Agenda
Guymon Public Schools
Science Annex of Junior High School, 712 N James, Guymon, OK 73942
Monday, July 13, 2026 at 5:30 PM

1. **ORDER OF BUSINESS**
   A. Call to Order
   B. Roll Call
   C. Moment of Silence/Pledge of Allegiance
   D. Open Forum
2. **SUPERINTENDENT'S REPORT**
   - Bond/Construction Update
   - Dirt from Football Field
   - Summer Projects
   - Website Update
3.
4. **FINANCIALS**
   A. Approval of Budget Reports for June 2026
   B. Approval of Treasurer's Report for June 2026
   C. Approval of expenditures, transfer of funds, and financial statement of Guymon Public School's Activity Funds
   D. Consider and possibly vote to approve new Encumbrances, Claims, and Supplemental Claims **YEAR 2026**
      1. General Fund: $6,868.91 PO #858 - 867
      2. Building Fund: $2,915.76 PO #47-49

      YEAR 2027
      1. General Fund: $308,595.56 PO #83 - 146
      2. Building Fund: $4,079,653.65 PO #1 - 16
      3. Bond Fund (33): $362,250.00 PO #1 - 6

5. **CONSENT AGENDA:** The following are items of a routine nature that are normally approved at the Board meetings and will be considered and voted upon with one motion unless any Board Member requests to have a separate vote on any or all of them.

   A. Approval of Minutes of Regular Meetings: June 8, 2026
      Approval of Minutes of Special Meetings: June 22, 2026
   B. Approval of Kari Montgomery as Treasurer for Guymon School District for FY27

C. Approval of Jessica Bickford as Title IX Compliance Officer, Julie Edenborough as Federal Programs Compliance Officer and Authorized Representative, Derenda Aranda as 504 Compliance Officer, and Melissa Watson as Purchasing Agent for E-Rate
D. Approval of fundrasiers (**Appendix B**)
E. Renewal of Ratification of Agreements/Contracts for the Fiscal Year 2026-2027
    - Big Five LEA Agreement - Head Start
F.

6. **ACTION TOPICS**
    A. Discussion and possible action to approve, disapprove or table appointing Emma Montoya as the activity funds clerk beginning FY27
    B. Discussion and possible action to approve, disapprove or table updating the co-signers for the Guymon Public Schools Activity Fund account and the Guymon Public Schools Lunch Program account to: Emma Montoya, Activity Funds Clerk, Kari Montgomery, CFO/Treasurer, and Melissa Watson, Superintendent, and removing Bev Frank.
    C. Discussion and possible action to revise and adopt the Guymon Board of Education policies: FE - Student Transfers, FNCD - Bullying, FNCD-R - Bullying Regulation, and FNCD-P - Bullying Procedures
    D. Discussion and possible action to approve, disapprove or table the FY27 Adjunct Teachers
    E. Discussion and possible action to revise and adopt the Guymon Public Schools student handbooks for the 2026-2027 school year
    F. Discussion and possible action to surplus and remove from the inventory the items from Prairie Elementary
    G. Discussion and possible action to surplus and remove from the inventory the items from the High School Agricultural program
    H. Discussion and possible action to surplus and remove from the inventory the items from the Jr. High School
7. **EXECUTIVE SESSION**
    Consider and possible vote to go into Executive Session to discuss the employment, hiring, appointment, promotion, or resignation of support and certified staff, as listed in Appendix A, pursuant to 25 O.S. Section 307 (B)(1)
8. Acknowledge Return into Open Session
9. Executive session minutes compliance announcement
10. Consider and vote to approve, disapprove or table the District Personnel Report (**Appendix A**)
11. **NEW BUSINESS**
    Under this item, the Board can consider and vote on any business that could not have been foreseen or known about at the time the agenda was posted.
12. **ADJOURN**

INDIVIDUALS HAVING A PHYSICAL CONDITION THAT PREVENTS THEM FROM ATTENDING THE BOARD MEETING ARE REQUESTED TO CONTACT THIS OFFICE NO LATER THAN 12:00 NOON ON THE DAY OF SAID MEETING SO ARRANGEMENTS MAY BE MADE TO ACCOMMODATE SAID INDIVIDUALS.

I*, Kari Montgomery, posted this agenda on the _____ Day of _____, _____on the front door of the Administration Building, 111 NW 11th St, Guymon, OK 73942.*

_____	_____	_____
Kari Montgomery, CFO	*Date*	*Time*

GUYMON PUBLIC SCHOOLS

Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Classification Bolding: $, Print Detail: False

Classification	Appropriation	Encumbered	Certified	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026							
Fund - 11 GENERAL FUND							
1000 INSTRUCTION	15,866,389.80	15,353,993.61	0.00	15,347,400.50	6,593.11	512,396.19	96.77%
2100 SUPPORT STUDENTS	3,182,411.82	2,681,418.72	0.00	2,665,863.60	15,555.12	500,993.10	84.26%
2200 SUPPORT INSTRUCTIONAL	1,363,353.11	1,130,554.42	0.00	1,129,840.82	713.60	232,798.69	82.92%
2300 ADMINISTRATION	1,230,000.00	975,105.47	0.00	975,105.47	0.00	254,894.53	79.28%
2400 PRINCIPALS	1,745,000.00	1,671,915.09	0.00	1,671,915.09	0.00	73,084.91	95.81%
2500 OFFICE	1,700,000.00	1,217,160.86	0.00	1,216,178.86	982.00	482,839.14	71.60%
2600 MAINTENANCE	4,712,063.86	4,074,749.26	0.00	4,073,442.50	1,306.76	637,314.60	86.47%
2700 TRANSPORTATION	1,800,000.00	1,114,029.62	0.00	1,113,562.86	466.76	685,970.38	61.89%
3000 CHILD NUTRITION	2,722,953.38	2,106,792.25	0.00	2,106,792.25	0.00	616,161.13	77.37%
4300 LAND IMPROVEMENT SERVICES	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00%
5200 FUND TRANSFERS/REIMBURSEMENTS	500.00	100.00	0.00	100.00	0.00	400.00	20.00%
5600 CORRECTING ENTRY	14,500.00	3,976.93	0.00	3,976.93	0.00	10,523.07	27.43%
Total Fund - 11 GENERAL FUND	**$34,342,171.97**	**$30,329,796.23**	**$0.00**	**$30,304,178.88**	**$25,617.35**	**$4,012,375.74**	**88.32 %**
Fund - 21 BUILDING FUND 21							
2600 MAINTENANCE	9,260,788.89	2,111,165.05	0.00	214,064.29	1,897,100.76	7,149,623.84	22.80%
Total Fund - 21 BUILDING FUND 21	**$9,260,788.89**	**$2,111,165.05**	**$0.00**	**$214,064.29**	**$1,897,100.76**	**$7,149,623.84**	**22.80 %**
Fund - 32 BOND FUND 32							
2600 MAINTENANCE	19,164.97	19,164.97	0.00	19,164.97	0.00	0.00	100.00%
Total Fund - 32 BOND FUND 32	**$19,164.97**	**$19,164.97**	**$0.00**	**$19,164.97**	**$0.00**	**$0.00**	**100.00 %**
Fund - 33 BOND FUND SERIES 2024 33							
1000 INSTRUCTION	80,000.00	49,627.20	0.00	0.00	49,627.20	30,372.80	62.03%
2200 SUPPORT INSTRUCTIