known to be primarily responsible for contact with the AIDS virus;
2. avoiding the activities specified in paragraph 1 of this subsection is the only method of preventing the spread of the virus;
3. sexual intercourse, with or without condoms, with any person testing positive for human immunodeficiency virus (HIV) antibodies, or any other person infected with HIV, places that individual in a high risk category for developing AIDS.

E. The program of AIDS prevention education shall teach that abstinence from sexual activity is the only certain means for the prevention of the spread or contraction of the AIDS virus through sexual contact. It shall also teach that artificial means of birth control are not a certain means of preventing the spread of the AIDS virus and reliance on such methods puts a person at risk for exposure to the disease.

F. The State Department of Health and the State Department of Education shall update AIDS education curriculum material as newly discovered medical facts make it necessary.

ANNOUNCEMENTS

A daily bulletin will be read at the beginning of third hour on a regular basis. Students who are absent are responsible for keeping up with events by reading the posted agenda on the school website. Announcements must be approved by the sponsor of an organization and must be submitted via the website.

Announcements must be approved by the sponsor of an organization and must be submitted via the website. For the benefit of all students and parents, announcements will be posted on the HS website daily.

ASBESTOS MANAGEMENT PLAN

In accordance with Federal law, Guthrie Public Schools has been inspected and approved for asbestos management. Asbestos plans are available for viewing during regular school hours, Monday thru Friday, by contacting ~~Jerry Gammill~~ **the Director of Operations** at the Maintenance Dept. located at 200 Crooks Drive, Bldg. #4, Guthrie, OK.

ASSIGNMENTS WHEN ABSENT

When a student is absent from class for more than 3 days, homework assignments may be requested by calling the Main Office in the morning. The assignments will be ready for pick up at 3:00 p.m. in the appropriate office.

ATTENDANCE

Policies and Procedures:

There is a close relationship between academic success and school attendance. Good attendance habits learned and developed in school will be carried over into the world of work. The rewards for good attendance at GHS are increased learning and an increased probability that students will be successful. Of equal importance is the development and practice of dependability and punctuality (two essential skills in the world of work.) Most important is the need to attend in order to learn from both teacher and classmates. To our knowledge, no student who had perfect attendance has ever failed in learning.

Definition of an absence:

An absence is defined as any time a student misses more than ten (10) minutes of a class period during the school day.

Notification of an absence by parents:

By state statute, it is the duty of the parent or guardian of a student to notify the school concerning the cause of any absence. This should be done between 7:00 a.m. and 9:00 a.m. on the day the student misses school. School personnel will make every reasonable effort to notify the parent or guardian via automatic calling system of an absence for any part of the school day unless the parent or guardian notifies the school of such absence. It is important for a student to accept responsibility for his/her behavior. Accordingly, if a student is out of school without his/her parent's permission, **he/she will not be allowed to make up the missed work.** An absence of this nature is known as an UNEXCUSED absence.

Unexcused absence:

Examples of but not limited to:

1. If you leave campus and do not check out and receive an early dismissal slip.
2. Presenting an unacceptable verification or notes for excused absence (see excused absence).
3. Failing to have parent/guardian authorization.
4. Oversleeping
5. Missed bus or car trouble

Any unexcused absence becomes an unexcused/truancy if it is not cleared within 48 hours by parent or documentation.

Absences for extracurricular activity-

An absence for a student who has to miss school for a Guthrie High School activity will be counted as an activity absence. This absence will not count toward administrative failure. Students should pay close attention to the state's ten-day activity absence policy.

College Visits-

Guthrie High School seniors are given two days per year to visit a college of their choice, which could include residual ACT dates or enrollment. This absence does not count against the ten-day rule, administrative failure, **or semester test exemptions.** Documentation from the school visited may be required upon the student's return.

Parent-Verified Absence-

1. A parent must make contact by phone or in person to the North office.

2. A parent notifying the office does not make the absence a documented absence (see below).

Documented Absence-

1. A documented absence is necessary to keep the student out of administrative failure.

2. A documented absence can be defined as a doctor's note (document must be original. A faxed document must be received directly from the doctor's office), a court document, or funeral information (immediate family).

3. The North office must have this documentation; if not, the absence will count as a personal absence, which counts towards administrative failure.

4. Documentation must be turned in within five days of the absence or it will not count as a documented absence. The principal will make the determination if circumstances prevented the absence from being cleared within the time limit.

5. The principal will make final determination as to whether or not an absence is excused or unexcused and the acceptability of documentation.

Administrative Failure-

To implement the school policy of administrative failure and encourage attendance in school, the following procedures and guidelines shall be used:

1. No student shall be absent more than nine times in any one semester without proper documentation (see documented absence).

2. Any student who has more than nine absences (without proper documentation) may not receive a passing grade in the appropriate subjects or grade level for that semester.

3. If a student has an unexcused absence, the student will receive a zero for all work missed. The student is still expected to make up the work. Also, the student should expect disciplinary action.

4. When the student has accumulated five, seven, and ten undocumented absences, the school will notify the parents as soon as possible that the student is in danger of failure.

Attendance Reports-

High School students may request an attendance report from the North Office. A parent may come in and pick an attendance report up at any time in the Attendance Office.

Attendance Codes-

The following is a list of attendance codes as they pertain to student absences.

Attendance Codes

AB – personal business – **If documentation is turned in, this will be changed to an AD.**

AC – college day – **Seniors may use one college day per semester.**

AD – documented absence – **This does not count against student.**

AK – absence due to tardies – **6 tardies in the same class will count as an AK.**

AM – medical – **If documentation is turned in, this will be changed to an AD.**

AR – Vo-Tech absence – **Attendance taken at Vo-Tech is turned in to GHS to be entered on attendance record.**

AU – unaccounted-for – **Student is absent and was not called in by a parent.**

EG – testing. **This is not counted as an absence.**

EI – In-school suspension. **This is not counted as an absence.**

TU – tardy

T10 – +10 minutes tardy or any 10-minute time frame within a class period. **This counts as an ABSENCE, not a regular tardy.**

EC, ED, EE, EF, EL, EN, EO, ES, EX - **All of these codes are on- or off-campus student activities, and are not counted as an absence.**

BEFORE AND AFTER SCHOOL

No student will be in the building before 7:00 a.m. or after 3:30pm unless requested by a teacher or participating in a supervised activity.

CAFETERIA

Students are expected to behave in an appropriate manner while in the cafeteria. Students are responsible for maintaining their table, the area around their table, and for disposing all trays and trash in the designated cans.

Cafeteria Guidelines:

Students will be required to present ID numbers to purchase meals.

- There will be No charging of meals in the cafeteria.
- Students may deposit additional money to their account balances before school any morning.
- Checks will be accepted for the full amount only or at any time online via Payschools. No change can be given.
- Free or reduced accounts cannot be used more than once per day and can only be used by the appropriate owner.
- Ala Carte is CASH only.
- Cashiers are not allowed to make change without a purchase.
- Federal and state laws govern reimbursable meals to the following:
 - Breakfast must be 3 or 4 items.
 - Lunch must be 3 to 5 items.
- Extra items are CASH only.
- Infractions of cafeteria rules (i.e., cutting in line, leaving your tray, leaving your table dirty, throwing objects, etc.) will result in cafeteria duty clean up or lunch detentions.
- No food deliveries will be allowed on campus during the school day with the exception of parents bringing food to their own child.
- No gambling in any form will be allowed (cards, dice, etc.).

CELEBRATE FREEDOM WEEK

Act 682 of 2003 created "Celebrate Freedom Week" in public schools the week of Nov. 10-14, 2014 in which Nov. 11 falls. This law was created to educate students about the sacrifices made for freedom in the founding of this country and the values on which this country was founded. During "Celebrate Freedom Week" all social studies classes shall include instruction to help students focus on the freedoms offered in the United States of America. Suggested topics of study are included in the text of Act 682 of 2003, but the instruction is left up to the individual school district. In an effort to assist educators and curriculum coordinators with programs and lesson plans for Celebrate Freedom Week, ADE has compiled the following ideas. These are only suggestions, and schools are encouraged to select their own creative ideas for "Celebrate Freedom Week." To view the wording of the law, please refer teachers in your

which is the ADE web address to access commissioner's memos.

CELL PHONES / STUDENT POSSESSION OF WIRELESS COMMUNICATION DEVICES

Students may possess a cellular telephone while on school premises and while in transit under the authority of the school. The term "cell phone" includes but is not limited to cellular phones, mobile phones, VoIP, iPhones, smart phones, smart watches, internet phones or similar devices. Students will keep cellular telephones turned off and out of sight during scheduled class time and during all school or school related activities. During these times students shall be restricted from text or picture messaging, calling, electronic mailing, instant messaging, uploading, downloading, gaming, web-surfing, accessing social networking sites, or using any features or applications installed on communication devices. Students may only use cellular telephones before and after school and at lunch or during break periods. Likewise, students may use cellular telephones while attending a function sponsored or authorized by the school, subject to the same restrictions applicable to instructional periods. **Due to safety concerns, the use or display of earbuds or headphones while on campus, with the exception of use during online coursework, is prohibited. The use of earbuds or head phones during extra curricular activities is up to the discretion of the activity sponsor.**

Disciplinary Actions:

1st Offense: Phone or ear device is confiscated AND Saturday School.

****The phone will be returned at the END of the day.**

Subsequent Offenses – Phone device confiscated & 2 days ISS.

****FAILURE to surrender a cell phone device upon request will result in a three day out of school suspension.**

CHANGE OF ADDRESS

Any change of address or telephone number should be reported to the Attendance Office. Any phone number changes for the School Messenger system should be turned in immediately to the North Office.

CHEATING / PLAGIARISM

Cheating will be considered the act or intent of giving or gaining knowledge for an assignment or to answer by fraudulent means.

Consequences:

The penalty for cheating will be a zero for the assignment or test. Frequent acts of cheating will require further consequences as per teacher discretion.

Plagiarism is the intentional or accidental use of another's ideas, words, or writing as one's own without appropriate documentation or relying too heavily on outside resources for the completion of an assignment.

Disciplinary Action:

- 1st offense: Parents will be notified and a grade of "0" for the assignment or test will be given.
- 2nd offense: Above consequences apply plus a Saturday School will be given.
- 3rd offense: 3-day suspension
- 4th offense: Loss of credit in the respective class for the semester.

CHECKING OUT PROCEDURE

If it is necessary for a student to leave school, notification to the Attendance Office by the parent/guardian is required in order to check the student out. Students must sign out in the North Office before leaving campus. Upon returning to school, the student is required to check back in at the North Office. Failure to comply with this procedure may result in disciplinary actions. Students are only allowed to use the office telephone in case of illness or emergency.

Leaving campus without permission during lunch will result in disciplinary action from the Attendance Office. A student cannot check out from 12:00—1:25 **UNLESS: 10 minutes prior to or during the lunch period UNLESS:**

- A) A parent/guardian may come to the North Office and check the student out.
- B) The student is leaving for the remainder of the day.

CIVIL RIGHTS COMPLIANCE AND ASSURANCES NOTICE OF NON-DISCRIMINATION

Guthrie Public Schools does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of their operations. The Guthrie Public School System also does not discriminate in its hiring or employment practices.

This notice is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. Questions, complaints, or requests for additional information regarding these laws may be forwarded to the designated compliance coordinator.

Name / Title: Superintendent of Guthrie Public Schools Dr. Mike Simpson
Office Address: 802 E. Vilas, Guthrie, OK 73044
Phone No. (Voice / TDD): (405) 282-8900
Days / Hours Available: M-F 8:00 a.m.-12:00 p.m.;
1:00 p.m.- 4:30 p.m.

Procedural Requirements
Title VI, Title IX, Section 504, ADA July 2000

AVISO DE DECLARACION NO-DESCRIMINATORIA

Escuela Pública de Guthrie no discrimina raza, color, nacionalidad, genero, edad o incapacidad de admision a sus programas, servicios, o actividades, en acceso a ellas, en el tratamiento a individuos, o en ningun aspecto de sus operaciones. El Escuela Publica de Guthrie tampoco discrimina en sus contratos o practicas de empleados.

Esta noticia es provista y requerida por el Titulo VI del Acto de Derechos Civiles de 1964, Seccion 504 del Acto de Rehabilitacion de 1973, Titulo IX de la Enmienda Educativa de 1972, en el Acto de Era de Discriminacion de 1975, y el Acto de los Estadounidenses con Habilidades Diferenciadas de 1990.

Preguntas, quejas, o para mas informacion con respecto a estas leyes pueden ser recibidas por el coordinador de quejas.

Nombre / Titulo: Superintendente de las Escuelas Publicas de Guthrie
Direccion de Oficina: 802 E. Vilas, Guthrie, OK 73044
Numero Telefono(correro de voz / TDD): (404) 282-8900
Dias / Horas de trabajo: M-F 8:00-12:00 1:00-4:30
Procedural Requirements
Title VI, Title IX, Section 504, ADA July 2000

CLASS OFFICERS AND QUEENS

It is the policy of the Guthrie Public Schools for every student to have an opportunity for leadership. With this in mind, no student can be elected or appointed to more than three (3) offices during the school year and may be president of only one (1) organization or class per year. This rule applies to the editors of the yearbook and the editor of the school newspaper.

During the course of the school year, a girl may be elected queen of one (1) team or organization and attendant of any two (2) organizations. No girl may be queen twice in one year.

This rule will be enforced through the mutual cooperation of faculty and students. If any student is elected to too many offices, he/she will be allowed to make a choice as to which office to keep. Any problems concerning the enforcement of this rule will be reported to the building principal for action.

COMPUTER AND INTERNET ACCEPTABLE USE POLICY

1. Internet-related systems (including but not limited to: computer equipment; software, operating systems; network accounts providing electronic mail, World Wide Web browsing software, File Transfer Protocol, network and intranet systems, etc.) are the property of Guthrie Public Schools. They are to be used for educational purposes, which serve the interests of the School District, our students, and patrons during the course of normal operations.

2. Communications on these systems are not private. While the school administration desires to provide a reasonable level of privacy, users should be aware that the data they create on the District system remains the property of the District. Despite security precautions, there is no absolutely fail-safe way to prevent an unauthorized user from accessing stored files.
3. Monitoring: The District reserves the right to monitor all employee and student use to ensure proper working order, appropriate use by students and employees, the security of school data, and the retrieval of the contents of any user's communications on these systems. Management may access user files, including archived material of present and former users, without the user's consent, for any purpose related to maintaining the integrity of the network, or the rights of the district or other users, or for any other reasonable purpose.
4. Personal use: Personal use of the systems is authorized within reasonable limits as long as it does not interfere with or conflict with educational purposes. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. School equipment may not be used for commercial purposes.
5. E-mail is the property of the School district. There should be no expectations of privacy where e-mail is concerned. E-mail is subject to disclosure under the Open Records Act, subpoena, or court order.
6. Users are responsible for backing up data on a daily basis. This is an important function designed to maintain records of communications and activity which replaced (or supplements) maintaining files containing memoranda, correspondence, etc.
7. Any attempt to violate the guidelines, terms and conditions for use of technology, the network or the Internet may result in revocation of user privileges, other disciplinary actions consistent with Board of Education Policy and existing practice regarding inappropriate language or behavior including suspension, expulsion, dismissal, or appropriate legal action.
8. No student or employee of the district may maintain a web presence on behalf of the school or related to the school other than that authorized by the school district. Any employee who wishes to publish a web page on behalf of the school or a school organization must attend the web page training provided by the district. FrontPage is the only web publishing software that is supported by the district technology staff.
9. School equipment may not be used to access or post to any material that is illegal, offensive, abusive, or slanderous, either in text or graphic format.
10. All software installed on school equipment must be properly licensed to the school district. Software that is not properly licensed may not be installed on district-owned equipment.
11. District software may not be copied for personal use except where explicitly provided for by the manufacturer's license agreements.
12. Users may not access or tamper with another user's account.
13. The network may not be used for political activities.
14. The use of chain letters, "spam", or "letter bombs" is prohibited.
15. All copyright laws must be observed at all times.
16. Every user of the network must have a signed Acceptable Use Policy document on file in the Principal's office of their respective school.
17. The District makes no warranties of any kind, neither expressed nor implied, for the Internet access it is providing. The District will not be responsible for any damages users suffer, including but not limited to loss of data resulting from delays or interruptions in service, for the accuracy, nature or quality of information stored on District diskettes, hard drives or servers, nor for the accuracy, nature or quality of information gathered through district-provided Internet access.
18. The District will not be responsible for unauthorized financial obligations resulting from district provided access to the Internet.
19. Access is a privilege, not a right. All users of the district's network and other technological resources are responsible for respecting and adhering to local, state, federal and international laws and guidelines governing use of information and the available technologies.
20. Personal computers are the responsibility of the owner.
21. Any item being purchased with district funds must be approved by the Director of Technology. This includes hardware, software, and Professional Development training.

CONCURRENT ENROLLMENT

A senior student enrolled at Guthrie High School is eligible to participate in enrollment at high school and college simultaneously. Permission must be obtained from the Principal, and is subject to current Oklahoma State Department of Education regulations.

A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. A student may enroll in a maximum of nine semester-credit-hours during a summer session or term at a college or university of the state system without the necessity of being concurrently enrolled in high school classes during summer term. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed these limits may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the

student's load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term. The college should provide appropriate academic advising prior to and continuing throughout the student's enrollment.

Any student who is enrolled in concurrent enrollment and quits or drops concurrent enrollment must re-enroll with Guthrie High School through a counselor immediately. A transcript is required at the end of each semester before approval will be given for the upcoming semester.

Failure to comply can result in a NC (no credit) on your transcript.

DANCES

Dances will be held periodically during the school year under the direction of various Guthrie High School organizations. Only those students enrolled at Guthrie High School are eligible to attend; junior high school age students will not be allowed to attend. All students wanting to attend prom that do not attend Guthrie Schools will be pre-approved by the Principal.

Any student attending a school-sponsored dance, including the Junior- Senior Prom, will be subject to a BAC (Breath Alcohol Content) Test.

Students are not allowed to gather in the parking lot or cars or drive around the parking lot during a dance. Once students leave the dance, they are to leave the school grounds / dance site. No readmission is allowed once students leave the dance site.

DETENTION

Students assigned detentions by an administrator are to report to the assigned detention area. The following rules apply to all administrator-assigned detentions:

1. In order to be counted present you must be in the detention class no later than 5 minutes after the first lunch bell.
2. If a student is on campus they must show up for detention.

Failure to show for detention will result in the following disciplinary action: **Two Days of ISS.**

Detentions assigned by a teacher will be served with that teacher. Failure to serve such detentions will result in the following actions:

1. Detentions will double when given to the discipline office.
2. Failure to serve detentions assigned by the office will result in two days of ISS.

DIABETES MANAGEMENT

Guthrie Public Schools provides nursing services that promote students ability to learn. Our goals are to:

- Assist students in learning how to take care of their health.
- Ensure a safe school environment.
- Promote good control of a student's health condition so they are ready to learn.

Diabetes can affect a student's ability to learn if it is not under good control. To help us meet these goals, Guthrie Public Schools has a nurse who is a certified diabetes educator. She works with school, personnel, individual students with diabetes and their families, and the student's health care provider.

As a reminder, each year we need to have the following information for your child:

- Written diabetes management plan from your health care provider.
- Signed authorization by parent/guardian for medication and treatment at school.
- Diabetes Questionnaire filled out by parent/guardian/student.

In addition, adequate supplies, as listed in the student's diabetes management plan, must be provided at school:

- Snacks or glucose tablets to treat low blood sugar
- Medications
- Blood glucose meter, strips and supplies
- Ketone testing strips and equipment
- Glucagon

We are looking forward to helping your child with diabetes be successful in school. Please feel free to contact us with any questions or concerns.

DRESS CODE

Note to Parent(s) / Guardian(s): *The main purpose of school is to give your student the best education possible. Trends and fashions have no bearing on this issue.*

All students are expected to dress appropriately and modestly at all times during the school day and at school activities. Appropriate school clothes are conducive to better behavior in the classroom, in the halls, on campus, or any time students are actively representing the school. The dress code is applicable during the school day and at any school activity, home or away.

Examples of inappropriate attire are, **but are not limited to:**

1. Headwear worn in the building including, but not limited to; hats, bandanas, sweatbands, scarves, earmuffs, hair picks.
2. Clothing that inappropriately exposes the body. Any clothing that exposes the midriff. Shirts need to be long enough so that they can be tucked in or drop two (2) inches below the waistline without tugging on or stretching the shirt.
3. Clothing that allows undergarments to be visible.
4. Under no circumstance is a student to wear clothing that has holes higher than mid-thigh.
5. Clothing that has obscene, profane, or suggestive language.
6. Sunglasses (including when worn as headwear.)
7. Garments that display alcohol, drug or tobacco logos or paraphernalia.
8. Mesh jersey or fishnet type clothing.
9. All sleeveless shirts, blouses, and dresses whose straps are not at least one dollar bill's width and not fitted under the arm. Shirts must be worn on both shoulders.
10. Pants below the waistline.
11. Shorts should be closer to knee length than mid-thigh. Boxer shorts should not be worn, other than in the appropriate athletic classes. Shorts must be hemmed.
12. Skirts / dresses should be closer to knee length than to mid thigh. Skirts / dresses must be hemmed.
13. Bicycle pants/spandex shorts.
14. Clothing that is not worn in accordance with the design (such as both straps being worn on overalls or legs on pants being worn at their full length.)
15. Chains or "spikes" on clothing, with wallets, or worn as a necklace or bracelet.
16. Shoes must be worn at all times for health reasons. "House shoes" are not an acceptable alternative. Shoes with wheels imbedded in them are not acceptable as they are safety hazards.
17. Apparel identifying a student as "security," "staff," or "police" is not to be worn.
18. For safety purposes, excessively baggy clothing is prohibited.
19. Leggings, jeggings, yoga pants and similar types of pants, and any form fitting attire will not be permitted. Pants that conform to the body must have seams and both front and back pockets.

20. Pajamas/Blankets

Any clothing that disrupts the learning atmosphere of the school is prohibited. Clothing with possible implied meanings, intended or not, may be offensive and will fall under this policy.

Disciplinary Action:

1st offense: Tag and warning

2nd offense: Two lunch detentions

3rd and subsequent offenses: Two days of ISS

DRIVER'S LICENSE VERIFICATION

The Department of Public Safety requires all high school age applicants to obtain from their school a verification of attendance. These can be picked up in the Attendance Office. Students must allow twenty-four hours notice for processing. If a student is testing in the summer, it is recommended that the request for school attendance verification be made before the end of the school year. The same rule will apply in verifying Reading Proficiency.

DRUGS AND ALCOHOL

It is the policy of the Guthrie Public Schools that no student shall possess, use, transmit, share, provide, sell, conspire to sell or possess, be in the chain of sale or distribution or be under the influence of any prohibited or controlled substance including as narcotic drug, illicit drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substances, alcoholic beverage or non-intoxicating beverage (defined by law, i.e. 3.2 beer). Counterfeit drugs (turkey drugs), drug paraphernalia and chemicals which provide a mood-altering effect are included as controlled substances. Illicit drugs include steroids and prescription and over-the-counter medications being used for an abusive purpose. This prohibition applies to competitions on school transportation, on school premises, at school functions, school-sponsored activities, performances, contests, athletics competitions, during lunch, or while under the supervision of school personnel. This policy is adopted in compliance with the Drug-Free Schools and Communities Act Amendments of 1989.

It is the responsibility of all school personnel to report suspected violations of this policy to an administrator. The administrator will notify the parents, impose appropriate consequences according to the discipline policy and report the incident to the local authorities. School discipline will be imposed independent of any court action. A confidential drug/alcohol report, completed by the administrator, will be sent to the Superintendent or his/her designee and to the Drug Free Schools office.

Any student violating this policy and his/her parents will be provided a list of resources and encouraged to obtain drug/alcohol education, counseling, and/or chemical dependence treatment as appropriate and at the parents expense. Copies of this Policy shall be provided to all students and their parents at the beginning of each school year.

CONSEQUENCES FOR STUDENT VIOLATION OF DRUG/ALCOHOL POLICY

- A. Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (for personal gain, monetary privilege or gain): Student will be suspended out of school for the remainder of the current semester and all of the succeeding semester.

B. Possession/Use/Sharing/Being Under the Influence of Drugs or Alcohol

1. **First Offense:** ~~Six-week out-of-school suspension.~~ **Ninety day out of school suspension (semester equivalency)**

- a) A ~~two-week reduction-~~ **thirty day suspension** may be granted if the student and the parents/guardians agree to the following:
- 1) To meet with the District Counseling Service representative
 - 2) To obtain, from a licensed practitioner, an alcohol/drug use assessment which may be recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc. will be the sole responsibility of the student's parent or guardian.

~~B. An additional week reduction may be granted if compliance with the assessment recommendation is verified with documentation.~~

~~C. If the student complies with both B.1.a (1) and (2) as stated above, the out-of-school suspension may be reduced to five (5) days out-of-school and ten (10) days in the In-School-Suspension Program.~~

D. Nothing in this policy is intended to limit or restrict the ability of the School District to take other disciplinary action against a student in a particular case in accordance with other policies governing student discipline. A school principal or the principal's designees may devise an appropriate disciplinary plan for an individual student relating to the substance abuse in question and may submit that plan to the Superintendent, Superintendent's designee, or principal for approval. If such disciplinary plan is approved by the Superintendent, Superintendent's designee, or Principal it may be implemented for the student in question.

2. **Second Offense:** Suspension out-of-school for the remainder of the current semester and all of the succeeding semester.

NOTE: Procedural Due Process Rights: For ALL out-of-school suspensions, the due process steps outlined in the GPS Policy Manual and this handbook will govern administrative procedures to be followed in the enforcement of this policy.

REPORTING STUDENT SUBSTANCE ABUSE

A. The Board recognizes the complexity of problems which may be associated with student substance abuse. The concern is for the well-being and best interests of students at all times. Therefore, the following procedure will be utilized by teachers and administrators in reporting students who appear to be under the influence, as defined by law, of: low-point beer, alcoholic beverages, or controlled dangerous substances. This policy is adopted in
14 compliance with Oklahoma Statute tit. 70§24-138.

B. When it appears to a teacher or administrator that a student may be under the influence of low-point beer, alcoholic beverages, or controlled substances (drugs), the teacher or administrator will report the matter in writing to the school principal or his/her designee. Whenever possible, the teacher or administrator should attempt to obtain a corroborative observation from another teacher or administrator.

C. The report of the teacher or administrator will state the date, time, and place of the incident. It will also describe the actions of the student or other circumstances from which the teacher or administrator concluded that the student appeared to be under the influence of low-point beer, alcoholic beverages, or controlled substances.

DUE PROCESS

A. SUSPENSION OF TEN DAYS OR LESS

1. An appeal to the building level Appeals Committee can be requested, by letter, to the school principal within five (5) calendar days after the principal's out-of-school suspension decision is received by the student and/or his or her parent. The out-of-school decision becomes final and non-appealable if a request for appeal is not received within the time frame described above.
2. Upon receipt of the appeal request, the principal shall confirm that the student's out-of-school suspension falls within the category out-of-school suspensions for which an appeal to the Appeals Committee is authorized to hear. If for any reason the short-term out-of-school suspension is extended beyond ten (10) school days prior to the committee hearing, the procedures applicable to the long-term out-of-school suspension must be followed.
3. The Appeals Committee will conduct an investigation, in an informal manner, and make a decision (by majority vote) as to the guilt or innocence of the student and the reasonableness of the term of the out-of-school suspension. **The Appeals Committee reserves the right to amend, rescind, or alter the length of suspension based on its findings.**
4. The decision of the Appeals Committee shall be final and non-appealable.

B. SUSPENSION IN EXCESS OF TEN DAYS:

1. A parent or student may appeal the out-of-school suspension decision of the principal to the Superintendent of Schools.
2. An appeal must be submitted to the Superintendent of Schools, or designee, at 802 East Vilas, Guthrie, OK.
3. If no appeal is received within five (5) calendar days by the parent or student, the principal's decision will be final.
4. The superintendent reserves the right to amend, rescind, or alter the length of suspension based on the findings of the investigation.

EARLY GRADUATION

Guthrie High School affords an early graduation opportunity to highly motivated and high achieving students. To apply for early graduation, a student must have:

1. Completed a credit check with the Senior Counselor.
2. Completed a meeting with the student, the parent/guardian, and the principal.
3. Maintained a current grade point average of 3.5 (non-weighted.)
4. Achieved an ACT score of 25 or above.
5. Obtained a written recommendation from a previous instructor.
6. Placed an application on file with the building principal before October 1st of the student's Senior year, with documentation of all the above criteria.

All applicants will be notified in writing when a decision is made.

ELECTIONS

There will be a number of elections at Guthrie High School. Before an election is held, sponsors must submit qualifications, rules, and dates to the principal for approval. A copy of the written rules shall be posted on the student or class bulletin board for at least one week before students file for office or before they are nominated.

Written ballots must be prepared for all elections, and all ballots for any elections will be counted in the office of the Principal/Activities Coordinator where they will be tabulated and results will be determined. The sponsor and representatives of the organizations are responsible for this tabulation. No student can be elected president of two school organizations during the same year. Candidates for any office (including queens or attendants) must meet the following qualifications:

1. Meet the eligibility requirements of the Oklahoma Secondary Schools Activities Association.
2. Be regular in attendance.
3. Be free of recent disciplinary reports of a serious or chronic nature.
4. Not be president of any other organization or activity.
5. Not be president and queen of the same organization.

ELECTRONIC DEVICES

~~The school district will not be responsible for loss, damage, or theft of ANY electronic device brought to school.~~

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Electronic devices, such as, iPods, CD/DVD players, personal radios, electronic games, MP3 players, cameras, and any other device that has these capabilities may **NOT BE** used

during instruction/class time. Failure to comply with the above rule will result in the following disciplinary action.

Disciplinary Action:

1st Offense — 3 lunch detentions

2nd & Subsequent Offenses — Two days ISS assignment.

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~~Failure to surrender an electronic device upon request by a request by a school official will result in a 3 day out of school suspension.~~**

ELIGIBILITY

When co-curricular and/or interscholastic programs are scheduled during the school day, a student must be eligible according to the following guidelines of the Oklahoma Secondary Schools Activities Association:

A. ATTENDANCE REGULATIONS

1. School Activity: These are extracurricular activities, whether sponsored by the school or outside agency, which remove the student from class for more than half a class period.
2. The total number of student activity absences allowed for one class period per student shall be ten (10).
3. Once a student has had ten student activity absences (per school year) from any one class period, the student must be reported to the principal's office for consideration for further absences for student activities.
4. A student is expected to attend classes 90% of the time in order to participate in school-sponsored activities.

B. SCHOLASTIC ELIGIBILITY

(Information from OSSAA RULES AND REGULATIONS)

Section 1: Semester Grades

- a) A student must have received a passing grade in all subjects counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days. If a student does not meet minimum scholastic standard he/she will not be eligible to participate during the first six weeks of the next semester he/she attends.
- b) A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects he/she is enrolled in at the end of a six-week period.
- c) Pupils enrolled for the first time must comply with the same requirements of scholarship. The passing grades required for the preceding semester should be obtained from the records in the school last attended.

Section 2: Student Eligibility during a Semester

- a) Scholastic eligibility for students will be checked at the end of the third week of a semester and each succeeding week thereafter.

- b) A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in at the end of a week, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes at the end of his/her probationary one-week period, he/she will be ineligible to participate during the next one-week period. The eligibility periods will begin Monday and end on Sunday.
- c) A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one-week period (Monday through Sunday).
- d) "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

Section 3: Special Provisions

- a) An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.
- b) Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision Rule 3, Section 3-c, if the incomplete grade was caused by an unavoidable hardship. (Example of such hardships would be illness, injury, death in family and natural disaster.) (Board policy allows a maximum of two (2) weeks to apply this exception).
- c) Schools may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

Section 4: Special Education Students

- a) Students who are enrolled in special education class, have an Individual Educational Plan and have been certified by the principal as doing a quality of work which may, with the approval of the Board of Directors, be accepted as eligible under this rule.

ENROLLMENT REGULATIONS

All students must be enrolled in seven hours per day. The only exception to this rule is a student on an IEP or those enrolled through the counselors' office in concurrent enrollment.

All students **MUST PROVIDE:**

1. Two Proofs of Residence

- a. A copy of a current utility bill, renter's agreement, or real estate contract.

A **new resident student** is one that has established a legal residence within the school district and is living with custodial parent or court-appointed guardian. New resident students

MUST PROVIDE:

1. Two Proofs of Residence

- a) A copy of a current utility bill, renter's agreement, real estate contract, etc.
 - b) Enrollment Declaration form certified by Guthrie Public Schools' Transportation Department.
2. Immunizations Records
 3. Copy of Birth Certificate
 4. The name, address, phone and fax number of the previous school attended
 5. CDIB (Certified Degree of Indian Blood), if applicable
 6. Official withdrawal form from previous school if enrolling after the start of school
 7. Transcripts from previous school attended (high school students only)
 8. Social Security Number, if available
 9. Special Education Records or Gifted/Talented Records, if applicable, are helpful in ensuring the proper placement of student.

Other information that may be required:

Proof of custody / guardianship – court appointed papers (signed by a judge) denoting custody for students not living with both parents listed on the birth certificate.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. Parents of eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure

without consent is disclosure to school officials with legitimate education interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to Comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue SW
Washington, D.C. 20202-4605

FIELD TRIPS

It is a privilege and honor for Guthrie Public School students to attend and represent our school at various activities through the course of the year. Students must be academically eligible to participate in any school activity. School dress code standards apply to all field trip activities. Inappropriate behavior on these trips may warrant severe disciplinary action. Students must ride the school bus to and from the activity.

During any trip, any major inappropriate behavior (such as curfew being broken) may result in the student:

1. Being sent home at his/her own expense.
2. Suspension from school for an appropriate amount of time.
3. Loss of the privilege to go on any future school trips.

FIGHTING

Fighting will not be tolerated at Guthrie Public Schools due to a chance of injury and/or property damage. Fighting is defined as any situation in which one student makes aggressive contact in any manner on another student. Disciplinary action will be taken by the administrator if either persons involved fit the above definition. Infractions may be handled in the following manner for all students involved. If a student participates in a fight, the following will apply:

Disciplinary Action:

- 1st Offense - Suspension from school for five (5) consecutive days. (See Suspension Policy.)
- 2nd Offense - Suspension from school for ten (10) consecutive days. (See Suspension Policy.)
- 3rd Offense - Suspension from school for the remainder of the semester.

*Any student who engages in a fight may be subject to review and/or fine by the District Attorney's Office.

FINANCIAL OBLIGATIONS

It is the policy of the Guthrie Public Schools to not charge fees for classes. However, students may be expected to pay for special projects, materials, and activities (i.e., art, science, AP art, elective classes, etc.)

All emergency drills will be performed in accordance with State Department of Education accreditation regulations.

FIRE, TORNADO, AND EMERGENCY

- A. FIRE --- The alert for fire will be the fire alarm.
- B. TORNADO--The alert for a tornado will be a continuous long ringing of the bells.
- C. INTRUDER -- The alert for intruder will be a series of long, short, long, short ringing of the bells.
- D. EARTHQUAKE – The alert for earthquake will be an announcement via intercom.
- E. SHELTER IN PLACE – The alert for Shelter In Place will be an announcement via the intercom.

Periodic drills will be held to familiarize the students with emergency procedures. All students are to remain with their teacher for roll to be taken once safely away from, or in secure area of, the building.

FIREWORKS

Fireworks are not permitted while students are attending school, on school premises, or at school-sponsored activities. Any student in violation of said policy will face immediate disciplinary actions.

FOOD AND DRINK

No outside drinks are to be brought into the building. No glass bottles are allowed in the building at any time. Only water bottles are allowed in the library and library lab/annex. No food or drink is allowed at or near any computer station.

GAMBLING

No gambling in any form will be allowed at Guthrie High School at any time.

GANG CODE / NON-SCHOOL SANCTIONED ORGANIZATIONS

The following are prohibited at Guthrie High School during the school day and at all school events (home and away):

1. Possession, wearing, use, distribution or displaying of any sign, symbol, badge, color, or other item that is evidence of affiliation with, or membership in, an organization that is not sanctioned (approved of) by the school administration or a gang.

2. Students will not be permitted to wear pants below the waistline (sagging and bagging).
3. The wearing of headgear that would associate a student with an organization that is not sanctioned by the school. This includes caps, bandannas, handkerchiefs, shoestrings or any other associated with gang-related behavior.
4. Participation in any act, either verbal or non-verbal, to include gestures, expressions, handshakes, signs, etc., that may indicate an affiliation with, or membership in, an unsponsored, unacknowledged organization.
5. Participation in any act that may further the interest of such an organization, including, but not limited to, membership, writing or inscribing graffiti, messages, symbols or signs on school property.

Violation of this policy will result in disciplinary actions up to and including the suspension for the current semester and the following semester and filing of criminal charges, depending on the severity of the infraction.

GRADE CLASSIFICATION

Students who are enrolled as regular high school students are classified as follows:

- | | |
|-------------|----------------------------------|
| Freshmen: | until 4 units are acquired. |
| Sophomores: | until 11 units are acquired. |
| Juniors: | until 17 units are acquired. |
| Seniors: | those who have 17 units or more. |

GRADING SYSTEM

Report cards will be given to the students the week following each nine-week grading period. The report cards contain an academic grade and an attendance summary. Please check each area carefully to determine progress.

- A: 90 – 100
- B: 80 – 89
- C: 70 – 79
- D: 60 – 69
- F: 59 or Below
- NC – No Credit (Attendance Non-Compliance)

Pre AP & AP Courses will be weighted on a 5.0 scale. Mid-term and semester finals will not count for more than twenty percent (20%) of a student's grade.

GRADUATION POLICY

Guthrie High School recognizes that graduation ceremonies are important events for our students, parents, guests, and the community. To insure that graduation exercises are enjoyable and dignified for all participants and spectators, the Board of Education has approved the following requirements:

1. A student shall be a graduate of Guthrie High School and

entitled to a High School diploma whenever that student has:

1. Successfully completed the minimum number of credits established by the district for graduation; and
 2. If the student elects to participate in graduation ceremonies, completes such exercises in accordance with this policy. Twenty-four units are required to participate in graduation exercises.
1. Any student who elects to participate in graduation exercises will still be considered a student of this district until such ceremonies have been completed. The graduation process is "completed" after the graduation program and the last student has exited the premises.
 2. Any student who elects to participate in graduation and other related senior activities will be required to be in good disciplinary standing with Guthrie Public Schools, Meridian Technology Center, and any other concurrent enrollment institutions.
 3. All students participating in graduation ceremonies will be required to abide by school regulations as outlined in the Student/Parent Handbook. In addition students shall not engage in the following conduct during graduation exercises:
 - A. Throwing objects into the air.
 - B. Engaging in any disruptive activity which substantially interferes with the graduation process or the rights of other individuals.
 4. The administration shall have the power to impose discipline on any student who commits any act referred to above. It is recommended that the administration take necessary steps to impose discipline as soon as it is convenient after completion of graduation exercises.
 5. Students who are found, after an informal hearing process conducted by the administration, to have committed any of the acts described in above shall be subject to discipline. Such discipline may include, but is not limited to suspension from school for the remainder of the semester if the graduation ceremony is held prior to the end of school.

GRADUATION: STATE, LOCAL, AND NCAA REQUIREMENTS

This section is for general information only. Each individual student is responsible for working with his/her counselor in progressing towards meeting the requirements set forth by the State Board of Education and Guthrie Public Schools.

NCAA requirements change yearly, and students should meet with the athletic director's office or senior counselor to receive information concerning ~~NCAA institutions and athletic eligibility~~ **through the NCAA clearinghouse**. This should begin during the student's freshman year and should be checked yearly for changes.

To receive senior status, a student must have successfully completed seventeen (17) units and have a reasonable expectation of completing the twenty-five (25) units required for graduation by the end of the summer term immediately following the current school year. The Guthrie Board of Education recognizes that a 12 year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is policy of the Board of Education that a minimum of twenty five (25) units of credit be earned in the subject areas listed below to be eligible for graduation. Twenty-one (21) of the twenty-five (25) units must be earned in the 10th, 11th, and 12th grades.

College Prep/Work Ready Curriculum

Language Arts (4 years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science (Lab sciences, Biology I and above)	3 units
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
Foreign Language or Computer Technology	2 units
Additional unit from the courses listed above	1 unit
Personal Financial Literacy	½ unit
Fine Arts (such as music, art, drama or 1 unit of speech)	1 unit
Electives	7 ½ units
Total Required Core Courses	17 units 17 ½ units
Total Electives	8 units 7 ½ units
TOTAL UNITS	25 units

Core Curriculum

(For those opting out of the College Preparatory/Work Ready Curriculum their Junior Year)

Language Arts (4 years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science (Lab sciences, Biology I and above)	3 units
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
The Arts (2 units or sets of competencies)	2 units
Personal Financial Literacy	½ unit
Electives	10 units 9 ½ units
Total Required Core Courses	17 units 15 ½ units
Total Electives	8 units 9 ½ units
TOTAL UNITS	25 units

- All students are required to be enrolled in at least seven subjects each semester.

- Seniors are required to be enrolled in a full schedule, although this may include a combination of college and local hours if local requirements are met.
- A student may not be enrolled in more than two English classes in a semester.
- At least three units of the last five units completed must be in attendance in Guthrie High School.
- Correspondence courses may be applied toward graduation in compliance with Oklahoma state law and must be completed by April 15 to be eligible for graduation exercises.
- Students who need more than one unit for graduation SHALL NOT be permitted to participate in graduation exercises as per Oklahoma State Law.
- Concurrent enrollment will be available for Guthrie High School students as per state regulations.
- Students may not enroll in more than two like electives in any one semester without permission of all teachers involved and the principal's approval. (Ex: two art classes, two drama classes, two ag classes, etc.)

Testing Requirements

Every student shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate from a public high school with a standard diploma.

1. Algebra I;
2. English II; and
3. Two of the following five:
 - A. Algebra II
 - B. Biology I
 - English III
 - Geometry
 - United States History

Passport to Personal Financial Literacy

Beginning with students entering 7th grade in the 2008-2009 school year, in order to graduate from a public high school accredited by the State Board of Education, students shall fulfill the requirements for Personal Financial Literacy Passport during Grades 7 through 12.

GUIDANCE SERVICES

Guidance services will be available for all students. The principals, counselors, and teachers are ready to give personal, educational, and vocational counseling and guidance whenever it is needed. The counselors are available to help with problems. Students are assigned to the following counselors:

Mrs. Annie Chadd - Senior Class and Sophomore A - L
 Ms. Maggie Wade - Junior Class and Sophomore M - Z
 Mrs. Kristi Blakemore - Freshmen

While every effort will be made to keep parents and students informed of progress, programs, scholarships, units of credit, or records of attendance and academics, it is the responsibility of the student to acquire this information.

HALL PASSES

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. The pass must contain the student's name, date, destination, time, and staff member's signature.

HEALTH & MEDICATION

If a student is injured or becomes ill at school, he/she should report to the High School North Office and a parent/ guardian will be notified.

It is the policy of the Guthrie Public Schools that NO drugs or medication of any kind (including aspirin and similar products) except those prescribed by a physician, will be given to a pupil by school employees.

ILLNESS AND MEDICATION - We request that you adjust your child's schedule to eliminate the need to take medication during the school day. In the event it is necessary for a child to use medication during the school day, the following procedure will be followed:

All medication is to be brought to the school secretary upon arrival and appropriately labeled by the pharmacy or physician as to the name of the medication, dosage instructions, doctor's name and prescription date. A note, dated and signed by the parent, must accompany the medication, giving the child's name, dosage amounts, specific dosage times, and other instructions if necessary. The Medication Authorization form is available on the District's website in the Parent Backpack or at the school's office. Confirmed asthmatic patients with a note from the physician may keep their inhalers with them. If you do not wish to send a large bottle of expensive medication to school, we suggest that you ask your pharmacist to label an additional, smaller container for use at school. A log of the student's medication will be kept at the school office.

NON-PRESCRIPTION MEDICATION is NOT allowed at school. If a student needs to take a non-prescription medication, a parent/guardian must come to the Main Office to administer the medication.

HOMEBOUND POLICY

Teachers are responsible for assigning adequate homework for their respective subjects. It is the student's responsibility to

acquire the assignment and make up any work that is missed. **Work being sent will be contingent upon work being returned weekly.**

HONOR CLASSES, HONOR ROLL, VALEDICTORIAN, SALUTATORIAN, AND RANK IN CLASS THROUGH 2016

Each semester those students making a 4.0 (+) will be placed on the Superintendent's Honor Roll. Those students having no grade(s) below a "C" and with a 3.0 average or better will be placed on the Principal's Honor Roll. Students must receive credit in all classes enrolled in to be eligible for an Honor Roll. All averages will be based on the unweighted grading scale.

A valedictorian is defined as a student who has achieved the highest degree of academic excellence in school. To be considered for valedictorian or salutatorian, students must be enrolled at Guthrie High School at the beginning of their senior year. Students wishing to be considered for valedictorian or salutatorian must have completed one advanced class from two of the core subject areas (English, Science, Math, Social Studies). Advanced classes shall be defined as AP, Pre-AP, Honors, concurrent enrollment, math, or science that go beyond the Oklahoma State requirements. In determining these honors, as well as class rank for all seniors, grade point averages shall be based on grades earned during the first seven semesters and, averaged to one decimal place (ex. 3.9).

*8th grade courses transcribed for high school credit shall be calculated in overall GPA.

BEGINNING WITH THE CLASS OF 2017

Candidates for Val/Sal must be students of good character. Therefore, they must not have had any disciplinary record of suspension and must not have earned any NC's (no credit) on their transcript. In order to be considered for Val/Sal, students must have taken at least one AP **or concurrent enrollment** course from each of the four core subject areas or the highest level core class for which they are eligible (English, Math, Science & Social Studies). **Pre-AP, AP and concurrent enrollment** courses will be scored on a 5.0 grading scale. The ~~current~~ **previous** system of adding five points to the student's final semester average will become obsolete with the 5.0 scale. In order to receive the 5.0 grade in an AP course, the student must make an A in the class and take the subsequent AP **or CLEP** examination. If an A is earned in an AP course, and the AP **or CLEP** exam is not taken, the student will receive a 4.0 in the class. Students maintaining a 4.0 GPA will still be recognized as a valedictorian for scholarship purposes. If taken, the AP **or CLEP** exam will be considered the final examination in the course. The student(s) with the highest **and second highest** GPAs in the graduating class ~~will be named valedictorian while the student(s) with the second highest GPA will be named salutatorian~~ **will speak at commencement exercises.**

*If any of the aforementioned regulations are compromised between May 1st and the date of graduation, then the Val/Sal candidate may forfeit their **his or her** recognition of said academic distinction.*

IMMUNIZATION

Oklahoma State Health Department requires all students to be immunized. Guthrie Public Schools, in accordance with these laws, requires every student enrolling to have proof of immunization. Students will not be allowed to enroll without necessary immunizations. Parents or students may check the school website for immunization guidelines.

Free Clinics

Many insurance companies will pay for the required immunizations. If not covered by your insurance, there are free clinics available.

Site

Logan County Health Department
215 Fairgrounds Road
Guthrie, OK 73044
405-282-3485

Hours

Daily -- Monday thru Friday
8:00 a.m. – 11:30 a.m. and
1:00 p.m. – 4:30 p.m.

IN-SCHOOL SUPERVISION (ISS)

In-School Supervision (ISS), if offered, will not apply to the following offenses:

- Fighting
- Crimes under Oklahoma Statutes
- Drug Offenses
- Weapon Violations
- Theft
- Sexual Harassment

If a student is placed in ISS (In-School Supervision) and breaks the rules, he/she will be suspended pending review of the offense. When the suspended student returns, he/she will have to complete the original ISS placement. Students assigned to ISS will participate in mandatory community service at the High School. Students will not be able to participate in, or attend any, school activities while they are assigned to ISS.

All ISS assignments must be completed in a satisfactory manner and cleared by the ISS instructor before the student will be allowed to return to the regular classroom.

INSURANCE

Insurance is required for all student athletes and agricultural education students before they take part in any practice, scheduled contest, or class. Students already covered by a family insurance policy may have a parent sign a waiver to this requirement. **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR THE SETTLEMENT OF CLAIMS.** *The school must have proof of insurance by the start of the eighth day of class or the student will be dropped from that class and assigned another class/subject. NO EXCEPTIONS!*

INTERSCHOLASTIC SPORTS

Guthrie High School participates in a wide variety of varsity sports for both men and women as a Class 5A school. Students who wish to participate on a varsity team must make the squad and comply with the requirements set by the Oklahoma Secondary School Activities Association. Varsity sports include baseball, basketball, cheerleading, cross-country, golf, football, soccer, softball, tennis, track, and wrestling. Physicals, insurance or waivers are required.

INTIMIDATION / HARASSMENT (No-Bully Law)

Intimidation, threats, or harassment directed toward other students will not be tolerated. All students are expected to treat others with respect at school, at school activities, and at other extracurricular activities.

Disciplinary Action:

1st Offense: Parent conference/phone contact and suspension from school for three (3) consecutive days. (See Suspension Section.)

2nd Offense: Parent conference/phone contact and suspension from school for five (5) consecutive days. (See Suspension Section.)

3rd Offense: Suspension for the remainder of the semester and the following semester.

LEWD AND/OR IMMORAL BEHAVIOR

Immoral and/or lewd behavior will not be tolerated. Infractions will result in administrative disciplinary action.

Examples of inappropriate behavior are, but are not limited to:

- Writings
- Drawings
- Pictures
- Magazine
- Internet / Computer / System Peripherals

LOCKERS

Lockers will be assigned during the time of enrollment. STUDENTS, DO NOT GIVE THE LOCKER COMBINATION TO OTHER STUDENTS. Each student is responsible for keeping his/her locker clean and neat. Any vandalism, including stickers and writing on lockers, is prohibited. Violations will result in paying replacement costs and in administrative disciplinary action.

Pursuant to Title 70 O.S. 1987 S24-102, students have no reasonable expectation for privacy rights from school officials in regard to school lockers, desks, or other school property.

LUNCH

We operate a CLOSED CAMPUS. Students must stay ~~on the school grounds~~ in a supervised location from the time they arrive until dismissed. The cafeteria offers many choices. Milk may be purchased in the cafeteria. Snacks (i.e. chips and drinks) are available at the vending machines.

Food deliveries will be allowed on campus only if delivered by a parent or guardian through the Main Office. **NO OUTSIDE DRINKS** will be allowed on campus. All persons delivering food must check in at the main office; no loitering in the hallways or cafeteria. In addition, a parent may pre-coordinate with the administration for a special occasion arrangement. The Main Office will call the student to the office to pick up his/her lunch during the student's lunch period.

Leaving campus without permission during lunch will result in disciplinary action from the Attendance Office. A student cannot check out from 12:00—1:25 **10 minutes prior to or during the lunch period.**

UNLESS:

- A. A parent/guardian comes to the North Office and checks the student out.
- B. The student is leaving for the remainder of the day.

LUNCHROOM OFFENSES

Cutting in line, leaving a tray or dirty table, not following instruction of a staff member, and other minor offenses during lunch will result in three (3) lunch detentions per offense. Major infractions will be handled as outlined elsewhere in this handbook.

MAKE UP WORK

Students, upon returning from an absence, will have one day for each day missed to make up work. Major assignments that were assigned earlier in the semester will be due on the designated day whether the student is in attendance or not. IT IS THE RESPONSIBILITY OF EACH STUDENT TO MAKE ARRANGEMENTS FOR MAKE UP WORK.

MEDIA CENTER

The school has a well-equipped media center with a full-time librarian. Instruction in media usage is given to all students. Students are encouraged to use the media center regularly. The media center will be open for students thirty (30) minutes before and after school. Teachers may issue hall passes for students to visit the media center during class. *In addition, prior authorization from the librarian is required before students are allowed to visit the library computer lab.*

MERIDIAN TECHNOLOGY CENTER

Juniors and seniors may enroll at Meridian Technology Center. Students enrolled in the ~~Vo-Tech~~ at Meridian Tech school will receive four units of credit through Guthrie High School for that work. Four (4) hour blocks accomplish this in A.M. and P.M. classes. Students who have dropped ~~Vo-Tech~~ classes at Meridian Tech will lose those credits and will not be able to pick up classes at Guthrie High School until the beginning of the next semester.

NATIONAL HONOR SOCIETY / NATIONAL JUNIOR HONOR SOCIETY

To be a member of National Honor Society, a student's grade point average must be 3.5 or higher on a 4.0 scale. For High School NHS, averages are based on all grades received, including those during the freshman year. High school eligibility begins the second semester sophomore year (as per National Honor Society guidelines) and with a teacher recommendation required for prospective members. All students are expected to meet other criteria, such as leadership, service, and character.

OFF LIMITS AREAS

The following areas are off limits during the school day, including before school, during the lunch hour, and during passing periods:

- Crooks Drive (south of building) except to unload when coming to school.
- The area west of the vocal room.
- The area north of the school and behind the gyms.
- The tennis court and greenhouse area.
- The parking lot except to load and unload before and after school. NO LOITERING IN CARS.
- The area between the Vo-Ag Building and the nearest sidewalk.
- Outdoor classroom (area near the school pond) without teacher present (small or large group).
- The area east of the annex buildings.

Infractions will be dealt with in the Attendance Office.

OKLAHOMA STATE HONOR SOCIETY

The top ten percent of the high school student body is eligible for membership in the Oklahoma State Honor Society.

Averages are based on all grades received; eligibility begins with the freshman year.

OKLAHOMA STATUTES

Action(s) defined as crimes under OKLAHOMA STATUTES will result in suspension if the student commits the acts while in attendance at school, enroute to/from school, on school premises, or at school-sponsored activities. Students may also be suspended with said suspension for the remainder of the semester and for the following semester on the first offense for the following:

1. Assault and battery of a school official.
2. Possession of a dangerous weapon or facsimile (with or without intent to do bodily harm).
For example:
 - A. Knives
 - B. Firearms and/or facsimiles (including cap guns)
 - C. Explosives
 - D. Metal objects (chains, brass knuckles, etc.)
 - E. Clubs
 - F. Sharp or pointed instruments
3. Participation in an illegal demonstration on school property.

Students will be suspended for three (3) to five (5) days for the first offense and may be suspended from school for the remainder of the semester and for the following semester on the second offense for the following:

- Verbal assault directed toward a school official.
- Defying, or failure to comply with, a school official.
- Inciting a fight.
- Failure to identify oneself.

ORGANIZATIONS

The following organizations are sponsored by Guthrie High School: Academic Team, Art Club, Band, BPA, Cheerleading, Drama Club, FCCLA, FFA, Foreign Language Club, Heritage Club, **Humanities**, Key Club, LINK Crew, Mu Alpha Theta, National Honor Society, JROTC Teams, Science/Environmental Club, Student Council, Vocal, Yearbook, and Youth and Government.

Sponsors must approve all club and class meetings. The president should contact the sponsor to obtain permission for a meeting. The sponsor is responsible for obtaining final approval from the Principal/ Activities Coordinator for a calendar date, etc., and to place the activity on the official school calendar. Sponsors must attend all functions of their group. No students will be allowed to drive themselves to any school-sponsored activity held out of town.

PARENT CONFERENCES WITH TEACHERS

These conferences are arranged through a counselor's office. Parents should phone in advance to avoid conflicting appointments. To schedule a conference, please contact your student's counselor or individual teacher.

PLEDGE OF ALLEGIANCE / NATIONAL ANTHEM

The Pledge of Allegiance and the National Anthem of the United States of America will be given at various times during the school year. It is the student's right not to participate, but the student **MUST** remain quiet, attentive, and respectful to the rights of others during the ceremony.

PROFANITY

Profanity and/or obscene gestures will not be tolerated while attending school, on school premises, or at school-sponsored activities.

Disciplinary Action:

1st Offense: Three (3) lunch detentions

2nd & subsequent Offense: 2 days ISS

If the profanity is directed toward a staff member, it will be treated as a verbal assault.

PROFICIENCY-BASED PROMOTION

All K-12 students are eligible to advance one or more levels in designated curriculum areas if they perform at 90% or higher on assessments designated by the Guthrie Public School District. This type of curriculum advancement is proficiency-based promotion.

Upon request of a student, parent, or educator, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum as identified in 70.S 11-103.6.

Core areas are as follows:

- Social Studies
- Language Arts
- Mathematics
- Science
- Languages
- The Arts

Proficiency will be demonstrated by testing with the Oklahoma Proficiency Tests by Riverside or with district approved, teacher-created criterion-referenced tests. In addition, a performance demonstration will be required in language arts, foreign language, and the arts. Lab sciences at the high school will require performance of relevant laboratory techniques.

More details can be obtained from the district policy on Proficiency-Based Promotion or from the site principal.

PROGRESS REPORTS

Progress reports are sent home with each student midway through each grading quarter. Parents are encouraged to arrange parent/teacher conferences and phone calls through the counselor's office at any time during the semester. Progress reports will be hand carried home by the student or mailed upon parent request.

PUBLIC / PERSONAL DISPLAY OF AFFECTION

Personal Displays of Affection will not be tolerated. Infractions will result in disciplinary action and counseling.

RACIAL SLURS

It makes no difference if the racial slurs are in jest or in earnest.

"Flag words" are also considered racial slurs.

Disciplinary Action:

- 1st Offense: Three (3) consecutive days suspension (See Suspension Section.)
2nd Offense: Five (5) consecutive days suspension (See Suspension Section.)
3rd Offense: Five (5) consecutive days to one (1) year suspension. (See Suspension Section.)

SATURDAY SCHOOL

Saturday School will be held from 8:00 – 11:30 a.m. A Saturday School placement will take precedence over any other extracurricular activity. Failure to attend Saturday School may result in In-School Supervision (ISS) or Out-of-School suspension.

Failure to attend Saturday School will result in the following disciplinary action:

- 1st Offense: Two days ISS
2nd and subsequent Offense: One day suspension

SCHEDULE CHANGES

Students are expected to honor their enrollment schedule.

Class changes or any type of schedule change will be made by the counselor only after thorough counseling, a very good reason established, and permission of the parents has been granted.

Schedule changes may be made only for the following reasons:

- The course has been completed in summer school.
- The course was completed the last school year.
- The course level is incorrect or an enrollment error is evident.
- The subject is repeated on the schedule.
- The student wishes to attempt, under a different teacher, a course previously failed.
- A particular course is required to graduate.
- All AP schedule changes must be met with principal approval.

Any other changes must be with administrative approval based upon sound educational evaluation and in compliance with the 90% attendance policy. Students will not be allowed to make schedule changes for teachers. ALL STUDENT CLASS CHANGES MUST BE WITHIN THE FIRST FIVE DAYS OF EACH SEMESTER TO RECEIVE CREDIT.

SCHOOL ACTIVITIES

Students who misbehave (i.e., run, roam, harass, fail to cooperate with school officials) at school activities will be dismissed from the activity without a refund and can face additional administrative action.

SECURITY

While every attempt will be made to protect property, all cars should be locked and valuables left at home.

SEXUAL HARASSMENT

Sexual harassment is any type of verbal/physical abuse of a sexual nature. Suggestive comments, unwanted touching, obscene hand/body gestures, suggestive notes, etc., would be considered sexual harassment. Since this covers a wide range/degree of offenses, the punishment on the first offense will range from three (3) days suspension to suspension for the remainder of the semester and the following semester.

SIGNS

All signs posted in Guthrie High School must be approved by the Administration. Any signs posted improperly will be removed.

SOLICITING

No soliciting or selling may be done in the school without approval of the building principal. Only fundraising activities approved by the Board of Education are allowed.

STUDENT ID BADGES

If a student loses his/her badge, a replacement cost of \$5 will be incurred, and the student will be responsible for making arrangements to have a replacement badge made through the Main Office.

STUDENT SEARCH

School personnel have the authority to detain and search or authorize the search of any student upon suspicion that the student is in violation of district policy.

STUDENT WELFARE / CHILD ABUSE

Employees of the Guthrie Public Schools are required by law to report suspected child abuse victims to the Department of Human Services. In suspected cases of physical and sexual abuse, local authorities may question the victim at the school site without the principal obtaining permission from the victim's parent/guardian.

SUBSTITUTE POLICY

Failure to comply with school rules while under the direct supervision of a substitute will result in immediate administrative disciplinary action.

SUSPENSIONS

It is the philosophy of the Guthrie Public Schools that no student be permanently suspended from school unless every means has been exhausted in trying to teach the student respect for policies and guidelines of the school.

However, when it is evident that a student has no interest in an education, is a behavior problem, or is a chronic truant, the Administration must take action in suspending said student in the best interest of the school as a whole.

Out-of-school suspensions shall be served on consecutive school days until completed.

A student will not be allowed to participate in any school activity during the time of a suspension and until the day following the last day of the suspension.

Any student who has accumulated in excess of three (3) suspensions for attendance or disciplinary action may be suspended for the remainder of the semester, for the following semester, or longer if allowed by law in extreme cases.

While serving a suspension, a student will not be allowed on campus or to attend or participate in any school sponsored activity. If this policy is violated, a suspension of three days, the remainder of the current semester and/or the following semester will be added to the current suspension. While suspended or in "In-School Supervision" (ISS), a student may not attend or take part in any school activity, including extra curricular practices.

TARDIES

Criteria for tardies:

1. A tardy is defined as not being in the classroom when the tardy bell rings.
2. A tardy will be counted as an absence 10 minutes after the tardy bell rings.
3. Six tardies in any one class will equal an absence in that class.
4. The counting of tardies for attendance purposes will be by individual class.

Offense:

6 tardies in a class
12 tardies in a class
18 tardies in a class
24 tardies in a class
absences

Disciplinary Action:

One absence
One Saturday School
Two days ISS and 3 absences
Three days ISS and 4

TELEPHONE USAGE

Classroom phones are not to be used by students. Messages will be delivered to students as necessary.

TESTING FOR INITIAL PLACEMENT OF HOME SCHOOLED / NON-STATE ACCREDITED SCHOOL STUDENTS

When a student transfers in from home/non-state accredited schools, they will be placed at the last level reached in an accredited high school. If proof is presented that home/non-state accredited private courses have been taken, testing will be given to that level.

The following rules apply:

1. Testing is by appointment only.
2. Passing scores on the test(s) will be 90%. If the test(s) is (are) passed by at least that score, credit will be given on the high school transcript.
3. If the test(s) is (are) not passed, the student will be placed at the level last attained in a state accredited school.
4. Placement testing is given only once per subject.
5. If no testing is requested, the student will be placed at the ninth grade entry level or at the level indicated by their last state accredited school transcript.
6. Testing will be scheduled through a guidance counselor.

TESTING OUT OF CLASSES

Upon the request of the student, parent, guardian, or educator, a student will be given opportunity to demonstrate proficiency in one or more areas of the core curriculum.

1. Tests will be by appointment only. The contact point for testing will be in the Guidance Counselors' office.
2. Qualifying students are those who are legally enrolled in Guthrie High School.
3. The passing scores will be 90% with no retest during the same testing period.

1. Tests will cover:
 - a) The entire course content.
 - b) The Priority Academic Student Skills.
 - c) The subject matter taught at Guthrie High School.
2. No one will be allowed to test out of any class for which they have already taken a more advanced class in the same subject area.
3. A passing grade will result in the course being put on the transcript for credit but with no letter grade. Credit for graduation will be given as a class passed.
4. Failure to demonstrate proficiency will not be noted on the transcript.

TEXTBOOKS

Textbooks will be issued through the teacher in your different classes. Textbooks are provided to the school through state funding, which means books must be utilized by the school for multiple years; therefore, it is your responsibility to treat books with care. Once you have been given books to use, you will be responsible for the books assigned specifically to you until you complete the school term or until you withdraw from school. A textbook which is lost or damaged will be your responsibility. You must take care of replacement or damage costs before you receive your final grades. The school may hold grades and records if fines or replacement costs are not resolved.

THEFT

Theft will not be tolerated.

1st Offense:

Parent conference, suspension from school for three (3) days, and replacement / reimbursement by student / parent, or charges may be filed.

2nd Offense:

Parent conference, suspension from school for five (5) days, and replacement / reimbursement by student / parent, or charges may be filed.

3rd Offense:

Suspension for the remainder of the semester and for the following semester, and replacement / reimbursement by student / parent, or charges may be filed.

THROWING OBJECTS

Due to the obvious danger, throwing of any objects (including snowballs and ice balls) will not be tolerated. If an item is thrown that could cause damage or injury, the penalty will be the same as fighting (the exception is if a serious injury is

caused then the student may be suspended for the remainder of the semester and/or for the following semester.)

TITLE IX

The Guthrie Public School system hereby agrees that it will comply with Title IX of the Educational Amendments of 1972 which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. The School District is an equal opportunity employer.

It is, therefore, the policy of the Guthrie Independent School District No. I-1, Logan County, to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid, and employment. Inquiries concerning application of this policy may be referred to the Title IX Coordinator, Guthrie Public School Administration Building, 802 East Vilas, Guthrie, Oklahoma, 73044; telephone (405) 282-8900

TOBACCO

In compliance with State Laws of Oklahoma, it shall be the policy of the Guthrie Board of Education that the use of, or possession of, tobacco products (including smokeless tobacco), including paraphernalia, synthetic cigarettes (Vapes, electronic) in any form, by students while attending school, in/on school premises, and at school-sponsored activities is prohibited.

***Any student in violation of said policy will face immediate disciplinary action and a possible citation from the Oklahoma ABLE Commission.**

1st Offense:

Parent conference/phone contact and suspension from school for five (5) consecutive days.
(See Suspension Section, also.)

2nd Offense:

Parent conference/phone contact and suspension from school for ten (10) consecutive days.
(See Suspension Section, also.)

3rd Offense:

Suspension for the remainder of the semester, or suspension for the remainder of the school year. (See Suspension Section, also.)

TRANSCRIPTS

Transcripts will be provided free of charge to transferring students and yearly graduates. Please allow twenty-four (24) hours working time to process. Transcripts will reflect all classes attempted. If a class is repeated, both grades will be represented on the transcript. Final transcripts will not be available until approximately ~~June 15th~~ **two weeks** after the close of the school year.

TRANSPORTATION

All bus-riding students must complete a Bus Rider Registration form and adhere to the Bus Rider Guidelines as set forth by the Guthrie Public Schools Transportation Department. Since the bus driver is fully responsible for matters of safety, he/she is given full authority over all students on his/her bus. Students are to ride only the bus assigned to them. The transportation department must approve any changes. Misbehavior endangers the safety of the riders and the driver. Since school transportation is a PRIVILEGE, you may be required to walk or provide your own transportation.

High School students attending Meridian Technology Center are provided transportation. Students will not be allowed to drive private vehicles to and from Meridian Technology Center.

TRUANCY

After the 10th consecutive day of unauthorized absence, students are truant and dropped from attendance rolls.

TRUANCY LAW

Parents can be fined if they allow students to remain absent from school. Under the State Truancy Law, the district must report truancy to the District Attorney. Penalties may be assessed by the Logan County District Court.

UNAUTHORIZED ABSENCE

A student who fails to check out when leaving school anytime during the school day, leaves class without permission, or does not report to a specific location is subject to disciplinary action.

Disciplinary action will include, but not be limited to:

- 1st Offense: One Saturday School
- 2nd Offense: Two (2) days of ISS
- 3rd Offense: Three (3) days of ISS
- 4th Offense: Three-day suspension
- 5th Offense: Five-day suspension

Any further offenses may result in suspension for the remainder of the semester and possibly the following semester.

UNWRITTEN REGULATIONS

Each year, there are a few things including some "fads" that appear on our campus. We are not listing any of these, nor are we making a regulation to cover all of the problems that may arise. When a fad begins on the campus and a "nuisance" develops, we shall immediately eliminate the nuisance.

VANDALISM AND OTHER OFFENSES

Any student committing an act of vandalism, theft, gambling, or forgery is subject to suspension. Damaged or stolen school property must be paid for or replaced by the offending student. The use or possession of stink bombs and/or any other object that would be detrimental to the educational process or that might disrupt any event, class, etc., will also be considered vandalism. Offenses listed above may result in more severe penalties of suspension. Suspensions may range from ten (10) days to the remainder of the semester and the following semester, and/or appropriate civil action.

VEHICLES / CAMPUS SPEED LIMIT IS 15 M.P.H.

Every vehicle must be parked inside the designated area and not be moved or used from arrival until departure at the end of the school day. The school will accept no responsibility for theft or vandalism of vehicles; all cars should be locked and valuables removed upon arrival at school. All student drivers must have a valid driver's license. No one is to be parked in any fire lane.

The first row (both sides) of the parking lot nearest the school is reserved for the staff or for other vehicles as marked. The parking places next to the building are reserved for adult visitors and handicapped individuals. Students must purchase a parking permit in order to park in the school parking lot. Parking will be on a first come, first serve basis, and students must park in the lot west of the building. Failure to comply may result in disciplinary action.

Students leaving their cars in the parking lot when going on a field trip, school-sponsored event, or overnight will follow parking regulations. However, the school will not assume or accept any responsibility for the vehicle.

If a student drives on a dirt/grassed area, parks other than the student area in the front parking lot, parks in a fire lane (marked by a red line), or parks in an area that is not marked as a parking spot, they may be subject to the following discipline:

- 1st Offense: Saturday School
- 2nd Offense: ~~Loss of driving/parking privileges for 1 week~~ **Two days of ISS**
- 3rd Offense: ~~Other administrative action~~ **Three days of ISS**

Students are not allowed in the parking lot or in parked cars during the school day. Each vehicle is to be registered with the Main Office by the student & obtain a parking permit at enrollment. Parking permits may be purchased for \$15 until September 1st. After September 1st, ALL spots still available will be \$20. Students who do not get their license until ~~later in the year~~ **second semester** may purchase a permit for \$10 if purchased within 30 days of the issue date on their license. Failure to acquire a decal, improper parking, or any driving infraction may result in your vehicle being towed at the owner's expense. Do not block traffic by double parking on the end of rows; these are emergency exits for fire and police vehicles. Vehicles may be towed if drivers do not abide by the parking regulations, and/or loss of parking/driving privileges may result. **Any towing fee will be at the car owner's expense.**

VENDING MACHINES

Vending machines are provided for your convenience. They are to be used **only at the appropriate times and not during class time.** **ALL VENDING MACHINES ARE USE AT YOUR OWN RISK!**

VISITORS

All visitors must report to the Main Office or North Office, sign in and wear a visitor badge in the building. We cannot accommodate student visitors during the school day. Parents, if you need to talk with your child, report to the Main Office for assistance. Visitors with infants must remain in the Main Office.

WEAPONS

Students should not bring any type of instrument to school that can be used as a weapon or tool which could be used to deface or vandalize school property.

The following instruments may be considered weapons:

1. Knives
2. Firearms and/or facsimiles (including cap guns, etc.)
3. Explosives and/or facsimiles
4. Metal Objects (chains, brass knuckles, etc.)
5. Clubs
6. Sharp or pointed instruments
7. Stun guns
8. Chemical sprays

Violations of this policy will result in administrative action. See Oklahoma State Statutes section. Students may be suspended for up to one (1) calendar year for violation of this policy.

WEATHER

In the event school is closed or starting late because of inclement weather, parents are asked to listen to local radio and television stations. When possible, the District's website will also be updated to include the newest information.

becomes necessary to dismiss school early, the Superintendent will notify the local radio and television stations. When possible, the update will also be included on the District's website. Please remember not to phone the school to ask about closing or dismissal information. This will keep our telephone lines open in case of an emergency.

WITHDRAWAL FROM SCHOOL

When a student must withdraw from Guthrie Public Schools during the term, he/she must report to the registrar on the morning of the day he/she leaves to begin formal withdrawal from school. There will be a 24 hour turnaround time to receive grades and clearance from the teachers. Students will not be cleared for withdrawal until a parent or guardian has made contact and all textbooks and school property have been returned. Once records have been received with grades and clearance from each teacher, library, and cafeteria the student will be cleared for withdrawal. A transcript of the student's work will be forwarded, upon request, to the new school.

DISCLAIMER

The preceding discipline steps are meant as a guide only. In severe or unusual cases, the judgment of the Administrator will take precedence. The Guthrie Public School Policy Manual will also be used in regard to school-student relationships. A copy of this policy can be viewed at Guthrie High School, Guthrie Junior High, or the Guthrie Public Schools Administration Building.

STUDENTS AND PARENTS:

PLEASE SIGN, REMOVE, AND RETURN THE LAST PAGE OF THIS BOOK TO YOUR ENGLISH TEACHER.

**GUTHRIE HIGH SCHOOL
PARENT AND STUDENT HANDBOOK
~~2015-2016~~ 2016-2017**

Dear Student:

This handbook has been prepared for your information and to assist you with the expectations, responsibilities, guidelines, and procedures necessary to become the best high school student you can be. We hope you will use the book and become familiar with its contents. If all of our students will accept the responsibility of developing to their fullest potential, our school, our students, the parents, and our community will have much of which to be proud.

Respectfully,

Chris LeGrande
Principal

.....

I have received and read my Guthrie High School Handbook for the 2016-2017 school year. I understand the rules and will make every effort to abide by them.

Student Signature

Student Printed Name

Parent/Guardian Signature



GUTHRIE HIGH SCHOOL

200 North Crooks Drive

Home of the Bluejays



~~2015-2017~~ **2016-2017** Course Selection Handbook

GUTHRIE PUBLIC SCHOOL DISTRICT

MISSION STATEMENT

It is the mission of the Guthrie Public Schools to empower all students with the tools necessary to become productive members of society through a cooperative **effort** between the student, home, school, and community.

OUR BELIEFS

The Guthrie Public School District believes in the worth and dignity of each individual, because people are our greatest resource and children are our future. The following beliefs are based on this premise:

Learning:

All people can learn, given appropriate opportunity and support. Prevention is preferable to remediation.

Teaching:

High expectations produce high achievers. The teaching-learning process is the primary function of this district.

Learning Environment:

Everyone is entitled to a safe, caring educational environment.

Education is a partnership with student, home, school, and community. Mutual trust will exist within the school environment.

EXIT OUTCOMES

(Our vision of a well-educated student)

Have positive self-esteem.

Have a strong knowledge base.

Show concern for the welfare of others.

Be self-directed, lifelong learners.

Be productive members of society.

Be effective communicators.

Be creative and complex thinkers.

Be problem solvers.

Be cooperative learners and workers.

LEGAL NOTICE

The Guthrie School District hereby agrees that it will comply with Title IX of the Education Amendments of 1972, which states that no person in the United States shall, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance. The school district is an equal opportunity employer. It is, therefore, the policy of the Guthrie Independent School District No. 1-1 to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap, or veteran status in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid

and employment. Inquiries concerning application of this policy may be referred to Title IX Coordinator, Guthrie Public Schools, 802 East Vilas, Guthrie, Oklahoma 73044; Telephone 282-8900

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

A. A parent or eligible student of the Guthrie Public School System has a right to –

Inspect and review the student's educational records.

Request the amendment to any student's educational records to insure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.

Consent to disclosure of personally identifiable information contained in the student's records, except to the extent that the Act and the regulations in this part authorize disclosure without consent.

File with the U.S. Department of Education a complaint under 99.64 concerning alleged failures by the agency or institution to comply with the requirements of the Act and this part: and, Obtain a copy of the policy adopted under 99.64.

B. Copies of the policy adopted under 99.64 are located at the Administration Building, 802 East Vilas.

C. Guthrie Public District will send this notice home with each student to inform the parents and eligible students of their rights.

D. Guthrie Public School District shall provide an interpreter to effectively notify parents of students who have a primary or home language other than English.

INTRODUCTION

The purpose of this booklet is to help GHS students in planning their high school schedule. The booklet contains information on state and local graduation requirements, course offerings, course descriptions, and aptitude tests. Counselors will be available for curriculum planning assistance. Students and parents are expected to review this information and carefully make their course selections.

REGISTRATION

The Oklahoma State Health Department requires all students to be immunized. The Guthrie Public Schools, in accordance with these laws, requires that every student enrolling have proof of immunization. Immunization requirements can be found on the Guthrie Public Schools website or at the local health department.

Students are required to be legal residents of Guthrie School District I-1 or have on file in the Superintendent's office the necessary transfer forms from districts outside of Guthrie Public Schools District I-01. Any student, who has a legal residence in another district, will not be allowed to enroll without a transfer from the district in which the student resides. A transfer can be canceled at any time.

Students enrolling in Guthrie Public Schools from a school or situation not accredited by the State Department of Education (i.e., private school, home school) will be required to test in each subject for which they wish to obtain credit. Credit is issued for classes that are passed with a score of ~~60~~ 90 or higher. Testing is arranged by making an appointment in the Counselor's Office with the grade level counselor.

GUIDANCE

Students are encouraged to see a counselor to discuss schedule changes, the number of units accumulated, course selections, career choices, and college planning. Students should see the designated counselor for these services:

Sophomores A thru L and all Seniors

Mrs. Annie Chadd
annie.chadd@guthrieeps.net

Sophomores M thru Z and all Juniors

Ms. Maggie Wade
maggie.wade@guthrieeps.net

Freshmen

Mrs. Kristi Blakemore
kristi.blakemore@guthrieeps.net

SCHEDULE CHANGES

Changes in class schedules will be made only with administrative approval and only for sound educational reasons. Anyone wishing to have a schedule change must initiate the process with the appropriate counselor. The change will require teacher and administrative input. Students will not be allowed to make schedule changes for teacher preference. *All changes must be made within the **first five days** of the semester to meet the attendance policy for full credit.*

STATE AND LOCAL REQUIREMENTS FOR GRADUATION

In order to earn a diploma, all freshmen entering Guthrie High School, must fulfill all the requirements below:

A minimum of 25 units must be earned, 21 of which must be earned in the 10th, 11th, and 12th grades. All students must meet the following requirements.

Requirements for Standard Diploma:

(For those opting out of the College Preparatory/Work Ready Curriculum their Junior Year)

Language Arts (4 years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science (Lab sciences, Biology I and above)	3 units
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
The Arts (2 units or sets of competencies)	2 units
Personal Financial Literacy	½ unit
Electives	10 units—9 ½ units
Total Required Core Courses	17 units 15 ½ units
Total Electives	8 units 9 ½ units
TOTAL UNITS	25 units

College Prep/Work Ready Curriculum

Language Arts (4 years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science (Lab sciences, Biology I and above)	3 units
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
Foreign Language or Computer Technology	2 units
Additional unit from the courses listed above	1 unit
Personal Financial Literacy	½ unit
Fine Arts (such as music, art, drama or 1 unit of speech)	1 unit
Electives	7 ½ units
Total Required Core Courses	17 units 17 ½ units
Total Electives	8 units 7 ½ units
TOTAL UNITS	25 units

Should the State Department of Education raise the graduation requirements, our standards will be changed to come into compliance. All students will be informed of any such changes as soon as possible.

1. All students must be enrolled in no less than the number of hours offered per day. Concurrent enrollment students *must* meet this same requirement.
2. Students eligible for honors courses must have met the criteria set forth in the Guthrie Public School District Gifted and Talented Policy. AP enrollment will be open.
3. At least three units of the last five units completed must be in attendance in Guthrie High School.
4. Correspondence courses may be applied toward graduation in compliance with Oklahoma state law and **must be completed by April 15** to be eligible for graduation exercises.
5. Request for **early graduation** will be directed to the building principal. Applications can be picked up in the Main Office. Application deadline is October 1. All criteria must be met to be considered.
6. Students who need more than one unit for graduation WILL NOT be permitted to participate in graduation exercises as per Oklahoma State Law.
7. Only correspondence work pre-approved by the administration will be accepted for credit. A limit of three units by correspondence may be applied toward the 25 units required for graduation.
8. A student's transcript will reflect the actual grade of all classes taken during the student's ninth through twelfth grades. ~~(If Algebra I was taken in Jr. High, only 2 units of Math will be needed in High School)~~ **Courses taken in Junior High for High School credit will also be listed and factored in to final GPA calculations.**
9. Concurrent enrollment will be available for Guthrie High School students as per state regulations.
10. Students may not enroll in more than 2 like electives in any one semester without permission of all teachers involved and the principal's approval. (Ex: two art classes, two drama classes, two agricultural classes, etc.).

GRADE CLASSIFICATION

Sophomores:

must have successfully completed four (4) units

Juniors:

must have successfully completed eleven (11) units

Seniors:

must have successfully completed seventeen (17) units and have attended high school for six semesters

Classification requirements must be met by the first day of classes for the fall semester. Students not meeting the required number of credits will be reclassified to the lower grade level at the beginning of the school year and may remain at that level for the entire year.

GRADING SCALE

The grading scale for all classes is as follows:

A= 90-100

B= 80-89

C= 70-79

D= 60-69

F= 59 and below

I= Incomplete (turns to an F in two weeks)

NC= No Credit

All Pre-AP and AP Courses will be scored on a 5.0 scale.

BEGINNING WITH THE CLASS OF 2017

Candidates for Val/Sal must be students of good character.

Therefore, they must not have had any disciplinary record of suspension and must not have earned any NC's (no credit) on their transcript. In order to be considered for Val/Sal, students must have taken at least one AP **or concurrent enrollment** course from each of the four core subject areas or the highest level core class for which they are eligible (English, Math, Science & Social Studies). **Pre-AP, AP and concurrent enrollment** courses will be scored on a 5.0 grading scale. The ~~current~~ **previous** system of adding five points to the student's final semester average will become obsolete with the 5.0 scale. In order to receive the 5.0 grade in an AP course, the student must make an A in the class and take the subsequent AP **or CLEP** examination. If an A is earned in an AP course, and the AP **or CLEP** exam is not taken, the student will receive a 4.0 in the class. Students maintaining a 4.0 GPA will still be recognized as a valedictorian for scholarship purposes. If taken, the AP **or CLEP** exam will be considered the final examination in the course. The student(s) with the highest **and second highest** GPAs in the graduating class ~~will be named valedictorian while the student(s) with the second highest GPA will be named salutatorian~~ **will speak at commencement exercises.**

If any of the aforementioned regulations are compromised between May 1st and the date of graduation, then the Val/Sal candidate may forfeit their his or her recognition of said academic distinction.

AMERICAN COLLEGE TESTING PROGRAM (ACT)

The ACT is a college entrance examination that is given nationally five times a year. All students are eligible to take the test. Registration forms are available in the counseling office and online at www.act.org. The test will be given five times a year (i.e., October, December, February, April, and June) at Guthrie High School. Sophomores and juniors are strongly advised to take the April **or June** exam. Students who are eligible for Free and Reduced lunches may qualify for a discounted **fee**.

NATIONAL MERIT SCHOLARSHIP QUALIFYING TEST (PSAT/NMSQT)

This is a test given annually on a Tuesday in October to juniors wishing to participate in the National Merit Scholarship Program and some other scholarship programs. Other students are also encouraged to take the PSAT for test-taking experience.

OKLAHOMA'S PROMISE - OHLAP

The Oklahoma Legislature has set up a unique program for eighth-, ninth- and 10th-grade students (homeschool students must be age 13, 14 or 15) that will help pay for their college education if their parents' income from taxed and untaxed sources is \$50,000 or less at the time the student applies for the program.* This program is Oklahoma's Promise.

As the student progresses through the program, a cumulative GPA of at least 2.5 of all course work attempted in grades 9-12 is required. A 17-unit core curriculum has been established for this program. Students must agree to attend school regularly, do homework, refrain from substance abuse, and refrain from criminal or delinquent acts. More information and complete course outline can be obtained from Mrs. Chadd in the high school counseling office or via the web at www.okhighered.org.

CAREER EXPLORATION TESTING

Sophomores will participate yearly in the PLAN **ASPIRE** test. PLAN **ASPIRE** includes academic tests, an assessment of study skills knowledge, and an interest inventory. Students who participate in PLAN **ASPIRE** receive information that will help them plan for their remaining years in high school and consider career and educational goals for their life after high school.

OKLAHOMA SCHOOL TESTING PROGRAM

Guthrie High School will fully participate in the Oklahoma School Testing program implemented in 2000 by the state legislature. The purpose of these tests is to measure the state-mandated curriculum. These tests will be administered according to state-mandated schedules in the spring and fall of each school year. The End of Instruction test scores will be posted on all transcripts and are required to be taken for graduation. Students who take the EOI and are not satisfied with their score(s) may retake the test(s) only once and only during the testing windows.

Testing Requirements

Every student shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate from a public high school with a standard diploma. Algebra I; English II; and two of the following five: Algebra II, Biology I, English III, Geometry, United States History

ACT/SAT scores and high school grade point averages are required for admission to Oklahoma Public Colleges and Universities.

ATTENTION: College entrance requirements exceed the minimum high school graduation requirements. COLLEGE BOUND STUDENTS NEED TO PLAN ACCORDINGLY.

Students who plan on attending Vo-Tech during their 11th and/or 12th grades **must** see a counselor to pre-enroll for 9th grade and establish a four-year plan of study.

OKLAHOMA STATE REGENTS FOR HIGHER EDUCATION PERFORMANCE STANDARDS FOR COLLEGE BOUND STUDENTS

These are the current standards that the State Board of Regents requires for any student that is planning to attend college in the State of Oklahoma. **If these change, students will be notified in writing at the earliest possible time.**

Tier	Option 1		Option 2		Option 3
	ACT*	New SAT**	GPA	Class Rank	Core Class GPA
OU / OSU	24 or	1090	3.0 and	Top 30%	3.0
Comprehensive	22 or	1020	3.0 and	Top 33%	3.0
Regional	20 or	940	2.7 and	Top 50%	2.7
Two-year	No minimum required				

FOUR-YEAR PLAN OF STUDY

All students should fill out this plan with the courses they have taken since 9th grade plus the courses they are planning to take. Comparing your plan with "suggested schedules" listed on page 9 in this booklet will help you determine the courses you should be taking in the future. Please refer to page 7 for college entrance requirements.

Although ~~you~~ **students** will change ~~your~~ **their** minds several times as ~~you~~ **they** progress, it is always wise to have a planned program. Long-range planning cannot be over emphasized as a way to avoid needless errors and omissions.

Grade 9

1. English
2. Mathematics
3. Science
4. OK History
5. Computer Apps I & II
6. Elective or Foreign Language
7. Elective

Grade 10

1. English
2. Mathematics
3. Science
4. World History
5. Elective or Foreign Language
6. Elective
7. Elective

Grade 11

1. English
2. US History
3. Upper Level Science
4. Mathematics
5. Elective
6. Elective
7. Elective

Grade 12

1. English
2. Government/~~Elective~~ **Personal Financial Literacy**
3. Elective
4. Elective
5. Elective
6. Elective
7. Elective

REQUIRED SUBJECTS

English (Four Years of English)	4 units
Mathematics	3 units
Science	3 units
Biology	1 unit
Lab Science	1 unit
Elective Science from approve list	1 unit
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
Fine Arts (such as Music, Art, or Drama, or Speech)	1 unit
Computer Technology or the same Foreign Language	2 units

TOTAL REQUIRED CORE COURSES	16 units
TOTAL ELECTIVES	9 units
TOTAL UNITS	25 units

Language Arts (4 years of English)	4 units
Mathematics (Algebra I and above)	3 units
Science (Lab sciences, Biology I and above)	3 units
Social Studies	3 units
American History	1 unit
Oklahoma History	½ unit
World History	1 unit
Government	½ unit
The Arts (2 units or sets of competencies)	2 units
Personal Financial Literacy	½ unit
Electives	10 units

Total Required Core Courses	17 units 15 ½ units
Total Electives	8 units 9 ½ units
TOTAL UNITS	25 units

Core Curriculum

(For those opting out of the College Preparatory/Work Ready Curriculum their Junior Year)

A full year of computers is an EXIT requirement for all Oklahoma colleges, including junior colleges. A student must demonstrate computer proficiency when LEAVING college. The computer requirement may be met by taking a full year (2 semesters) of computers in high school. Keyboarding is not counted as a semester of computers.

College bound students must be aware that minimum high school graduation requirements DO NOT meet all college entrance requirements.

GUTHRIE HIGH SCHOOL SUGGESTED SCHEDULES

These are samples only. Each student's plan may vary according to personal interests.

Career Tech Bound	State Graduation Requirements	College Bound
Grade 9		
English I	English I	English I
Algebra I	Algebra I	Algebra I / Geometry
Environmental Science	Environmental Science	Environmental Science
OK History/Speech	OK History	OK History
Computer Apps 1	Elective Computer Apps 1	Foreign Language
Elective	Elective	Computer Apps 1
Elective	Elective	Elective
Grade 10		
English II	English II	English II
Geometry	Geometry	Algebra II
Biology	Biology	Chemistry
World History	World History	World History
Elective	Elective	Foreign Language/Computer Apps/Web Page
Elective	Elective	Elective **
Elective	Elective	Elective**
Grade 11		
English III	English III	English III
Geometry / Alg II	US History	US History
US History	Math Analysis	Math Analysis
Vo-Tech	Chemistry II, HumAnat, Bio II,	Chemistry II, HumAnat, Bio II,
Vo-Tech	Zoology, Physics	Zoology, Physics
Vo-Tech	Elective	Elective**
Vo-Tech	Elective	Elective **
Grade 12		
English IV	English IV	English IV
Science	Government/ Elective Personal Financial Literacy	Math, Calculus
Government/Personal Financial Literacy	Elective	Physics, Bio II, Zoology, HumAnat
Vo-Tech	Elective	Government / PFL
Vo-Tech	Elective	Elective **
Vo-Tech	Elective	Elective **
Vo-Tech	Elective	Elective

* College bound students may also attend Career Tech. They should see their counselor early to make a new plan of study that meets the requirements for each program. See page 7 4 for college entrance requirements. ** College bound electives such as economics, computers (requires keyboarding pre-requisite), foreign language, additional math or science.

COURSE DESCRIPTIONS

Course Name	Page
Language Arts	11
Science	18
Foreign Languages	21
Mathematics	22
Social Studies	23
Technologies, Careers & PFL	26
Music	28
Art	30
Physical Education	32
U.S. Army JROTC	34
Special Education	36
Leadership	36
Agriculture Education	36
Family and Consumer Sciences	39
Meridian Technology Center	41

Advanced Placement (AP) Course Offerings

Advanced Placement courses are designed to allow students to receive both high school and college credit simultaneously. AP courses are intended to replace those normally taken during the freshman, sophomore, or junior years at the college level.

Students who successfully pass a national examination during the spring semester can receive college credit. AP courses challenge the academically capable students while helping them gain analytical and study skills required to succeed in college courses. AP coursework motivates students to undertake more challenging work in both high school and college and provides direction in selecting college majors.

Students take AP courses and exams for a variety of reasons: the challenge, the sense of accomplishment, the strengthening of their college applications, and the time and money saved. Even if students decide not to take the AP examinations, they should be more than prepared to pass a CLEP exam that covers similar material at their chosen college.

Concurrent Credit Offerings

According to the Oklahoma State Department of Education, a high school student may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. A student may enroll in a maximum of nine semester-credit-hours during a summer session or term at a college or university of the State System without the necessity of being concurrently enrolled in high school classes during the summer term. For purposes of calculating workload, one-half high school unit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed these limits may petition the selected higher education institution. The appropriate institutional officials will evaluate the student's academic performance and potential for success in determining the

student's load, which may not exceed the number of semester-credit-hours 50 percent greater than the number of weeks in the applicable semester/term. The college should provide appropriate academic advising prior to and continuing throughout the student's enrollment.

Guthrie High School is pleased to work with ~~Northern Oklahoma College~~ **Rose State College, Langston University**, and other state universities in providing concurrent enrollment for juniors and seniors through the Interactive Video classroom.

Students may also participate in on-campus offerings from local universities such as the University of Central Oklahoma.

LANGUAGE ARTS

ENGLISH I

Grade Level: 9

Synopsis: Objectives and activities are based on the Oklahoma Standards. The focus and skills will emphasize library use, research, vocabulary, and study skills, as well as exposure to all literary genres. Composition and grammar proficiency will be stressed.

Requirements: All students may be required to read an additional two or three novels, plays, do book reports, and complete a minimum of four major writing assignments appropriate to this level.

Pre-AP ENGLISH I

Grade Level: 9

Prerequisite: Open enrollment

Book/Novel Fee \$20 (May be applied)

*Synopsis: This course prepares the student for the AP English curriculum through an analytical study of multiple literary genre in world literature, as well as an intensive study of grammar, research, and composition. Entrance to this class is gained through "open enrollment," and any student wanting a challenge is encouraged to sign up for the course. A novel and an assignment will be given the first day of class. Any student not completing it within the allotted time will be switched to an on-level English I class. Conversely, students may be encouraged to transfer from an on-level class to the more difficult Pre-AP course. **Because Pre-AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.***

Note: Students may be asked to complete a summer assignment before classes begin in August.

ENGLISH II

Grade Level: 10

Prerequisite: None

Synopsis: Objectives and instruction are based on the Oklahoma Standards. The focus and skills are based upon reading multicultural literature for the elements of literature and writing to develop analytical skills in composition. Basic literacy skills, vocabulary development, research skills, and reference material usage are also taught. Preparation for the state-mandated end-of-instruction test for English II is stressed.

Requirements: All students may be required to read a minimum of two additional novels, plays, do book reports, and complete a minimum of four major writing assignments appropriate to this level. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript.

Pre-AP ENGLISH II

Grade Level: 10

Prerequisite: Open enrollment

Book/Novel Fee \$20 (May be applied)

*Synopsis: This course continues to prepare students for the AP English curriculum with a humanities approach to the study of multicultural literary genre as well as grammar review as it pertains to intensive composition and research. Entrance to this class is gained through "open enrollment," and any student wanting a challenge is encouraged to sign up for the course. A novel and assignment may be given the first day of class. Any student not completing it within the allotted time will be switched to an on-level English II class. Conversely, students may be encouraged to transfer from an on-level class to the more difficult Pre-AP course. **Because Pre-AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.***

Note: Students may be asked to complete a summer assignment before classes begin in August.

Requirements: All students will be required to read numerous texts outside of class time, work in groups, complete projects, do book reports, and write in a variety of modalities throughout the year. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript.

ENGLISH III

Grade Level: 11

Synopsis: Objectives and activities are based on the Oklahoma Standards. The focus and skills are based upon reading and writing to improve analytical skills. Library skills and vocabulary development are also taught. The student will develop the abstract analytical skills necessary for further literary study of American literature and how it reflects the ideals and moods of an ever-changing and growing nation.

Requirements: All students may be required to read an additional two or three novels, do book reports, and complete a minimum of four major writing assignments appropriate to this level. A minimum of one research paper is also required. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript.

AP ENGLISH III - LANGUAGE AND COMPOSITION

Grade Level: 11

Prerequisite: Open enrollment

Students qualifying for the district's Gifted and Talented Program will be automatically enrolled.

Book/Novel Fee \$20 (May be applied)

Synopsis: This junior course in AP Language and Composition will enhance the students' abilities to analyze the style of prose passages and will ask students to demonstrate their skills in composing by writing essays in various rhetorical modes. Although entrance to this class is gained through "open enrollment," students must complete a meeting with the course instructor, counselor, and parent BEFORE withdrawal from the course will be allowed. Students may be removed from the class at semester after attaining a failing grade. The only exception will be if a parent/teacher/student conference is held, and the teacher feels that it is appropriate for the student to remain in the class. Students may also be encouraged to transfer from an on-level class to the more difficult AP Language class. Because AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.

Note: Students may be asked to complete a summer assignment before classes begin in August.

Requirements: All students may be required to read numerous texts outside of class time, do book reports, and write in a variety of modalities throughout the year. Summer enrichment reading will be completed prior to the beginning of the fall semester and will be used as a foundation for discussion when the school year begins. Students taking AP Language are strongly encouraged to take the national test in May to earn possible college credit for the course. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript.

ENGLISH IV

Grade Level: 12

Synopsis: Objectives and activities are based on the Oklahoma Standards. This class serves as a bridge connecting the academic requirements of high school learning with college classes. The focus and skills will be on refining and honing skills that students have already learned but may not yet have mastered.

Requirements: All students may be required to read an additional three novels, plays, do book reports, and complete a minimum of four major writing assignments appropriate to this level. A minimum of one research paper is also required.

AP ENGLISH IV – AP LITERATURE AND COMPOSITION

Grade Level: 12

Prerequisite: Open enrollment

Students qualifying for the district's Gifted and Talented Program will be automatically enrolled.

Book/Novel Fee \$20 (May be applied)

*Synopsis: This senior course in AP Literature and Composition will enhance students' abilities to read selected poems and prose passages analytically and require them to write critical or analytical essays based on poems, prose passages, novels, and plays. Although entrance to this class is gained through "open enrollment," students must complete a meeting with the course instructor, counselor, and parent BEFORE withdrawal from the course will be allowed. Students may be removed from the class at semester after attaining a failing grade. The only exception will be if a parent/teacher/student conference is held, and the teacher feels that it is appropriate for the student to remain in the class. Students may also be encouraged to transfer from an on-level class to the more difficult AP Literature course. **Because AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.***

Note: Students may be asked to complete a summer assignment before class begins in August.

Requirements: All students may be required to read numerous texts outside of class time, keep dialectical journals, do book reports, and write in a variety of modalities throughout the year. Summer enrichment reading will be completed prior to the beginning of the fall semester and will be used as a foundation for discussion when the school year begins. Students will produce a lengthy, multi-faceted research project in the spring semester. Students taking AP Literature are strongly encouraged to take the national test in May to earn possible college credit for the course.

ACE READING

Synopsis: This class is designed to help students become active readers. Strategies are taught to aid students while reading texts. For example, students will learn to preview the text, use context clues to find the meaning of unknown words, and question while reading. Students are also taught strategies to help their test-taking abilities.

ACT PREP

(One semester)

Grade Level: 10, 11, 12

*Synopsis: This course will prepare students for the ACT test. Students will learn test taking strategies, reasoning, organizational skills **and** memory techniques ~~and interview skills~~. Students will practice taking tests, as well as, research colleges, careers, and scholarships.*

CREATIVE WRITING I

(One semester)

Grade Level: 10, 11, 12

Synopsis: Students will learn descriptive writing, the art of dialogue, and the proper use of detail and imagery. Various forms and styles of poetry, prose, and mystery writing. Students will be expected to enter various contests throughout the year.

CREATIVE WRITING II

(One semester)

Grade Level: 11, 12

Prerequisite: Creative Writing I with a "B" or above

Synopsis: Students will write more extensively in poetry and prose styles, which include short stories, articles, essays, plays, and/or preliminary novel construction. Independent work is expected; a portfolio of written work for contest and anthology will be produced.

DRAMA / ACTING I, II, III, IV

(One semester)

Grade Level: 9, 10, 11, 12

Companion Course: Drama/Improvisation

Synopsis: Students will demonstrate correct acting techniques and styles through a variety of assignments. They will write and perform skits and pantomimes. Students will learn about debate, commercials, storytelling and puppetry.

DRAMA / IMPROVISATION I, II, III, IV

(One semester)

Grade Level: 9, 10, 11, 12

Companion Course: Drama/Acting

Synopsis: Students will demonstrate correct acting techniques through a variety of assignments. They will learn to perform in various acting styles. Acting creativity, problem solving, and performance skills will be demonstrated through a series of exercises and assignments.

DRAMA PERFORMANCE I, II, III, IV

(One semester)

Grade Level: 9, 10, 11, 12

Synopsis: Students will use performance skills while competing and performing at many events. These courses require a commitment to outside of school rehearsals, as well as possible travel on weekends to compete. Students must submit an application and possibly audition for these courses. Fees maybe required for costuming, scripts, and competitions.

All drama classes are one-semester courses. Please note the companion courses listed if you wish to remain in drama for the entire school year. You will need to enroll in both classes to get a full year of credit. Enrollment in more than one drama class per semester is discouraged and requires permission of the instructor.

FILM AS LITERATURE

(One semester)

Grade Level: 10, 11, 12

Synopsis: This course is an introduction to film analysis. Filmmakers tell their stories using visual clues—composition, different shots, camera angle and movement, color, lighting, music, production design, and various editing techniques—and students become familiar with these clues. We also study how a movie is made from the ground up. In addition to learning technical film terms, each student writes three film reviews, and a five-page screenplay. The class produces two movies from the best of these screenplays.

INTRODUCTION TO JOURNALISM

(One semester)

Grade Level: 9, 10, 11, 12

Prerequisite: Keyboarding skills strongly suggested

Synopsis: This course is created around the goal of media literacy, which is the ability to interpret and understand the media's messages. Students learn to read news articles to find information, conduct a successful interview, write news articles, take quality photos, and create effective publication layouts. Students will be introduced to Adobe® Photoshop® and InDesign® software. This course also covers legal and ethical issues in journalism. Students interested in joining the yearbook or newspaper staff should take this course.

INTRODUCTION TO JOURNALISM II

(One semester)

Grade Level: 9, 10, 11, 12

Prerequisite: Introduction to Journalism/**Instructor permission**

Synopsis: Advanced journalism skills are taught in this course, including the roles of public relations and advertising in the media. Students will learn advanced photography techniques and basic to intermediate Photoshop® skills. Students in the class may have opportunities to create work for student publications.

INTRODUCTION TO MYTHOLOGY

(One semester)

Grade Level: 11, 12

Synopsis: This class is an introductory course on the many different myths in a variety of cultures. We will look at the different theories of myth origin using texts from Edith Hamilton, Cary Jung and Joseph Campbell. We will begin by defining what a hero is and the hero's journey. This will lead us into the characteristics of the heroine. After the basics are established, we will study Greek, Egyptian, Japanese, European, Native American, Mayan, African, and Norse mythology and ending with Modern Mythology in which we will examine the role of the "superhero" in today's culture.

MYTHOLOGY II: FAIRYTALES, FOLKTALES, AND FABLES

(One semester)

Grade Level: 11, 12

Synopsis: This class is the study of Fairytales, Folktales, and Fables from around the world. Students will be examining stories told by the Grimm Brothers, Hans Christian Andersen, Aesop and many others and making comparisons to the fairytales they were told as children by Disney. We will also be examining folktales and fables that have been told and retold for hundreds of years and students will decipher the morals and meanings. Each student will be expected to write compare and contrast essays that examine in detail the way different cultures use these stories as warnings and life lessons.

NEWSPAPER I, II, III

Grade Level: 10, 11, 12

Prerequisite: Keyboarding, Introduction to Journalism, Instructor Permission

Synopsis: Students use Adobe® InDesign® to create the BlueLine, Guthrie High School's student newspaper. Students are responsible for writing and editing stories, taking photos for stories, preparing page layouts, selling advertising, and distributing the final product. This course also covers advertising, photojournalism, and writing reviews, columns and editorials. Strong writing skills, dependability, and a good work ethic are crucial. After-school work is required.

SHAKESPEARE AND HIS PLAYS

(One semester)

Grade Level: 10, 11, 12

Synopsis: This class will be a study of William Shakespeare, his times, the Globe Theatre, and his plays. Works studied during this semester will include histories, tragedies, and comedies with an emphasis on the comedies as well as sonnets. Some performance work will be done in class. Students will also be expected to write analytical essays on the material, engage in outside reading, and complete a research project. This class is a preparatory class for college-bound students and supports work done in the AP classes.

SPEECH I

(One semester)

Grade Level: 9, 10, 11, 12

Prerequisite: None

Synopsis: The student will learn to communicate with ease and self-confidence whether addressing a small or large group. Speech will provide students the skills needed for communicating in real life situations, strategies used for public speaking and individual/group discussion; formal vs. informal speaking, leadership skills, oral presentations, and projects.

YEARBOOK I, II, III

Grade Level: 10, 11, 12

Prerequisite: Instructor Permission

Synopsis: Students in this course produce Guthrie High School's student yearbook, the Kynewisbok. Students practice advanced photography, design, editing, and writing techniques. Josten's YearTech® Online program is used to create the yearbook. A strong work ethic, flexibility, dependability, and the ability to meet deadlines are crucial to this course. After-school work is required.

~~All speech and drama classes are one-semester courses. Please note the companion courses listed if you wish to remain in speech/drama for the entire school year. You will need to enroll in both classes to get a full year of credit. Enrollment in more than one drama class per semester is discouraged and requires permission of the instructor.~~

SCIENCE

AP BIOLOGY

(This class requires two class periods)

Grade Level: 11, 12

Prerequisite: Biology I and Chemistry I Science

Lab Fee: \$20

Synopsis: AP Biology is a course designed to be equivalent to

*at least a college introductory biology course taken by biology or pre-med majors their first year. At the completion of the course, the student will be given the opportunity to take the advanced placement exam for college credit.**

**Approximate cost of the exam is \$95.00.*

BIOLOGY I

Grade Level: 10

Synopsis: Biology is the study of life. All living things, both animal and plant, are considered. The course is planned to develop appreciation and concepts of scientific procedure as applied to the biological structure and function of animals and plants. Emphasis is placed on the methodology in problem solving, through laboratory work, as the important factor that leads to understanding.

Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript.

PRE-AP BIOLOGY I

Grade Level: 9,10

Prerequisite: 9th Algebra I and/or Pre-AP Science 10th

Teacher recommendation accompanied by signature of the science teacher.

Synopsis: This course is recommended for those students who express a special interest in life science. Topics include biochemistry, cell structure and reproduction, genetics, animal behavior, and ecology. Emphasis is on use of the scientific method, problem solving, investigation inquiry and group discussions. An interest in an intellectually challenging atmosphere is a necessary qualification for this course.

Because Pre-AP coursework is more challenging, this class will be weighted on a 5.0 GPA scale.

Upon completion of this course, the student is required to take a state-mandated "End-of-Instruction Test." The score is reported on the student's official transcript.

BIOLOGY II

Grade Level: 10, 11, 12

Prerequisite: Biology

Lab Fee: \$20

Synopsis: This course is designed to extend and complement the Biology I course. Subjects covered will be research techniques including the identification of quantitative and qualitative observations, formulation of hypothesis, designing of experiments, the organization of data in publications in the form of graphs and tables, and the application of statistics in the analysis of data. Also included will be studies in genetics, microbiology, botany, comparative anatomy and ecology.

BIOTECHNOLOGY

(One Semester)

Grade Level: 11, 12

Prerequisite: Grade of "C" or higher better in Biology I, "C" or higher better in Chemistry, and a "C" or better in Algebra II

Lab Fee: \$20

Synopsis: This is a semester class. It is geared to upper level students with a deep interest in science. Topics include Biotechnology foundations, Bioinformatics, DNA, Genetics, Gel electrophoresis, and human chemistry.

CHEMISTRY I (Physical)

Grade Level: 10, 11, 12

Prerequisite: Grade of "C" or higher better in Algebra I, Geometry and Biology I (not concurrent)

Lab Fee: \$20

Synopsis: Chemistry is the study of the interactions and properties of elements, compounds, and mixtures. Topics covered are atomic theory, naming systems, chemical reactions, solutions, states of matter, gas laws, and molecular structure. Laboratory experimentation and problem solving are employed as methods of instruction. (Meets the lab science requirement for college entrance.)

CHEMISTRY II (Physical)

Grade Level: 11,12

Prerequisite: Chemistry I and Algebra II with a grade of "C" or higher better both semesters.

Lab Fee: \$20

Synopsis: The Chemistry II course is designed to continue with more advanced topics in basic chemistry such as Organic and Inorganic Chemistry, Acids and Bases, and Nuclear Chemistry along with studying the topics in of Chemistry I in more depth. The laboratory work will be more detailed. Students will be required to construct their own laboratory towards the end of the year.

EARTH SCIENCE

Grade Level: 11, 12

Lab Fee: \$20

Synopsis: This is a year-long physical science course about the planet Earth and the Universe. Topics will include, but limited to, Rocks & Minerals, Earthquakes & Volcanoes, Earth History, Weather & Climate, our Solar System, and the Universe. (There will be a \$20 lab fee for this class.)

ENVIRONMENTAL SCIENCE

Grade Level: 9

Synopsis: This course is designed for students who are seeking to develop a foundation of knowledge about the scientific process by examining current environmental concerns as well as possible human impact. This course is also designed to deepen students' understanding of biological concepts to prepare for sophomore biology. The course will include research and study of topics such as global warming, land use, pollution, energy resources, and environmental policies in addition to general ecology.

AP ENVIRONMENTAL SCIENCE

Grade Level: 9

Prerequisites: Biology I and Chemistry I

Lab Fee: \$20

*Synopsis: This course provides students with the scientific principles, concepts, and methodologies required to understand the interrelationships of the natural world, to identify and analyze environmental problems both natural and human-made, to evaluate the relative risks associated with these problems, and to examine alternative solutions for resolving or preventing them. **At the completion of the course, the student will be given the opportunity to take the advanced placement exam for college credit. *Approximate cost of the exam is \$95.00.***

FORENSIC SCIENCE

(One Semester Only)

Grade Level: 11, 12

Prerequisites: Biology I

Lab Fee: \$20

Synopsis: In lab exercises students draw upon previous scientific knowledge and forensic techniques employed by scientists such as fingerprinting, criminal profiling, and hair, fiber and handwriting analyses. Students also explore the practices of blood typing, DNA analysis, and toxicology. Through the study of notorious criminal cases, students become familiar with the development of criminal investigations and forensic science.

HUMAN ANATOMY/PHYSIOLOGY

Grade Level: 11, 12

Prerequisite: Grade of "C" or higher better in Biology I

Lab Fee: \$20

Synopsis: This is a year long course and is designed for those interested in science-related fields. Anatomy & physiology is a discussion and laboratory based study of the human body. The study will range from molecules, cells, body systems, and processes. Dissection of a fetal pig and other appropriate organs will complement course work. This course is designed for college preparation, especially for biology and health career majors. (There will be a \$20 lab fee for this class.)

PHYSICAL SCIENCE

Grade Level: 11, 12

Lab Fee \$20

Synopsis: This is a one-semester long science course that explores the relationship between matter & energy. Students investigate physical science concepts through an inquiry-based approach. Students will apply what they learn to everyday situations. Assessment of student's progress is based upon daily assignments, laboratory reports, homework, quizzes, tests, projects and class participation. Embedded standards for Inquiry, Technology, and Mathematics are taught in the context of the content standards for Motion, Energy, Forces, Matter and Interactions of Matter.

PHYSICS

Grade Level: 11, 12

Prerequisite: Algebra I and Chemistry I with a grade of "B" or higher, both semesters, plus passing grade or concurrently enrollment in Pre-Calculus.

Math teacher must sign off in order to enroll in this class.

Lab Fee \$20

Synopsis: Physics is the most fundamental science. It describes, often at the mathematical level, the behavior of the physical world. This course covers Newtonian physics through the modern view of light, nuclear physics, and quantum mechanics. Problem solving, laboratory discovery, and an enrichment project are employed as methods of instructions.

PRE-ENGINEERING AND ROBOTICS

(A STEM Education Class)

Grade Level: 10, 11, 12

Synopsis: STEM is an acronym for Science, Technology, Engineering and Mathematics. There are a tremendous amount number of subjects that fall into those terms, but we will specifically look at Computer Science, Mechanical Design and Robotics and how they are applied in the various fields available for careers. We will not only address questions involved in these disciplines including blueprint design and reading, drafting, and building of robots as well as a chosen mechanical apparatus that we use on a daily basis. (Bridges, Building, cars, etc). We will also look into the world of computers and how they not only drive our current industries and play a very large roll in many if not all fields of employment. This course will bring together the four major parts of study we will read about, write about and build these chosen items and also employ the math and science involved in developing working models.

ZOOLOGY

Grade Level: 11, 12

Prerequisite: Grade of "C" or higher in Biology I, "C" or higher in Algebra I.

Lab Fee \$20

Synopsis: This is a year-long, advanced science class. It is geared toward students with a deep interest in animals and diversity of life. Topics will include classification of species, adaptations and the members of the animal kingdom. First semester will include Biology/Zoology foundation with lab building exercises. Second semester will include dissections with live and preserved species.

FOREIGN LANGUAGES

Foreign language may be a requirement at certain comprehensive universities. Please check with your counselor if you have any questions.

GERMAN I

Grade Level: 9, 10, 11, 12

No Prerequisite

Synopsis: The goal of this course is to develop basic abilities in interpersonal, interpretive and presentational communication in German using the four skill areas of listening, speaking, reading and writing focusing on daily life and interests, and provide experience and information leading to a basic understanding of the culture. Students will participate in German-speaking communities at home and around the world.

GERMAN II

Grade Level: 10, 11, 12

Prerequisite: German I

Synopsis: The goal of this course is to continue the development of interpersonal, interpretive and presentational communication in German using the four skill areas of listening, speaking, reading and writing initiated in German I focusing on daily life and interests, and further learners' understanding and appreciation of the culture. Students will participate in German-speaking communities at home and around the world.

SPANISH I

Grade Level: 9, 10, 11, 12

Prerequisite: grade of "C" or higher in English

Synopsis: The goals of Spanish I are to present the following: a language in an interesting and stimulating context, a realistic view of all aspects of Hispanic cultures, varied exercises to provide personalized manipulation of the language, and a progression from spoken to written language.

SPANISH II

Grade Level: 10, 11, 12

Prerequisite: Grade of "C" or higher **better** in both semesters of Spanish I

Synopsis: A continuation of Spanish I with added emphasis on speaking, reading comprehension, and composition.

Pre-AP SPANISH (Level III)

Grade Level: 11, 12

Prerequisite: Spanish I & Spanish II with a "B" or higher **better** both semesters in both courses. Teacher recommendation required.

Synopsis: Spanish III provides a wide variety of topics and exercises to present all aspects of language learning including vocabulary development, reading comprehension, literature, civilization and culture, grammar review and enrichment, discussion and composition, and everyday conversational skills.

MATHEMATICS

ALGEBRA I

Grade Level: 9, 10, 11, 12

Prerequisite: Pass 8th grade math "C" or higher **better**

Synopsis: This course will cover the Oklahoma Algebra I content standards, which include the following: Relationships between quantities, reasoning with equations, linear & exponential relationships, descriptive statistics, expressions & equations, and quadratic functions & modeling. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript.

ALGEBRA I SUPPORT

Grade Level: 9

Synopsis: Students who fail to obtain a satisfactory score on the 9th grade Curriculum Reference Test (CRT) will be enrolled in Algebra I Support in conjunction with Algebra I. Algebra I Support reinforces Pre-Algebra skills and provides small group/individualized instruction with Algebra I concepts.

INTERMEDIATE ALGEBRA

Grade Level: 10, 11, 12

Prerequisite: Algebra I (Teacher Approval)

Synopsis: Extends Algebra I with an emphasis on a review of the fundamental concepts covered in Algebra I: properties of numbers, linear equations and inequalities, systems of equations, factoring, exponents, radicals, graphing, matrices and rational expressions.

ALGEBRA II

Grade Level: 10, 11, 12

Prerequisite: Algebra I

Synopsis: This course will cover the Oklahoma Algebra II content standards, which include the following: Number Sense and Algebraic Operations, Relations and Functions, Data Analysis, Probability, and Statistics. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript.

ALGEBRA III

Grade Level: 12

Prerequisite: Algebra II with a "C" average or higher **better**

Synopsis: This course will cover the content standards aligned with College Algebra found at UCO. This is not an AP course, but will act as a college preparatory course for any college bound student. The content covered in this course includes the following: Real & imaginary numbers, quadratic functions, polynomials, systems of linear equations, parabolas, ellipses, hyperbolas, fundamental theorems of algebra, and graphing on a Cartesian plane.

PRE-CALCULUS

Grade Level: 11, 12

Prerequisite: Algebra II with a "C" average or higher **better**

*Synopsis: Pre-calculus is for above average students who would like a solid preparation for college mathematics, a review for College Board examinations, or simply further enrichment of their mathematical backgrounds. Throughout the course, applications of mathematics to various fields are stressed in both the text and the exercises. Throughout the course, written exercises stress graphic applications because of their importance and relevance in preparing students for Calculus. A scientific calculator is **required** for this class; see instructor before purchasing.*

MATH OF FINANCE

Grade Level: 9, 10, 11, 12

Synopsis: Students will use the basic concepts of arithmetic, algebra, and geometry as they apply to a broad spectrum of real-life problem situations. Students will obtain knowledge in personal banking, investments, credit, taxes, purchases and vacation planning. Students will also receive information on how math is used in variety of occupations.

PLANE GEOMETRY

Grade Level: 9, 10, 11, 12

Prerequisite: Algebra I

Synopsis: This course will cover the Oklahoma Geometry content standards, which include the following: Logical Reasoning, Properties of 2-Dimensional Figures, similar & congruent figures, Trigonometric Ratios, Properties of 3-Dimensional Figures, and Coordinate Geometry. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction-Test." The score is reported on the student's official transcript.

SOCIAL STUDIES

ECONOMICS

(One semester)

Grade Level: 11, 12

Synopsis: In Economics, students will learn how economics affects their everyday life. Students will develop an understanding of their current and future roles as consumers and producers of goods and services. Students will examine such concepts as macroeconomics, microeconomics, capitalism, socialism, communism, laissez faire, and monopoly. Students will be exposed to influences on the economy such as the GNP, government, credit, and international trade. They will also study such economic factors as scarcity, supply and demand, and various economic markets and models. All state-mandated Oklahoma Standards will be covered in this course of study.

GEOGRAPHY

(One semester)

Grade Level: 10, 11, 12

Synopsis: This elective course in physical and human geography will involve students in understanding the interrelationships of man and his environment. The course will identify the major world regions, nations and metropolitan areas, significant cultural groups, and analyze contemporary global issues.

GOVERNMENT

(One semester)

Grade Level: 12

Synopsis: A one-semester course designed to investigate the origins and workings of America's unique system of government. Emphasis will be placed on, but not limited to, the reasons for writing the United States Constitution and the individual rights therein, the development of state and local governments, a comparison of our system of government and economy to other countries, an overview of our legal economy to other countries, and an overview of our legal system. All state-mandated Oklahoma Standards will be covered in this course of study.

AP GOVERNMENT

(Full year course)

Grade Level: 12

*Synopsis: United States Government and Politics will give students an analytical perspective on government and politics in the United States. This course includes both the study of general concepts used to interpret U.S. government and politics and the analysis of specific examples. It requires familiarity with the various institutions, groups, beliefs, and ideas that constitute U.S. government and politics. Successful completion of the AP exam is equivalent to a one-semester college introductory course in United States government and politics. ***Approximate cost of the AP exam is \$89.00.***

THE HISTORICAL SIGNIFICANCE OF THE BIBLE:

(One semester)

Grade Level: 11, 12

Synopsis: The Bible has been the most influential book in the West. It has inspired writers, lawmakers, artists, musicians, and filmmakers. In this course, students will learn not only what each book of the Bible contains but also the literature, law, art, music, and film it has inspired. This is a non-sectarian course. Jewish, Roman Catholic, and Protestant views will be respected and taught.

PROBLEMS OF DEMOCRACY

(One semester)

Grade Level: 11, 12

Synopsis: Problems of Democracy deals with contemporary issues in American society. The emphasis will be on issues that affect and influence student lives. Since many of these issues are controversial in nature, students will address these issues in an open classroom forum that stresses realistic concepts will be employed to explain the background of current situations. Students will be involved in the selection and analysis of information and the evaluation of possible solutions to the problems. discussion and inquiry.

OKLAHOMA HISTORY

(One semester)

Grade Level: 9, 10, 11, 12 (recommended for freshman year)

Synopsis: In Oklahoma History, the student will examine the people and events that have formed and transformed the landscape and cultures of the place and peoples that have become Oklahoma. The student will examine important political and ideological movements, as well as economic, cultural, and political accomplishments of state, national, and world significance. The learning of Oklahoma History should lead to students to link Oklahoma's history to local, national, and global contexts. Oklahoma History is a survey of Oklahoma's past from prehistory to present. It includes in anthropology, archaeology, geography of the state, and the traditional political history. Historical research skills will be offered to interested students.

PSYCHOLOGY

(One semester)

Grade Level: 11, 12

Synopsis: This is a one-semester survey course class which introduces the student to an overview of the discipline of psychology. This survey class addresses such issues as the various schools of psychology, behavioral psychology, evolutionary psychology, and psychology of personal adjustment. All state-mandated Priority Academic Student Skills (PASS) will be covered in this course of study.

SOCIOLOGY

(One semester)

Grade Level: 11, 12

Synopsis: This class introduces the students to the field of sociology. The survey course addresses such themes as group behavior, family, criminology, sociological methods, religion, culture, deviance, welfare, and other sociological institutions. All state-mandated Priority Academic Student Skills (PASS) will be covered in this course of study.

UNITED STATES HISTORY

Grade Level: 11, 12

Synopsis: The course offers a study of U.S. History from post-reconstruction to the present. The course emphasizes the political, economic and cultural contributions of significant Americans, as well as the lasting impact of events on contemporary conditions of the nation. Upon completion of this course, the student is required to take a state-mandated "End-Of-Instruction Test." The score is reported on the student's official transcript.

AP UNITED STATES HISTORY

Grade Level: 11, 12

Synopsis: This course is designed to provide students with the analytical skills and knowledge necessary to deal critically with issues in American history. The program prepares students for college courses by assessing historical materials and weighing the evidence or interpretations presented in historical scholarship. The course will develop the skills necessary to arrive at conclusions on the basis of an informed judgment, by presenting reasons and evidence clearly and persuasively in essay format. At the end of the course, the student will be given the opportunity to take the advanced placement exam for college credit. ~~ Upon completion of this course, the student is required to take the state-mandated "End-Of-Instruction Test."~~ The score is reported on the student's official transcript. ***Approximate cost of the AP exam is \$92.00.***

WORLD HISTORY

Grade Level: 10, 11, 12

Synopsis: The student will examine the enduring philosophical and religious contributions from the ancient and classical eras to the modern world. The student will examine the impact of the European Renaissance and Reformation, various revolutionary movements, the Industrial Revolution, and the world that the World Wars helped create, the transformation of societies in the Post-World War Two II Era, and recent contemporary events and issues.

TECHNOLOGIES, CAREERS & PFL

ACCOUNTING I

~~(One semester)~~

Grade level: 11, 12

~~Prerequisite: Students with "C" average or above appear to have greater success.~~

Synopsis: Accounting I is designed to prepare good business habits by teaching students the techniques that will enable them to keep business records as well as their own personal records. Also, knowledge of accounting is important for those seeking careers in computer-related jobs or various other business positions. Students will complete accounting cycles for service and merchandising businesses organized as sole proprietorships and corporations.

CAREER CHOICES

(One semester)

Grade level: 9th

Prerequisite: None

Synopsis: A freshman orientation class that focuses on planning for their future in academics and careers. During the semester, the course creates a ten year plan that looks at high school academics, college/training, and the beginning of a specific career field. Students will fill out an online and physical workbook that they will be able to reference and amend throughout their education in order to meet their specific goal. The online form will be available to their future teachers as a point of reference to make their specific subject relevant to the student. This course covers career goals, cost of living financials, available education opportunities and common problems on the road to success.

COMPUTER APPLICATIONS I

(Full year)

Word Processing, Google Apps & Internet Usage

Grade Level: 9, 10, 11, 12

Prerequisite: Keyboarding

Synopsis: This course will be the first in a series to introduce students to Windows, ~~and~~ MS Office & Google applications.

COMPUTER APPLICATIONS II

(Full year)

Grade Level: 9, 10, 11, 12

Prerequisite: Computer Applications I

Synopsis: This course will provide students with advanced skills in MS Office, Google Apps for Education, and Desktop Publishing.

KEYBOARDING

(One semester)

Grade Level: 9, 10, 11, 12

Synopsis: This course develops touch operation of keyboard characters through skill building for techniques, speed and accuracy. Students will produce documents for personal, business and academic activities. This course, or a prior equivalency, is required for admission to computer applications classes.

PERSONAL FINANCIAL LITERACY

(One semester)

Grade Level: 12

Synopsis: The intent of personal financial literacy education is to inform students how individual choices directly influence

occupational goals and future earnings potential. Successful money management is a disciplined behavior and much easier when learned earlier in life. The fourteen areas of instruction designated in the Passport to Financial Literacy Act of 2007 (70 O.S. § 11-103.6h) are designed to provide students with the basic skills and knowledge needed to effectively manage their personal finances. Passage of all 14 module exams required of all graduates beginning with the Class of 2014.

WEB PAGE DESIGN

(Full year)

Grade Level: 10, 11, 12

Prerequisite: Computer Applications I

Synopsis: This purpose of this course is to learn how to design, create, edit, manage and maintain web sites.

MUSIC

APPLIED MUSIC I, II, III, IV

(One semester)

Grade Level: 9, 10, 11, 12

Synopsis: This is a music performance enhancement course. It is open to any student enrolled in band or choir. Non-band and non-choir students may audition for enrollment at the discretion of the instructor. The focus of the class is on the development of musical technique and effective performance through daily individual practice. Students are required to follow a practice regimen tailored to their individual talent and skill levels. Students are required to participate in various solo and ensemble contests throughout the year. Students are also required to try out for appropriate honor groups such as All-State Choir or Band designated by the music staff. Each student in the class will have biweekly private evaluations with appropriate music staff members. Students will also be expected to mentor younger students at the beginning and intermediate levels of the music program. Evaluation will consist of a series of performance examinations and the fulfillment of the mentoring and tryout requirements.

CHORALE

Grade Level: 9, 10, 11, 12

Prerequisite: Approval of Director

Lab Fee: \$50

*Synopsis: **This choir replaces Kantorei and the Do You Like to Sing Choir.** Beginning level choir for all HS students, focusing on incoming students and those who like to sing but need work to advance to Concert Choir. Attendance at concerts will be required as set forth in the Choral Handbook. Director approval needed. **This course is by audition only in the spring. Lab fee required.***

CONCERT CHOIR

Grade Level: 9, 10, 11, 12

Prerequisite: Audition and Approval of Director

Lab Fee: \$50

Synopsis: Advanced mixed choir by audition only. Members will perform advanced choral literature and learn advanced sight-reading and musical skills. Attendance at contests and concerts will be required as set forth in the Choral Handbook. Lab fee required.

INSTRUMENTAL MUSIC I, II, III, IV

Grade Level: 9, 10, 11, 12

Prerequisite: Successful completion of a performing class

Synopsis: High School band is a performance-oriented, highly disciplined organization. Members are expected to attend all performances, which include but may not be limited to, football games, pep rallies, parades, concerts, and contests. Attendance of rehearsals outside the school day will also be required. Individual members will have the opportunity to audition and participate in honor groups and solo/ensemble competitions.

INSTRUMENTAL MUSIC THEORY

Grade Level: 10, 11, 12

Prerequisite: Membership in the High School band, previous membership in either All-Region or All-State Band, and written permission of the band director.

Synopsis: This class is intended for the most serious instrumental musician. All State/All-Region auditions and solo-ensemble participation are required. In addition, students will be expected to pass playing, written, and aural proficiencies each nine weeks. Students will need to own a tape recorder in order to prepare homework assignments. Fundamentals of music theory and history will be covered.

JAZZ CHOIR/VOICE CLASS (Rhythm & Blues)

Grade Level: 10, 11, 12

Synopsis: Focuses on voice development and All-State music and show music with the intent of performing multiple concerts.

MUSICAL PRODUCTIONS

Grade Level: 9, 10, 11, 12

Synopsis: This class returns to teach the technical side of theatre including sound, lights, costume props, set building and other production necessities. Requirement will include working backstage at the JH and HS musicals and cabarets.

MUSIC THEORY (Vocal)

Grade Level: 10, 11, 12

Prerequisite: Approval of Director

Synopsis: This course is designed to prepare the student for college theory through music analysis and the teaching of the rudiments of song and part writing.

PIED PIPERS

Grade Level: 9, 10, 11, 12

Prerequisite: Audition and Approval of Director

Lab Fee: \$75

Synopsis: A Children's Improvisational Musical Drama troupe. The Pipers will be improvisational, with every performance being a different and delightful blend of familiar fairy and folk tales, nursery rhymes, poems, games and songs. Every performance is designed for the age and number of children. The exposure to the world of children's literature ranges from Mother Goose to Shel Silverstein, Aesop to Sendak. Emphasis will be placed on performance and memorization and the ability to interact with kids and each other in a positive atmosphere. This course is by audition only in the spring. Lab fee required.

ART

CRAFTS

Grade Level: 9, 10, 11, 12

Prerequisite: ?

There is a \$50 supply fee for this class. Lab Fee: \$50

Synopsis: This class will consist of instruction covering many craft techniques including weaving, collage, painting, holiday art, etc. Student will gain an understanding of art techniques as well as problem solving processes throughout this class.

DRAWING

Grade Level: 9, 10, 11, 12

Prerequisite: ?

There is a \$50 supply fee for this class. Lab Fee: \$50

Synopsis: This class will consist of instruction of drawing techniques in graphite, charcoal, colored pencils and ink. We will be creating landscape, portrait and abstract art. We will be showcasing school spirit drawings and competing in art contests throughout the year.

HONORS STUDIO ART

Grade Level: 9, 10, 11, 12

Prerequisite: ?

There is a \$50 supply fee for this class. Lab Fee: \$50

Synopsis: This is a class for any student who has previously taken an art course and wants to expand on their knowledge. It will consist of studio time where the student will need to be self-motivated in creating a 12-piece portfolio. We will compete in several art contests throughout the year.

PAINTING

Grade Level: 9, 10, 11, 12

Prerequisite: ?

There is a \$50 supply fee for this class. **Lab Fee: \$50**

Synopsis: This class will consist of instruction covering painting techniques in acrylic, watercolor, and oils. We will be doing landscape, portraits and abstract art. We will paint windows for school events, as well as mural projects. We will compete in art contests throughout the year.

3-D / SCULPTURE

Grade Level: 9, 10, 11, 12

Prerequisite: ?

There is a \$50 supply fee for this class. **Lab Fee: \$50**

Synopsis: This class will consist of instruction covering paper, wood, wire, clay, and assemblage sculptures. Student will have an understanding of art techniques as well as problem solving process throughout this class.

AP ART HISTORY

Grade Level: 11, 12

Prerequisite: Recommendation of English teacher and/or world history teacher.

Synopsis: This is a two-semester course designed for the college bound student who is a devoted reader: "works of art are simultaneously material objects and historical documents and instruments of social communication." In this course, students will learn to analyze art in all of these aspects. Through comparative analysis of artifacts drawn from many cultures and time periods, the course helps students develop the skills and knowledge essential to understanding the visual arts. Paintings, sculptures, collages, photographs, prints, and works in other media from the Americas, Europe, Africa, Asia, and Oceania are taken as case studies fueling our class discussions and study. There will be investigation into the various functions of art objects and the ways they acquire meanings and value for particular audiences. The guide for our study will be that of the College Board outline. Outline-a cumulative design by experienced AP Art History instructors. The goal and the expectation is that all art history students will successfully complete the AP Exam.

AP STUDIO ART I & II DRAWING or 2-D DESIGN

Grade Level: 11, 12

Prerequisite: Successful completion of Art I, Art II and presentation of satisfactory portfolio of completed art work; students must demonstrate a strong sense of responsibility and self-motivation and be committed to fulfilling the expectation of a completed portfolio for testing. Teacher recommendation required.

*Synopsis: This two-semester course is designed to fulfill the requirements set by the College Board. The student will complete a portfolio of a minimum of 24 works. Students will develop the quality and breadth of their work. (Some of these pieces may be pulled from the existing portfolio but must be of exceptional quality) This is a college level art course and should prepare students for further study at any art school or college art program. Students may select the drawing or the 2-dimensional portfolio to complete. This course requires extensive dedicated "home" time in order to complete the required amount of work. It is strongly suggested that students take two years of AP Studio Art in order to have the strongest portfolio. High standards for evaluation of work should be expected. **(There will be a required lab fee plus required silver fee. Students may be required to obtain minimum materials for selected projects. The cost of the AP Portfolio fee is determined by scale of family income. Please inquire).***

PHYSICAL EDUCATION

ADVENTURE SPORTS

Grade: 11 and 12

Prerequisite: NONE

Synopsis: Adventure Sports is a class designed to expose students to a variety of outdoor activities that help promote a healthy lifestyle and respect for the outdoors. Portions of this class may require students to be physically active and participate in fitness-related assessments. An introduction to a variety of state and nationally recognized programs will be utilized, including but not limited to; Explore Bow-hunting, Explore Bow-fishing, Oklahoma Fishing in the Schools Program, Oklahoma Hunter Education, Oklahoma National Archery in the Schools Program.

CARE AND PREVENTION OF ATHLETIC INJURIES FOR HS TRAINERS

Grade Level: 9, 10, 11, 12

Prerequisite: Instructor Permission – designed for athletic trainers

Synopsis: The class of Care and Prevention will develop a scientific background in introductory sections of anatomy,

physiology, and kinesiology appropriately developed to provide students with a common background for understanding the various relationships of structure to function. Care and Prevention coursework will assist the athletic trainer in developing an integrated approach in terms of prevention, evaluation, and treatment of athletic injuries. ~~This class will consist of hands-on labs, outside assignments, quizzes, and a detailed notebook.~~

COMPETITIVE ATHLETICS

Grade Level: 9, 10, 11, 12

Prerequisite: Coaches' recommendation

Synopsis: Students will participate in competitive interscholastic athletics. Participation is relative to OSSAA and local school board policies concerning eligibility and residency requirements. Continued participation in competitive athletics is contingent on acceptable levels of competition as evaluated by the coaching staff.

SPORT	GRADE LEVEL	SESSION
Boys' Athletics	9-12	2 semesters
Baseball	HS	Spring
Baseball	9	Spring
Basketball – Boys	HS	2 semesters
Basketball – Boys	9	2 semesters
Cross Country - Boys	9-12	Fall
Football	HS	Fall
Football	9	Fall
Golf – Boys	9-12	Spring
9 th Wrestling	9	2 semesters
Tennis – Boys	9-12	Spring
Track - Boys	9-12	Spring
Wrestling	HS	2 semesters
Off-Season Weights	9-12	Spring
Girls' Athletics	9-12	2 semesters
Basketball - Girls	HS	2 semesters
Basketball - Girls	9	2 semesters
Cross Country - Girls	9-12	Fall
Softball	9-12	Fall
Golf - Girls	9-12	Spring
Tennis - Girls	9-12	Spring
Track - Girls	9-12	Spring

DRIVER'S EDUCATION

(Summer semester only)

Grade Level: 9, 10, 11, 12

Prerequisite: Students who enroll in Driver's Education must be 15 years old by the first day of class. Placement is determined by descending chronological age with an application deadline during pre enrollment.

Synopsis: Driver's education instructs the student regarding correct perception and decision-making techniques required for accident-free driving, plus attitudes essential for good citizenship on streets and highways. (A fee for summer school driver education will be assessed.)

HEALTH & WELLNESS

(One semester)

Grade Level: 9, 10, 11, 12

Synopsis: A healthy life is where the components of health – physical, emotional, social, mental, spiritual, and environmental – are in balance. The Health curriculum will focus on the life skills necessary for a healthy life, and students will obtain tools for building a healthy life. Those tools include health assessments, effective communication practices, goal setting exercises, utilization of community resources, and practicing wellness.

INDIVIDUAL FITNESS AND INDIVIDUAL TEAM SPORTS (GIRLS)

Grade Level: 9, 10, 11, 12

Prerequisite: Students who are not involved in any seventh hour varsity sport unless they are a senior. Students are required to dress out if needed for the activity, participate each day, and furnish their own rubber-soled shoes (no black soles).

Synopsis: A physical education class that develops and maintains strength, endurance, coordination, and efficiency in all body systems. Our goal is to develop the desire and knowledge to maintain physical fitness throughout life. Students will also gain an appreciation for lifetime recreational activities (bowling, tennis, walking program, etc.). Students will also learn how to weight train on certain days of the week along with gaining sports knowledge, nutrition and health on the other days of the week.

PE / WEIGHT TRAINING (BOYS)

Grade Level: 9, 10, 11, 12

Prerequisite: Cannot be enrolled in any varsity sports

Synopsis: Physical training will be emphasized during the first quarter with three days per week devoted to physical development. Two days a week will be devoted to understanding the concepts for the training schedule. Recreational activities will be added as the school term progresses. The student will gain an awareness of his physical

needs, learn the value of physical conditioning, see the relationship that exists between health and physique, be able to work in groups toward a common goal, gain an appreciation for lifetime recreational activities, and learn the value of safety during physical activity. The class will be graded on participation and the amount of improvement as each student progresses. Participation on a daily basis is required.

PHYSICAL EDUCATION

Grade Level: 9, 10, 11, 12

Synopsis: Physical training will be emphasized three days of the week. Skill games will be played two days a week. Recreation activities will be added during the year. The students must participate in the physical activities to receive a grade. This class will be graded on participation. The student will also take a definition test at the end of every week to show understanding of the activities for the week. The student will gain in awareness of his physical needs, learn the value of an active lifestyle, and a healthy lifestyle. They will also gain knowledge of a variety of physical activities.

SPORTS OFFICIATING

(One semester)

Grade Level: ~~9, 10~~, 11, 12

Prerequisite: Instructor Permission

Synopsis: This course is designed to introduce young people to sports officiating. There is a constant need for new officials in all sports at all levels. This course will educate young people on the many benefits of sports officiating, including but not limited to lifetime health and wellness, financial gain, self-esteem and a feeling of accomplishment. This course will also enable students to develop long-term relationships in this area.

U.S. ARMY JROTC

The objectives of JROTC are to prepare high school students for responsible leadership roles while making them aware of their rights, responsibilities, and privileges as American citizens. The program is a stimulus for promoting graduation from high school, and it provides instruction and rewarding opportunities which will benefit the student, the community, and the nation.

The four-year JROTC program is divided into various sub-courses designed to prepare the cadet for the following year. Sub-courses included in the program include introduction to ROTC and the Army; service/ROTC opportunities; leadership, drill and ceremonies; hygiene and first aid; military map reading; marksmanship and weapons safety; oral communications; and military history.

Third or fourth year cadets are officers and non-commissioned officers of the Cadet Corps.

JROTC DRILL/COLOR GUARD COMPETITION TEAM

Grade Level: 9, 10, 11, 12

Prerequisite: Currently enrolled in JROTC and receive instructor approval

*Synopsis: This course prepares JROTC cadets for future competitions within the realm of JROTC. Students learn and practice methods of instruction for both drill and color guard teams, preparing these teams based upon a specific sequence for a minimum of four competitions per year; knowing and understanding the manual of arms using the M1903 facsimile rifle; as well as knowing the manual of arms for Guideon. Class size is limited to 30 cadets and all **cadets must receive instructor approval to enroll** in this class. Students are required to maintain academic eligibility in order to compete. This class is two semesters and cadets receive .5 credits per semester as an elective.*

JROTC MARKSMANSHIP COMPETITION TEAM

Grade Level: 9, 10, 11, 12

Prerequisite: Currently enrolled in JROTC and receive instructor approval

*Synopsis: Cadets must be selected to the pellet rifle marksmanship team. These Cadets learn and practice proper shooting techniques, practice safety procedures to prepare for future competitions and conduct maintenance on equipment and shooting range as required. Cadets fire the Daisy pellet rifle during this class. Class size is limited to 15 and all **cadets must receive instructor approval to enroll** in this class. Students are required to maintain academic eligibility in order to compete. This class is two semesters and cadets receive .5 credits per semester as an elective.*

JROTC I

Grade Level: 9, 10, 11, 12

JROTC I is an introductory course that encourages initiative and self confidence. Students in JROTC gain knowledge and develop skills in oral and written communication techniques, reading comprehension, leadership, physical fitness, first aid and health, map reading, citizenship, history, and math skills. This course develops attitudes of understanding and tolerance with a strong emphasis on developing personal responsibility and a strong sense of teamwork. Students participate in precision drill, color guards and other co-curricular activities. Students are required to wear the JROTC uniform once a week or when designated by the Senior Army Instructor. Students will purchase a JROTC T-Shirt for PT and other activities. Students who successfully complete this course may be eligible to participate in a summer leadership camp. This course is two semesters, one credit.

Synopsis: Introduction to Leadership Education and Training (LET 1 first-year cadets)

JROTC II

Grade Level: 10, 11, 12

Prerequisite: JROTC I

Students will gain an understanding of the importance for career planning, goal setting, and time management. Students practice leadership and the ability to live and work cooperatively with others through the effective understanding and application of the leadership traits, principles, styles and values. Students demonstrate the effective understanding and application of leadership techniques, the planning process, and the decision-making/problem solving process. Students assist instructors in teaching precision drill and other various classes to first year cadets. Students demonstrate knowledge of the ethical values and principles that underlie good citizenship. **Students will demonstrate ethical values and good citizenship.** Students are required to wear the JROTC uniform once a week or when designated by the Senior Army Instructor. Students will purchase a JROTC T-Shirt for PT and other activities. Students who successfully complete this course may be eligible to participate in a summer leadership camp. This course is two semesters, one credit.

Synopsis: Intermediate Leadership Education and Training (LET 2 second-year cadets)

JROTC III

Grade Level: 11, 12

Prerequisite: JROTC I, II

This course exposes students to applied leadership and focuses on the effective leader. It provides an examination of the basic theories of leadership and leader behavior. It develops the student's abilities to analyze, evaluate and solve leadership problems through real world, practical exercises. Emphasis is placed on developing personal accountability and a strong sense of teamwork. Students are required to wear the JROTC uniform once a week or when designated by the Senior Army Instructor. Students will purchase a JROTC T-Shirt for PT and other activities. Students who successfully complete this course may be eligible to participate in a summer leadership camp. This course is two semesters, one credit.

Synopsis: Applied Leadership Education and Training (LET 3 third-year cadets)

JROTC IV

Grade Level: 12

Prerequisite: JROTC I, II, III

In this capstone course, students practice the principals, objectives, and techniques of leadership/management. Emphasis is on problem analysis and decision-making, delegation and control, planning and organizing, and interpersonal skills required for effective management. Students experience the functions of leadership and the special problems associated with it. This course prepares

students for responsible leadership roles while making them aware of their rights, responsibilities and privileges as American citizens. Students are required to wear the JROTC uniform once a week or when designated by the Senior Army Instructor. Students will purchase a JROTC T-Shirt for PT and other activities. This course is two semesters, one credit.

Synopsis: Advanced Leadership Education and Training (LET 4 fourth-year cadets)

SPECIAL EDUCATION

Guthrie High School offers special education programs to ensure that all children with disabilities have access to a free and appropriate education. This includes special education and related services to meet their unique needs as required by the Oklahoma State Plan for Special Education and the Individuals with Disabilities Act. All programs require referral, testing, placement, an Individualized Education Program in the least restrictive environment, and transitional services. For further information consult the appropriate high school counselor or the Special Education Director at the Guthrie Public School Administration Building at 802 East Vilas.

LEADERSHIP

STUDENT LEADERS - STUCO

Grade Level: 10, 11, 12

Prerequisite: Instructor Permission

Synopsis: The purpose of the leadership class is to develop good citizenship through experience in government and leadership and to promote and encourage activities for the best interest of the school. To also create a spirit of cooperation between students and the faculty. To coordinate and regulate student activities, and to promote excellence for the school by upholding high standards of personal conduct.

AGRICULTURE EDUCATION

The Guthrie AgEd program consists of three elements:

Organized instruction is the classroom instruction carried out in the shop, the greenhouse, the school farm, the extended classroom, or on field trips. Supervised agricultural experience is individual student application of knowledge and skills acquired through the classroom instruction and put to practical use outside the classroom and under the supervision of the agricultural education teacher.

FFA activities require a combination of classroom instruction, laboratory activities, and supervised agricultural experience.

The close correlation between instruction, experience, and activity makes the program vocational by nature. The FFA, as an integral part of each of the other program elements, has the unique characteristic of binding them together. It is a prerequisite of all agriculture education classes that a student become a member of the FFA.

AGRICULTURAL COMMUNICATIONS

Grade Level: 11, 12

Synopsis: This major area of study provides students interested in the field of communications with the skills necessary for an entry-level position in the industry and the knowledge base to continue into a related college degree program. Course content includes technical writing, photography, computer skills, news and radio reporting, public relations, and public speaking. Enrollment by pre-approval of instructor only.

AGRICULTURAL POWER AND TECHNOLOGY

Grade Level: 10, 11, 12

Prerequisite: Due to the equipment used in this class, instructor approval is required and insurance is strongly suggested.

Synopsis: This course will consist of advanced arc welding, advanced oxyacetylene welding, cutting, plumbing, aluminum welding, plasma cutting, concrete and masonry, tool fitting, and project construction.

AGRICULTURAL POWER AND TECHNOLOGY II

Grade Level: 11, 12

Prerequisite: Due to the equipment used in this class, instructor approval is required and insurance is strongly suggested.

Synopsis: This course will consist of electricity, tractor maintenance, small gas engines, advanced arc welding, oxyacetylene welding and cutting, inert gas welding, MIG welding, project construction, aluminum welding, and plasma cutting.

AGRISCIENCE I

Grade Level: 9

Synopsis: Students will be introduced to the FFA and have the opportunity to participate in numerous FFA activities. Included are livestock shows, career development activities, speech contests, and parliamentary procedure contests. In addition, they will ~~get to~~ experience agriculture through animal science, plant science, agricultural economics, recordkeeping and agricultural mechanics.

AGRISCIENCE II

Grade Level: 10, 11, 12

Synopsis: Students will receive instruction in leadership abilities, financial competency, plant and soil science, animal science, and agricultural mechanics. Agriscience II will continue the foundation of knowledge and skills begun in Agriscience I, a foundation students will need for assuming roles of leadership.

ANIMAL SCIENCE I

Grade Level: 10, 11, 12

Synopsis: The student will be involved in the areas of production agriculture. Topics covered are animal care and management, artificial insemination and embryo transfer, feeds and feeding, marketing, and basic skills related to animal production.

ANIMAL SCIENCE II

Grade Level: 11, 12

Synopsis: This course will focus on the agribusiness aspect of the AgEd program. Students will receive instruction in job responsibilities, human relationships, personal development, leadership, and parliamentary procedure. Students wishing to participate in public speaking and parliamentary procedure are encouraged to take this class.

ENVIRONMENTAL SCIENCE AND NATURAL RESOURCES

Grade Level: 10, 11, 12

Synopsis: Curriculum emphasizes the principles and processes in conserving and/or improving natural resources such as air, water, land, wildlife, habitat, forestry, and energy for economic and recreational purposes.

HORTICULTURE I

Grade Level: 10, 11, 12

Synopsis: Students are introduced to the broad field of horticulture. Areas to be covered include beginning a career in horticulture, introduction to safety, growing facilities, greenhouse watering, floral design, deciduous plants, plant growth media, fertilizers, plant propagation, transplanting, and fruits and vegetables. Basic knowledge and skills will be presented in the classroom and practical knowledge will be put to use in the greenhouses. FFA and supervised agricultural experience activities are an integral part of the course.

HORTICULTURE II

Grade Level: 11, 12

Synopsis: Instruction focuses on ornamental horticulture, landscape design, interior plantscapes, greenhouse management, floral design, and chemical safety. Other areas to be covered include evergreens, pruning, fertilizers, garden and plant judging will be studied with the aid of the greenhouses. Individual projects will be carried out in the greenhouses. FFA activities are an integral part of this course.

HORTICULTURE III

Grade Level: 11, 12

*Synopsis: This class will provide students with practical knowledge about greenhouses that will make them **higher better** equipped to be successful in the work place. It is designed for the more serious horticulture student.*

SOIL, PLANT AND CROP SCIENCE

Grade Level: 10, 11, 12

Synopsis: This course will cover areas such as soils, fertilizers, soil conservation practices, land uses, legal descriptions, seed growth and reproduction, pest control, native and tame pastures, and price trends.

FAMILY AND CONSUMER SCIENCES

FAMILY AND CONSUMER SCIENCE I

Grade Level: 9

Synopsis: This course is designed to provide students with basic information and skills needed to function effectively within the family and within a changing, complex society. Emphasis is given to the development of competencies related to: health and safety procedures related to child care; family and individual health; nutrition and food selection; meal planning, preparation, and service; and career skills. Upon completion of this course, the student should have developed basic life skills that promote a positive influence on the quality of life. Student leadership through Family, Career and Community Leaders of America (FCCLA), is an integral part of this course.

FOOD PREPARATION AND NUTRITION

(One semester)

Grade Level: 10, 11, 12

Prerequisite: FACS I

Synopsis: Topics will include more complex concepts in foods and nutrition including a study of international and cultural foods; meal planning and preparation for specific economic, psychological and nutritional needs; advanced impacts of science and technology on food; specific food preparations including baking; and exploring food concerns as well as the “green” impact of the food industry. Laboratory experiences will be a major component of the course.

NUTRITION, FOOD AND WELLNESS

Grade Level: 10, 11, 12

Synopsis: ~~This is the second part of the foods class I'm teaching this semester. The classes do not have to be taken in order, and individually they offer information of value. However,~~ Topics will include more complex concepts in foods including the impact of daily nutrition choices on long-term health and wellness; the physical, social and physiological aspects of a healthy diet; the science behind the roles of carbohydrates, protein, and fat; the diversity of foods around the world; the importance of vitamins and minerals; and career exploration in the food industries. Laboratory experiences will be a major component of the course.

If a student were to take both classes *Food Preparation and Nutrition* as well as *Nutrition, Food and Wellness* they will cover the entire textbook and be more prepared for careers in the food industry, Meridian Tech’s Culinary Arts program, and the food related issues related in every day adult living.

HOUSING AND HOME FURNISHINGS

(One semester)

Grade Level: 10-12 10, 11, 12

Prerequisite: FACS I

Synopsis: The focus of the Housing and Home Furnishings class is to increase knowledge and develop skills in living space and its design, home selection and home finance, housing exteriors and interiors, selection and purchase of furnishings, and employment opportunities in the area of housing and home furnishings.

MARRIAGE AND FAMILY LIFE

(One semester)

Grade Level: 10, 11, 12

Prerequisite: FACS I

Synopsis: This course is designed to provide knowledge of family life and factors that influence lifestyles and decisions. Attention is focused on marriage and family skills, life choices, and parenthood and family changes. Marriage and Family Life is intended as the basic course from which students gain the knowledge to develop relationships effectively and deal with the many relationships that are a part of everyday life.

PARENTING AND CHILD DEVELOPMENT

(One semester)

Grade Level: 10, 11, 12

Prerequisite: FACS I

Synopsis: This course is designed to provide basic knowledge of child development and to develop skills necessary to care for children and promote children's development. Students also examine theorists, child health, first aid and nutrition. Students should have opportunities to guide children's behavior and meet the needs of special age groups. Careers in early childhood care and education are explored.

OVERVIEW OF THE FASHION INDUSTRY

(One semester)

Grade Level: 10, 11, 12

Prerequisite: FACS I

Synopsis: This is a total clothing management course that develops planning, buying, and practical construction skills. Attention is focused on wardrobe planning, time- and money-saving techniques to stretch the clothing dollar, and clothing care and maintenance. This course is designed to encourage student creativity and develop practical skills through project construction.

CONCURRENT ENROLLMENT

Guthrie High School students who are concurrently enrolled in higher education course(s) will be awarded both high school and college credit for course work completed during the academic year. EOI tested subjects (Algebra II, Geometry, US History, English II & III, and Biology) will not be eligible for dual credit through concurrent enrollment.

If a student chooses to take a course that is approved on the State Department of Education’s review list, but correlates credit to an EOI-tested subject, the concurrent course will be transcribed as an elective, with a P, F, or NC grade. The grade a student receives in a non-EOI tested concurrent class will be figured into the student’s high school grade point average. If a student withdraws from the college course by the “Withdraw Without Grade” (or equivalent) deadline, the student will receive an NC on their transcript.

The following table will be used as a guide when considering dual academic credit:

College Algebra	Correlated to	1 unit HS Algebra III*
General Biology (w/ lab)	Correlated to	1 unit HS Biology II
English Comp 1	Correlated to	½ unit (1 st sem) HS English IV
English Comp 2	Correlated to	½ unit (2 nd sem) HS English IV
American Federal Government	Correlated to	½ unit HS American Government
Introduction to Speech	Correlated to	½ unit HS Speech
Personal Finance	Correlated to	½ unit PFL

Health Informatics Technology
Information Technology
Machine Tool/CNC Machining
Manufacturing Technology
Masonry
Pharmacy Technician
Precision Metal Fabrication
Pre-Engineering Technology
Residential & Commercial Construction
Welding Technology

It is the responsibility of the student to submit their final transcript upon completion of the course to receive credit. The transcript must be received in the counselor's office within two weeks of the ending of the high school semester. Any student, who is concurrently enrolled and withdraws or fails to attend the concurrently enrolled classes, must immediately return to Guthrie High School for enrollment.

MERIDIAN TECHNOLOGY CENTER

Juniors and seniors may enroll in Meridian Technology Center (MTC) courses. Students enrolled in the Technology Center will receive 4 units of credit (maximum) through Guthrie High School for each am/pm block. Students who drop MTC after the second week of school will lose those credits and will not be able to enroll in classes at Guthrie High School for credit until the beginning of the next semester.

Through cooperative alliance agreements, Meridian Technology Center students are eligible to earn college credit by successfully completing certain coursework within selected training programs.

Meridian Technology Center Course Offerings

Air Conditioning and Refrigeration
Automotive Technology
Biotechnology
Business Technology
Collision Repair Technology
Computed Aided Drafting
Cosmetology
Culinary Arts
Electrical Technology
Health Careers

MEMORANDUM:

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

FROM: Eldona Woodruff, Director of Special Education

SUBJECT: Professional Service Agreement with Teresa Ewing to provide Physical
Therapy Services

DATE: June 1, 2016

Attached is an agreement with Teresa Ewing to provide Physical Therapy services for Guthrie Public Schools during the 2016-2017 school year. Ms. Ewing has provided this service to Guthrie Public Schools for the past eight years. Ms. Ewing has agreed to continue to provide this service at a rate a \$60.00 per hour for services and travel time. Mileage will be reimbursed at the Oklahoma State Travel Reimbursement Act rate. The cost of this service will be approximately \$65,000. There is no increase in the hourly rate.

Additional Quotes

Career Staff \$69 per hour

ProCare Therapy \$65-\$75 per hour

Ardor Health Solutions \$62 - \$72 per hour

Supplemental Health starting at \$62 per hour

Thank you.

PROFESSIONAL SERVICES AGREEMENT

Period of Performance: July 1, 2016 to June 30, 2017

This Service Agreement is entered into on this 1st day of July 2016 by and between Teresa Ewing, Physical Therapist and Guthrie Public Schools (“Guthrie”).

Whereas, Guthrie desires Teresa Ewing, PT to provide certain services, and:

Whereas, Teresa Ewing, PT is uniquely situated to assist Guthrie in the provision of some of those services, as described below,

Now, therefore, in consideration of the foregoing and the mutual covenants contained herein, the parties agree as follows:

1. Teresa Ewing, PT will provide the following services for the referenced price to Guthrie:
 - a. Physical Therapy evaluations as needed
 - b. Physical Therapy interventions as needed
 - c. Training as needed:
 - i. Training on PT intervention techniques to paraprofessionals, teachers, or administration.
 - d. Consultation as needed
 - i. Consult with teachers about PT techniques to implement in the classroom setting.
 - e. Attend eligibility and IEP meetings upon request of teachers or the Director of Special Education.
 - f. Teresa Ewing, PT will provide reports as followed by the Oklahoma State Department of Education guidelines.
 - i. Progress reports as needed
 - j. Evaluations
2. Guthrie will pay Teresa Ewing, PT \$60.00/hour for services performed at Guthrie and preparation time plus mileage round trip and \$60/hour for travel time to and from the home of Teresa Ewing reimbursed at the current Oklahoma State Travel Reimbursement Act rate.
3. Teresa Ewing, PT will invoice Guthrie monthly for the services, and Guthrie will pay Teresa Ewing, PT no later than thirty (30)

days following the receipt of the invoice. Checks will be made payable to Teresa Ewing and sent to:

Teresa Ewing
2721 NW 206th
Edmond, Ok 73012

4. The term of this Agreement shall be from July 1, 2016 to June 30, 2017.
5. Either party may terminate the Agreement upon thirty (30) days written notice to the other party. Either party may terminate this Agreement immediately upon written notice in the event of material breach of this Agreement.

Agreed and Accepted:

Teresa Ewing, PT

Guthrie Public Schools

Authorized Signature

Printed Name: _____
2721 NW 206th
Edmond, OK 73012

Authorized Signature

Printed Name: _____
802 E. Vilas
Guthrie, OK 73044

Memorandum:

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

FROM: Eldona Woodruff, Director of Special Education

SUBJECT: Contractual Agreement with Beth McLean for Occupational Therapy

DATE: June 1, 2016

Attached is an agreement with Beth McLean, OTR/L to provide Occupational Therapy services for the 2016-2017 school year. Ms. McLean has agreed to provide these services for \$60 per hour. As a private contractor, Ms. McLean has provided Occupational Therapy services for \$65 or greater per hour. She has agreed to reduce her usual hourly rate in order to provide this service at the rate Guthrie Public Schools paid during the past school year. The cost of this service will be approximately \$40,000 for hourly services, mileage and travel time. There will be no increase in the hourly amount.

Additional Quotes Received:

Career Staff Unlimited \$66 - \$72 per hour depending on the cost/experience of the service provider

ProCare Therapy \$65 - \$75 per hour depending on the cost/experience of the service provider

Supplemental Health \$62 per hour

Ardor Health Solution \$62 - \$72 per hour depending on the cost/experience of the service provider

Kristen Tam \$60 per hour (not available for the 2016-2017 school year)

**Contractual Agreement for Occupational Therapy Services
July 2016-June 2017**

The terms of a service agreement between Guthrie Public Schools and the Independent Contractor, Beth McLean, OTR/L, are as follows:

1. **Independent Contractor Status:**
 - a. Guthrie Public Schools engages Beth McLean, OTR/L to provide licensed occupational therapy services for the schools on a fee for services basis.
 - b. In providing services under this agreement, the independent contractor shall at all times act as an Independent contractor and not as an employee or agent of the contractor.
 - c. The independent contractor shall not bill Medicaid directly for any occupational therapy services Rendered in conjunction with this agreement. Medicaid billing is only to be submitted by the school.
2. **Independent Contractor Duties Shall Include:**
 - a. Occupational therapy services as indicated by an Individual Education Plan (IEP).
 - b. Occupational therapy evaluations and screenings as deemed appropriate by the therapist and Special Education Director.
 - c. Occupational therapy consultations with teachers and other staff regarding Occupational therapy techniques or modifications.
 - d. Training of staff as indicated regarding Occupational Therapy techniques, strategies and equipment for improved student success in classroom.
 - e. Attend eligibility and IEP meetings as indicated.
 - f. Provide supervision of COTA under policies of Oklahoma licensure and AOTA best practices.
3. **Guthrie Public Schools Responsibilities:**
 - a. Provide referrals for the therapist;
 - b. Provide access to student records;
 - c. Provide access to district owned equipment and materials;
 - d. Provide documentation of Occupational Therapy Services forms for Medicaid eligible students.
 - e. Provide timely reimbursement for appropriately invoices services.
4. **Compensation:**
 - a. Guthrie Public Schools will compensate for services as indicated above, including direct services, evaluations, meetings, documentation, supervisory duties, preparation time, at the rate of \$60.00/ hour.
 - b. Driving time for OTR will be paid at \$60.00 per hour round trip, plus mileage at the current Oklahoma State travel reimbursement rate.
 - c. OTR will bill Guthrie Public Schools monthly and Guthrie Public Schools agrees to pay within 30 days of invoice.
 - d. Check to be issued to Beth McLean and sent to 2324 W 10th Ave, Stillwater, OK 74074
5. **Confidentiality:** The Independent Contractor will retain as confidential all information relating to the students served under this agreement.
6. **Insurance** (Independent contractor is covered by Healthcare Providers Service; \$1,000,000 each incident and occurrence; \$5,000,000 per aggregate.)
7. **Effective Date and Term:** The effective date of this Agreement shall be July 1, 2016 through June 30, 2017.
8. **Termination:** Either party may terminate the agreement upon thirty (30) days written notice to the other party.

In witness where of, the parties execute this Agreement

Beth McLean, OTR/L _____

Beth McLean, OTR/L

Guthrie Public Schools
Authorized signature

Date 5/16/16

Date _____

MEMORANDUM:

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

FROM: Eldona Woodruff, Director of Special Education

SUBJECT: Contractual Agreement with Logan County Health Department for School Nursing Services during the 2016-2017 school year.

DATE: June 1, 2016

Attached is an agreement with Logan County Health Department for School Nursing Services for the 2016-2017 school year. The Guthrie Public School District has maintained an agreement with Logan County Health Department to provide this service for several years. Through this agreement, the Logan County Health Department will provide nursing services through an RN a minimum of 24 hours a week for health education, family assistance, control of communicable disease, assistance with immunization records, screenings, conferences, first aid, and other services as needed. The cost of this service will be \$12,000.

Additional Quotes received:

Maxim HealthCare – LPN \$30 per hour, RN \$45 per hour @ 24 hours a week approximately \$41,040.

Solient – RN \$50.55 - \$60.55 per hour @ 24 hours a week approximately \$46,101.60 - \$55,221.60.

Guthrie Public School System
Attn: Dr. Mike Simpson, Superintendent of Schools
802 East Vilas
Guthrie, OK 73044

5/12/2016

Enclosed are three (3) copies of the Memorandum of Agreement between the Logan County Health Department, and ~~Coyle~~ Guthrie Public Schools, for nursing services.

If you will please sign all three copies, and return them to our office, we will have them notarized and finalized, and a copy will be returned to you.

Thank you very much for your assistance,



Melissa Cantrell
Administrative Programs Officer
Logan County Health Department
215 Fairgrounds Road, Suite A
Guthrie, OK 73044
(405) 282-3485

MEMORANDUM OF AGREEMENT

The Guthrie Public Schools have need for Nursing Services for seven schools – four (4) elementary schools, one (1) junior high school, one (1) high school and one (1) alternative school.

The Logan County Health Department can provide these services to the Guthrie Public Schools.

The Logan County Health Department will provide Nursing Services for:

1. Health Education for both faculty and students (Immunizations, venereal disease, Adolescent Physiology, reproductive physiology, personal hygiene, etc.)
2. Assist families and children with medical, social or emotional problems.
3. Direct the control of communicable disease. Provide verbal and written suggestions for care.
4. Instruct school employees and volunteers on appropriate immunization records. Assist with annual audit, if needed.
5. Conduct and/or coordinate screening programs in the schools (hearing, vision, scoliosis, head lice).
6. Make regularly scheduled visits to all schools for nurse-teacher and nurse-student conferences.
7. Serve as resource person for environmental problems.
8. Instruct school officials on first-aid procedures.

Other Nursing services needed by the schools will be provided, if possible, within the policies of the Logan County Health Department.

The above services will be provided by a registered Nurse with medical backup. The Logan County Health Department will provide supervision and assignment of responsibilities. A minimum of twenty-four (24) hours of nursing service each week will be provided. Holidays and summer months are excluded.


The Guthrie Public Schools will coordinate the nursing schedule between the school sites.

The registered nurse serving the Guthrie Public Schools will be required to keep necessary records for Medicaid reimbursement to the Guthrie Public Schools.

The Guthrie Public Schools will reimburse the Logan County Health Department \$12,000.00 for these services. The Reimbursement will be quarterly upon receipt of an invoice in September, November, February and April.

Either party may cancel this agreement with 30 days written notice.

This agreement is in effect from August 1, 2016 to June 30, 2017.



Dr. Mike Simpson
Superintendent of Schools

J. W. Smith, Administrator
Logan County Health Department

Date

Date



Staking A Claim in Our Students' Future

Jerry Gammill
Director of Facilities

Phone 405-282-5944
jerry.gammill@guthrie.net

To: Dr. Mike Simpson and
Board of Education

Date: May 9, 2016

We received quotes for mowing from five (5) contractors. The quotes are for each visit to each site as listed on the spreadsheet.

The Grounds Guys have withdrawn their quote for the Jr. High due to a miscalculation of the total area. The next lowest bid is from John Hudson.

I recommend we accept each bid as listed.

A handwritten signature in black ink that reads "Jerry Gammill". The signature is written in a cursive, flowing style.

Jerry Gammill

BID TABULATION FORM

ORGANIZATION	Admin	Central	Cott	Faver	Fogarty	GUES	Hi Sch	Jr High	Maint	Bsball Cmplx
Guthrie Lawn Care LLC			\$125.00	\$250.00					<u>\$350.00</u>	\$90.00
Ben's Spraying Serv. & Lawn Care	\$100.00	\$100.00	\$150.00	\$300.00	\$200.00	\$450.00	\$600.00	\$225.00	\$450.00	\$125.00
Hudson's Lawn Care	<u>\$85.00</u>	<u>\$85.00</u>	<u>\$95.00</u>	<u>\$150.00</u>	<u>\$150.00</u>			<u>\$125.00</u>		<u>\$75.00</u>
SourceOne	\$150.00	\$150.00	\$200.00	\$350.00	\$250.00	<u>\$445.00</u>	<u>\$550.00</u>	\$250.00	\$475.00	\$175.00
Grounds Guys of Edmond	\$101.04	\$96.88		\$206.82	\$164.42	\$864.22	\$1067.29	\$48.42	\$623.10	



Linda Skinner <linda.skinner@guthrie.net>

letter

Linda Skinner <linda.skinner@guthrie.net>
Draft

Fri, May 6, 2016 at 2:12 PM

----- Forwarded message -----

From: **Paula Wood** <paula.wood@groundsguys.biz>

Date: Fri, May 6, 2016 at 2:10 PM

Subject: RE: letter

To: Linda Skinner <linda.skinner@guthrie.net>

Ms. Skinner,

Grounds Guys would like to withdraw the bid for Guthrie Jr. High.

Thank you,

Paula

Grounds Guys



GOVERNMENT CAPITAL
CORPORATION

May 20, 2016

Mr. Sean O'Rourke
Oklahoma LED
918-960-0388
sean@oklahomaled.com

Dear Mr. O'Rourke,

Thank you for the opportunity to present proposed financing for Guthrie Public Schools. I am submitting for your review the following proposed structure:

LENDER:	Government Capital Corporation		
ISSUER:	Guthrie Public Schools, OK		
FINANCING STRUCTURE:	Tax Exempt Structure w/ \$1.00 purchase		
EQUIPMENT COST:	\$ 579,804.00		
MONTHLY TERM:	60 Mo. Pmts	72 Mo. Pmts	84 Mo. Pmts
EFFECTIVE RATE:	2.784%*	2.836%*	2.898%*
PAYMENT AMOUNT:	\$ 10,355.99	\$ 8,776.00	\$ 7,690.00
FIRST PAYMENT DUE:	Four months from signing/closing, monthly thereafter		

*Effective rate net of vendor incentive

**Will meet requirements of Rosenstein, Fist & Ringold Law Firm.

The above proposal is subject to audit analysis, assumes bank qualification and mutually acceptable documentation. The terms outlined herein are subject to change and rates are valid for fourteen (14) days from the date of this proposal. If funding does not occur within this time period, rates will be indexed to markets at such time. The above payment amount includes all closing costs expressed as 0.023 or less. These costs include administrative, issuance, documentation and underwriting.

Our finance programs are flexible and my goal is customer delight. If you have any questions regarding other payment terms, frequencies or conditions, please do not hesitate to call.

With Best Regards,

Michelle Sanders

Michelle Sanders
CC: Josh Rosser

The transaction described herein is an arm's length, commercial transaction between you and Government Capital Corporation ("GCC"), in which GCC: (i) is acting solely for its own financial and other interests that may differ from yours; (ii) is not acting as your municipal advisor or financial advisor, and has no fiduciary duty to you with respect to this transaction; and (iii) is not recommending that you take an action with respect to this transaction

GUTHRIE PUBLIC SCHOOLS
 TABULATION OF QUOTES FOR FINANCING
 \$579,804 LIGHTING RETROFIT

	60 Months		72 Months		84 Months	
	<u>Interest</u> <u>Rate</u>	<u>Monthly</u> <u>Payment</u>	<u>Interest</u> <u>Rate</u>	<u>Monthly</u> <u>Payment</u>	<u>Interest</u> <u>Rate</u>	<u>Monthly</u> <u>Payment</u>
BancFirst	2.750 %	\$10,364.71	3.000 %	\$8,821.07	3.2000 %	\$7,726.07
F&M Bank	2.520 %	\$10,304.86	2.970 %	\$8,813.16	3.620 %	\$7,838.56
Government Capital Corp.	2.784 %	\$10,355.99	2.836 %	\$8,776.00	2.898 %	\$7,690.00

Projected monthly savings on electricity = \$10,678.00

Form 886A	Department of the Treasury - Internal Revenue Service	
Explanation of Items		
Name of Taxpayer:	Tax Identification Number:	Year/Period Ended:
Guthrie Public Schools	73-6021131	2014

Information Return Penalties (2014)

Failure to File Penalty - IRC section 6721							
Year	Number of Failures	Intentional Disregard	Code Section	Penalty Rate	Maximum, if applicable	Unreported amounts	Total penalty
2014	11	NO	6721(a)	\$100	1,500,000		\$1,100

Total \$1,100

Failure to Furnish Penalty - IRC section 6722							
Year	Number of Failures	Intentional Disregard	Code Section	Penalty Rate	Maximum, if applicable	Unreported amounts	Total penalty
2014	11	NO	6722(a)	\$100	1,500,000		\$1,100

Total \$1,100

Grand Total \$2,200

ISSUE:

Is the taxpayer liable for Information Return Penalties, both Failure to File and Failure to Furnish, for not filing or issuing Forms 1099?

FACTS:

The taxpayer failed to file (11) required information returns and furnish them to the payees. The books and records of the taxpayer were inspected and it was found that the taxpayer had made reportable payments to the persons that required reporting. The taxpayer made reportable payments to persons for services, attorney and medical services. All of the payments were determined to be reportable payments based on discussions with the taxpayer and review of related documents.

A list of the 11 required information returns is attached.

The taxpayer was not able to establish a reasonable cause for failure to file or furnish the required information returns.

LAW:

IRC Section 6041(a) requires that any service-recipient, in a trade or business, who pays remuneration in the aggregate of \$600 or more to any person for services received, shall make a return for such payments. The return is to be filed by the last day of February of the following year and IRC Section 6041(d) requires that a copy furnished to the payee by the last day of January of the same year.

IRC Section 6721(a) imposes a penalty in the amount of \$50 for each failure to file a return as required by IRC Section 6041(a). The maximum penalty for all such failures is \$250,000. For all returns

Form 886A	Department of the Treasury - Internal Revenue Service	
Explanation of Items		
Name of Taxpayer:	Tax Identification Number:	Year/Period Ended:
Guthrie Public Schools	73-6021131	2014

required to be filed on or after January 1, 2011, the penalty for each failure was increased to \$100, and the maximum was increased to \$1,500,000.

IRC Section 6722(a) imposes a penalty in the amount of \$50 for each failure to furnish a payee statement as required by IRC Section 6041(d). The maximum penalty for all such failures is \$100,000. For all returns required to be furnished on or after January 1, 2011, the penalty for each failure was increased to \$100, and the maximum was increased to \$1,500,000.

ANALYSIS:

Pursuant to IRC Section 6041(a), Taxpayer should have filed Form 1099 by:

Tax Year	1099 File Due Date
2014	2/28/2015

Pursuant to IRC Section 6041(d), Taxpayer should have furnished Form 1099 to vendors by:

Tax Year	1099 Furnish Due Date
2014	1/31/2015

TAXPAYER POSITION:

Taxpayer's position is not known at this time.

CONCLUSION:

The facts indicate that Taxpayer has failed to timely file and timely furnish Forms 1099 as required pursuant to IRC Sections 6041(a) and 6041(d). Taxpayer is subject to information return penalties detailed in IRC Sections 6721 and 6722, as summarized below.

Penalty Summary			
Year	Failure to File Penalty	Failure to Furnish Penalty	Total Penalty
2014	\$1,100	\$1,100	\$2,200
Total			\$2,2000

The Taxpayer is required to file 2014 Form 1099-MISC for the vendors listed on the attachment. These information returns should be sent to Brenda Hollingsworth by June 13, 2016.

MINUTES AND RESOLUTION AUTHORIZING SALE OF BONDS

PURSUANT TO NOTICE GIVEN UNDER THE OPEN MEETING ACT, THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NUMBER 1 OF LOGAN COUNTY, STATE OF OKLAHOMA, MET IN REGULAR SESSION AT THE BOARD OF EDUCATION BUILDING, 802 EAST VILAS, GUTHRIE, OKLAHOMA, IN SAID SCHOOL DISTRICT ON THE 13TH DAY OF JUNE, 2016, AT 7:00 O'CLOCK P.M.

PRESENT:

ABSENT:

Notice of the schedule of regular meetings of the School District for the calendar year 2016 was given in writing to County Clerk of Logan County, Oklahoma, at 1:19 o'clock p.m. on the 12th day of November, 2015, and public notice of this meeting was given in writing, setting forth the date, time, place and agenda was posted at the front entrance to the Board of Education Building in prominent view and open to the public twenty-four (24) hours each day, seven (7) days each week at __:__ o'clock a.m. on the __ day of June, 2016, being twenty-four (24) hours or more prior to this meeting, excluding Saturdays, Sundays and State designated legal holidays, all in compliance with the Oklahoma Open Meeting Act. Notice of said meeting and agenda have also been posted on the School District's website in accordance with Title 74, Oklahoma Statutes, Section 3106.2.

(OTHER PROCEEDINGS)

Thereupon, _____ introduced a Resolution by reading the Title and upon motion by _____, seconded by _____ said Resolution was adopted by the following vote:

AYE:

NAY:

Said Resolution was thereupon signed by the President, attested by the Clerk, sealed with the seal of said School District and is as follows:

RESOLUTION

A RESOLUTION FIXING THE AMOUNT OF BONDS TO MATURE EACH YEAR; FIXING THE TIME AND PLACE THE BONDS ARE TO BE SOLD; APPROVING THE PRELIMINARY OFFICIAL STATEMENT AND AUTHORIZING DISTRIBUTION OF SAME; AUTHORIZING THE CLERK TO GIVE NOTICE OF SAID SALE AS REQUIRED BY LAW; DESIGNATING A REGISTRAR/PAYING AGENT FOR THE BONDS AND APPROVING OTHER MATTERS RELATED TO THE ISSUANCE OF SAID BONDS.

WHEREAS, the issuance of bonds by Independent School District Number 1 of Logan County, Oklahoma, in the sum of Sixteen Million Two Hundred Thousand Dollars (\$16,200,000) to provide funds for the purpose of (i) repairing, renovating and making improvements to Central Elementary School, Fogarty Elementary School, Guthrie Upper Elementary School, Guthrie Jr. High School and Guthrie High School, including but not limited to, roof replacement, replacement of HVAC unit ventilators, window replacement and tuck point exterior repair, (ii) acquiring classroom technology equipment, including additional computers, software licenses and service agreements at sites district wide, and (iii) constructing, equipping, and furnishing a new elementary school to be located just East of the intersection of Douglas and Charter Oak to accommodate increased student growth in the southern part of the school district which will have a planned capacity of five hundred (500) students and will be approximately 50,000 square feet in size, has been duly authorized at an election held for that purpose and certified by the County Election Board of Logan County, Oklahoma on the 15th day of May, 2015; and

WHEREAS, the Board of Education of Independent School District Number 1 of Logan County, Oklahoma previously issued its \$2,000,000 Building Bonds, Series 2015 dated August 1, 2015, consisting of \$2,000,000 for building and facilities; and

WHEREAS, the Board of Education of Independent School District Number 1 of Logan County, Oklahoma, pursuant to Title 62, Oklahoma Statutes 2011, Sections 353 and 354, as amended, has determined to issue at this time \$11,000,000 of the authorized bonds for the purpose of constructing, equipping, and furnishing a new elementary school to be located just East of the intersection of Douglas and Charter Oak to accommodate increased student growth in the southern part of the school district which will have a planned capacity of five hundred (500) students and will be approximately 50,000 square feet in size as authorized at an election held on May 12, 2015, for such purposes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NUMBER 1 OF LOGAN COUNTY, STATE OF OKLAHOMA:

SECTION 1. That the \$11,000,000 of building bonds of Independent School District Number 1 of Logan County, Oklahoma, voted on May 12, 2015, shall be offered for sale as authorized by Title 62, Oklahoma Statutes 2011, Sections 353 and 354, as amended, shall be sold at public sale and shall be called "Building Bonds, Series 2016".

SECTION 2. That the Building Bonds, Series 2016 in the amount of \$11,000,000 of Independent School District Number 1 of Logan County, Oklahoma, voted on May 12, 2015, shall be offered for sale and received in the form of sealed bid, facsimile bid, electronic (Parity[®]) bid or similar secure electronic bid at the office of the Assistant Superintendent, at the Board of Education Building located at 802 E. Vilas, Guthrie, Oklahoma, on the 11th day of July, 2016, at 11:00 o'clock, A.M., Central Time, and that said Bonds shall become due \$1,375,000 in two years from their date and \$1,375,000 annually each year thereafter until paid. The Board of Education intends to convene at 7:00 O'clock, P.M. on said date and at said location to consider and take action on the bonds.

SECTION 3. That BancFirst, Oklahoma City, Oklahoma, is hereby designated as Registrar /Paying Agent for said Bonds.

SECTION 4. That the Preliminary Official Statement pertaining to the Bonds is deemed by the Board of Education to be "near final" in accordance with the requirements of Rule 15c2-12 of the Securities and Exchange Commission promulgated pursuant to the Securities Exchange Act of 1934. The Board of Education further, authorizes distribution of the Preliminary Official Statement by the Financial Advisor in connection with the sale of the Bonds.

SECTION 5. That the President or Vice President of the Board of Education is hereby authorized and directed to approve and the Clerk or Deputy Clerk of the Board of Education is hereby ordered and directed to cause notice of the sale of said Bonds to be given as required by law.

PASSED AND APPROVED THIS 13TH DAY OF JUNE, 2016.

President, Board of Education

ATTEST:

Clerk, Board of Education

(SEAL)

STATE OF OKLAHOMA)
) SS
COUNTY OF LOGAN)

I, the undersigned, the duly qualified and acting Clerk of the Board of Education of Independent School District Number 1 of Logan County, Oklahoma, hereby certify that the foregoing is a true and complete copy of a Resolution authorizing the sale of bonds for the purposes therein set out, adopted by said Board and transcript of proceedings of said Board, at a regular meeting thereof duly held on the date therein set out insofar as the same relates to the introduction, reading and adoption thereof as the same appears of record in my office.

WITNESS my hand and official seal this 13th day of June, 2016.

Clerk, Board of Education

(SEAL)

REGISTRAR AND PAYING AGENT AGREEMENT

This Registrar and Paying Agent Agreement (“Agreement”) is executed and effective this 13th day of June, 2016, by and between BancFirst, an Oklahoma Banking Corporation with offices in Oklahoma City, Oklahoma (“Bank”) and the Guthrie Board of Education, ISD Number 1, Logan County, Oklahoma (“Issuer”).

WHEREAS, Issuer contemplates issuing certain bonds as duly approved by Issuer (“Bonds”) described as follows:

**\$11,000,000 Guthrie Board of Education, ISD Number 1, Logan County,
Oklahoma Building Bonds, Series 2016**

WHEREAS, the Issuer desires that the Bank act as Agent on behalf of Issuer to perform the duties of Registrar and Paying Agent as set forth herein.

WHEREAS, the Bank is willing to act in such capacities solely in accordance with this Agreement and subject to the terms and conditions set forth herein.

NOW THEREFORE, in consideration of the premises and other good and valuable consideration, the receipt, adequacy and sufficiency of which are hereby acknowledged, Issuer and the Bank agree as follows:

ARTICLE I REGISTRAR

Section 1.01 Acceptance by the Bank as Registrar

Issuer hereby appoints the Bank to act as Registrar for the purpose of registering the Bonds and transferring Bonds as herein provided, and the Bank hereby agrees to perform the duties of Registrar upon the terms and subject to the conditions of this Agreement.

Section 1.02 Duties of Registrar

The duties of Registrar shall be:

- a. to authorize by manual signature, prepare and deliver Bonds upon the instructions of Issuer or the Underwriter as Agent for Issuer; and
- b. to keep and maintain the Register complete, current and accurate at all times in accordance with the Bank’s general practices and procedures in effect from time to time; and

- c. to maintain a full and complete accounting of all bonds issued, outstanding, destroyed and in inventory; and
- d. permit the inspection of the Registrar during the Bank's normal business hours by Issuer; and
- e. to cancel any Bond which has been paid, redeemed, transferred, exchanged converted or otherwise required to be cancelled; and
- f. to return, at such reasonable intervals as Bank determines, to the Issuer, Bond certificates in lieu of which or in exchange for which other certificates have been issued or which have been paid; and
- g. to provide information concerning the Bonds and its Register to any party entitled to such information; and
- h. to except during the time set forth in Section 1.04, transfer the ownership on the Register of any Bond when said Bond, which has been duly and properly endorsed in a manner acceptable to the Bank and in relation therewith all things required by law and regulation have been done, is presented for transfer; and
- i. to issue a replacement Bond of like tenor in the name of the designated transferee after performing the duties enumerated in item h. immediately above; and
- j. to issue a replacement Bond of like tenor in lieu of any mutilated, lost, destroyed or stolen Bond upon receipt by the Bank of evidence to its satisfaction of the mutilation, destruction, loss or theft of such Bond and receipt of such security or indemnification as the Bank may reasonably require to hold it and the Issuer harmless from any liability for its issuance of a replacement Bond.

Section 1.03 Duties of Issuer

- a. Issuer agrees to provide or cause the Underwriter to provide to Registrar at the time of initial issuance of the Bonds an accurate and complete list setting forth the following information, all of which shall be in a form acceptable to the Bank;
 - 1. Each bondholder's name as it is to appear on each Bond to be issued, or in the event a Bond is to be registered to a trust or to a minor, then Registrar will be provided with all information necessary to register such Bond in proper legal form; and
 - 2. Each bondholder's address; and
 - 3. Each bondholder's Social Security Number or Federal Tax Identification Number; and
 - 4. The principal amount of each Bond to be issued; and
 - 5. The stated maturity of each Bond to be issued; and
 - 6. The rate of interest applicable to each Bond; and
 - 7. Any other information required by applicable tax or other laws, rules or regulations;

- b. Issuer agrees to provide or cause to be provided the information enumerated under item a. immediately above with sufficient lead-time to permit the Bank to perform its duties hereunder in an orderly and deliberate manner.
- c. Unless issue is Book-Entry, Issuer agrees to provide a sufficient supply of Bonds, in a form acceptable to Registrar, to enable Registrar to issue Bonds. As long as any Bonds remain outstanding, Issuer agree to provide a sufficient supply of additional unissued Bonds to enable the Bank to perform its duties as set forth under this Article I regarding transfers of ownership as long as any Bonds remain outstanding. All bonds, at the time so provided to the Bank, will be numbered consecutively and will be fully executed by duly authorized representatives of Issuer.

Section 1.04 Record Date

The Bank shall not be required to transfer or exchange any Bond during the period beginning fifteen (15) days prior to any date fixed for the payment of interest or principal on any of the Bonds.

Section 1.05 Persons Deemed Owners

The Bank shall treat each person in who so name any Bond is registered on the Register as the owner of such Bond, for all purposes and at all times, both before and after maturity of any Bond, including without limitation, the payment of principal of, premium on, if any, and interest on such Bond and for all other interest and purpose.

ARTICLE II PAYING AGENT

Section 2.01 Acceptance by Bank as Paying Agent

Issuer hereby appoints the Bank to act as Paying Agent for the Bonds, and Bank hereby accepts appointment as Paying Agent for the Bonds, upon the terms and subject to the conditions of this Agreement.

Section 2.02 Duties of Paying Agent

The Bank, as Paying Agent, agrees to punctually pay in accordance with the dates specified in the Bond Resolution by bank draft to bondholders of record the principal of, premium, if any, and interest on the Bonds but only to the extent that Issuer has deposited with the Bank sufficient collected funds for such purposes. The Bank agrees to perform necessary and customary duties with respect to any presentation, surrenders, notices, and demands in connection with the Bonds. The Bank agrees to maintain a full and complete

accounting of all funds deposited with and disbursed by the Bank under this Agreement, and to furnish Issuer with such periodic reports as it may require with respect thereof.

Section 2.03 Limitation of Liability of Bank for Payment

Notwithstanding any other provision herein, the Bank shall not be obligated to pay any person any claim arising hereunder or under the Bonds in amount in excess of the amount actually on deposit with the Bank in immediately available funds. Under no circumstances shall the Bank be required to advance or pay its own funds to any person claiming any interest on any Bond, nor shall the Bank be liable in any manner for the sufficiency, adequacy, correctness or source of any funds on deposit with the Bank or for any other debts or obligations of Issuer, however arising.

Section 2.04 Payment Due on Saturdays, Sundays and Holidays

In any case where any payments with respect to the Bonds shall fall due on a Saturday, a Sunday, a legal holiday, or a day upon which Banking institutions in the City of Oklahoma City, Oklahoma, or in such other locality as Paying Agent may maintain its offices, are authorized by law to close for business, then said payment need not be made on such date, but shall be made on the next succeeding banking business day with the same force and effect as if made on the day upon which said payments fall due.

Section 2.05 Unclaimed Principal or Interest

Any money deposited with the Bank for payment of the principal, premium (if any) or interest on any Bond and remaining unclaimed for two years after the final maturity of the Bond has become due and payable will be paid by the Bank to the Issuer, and the Holder of such Bond shall thereafter look only to the Issuer for payment thereof, and all liability of the Bank with respect to such monies shall thereupon cease.

ARTICLE III FEES

Section 3.01 Bank's Fees and Expenses

The Bank's fees for the performance of its duties as Registrar and Paying Agent under the terms of this Agreement are a payable of: \$350.00 acceptance fee, payable upon issuance of the Bonds; \$350.00 annually, with the first billing due on August 1, 2017 and then each August 1st thereafter through the final maturity.

In addition to the above stated fee, Issuer also agrees to reimburse the Bank, upon its request for all reasonable expenses, disbursements and advances incurred or made by the Bank in accordance with any of the provisions hereof including the cost of payment of principal, premium, if any, and interest and the reasonable compensation and the expenses and disbursements of its agents and counsel Should the Issuer elect to terminate

this Agreement under the provisions of Section 5.01 and appoint a successor Registrar and Paying Agent, the Bank reserves the right to charge and be paid by the Issuer for the costs of transferring records, notifying bondholders and for any other duties that need to be performed.

ARTICLE IV LIABILITY

Section 4.01 Limitations on Liability of Bank

- a. The Bank shall be protected in acting upon any written notice, request, waiver, consent, receipt or other paper or document furnished to it, not only as to its due execution and the validity and effectiveness of its provision, but also as to the trust and acceptability of any information therein contained, which it in good faith believes to be genuine.
- b. Money held by the Bank hereunder need not be segregated from any other funds provided appropriate accounts are maintained. The Bank shall be under no liability for interest on any money received by it hereunder.
- c. The Bank shall not be liable for any error of judgement, or for any act done or step taken or omitted by it in good faith, or for any mistake of fact or law, or for anything which it may do or refrain from doing in connection herewith, except its own gross negligence or wilful misconduct.
- d. The Bank may consult with, and obtain advice from legal counsel of its selection in the event any question as to any of the provisions hereof or its duties hereunder shall arise and it shall incur no liability and shall be fully protected in acting in good faith in accordance with the opinion and instructions of such counsel. The Cost of such services shall be born by Issuer.
- e. The Bank shall have no duties except those which are expressly set forth herein, and it shall not be bound by any notice of a claim or demand with respect thereto, or any waiver, modification, amendment, termination or rescission of this Agreement, unless in writing received by it, and, if its duties or liabilities as set forth herein are affected, unless it shall have given its prior written consent hereto.

ARTICLE V TERMINATION

Section 5.01 Termination

This Agreement shall be terminable by the Issuer without notice at the end of each fiscal year of the Issuer. Termination of compensation to the Bank at the end of a fiscal year shall, without more, operate to terminate this Agreement. This Agreement, unless

terminated, shall continue in effect indefinitely, but nothing in this Agreement shall be construed as binding the Issuer to make payments in any future fiscal year until the Issuer by its actions in a new fiscal year extends the Agreement for a one-year period corresponding to the new fiscal year of the Issuer. Any continued performance of the terms of this Agreement by the Issuer in a new fiscal year shall, without any further necessary act on the Issuers part, be effective as an extension of the term of this Agreement for a one-year period coinciding with the Issuers new fiscal year.

In addition to the provision in the preceding paragraph, this Agreement may be terminated by either party at any time upon sixty (60) days written notice.

ARTICLE VI MISCELLANEOUS

Section 6.01 Effect of Headings

The Article and Section headings herein are for convenience only and shall not affect the construction hereof.

Section 6.02 Amendment

This Agreement may be amended only by an agreement in writing signed by both parties hereof.

Section 6.03 Successors and Assigns

All covenants and agreements contained herein by each of the parties hereto shall bind and inure to the benefit of their successors and assigns whether so expressed or not.

Section 6.04 Separability Clause

In the event any provision of this Agreement shall be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.

Section 6.05 Benefits of Agreement

Nothing herein, expressed or implied, shall give to any Person, other than the parties hereto and their successors hereunder, any benefits or any legal or equitable right, remedy or claim hereunder.

Section 6.06 Counterparts

This Agreement may be executed in any number of counterparts, each of which shall be deemed an original and all of which shall constitute one and the same Agreement.

Section 6.07 Entire Agreement

This Agreement and the Bond Resolution constitute the entire agreement between the parties hereto relative to the Bank, acting as Paying Agent/Registrar and if any conflict exists between this Agreement and the Bond Resolution, the Bond Resolution shall govern.

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

ISSUER:

Guthrie Board of Education
FEDERAL TAX IDENTIFICATION
NUMBER **73-6021131**

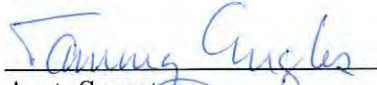
By _____

By _____

REGISTRAR AND PAYING AGENT

BANCFIRST

ATTEST:



Asst. Secretary

By 

Trust Officer





Board of Education Personnel Reports

Employment Request

Classification						
Certified						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Branson, Audra	GUES	Language Arts 6th Gr	08/16/16		6	Megan Ryan
Harmon, Michael	Junior High	Sp Ed Mild/Mod	08/16/16		6	Patricia Catlin
Morgan, Samantha	GUES	Math 6th Gr	08/16/16		6	Shari Yost
Peterman, Scott	Junior High	Technology Engineering	08/02/16		6	Joe Sieber

Classification						
Support						
Name	Site	Teaching Assignment	First Work Day	Pay Grade	Hrs Per Day	Replacing
Koball, Luke	Transportation	Route Driver	08/16/16	13	6	Lori Tuengel
Sink, Cindy	High School	Custodian	06/01/16	3	8	Shelly Williams
Thompson, Cody	Maintenance	Director of Operations	07/01/16		8	Jerry Gammill
White, Amber	High School	Sp Ed Paraprofessional	08/16/16	3	7.5	Michael Harmon

FMLA Request

Support: 1

Certified: 0

Transfer of Position Report

Classification					
Certified					
Name	Transferred From	Transferred To	Replacing	Transfer Date	
Adams Payne, Catherine	Sp Ed Mild/Mod Central	Sp Ed Mild/Mod GUES	Lyndsey Rollins	8/16/2016	
Cotton, Lesley	Fogarty Intern Asst. Prin	1st Gr Central	Allyson Wagner	8/16/2016	
Kroth, Lisa	Sp Ed Sv/Prof HS	Sp Ed Sv/Prof Autism HS	Kayla Gamble	8/16/2016	
Snow, Allison	Pre-K Cotteral	Kindergarten Cotteral	Melissa Neely	8/16/2016	
Wagner, Allyson	1st Grade Central	4th Grade GUES	Nancy Bradley	8/16/2016	
Williamson, Jayne	Instruc. Coach Fogarty	Reading Intv. Fogarty	Melissa Turney	8/16/2016	

Separation of Employment

Classification					
Certified					
Name	Site	Teaching Assignment	Reason for Separation	Effective Date	
Bertolino, Julie	Junior High	Spec Ed Mild/Mod	Resigning	5/20/2016	
Geurin, Mary	Fogarty	Sp Ed Mild/Mod Fogarty	Resigning	6/6/2016	
Washington, Jonathan	Junior High	7th Grade Geography	Resigning	5/20/2016	

Teachers Recommended for Rehire on a Temporary Contract for the 1st Semester of the 2016-2017 School Year

<i>Site</i>	<i>Last Name</i>	<i>First Name</i>	<i>Current Assignment</i>
<i>Central</i>			
	Adams Payne	Catherine	Sp Ed Mild/Mod
	Avila	Emily	1st Grade
	Murray	Carly	Sp Ed Mild/Mod
<i>Cotteral</i>			
	Benson	Jay	Pre-K
	Walsworth	Lara	Kindergarten
<i>Faver</i>			
	Gilmore	Russ	History
<i>Fogarty</i>			
	Curfman	Stephanie	3rd Grade
	Gallupe	Connie	3rd Grade
	Hurt	Sara	3rd Grade
	Midgett	Jenea	2nd Grade
	Schneider	Trier	3rd Grade
<i>GUES</i>			
	Delaney	Mallory	5th Grade
	Dement	Adam	6th Gr Math
	Goddard	Evangeline	5th Grade
	Reynolds	Ashley	Sp Ed Mild/Mod
	Robinson	Mark	Social Studies 6th Gr
	Tautimer	Nohemy	Sp Ed Mild/Mod
	Wagner	Allyson	4th Grade
	Wilson	Ashley	5th Grade
<i>High School</i>			
	Dees	Stacie	Algebra II
	Edwards	Daylon	Environmental Science
	Hodge	Stephen	Algebra II
	Metz	Dusten	Sp Ed Mild/Moderate
	Sanders	Thomas	History

Tuesday, June 07, 2016

<i>Site</i>	<i>Last Name</i>	<i>First Name</i>	<i>Current Assignment</i>
	Simonton	Angela	English III
	Wooderson	Kylie	Agricultural Instructor
	Woody	Taylor	English I HS/Faver
<i>Junior High</i>			
	Darcy	Terrance	Technology Education
	Hoffman	Samantha	Asst. Band Director/JH-HS
	Knight	Bethany	Math 7th Grade
	Petty	Jessica	FCCLA
	Rogers	Catherine	8th Gr Reading
	Vaughan	Scot	8th Gr Science

Tuesday, June 07, 2016

Teachers Recommended for Rehire on a Probationary Contract for the 2016-2017 School Year

<i>Site</i>	<i>Last Name</i>	<i>First Name</i>	<i>Current Assignment</i>
<i>Central</i>			
	Bennett	Terry	Physical Education
	Frederick	Anna	Speech Language Pathologist
	Helmberger	Mechelle	1st Grade
	Henderson	Ashley	1st Grade
	Jordan	Tina	Deaf Ed/Hi Teacher
	Langley	Shelby	1st Grade
<i>Cotteral</i>			
	Field	Paige	Kindergarten
	Snow	Allison	Pre-K
<i>Fogarty</i>			
	Breshears	Megan	Third Grade
	Delaney	Joni	3rd Grade
	Porter	Laura	Fogarty Sp Ed Mild/Mod
	Williamson	Jayne	Instructional Coach
	Wright	Tracy	2nd Grade
<i>GUES</i>			
	Ball	Melanie	4th Grade
	Garrett	Carissa	6th Grade Language Arts
	Gustafson	Cynthia	Music 4th - 6th Grades
	Longnecker	Deborah	4th Grade
	Walters	Kara	Sp. Ed. Elem. Severe/Prof.
	Weir	Theresa	5th Grade
	Williams	Stephanie	4th Grade
<i>High School</i>			
	Bertels	Emily	Spanish I
	Bronk	Tina	Science
	Dement	Tiffany	Biology I & II
	Drake	Clay	Vocational Agriculture
	Hankins	Jacky	PE Teacher/Head Girls BB Coach
	Johnson	Patricia	English IV

Tuesday, June 07, 2016

<i>Site</i>	<i>Last Name</i>	<i>First Name</i>	<i>Current Assignment</i>
	Lucas	Lori	English II
	Moffitt	Angela	English/ACE Remediation
	Moore	Amanda	FCCLA
	Murray	Julie	Mild/Mod HS
<i>Junior High</i>			
	Dayton	Tricia	Title I Math
	Hooper	Kristen	Sp Ed
	Rife	Amanda	8th Grade Reading

Tuesday, June 07, 2016

Teacher Rehire - Career or Probationary 2016-2017

<i>Site</i>	<i>Last Name</i>	<i>First Name</i>	<i>Current Assignment</i>	<i>In District Experience</i>	<i>Total Experience</i>	<i>Contract Type</i>
<i>Fogarty</i>	Knapp	Kristin	Vocal Fogarty	11	15	Career

Support Employees

Recommended for Rehire for 2016-2017

<i>Site</i>	<i>Last Name</i>	<i>First Name</i>	<i>Current Assignment</i>
<i>GUES</i>	Bowie	Anthony	Paraprofessional ISS

2016-2017 Administrative Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>ADMIN</i>			
	Athletic Director Coordinator - JH	\$5,000.00	Dayton, Ryan
	Board Meeting Video Production	\$2,400.00	Sullaway, Greg
	Bus Discipline Coordinator (1st Semester)	\$3,000.00	DISCONTINUED DUTY,
	Bus Discipline Coordinator (2nd Semester)	\$3,000.00	DISCONTINUED DUTY,
	Clerk of the Board	\$6,000.00	Frey, Jana
	Counselor	\$6,250.00	DISCONTINUED DUTY,
	Data Specialist	\$3,000.00	Savory, Sandra
	District Registrar	\$3,000.00	Watts Lacina, Jean
	Fixed Assets	\$3,000.00	Biggs, Vicki
	Intern Assistant Principal	\$5,000.00	DISCONTINUED DUTY,
	Webmaster - District	\$2,000.00	Savory, Sandra

2016-2017 Cotteral Academic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>COTT</i>			
	Bus Loading Supervision - Cotteral (1st Semester)	\$500.00	Jensen, Kathleen
	Bus Loading Supervision - Cotteral (1st Semester)	\$500.00	Beeby, Laura
	Bus Loading Supervision - Cotteral (1st Semester)	\$500.00	Crockett, Russell
	Bus Loading Supervision - Cotteral (1st Semester)	\$500.00	Stansbury, Tonya
	Bus Loading Supervision - Cotteral (1st Semester)	\$500.00	Stansbury, Tonya
	Bus Loading Supervision - Cotteral (2nd Semester)	\$500.00	Jensen, Kathleen
	Bus Loading Supervision - Cotteral (2nd Semester)	\$500.00	Beeby, Laura
	Bus Loading Supervision - Cotteral (2nd Semester)	\$500.00	Crockett, Russell
	Bus Loading Supervision - Cotteral (2nd Semester)	\$500.00	Stansbury, Tonya
	Bus Loading Supervision - Cotteral (2nd Semester)	\$500.00	Stansbury, Tonya
	Web Page Coordinator - Cotteral	\$300.00	Beeby, Laura

2016-2017 Central Academic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>CENT</i>			
	Bus Loading Supervision - Central (1st Semester)	\$500.00	Langley, Shelby
	Bus Loading Supervision - Central (1st Semester)	\$500.00	Avila, Emily
	Bus Loading Supervision - Central (1st Semester)	\$500.00	Harry, Verlene
	Bus Loading Supervision - Central (2nd Semester)	\$500.00	Langley, Shelby
	Bus Loading Supervision - Central (2nd Semester)	\$500.00	Avila, Emily
	Bus Loading Supervision - Central (2nd Semester)	\$500.00	Harry, Verlene
	Counselor	\$600.00	Thompson, April
	Web Page Coordinator - Central	\$300.00	Harry, Verlene

2016-2017 Fogarty Academic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>FOG</i>			
	Bus Loading Supervision - Fogarty (1st Semester)	\$500.00	Knapp, Kristin
	Bus Loading Supervision - Fogarty (1st Semester)	\$500.00	DISCONTINUED DUTY,
	Bus Loading Supervision - Fogarty (1st Semester)	\$500.00	Bufford, Michele
	Bus Loading Supervision - Fogarty (2nd Semester)	\$500.00	Knapp, Kristin
	Bus Loading Supervision - Fogarty (2nd Semester)	\$500.00	DISCONTINUED DUTY,
	Bus Loading Supervision - Fogarty (2nd Semester)	\$500.00	Bufford, Michele
	Honor Choir - FOG	\$300.00	Knapp, Kristin
	Web Page Coordinator - Fogarty	\$300.00	Perring, Amanda

2016-2017 GUES Academic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>GUES</i>			
	Academic Team Coach - GUES	\$300.00	DISCONTINUED DUTY,
	Academic Team Coach - GUES	\$300.00	Pratt, Cheryl
	Bus Loading Supervision - GUES (1st Semester)	\$500.00	Good, Lisa
	Bus Loading Supervision - GUES (1st Semester)	\$500.00	DISCONTINUED DUTY,
	Bus Loading Supervision - GUES (1st Semester)	\$500.00	DISCONTINUED DUTY,
	Bus Loading Supervision - GUES (2nd Semester)	\$500.00	Good, Lisa
	Bus Loading Supervision - GUES (2nd Semester)	\$500.00	DISCONTINUED DUTY,
	Bus Loading Supervision - GUES (2nd Semester)	\$500.00	DISCONTINUED DUTY,
	Counselor	\$600.00	Stone, Belinda
	Honor Choir - GUES	\$600.00	Gustafson, Cynthia
	Web Page Coordinator - GUES	\$300.00	Hoskins, Stacie

2016-2017 JH Academic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>JH</i>			
	Academic Team - JH	\$375.00	UNASSIGNED, JH
	Academic Team - JH	\$375.00	UNASSIGNED, JH
	Additional Days (20)	\$4,200.00	Barbour, Teresa
	Art Stars - JH	\$300.00	Howard, Patrick
	Band (8th Gr) & HS Asst.	\$4,500.00	Hoffman, Samantha
	Band Music Assistant	\$4,500.00	DISCONTINUED DUTY,
	Builders Club	\$150.00	Mick, Jeri
	Builders Club	\$150.00	UNASSIGNED, JH
	Bus Loading Supervision - JH (1st Semester)	\$500.00	UNASSIGNED, JH
	Bus Loading Supervision - JH (1st Semester)	\$500.00	Dearing, Bryan
	Bus Loading Supervision - JH (2nd Semester)	\$500.00	UNASSIGNED, JH
	Bus Loading Supervision - JH (2nd Semester)	\$500.00	Dearing, Bryan
	Counselor	\$600.00	Barbour, Teresa
	Detention (PM)	\$450.00	DISCONTINUED DUTY,
	Detention Duty (Lunch) - JH	\$450.00	Anderson, Lynette
	Detention Duty (Lunch) - JH	\$450.00	Anderson, Lynette
	Drama - JH	\$600.00	Ross, Aubrey
	Honor Society - JH	\$300.00	Barbour, Teresa
	Honor Society - JH	\$300.00	LeGrande, Sharolyn
	Journalism - JH	\$1,000.00	LeGrande, Sharolyn
	Math Counts - JH	\$300.00	Maltz, Shurlyn
	Math Counts - JH	\$300.00	Dayton, Tricia
	Newspaper - JH	\$300.00	DISCONTINUED DUTY,
	Newspaper - JH	\$300.00	Rogers, Catherine
	Student Council - JH	\$650.00	Dayton, Tricia
	Student Council - JH	\$650.00	Barbour, Teresa
	Summer Band Pride	\$1,500.00	Way, Michael
	Summer Band Pride	\$1,500.00	Hoffman, Samantha
	Team Leader 7th	\$500.00	Ogle, Tina
	Team Leader 7th	\$500.00	Gillett, Ronald
	Team Leader 8th	\$500.00	Maltz, Shurlyn
	Team Leader 8th	\$500.00	Rife, Amanda
	Team Leader Elective	\$500.00	Stevenson, Sheri
	Vocal Music - JH	\$1,750.00	Ross, Aubrey
	Vocational	\$2,000.00	Darcy, Terrance

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
	Vocational	\$2,000.00	Peterman, Scott
	Vocational	\$2,000.00	Petty, Jessica
	Web Page Coordinator - JH	\$500.00	LeGrande, Sharolyn
	Yearbook Photographer - JH	\$200.00	LeGrande, Sharolyn

2016-2017 JH Athletic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>JH</i>			
	Baseball Asst. Coach - 7th Gr	\$1,100.00	UNASSIGNED, JH
	Baseball Asst. Coach - 8th Gr	\$1,100.00	DISCONTINUED DUTY,
	Baseball Head Coach - 7th Gr	\$1,600.00	DISCONTINUED DUTY,
	Baseball Head Coach - 8th Gr	\$1,600.00	Geiser, Justin
	Basketball Head Coach - 7th Gr (Boys)	\$1,700.00	Geiser, Justin
	Basketball Head Coach - 7th Gr (Boys)	\$1,700.00	Gillett, Ronald
	Basketball Head Coach - 8th Gr (Boys)	\$1,700.00	UNASSIGNED, JH
	Basketball Head Coach - 8th Gr (Girls)	\$1,700.00	Walter, Kenneth
	Cheerleading (Junior High) FB,BB,WR	\$975.00	Hooper, Kristen
	Cross Country Head Coach - 7,8,9 (Boys)	\$1,100.00	Dearing, Bryan
	Cross Country Head Coach - 7,8,9 (Girls)	\$1,100.00	Rife, Amanda
	Football Asst. Coach - 7th Gr	\$1,600.00	Siefe, Hayden
	Football Asst. Coach - 7th Gr	\$1,600.00	Bennett, Terry
	Football Asst. Coach - 8th Gr	\$1,600.00	Perring, Matthew
	Football Asst. Coach - 8th Gr	\$1,600.00	Vaughan, Scot
	Football Head Coach - 7th Gr	\$3,000.00	Morgan, Seth
	Football Head Coach - 8th Gr	\$3,000.00	Porter, Casey
	Golf Head Coach - 7th-8th-9th (Boys)	\$1,200.00	Gillett, Ronald
	Golf Head Coach - 7th-8th-9th (Girls)	\$1,200.00	Gillett, Ronald
	Pep Club - JH	\$200.00	Hooper, Kristen
	Softball Asst. Coach - JH	\$1,100.00	Murray, Carly
	Softball Head Coach - JH	\$1,600.00	Gillett, Ronald
	Tennis Head Coach - 7th & 8th (Boys)	\$1,200.00	Dayton, Tricia
	Tennis Head Coach - 7th & 8th (Girls)	\$1,200.00	Berryman, Shelley
	Track Head Coach - 7th & 8th (Boys)	\$1,600.00	UNASSIGNED, JH
	Track Head Coach - 7th & 8th (Girls)	\$1,600.00	Harmon, Michael
	Wrestling Asst. Coach - 7th-8th-9th	\$1,400.00	Young, Tyler
	Wrestling Head Coach - 7th-8th-9th	\$1,700.00	Howard, Patrick

2016-2017 HS Academic Extra Duty Assignment

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>HS</i>			
	Academic Coach - HS	\$1,500.00	UNASSIGNED, HS
	Additional Days (20)	\$4,200.00	Wade, Margaret
	Additional Days (20)	\$4,200.00	Chadd, Joyce
	Additional Days (20)	\$4,200.00	Blakemore, Kristi
	Additional Days (20)	\$4,200.00	Gilmore, Russ
	Additional Days VoAg	\$6,120.00	UNASSIGNED, HS
	Additional Days VoAg	\$6,919.80	Drake, Clay
	Additional Days VoAg	\$6,050.24	Wooderson, Kylie
	AP Coordinator - HS	\$500.00	Wade, Margaret
	AP Coordinator - HS	\$500.00	Chadd, Joyce
	Art - HS	\$2,000.00	Baker, Lindsey
	Band Director	\$7,000.00	Blackburn, Robert
	Band Marching Assistant	\$2,300.00	Perring, Billy
	BPA - HS	\$1,200.00	UNASSIGNED, HS
	Bus Loading Supervision - HS (1st Semester)	\$500.00	DISCONTINUED DUTY,
	Bus Loading Supervision - HS (2nd Semester)	\$500.00	DISCONTINUED DUTY,
	Competitive Drama - HS	\$2,500.00	Berryman, Shelley
	Counselor	\$600.00	Chadd, Joyce
	Counselor	\$600.00	Wade, Margaret
	Counselor	\$600.00	Gilmore, Russ
	Counselor	\$600.00	Blakemore, Kristi
	Dept Chair - Business - HS	\$700.00	Stevens, Justin
	Dept Chair - Fine Arts - HS	\$700.00	Perring, Billy
	Dept Chair - Lang Arts - HS	\$700.00	Perring, Matthew
	Dept Chair - Math - HS	\$700.00	Hodge, Stephen
	Dept Chair - Science - HS	\$700.00	Redus, Michelle
	Dept Chair - Social Studies - HS	\$700.00	Barrett, Kimberly
	Dept Chair - Special Ed - HS	\$700.00	Kinzie, Patsy
	Detention (AM)	\$450.00	Barrett, Kimberly
	Detention (PM)	\$450.00	UNASSIGNED, HS
	Detention (PM)	\$450.00	Bronk, Tina
	Drama - HS	\$500.00	Berryman, Shelley
	English Club HS	\$500.00	Moffitt, Angela
	Foreign Lang. Club - HS	\$300.00	Salas, Gloria
	Foreign Lang. Club - HS	\$300.00	Bertels, Emily

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
	Freshman Class Sponsor	\$200.00	Edwards, Daylon
	Heritage Club - HS	\$300.00	UNASSIGNED, HS
	Heritage Club - HS	\$300.00	Allen, Joyce
	Honor Society - HS	\$725.00	Benson, Juana
	Journalism - HS	\$2,500.00	Simonton, Angela
	Junior Class Sponsor - HS	\$750.00	Baker, Lindsey
	Junior Class Sponsor - HS	\$750.00	Redus, Michelle
	Key Club	\$1,200.00	Baker, Lindsey
	Link Crew	\$500.00	Simonton, Angela
	Link Crew	\$500.00	Dement, Tiffany
	Mu Alpha Theta - HS	\$500.00	Fields, Monetta
	Online/Virtual Curriculum Coordinator	\$3,000.00	Benson, Juana
	Science Club	\$500.00	Redus, Michelle
	Science Club	\$500.00	O'Neill, Jennifer
	Senior Class Sponsor	\$750.00	Perring, Billy
	Senior Class Sponsor	\$750.00	Johnson, Patricia
	Sophomore Class Sponsor	\$200.00	Kuriger, Tamara
	Special Olympics - HS	\$300.00	Kinzie, Patsy
	Student Council - HS	\$1,500.00	Perring, Matthew
	Student Council - HS	\$1,500.00	Hodge, Jordan
	Summer Band Pride	\$2,000.00	Blackburn, Robert
	Vocal Music - HS	\$5,000.00	Perring, Billy
	Vocational	\$2,400.00	Drake, Clay
	Vocational	\$2,000.00	Moore, Amanda
	Vocational	\$2,400.00	Wooderson, Kylie
	Vocational	\$2,400.00	UNASSIGNED, HS
	Web Master - HS	\$1,500.00	Benson, Juana
	Youth in Government - HS	\$300.00	UNASSIGNED, HS

2016-2017 HS Athletic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>HS</i>			
	Baseball Asst. Coach - HS	\$2,000.00	Bennett, Terry
	Baseball Asst. Coach - HS	\$2,000.00	Daves, William
	Baseball Head Coach - 9th Gr	\$2,000.00	Morgan, Seth
	Baseball Head Coach - HS	\$5,100.00	Porter, Casey
	Basketball Asst. Coach (Boys) - HS	\$2,700.00	Tyler, Alexander
	Basketball Asst. Coach (Boys) - HS	\$2,700.00	DISCONTINUED DUTY,
	Basketball Asst. Coach (Boys) - HS	\$2,700.00	Bowie, Anthony
	Basketball Asst. Coach (Girls) - HS	\$2,700.00	Simek, Sherri
	Basketball Head Coach - 9th Gr (Boys)	\$1,700.00	DISCONTINUED DUTY,
	Basketball Head Coach - 9th Gr (Girls)	\$1,700.00	Simek, Sherri
	Basketball Head Coach (Boys) - HS	\$6,000.00	Gilmore, Russ
	Basketball Head Coach (Girls) - HS	\$6,000.00	Hankins, Jacky
	Cheerleading (Freshman) FB, BB, WR	\$1,200.00	Johnson-Fields, Pamela
	Cheerleading (Varsity) FB, BB, WR	\$1,950.00	Johnson-Fields, Pamela
	Cross Country Asst. Coach (Boys) - HS	\$1,100.00	Perring, Matthew
	Cross Country Asst. Coach (Girls) - HS	\$1,100.00	DISCONTINUED DUTY,
	Cross Country Head Coach (Boys) - HS	\$2,800.00	Stevens, Justin
	Cross Country Head Coach (Girls) - HS	\$2,800.00	Simek, Sherri
	Football Asst. Coach - Grades 9-12	\$3,600.00	Sanders, Thomas
	Football Asst. Coach - Grades 9-12	\$3,600.00	Young, Tyler
	Football Asst. Coach - Grades 9-12	\$3,600.00	Meshew, Ricky
	Football Asst. Coach - Grades 9-12	\$3,600.00	Woodard, Eric
	Football Asst. Coach - Grades 9-12	\$3,600.00	Harmon, Michael
	Football Asst. Coach - Grades 9-12	\$3,600.00	Rice, Jason
	Football Asst. Coach - Grades 9-12	\$3,600.00	Mick, Scott
	Football Defensive Coordinator - HS	\$750.00	Woodard, Eric
	Football Defensive Coordinator - HS	\$750.00	Mick, Scott
	Football Head Coach - Grades 9-12	\$9,000.00	Beeby, Kelly
	Football Offensive Coordinator - HS	\$2,000.00	Mick, Scott
	Football Special Teams Coordinator- HS	\$750.00	Rice, Jason
	Football Special Teams Coordinator- HS	\$750.00	Meshew, Ricky
	Golf Asst. Coach HS Girls	\$550.00	DISCONTINUED DUTY,
	Golf Asst. Coach HS Boys	\$550.00	DISCONTINUED DUTY,
	Golf Head Coach (Boys) - HS	\$2,700.00	Meshew, Ricky
	Golf Head Coach (Girls) - HS	\$2,700.00	Rice, Jason

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
	Soccer Asst. Coach (Girls) - HS	\$1,500.00	Bronk, Tina
	Soccer Asst. Coach (Girls) - HS	\$1,500.00	DISCONTINUED DUTY,
	Soccer Head Coach (Boys) - HS	\$3,300.00	Myers, Monte
	Soccer Head Coach (Girls) - HS	\$3,300.00	Lausen, Ted
	Softball Asst. Coach - HS	\$2,300.00	Tarrant, Kara
	Softball Asst. Coach - HS	\$2,300.00	Hodge, Stephen
	Softball Head Coach - HS	\$5,100.00	UNASSIGNED, HS
	Summer Athletic Pride - HS	\$1,000.00	Rice, Jason
	Summer Athletic Pride - HS	\$2,000.00	Mick, Scott
	Summer Athletic Pride - HS	\$2,000.00	Beeby, Kelly
	Summer Athletic Pride - HS	\$1,000.00	Young, Tyler
	Summer Athletic Pride - HS	\$2,000.00	Hankins, Jacky
	Summer Athletic Pride - HS	\$2,000.00	Gilmore, Russ
	Tennis Head Coach (Boys)	\$2,800.00	Hudson, Mary
	Tennis Head Coach (Girls)	\$2,800.00	Hudson, Mary
	Track Asst. Coach (Boys) - HS	\$1,600.00	Simek, Sherri
	Track Asst. Coach (Girls) - HS	\$1,600.00	UNASSIGNED, HS
	Track Asst. Coach (Girls) - HS	\$1,600.00	Perring, Matthew
	Track Head Coach - 9th Gr (Boys)	\$1,000.00	UNASSIGNED, HS
	Track Head Coach - 9th Gr (Girls)	\$1,000.00	UNASSIGNED, HS
	Track Head Coach (Boys) - HS	\$3,300.00	Perring, Matthew
	Track Head Coach (Girls) - HS	\$3,300.00	Sanders, Thomas
	Weightlifting Head Coach - HS	\$1,000.00	Beeby, Kelly
	Wrestling Asst. Coach - HS	\$2,300.00	Hodge, Stephen
	Wrestling Head Coach - HS	\$6,000.00	Stevens, Justin

2016-2017 Faver Academic Extra Duty Assignments

<i>Site</i>	<i>Assignment</i>	<i>Comp</i>	<i>Employee</i>
<i>FAVER</i>			
	Additional Classroom Hour	\$5,477.07	DISCONTINUED DUTY,
	Bus Loading Supervision - Faver (1st Semester)	\$500.00	DISCONTINUED DUTY,
	Bus Loading Supervision - Faver (2nd Semester)	\$500.00	DISCONTINUED DUTY,
	Noon Duty (1st Semester)	\$450.00	Wilson, Phyllis
	Noon Duty (2nd Semester)	\$450.00	Wilson, Phyllis

Guthrie Public Schools
Property Committee Meeting
June 6, 2016
5:00 p.m.

Members present: Dr. Mike Simpson, Dennis Schulz, Doug Ogle, Jerry Gammill, Cody Thompson, Jennifer Bennett-Johnson, Terry Pennington, and Linda Skinner.

Janna Pierson was in attendance for Sharon Watts.

Mr. Gammill spoke on the following items:

Expenditure Reports:

- Summarized the expenses for May
- Outlined 4 new Purchase Orders for May

Completed Projects:

- 154 Work-Orders completed in May

Projects in Progress:

- Currently have 100 Work-Orders in progress
- Smart Boards to install, approximately 35 remaining
- Vo-Ag barns construction
- Summer cleaning underway
- DOL inspection of Jr. High building
- Safety inspections set up for July & August
- Lighting project, received truck load of materials
- OSIG insurance renewal proposal

Dr. Simpson discussed the options for proceeding with the new school construction

**Guthrie Public
Schools
Finance Committee
Meeting
June 7, 2016
4:00 P.M.**

In Attendance: Dr. Mike Simpson, Dennis Schulz, Doug Ogle, Dee Benson, Janna Pierson, Tina Smedley, Gail Davis and Vicki Biggs.

Mr. Schulz opened the meeting informing the committee the first pages were routine financial reports and to contact him if they had questions. He also let the committee know the interest rates were remaining steady unless we would invest for a year.

Mr. Schulz spoke on the following:

Property/Liability/Fleet Auto Insurance Renewal

The district will remain with OSIG with a savings of just under \$12,000.00 with increased property values.

Workers' Compensation Renewal

The district will remain with OSAG with a savings of approximately \$100,000.00. Other companies were looked at but did not offer the same savings.

Temporary Appropriations

These appropriations allow the district to operate until the actual Estimate of Needs are prepared in early fall.

CN Supplemental Appropriations

This is to increase the appropriations on funds over collected and funds received after May 31, 2016. This will allow the CN to reimburse the GF the \$120,000.00 loaned to them per the loan agreement.

Lease Purchase Agreement – LED Retrofit

Asking for approval to accept Government Capital's bid for 72 months.

Lawn Care Service Bids

Request to accept the bids for Lawn Care for 2016-17.

OSSBA Contract Renewal

Membership for 2016-17.

ALCA Agreement

There will be a 50% decrease in cost for 2016-17.

Willow Creek Lease

This is for the Intergenerational Pre-K.

Municipal Finance Contract Renewal

Renewal for Bond Administrator for 2016-17.

IRS Payment Approval

This is the penalty incurred from the recent IRS audit.

North Church Lease

This is a lease renewal for the use of GUES .

Transportation Request

Request by Community Church
Request by First Southern Baptist Church

The following items for **Ms. Woodruff** were addressed by **Mr. Schulz**:

Agreement with Christine Hayes

Ms. Hayes will provide Speech Therapy for the extended school year in July.

Agreement Renewal with Teresa Ewing

Ms. Ewing will provide Physical Therapy for 2016-17.

Agreement Renewal with Linda Johnson

Ms. Johnson will provide Psychometric Services for 2016-17.

Agreement Renewal with Nikki Keck

Ms. Keck will provide Visual Senses services for 2016-17.

Agreement Renewal with Oklahoma Hearing Solutions

This is for Audiological Services for 2016-17.

Agreement with Beth McLean

Ms. McLean will provide Occupational Therapy services for 2016-17.

Agreement with Logan County Health Department

This contract is for School Nursing services for 2016-17.

Mr. Ogle and **Mr. Benson** spoke on the following:

Aesop Contract Renewal

Renewal for the tracking of district absences for 2016-17.

Veritime Contract Renewal

Renewal for district timeclocks for 2016-17.

PeopleAdmin Contract Renewal (name change- formally Netchemia)

Renewal of School Recruiter for 2016-17.

Reliance Communications Contract Renewal

School Messenger renewal for 2016-17.

Netop Contract Renewal

This allows teachers to control computers in district computer labs for 2016-17.

Guthrie Public Schools Curriculum
Committee Meeting Minutes
June 7, 2016
5:00 p.m.

In attendance: Dr. Mike Simpson, Doug Ogle, Janna Pierson, Gail Davis, Travis Sallee and Sheryl Miles

Members Absent: Carmen Walters and Eldona Woodruff

Mr. Ogle began the discussion items for Ms. Walters:

- Renewal Agreement with Willow Creek Health Care, LLC for the Intergeneration Pre-K classroom for the 2016-2017 School Year
 - Cost to the district \$1.00

- Aurora Learning Community Association (ALCA) Agreement
 - Renewal for the 2016-2017 School Year
 - The cost will be \$5,710.00 which is a decrease from last year of \$10,218.60

- Elementary Student Handbook for 2016-2017 School Year

- Handbook Supplements for Cotteral, Central, Fogarty and GUES for 2016-2017 School Year

- Junior High Student Handbook for 2016-2017 School Year

- High School Student Handbook for 2016-2017 School Year

- High School Course Selection Handbook for 2016-2017 School Year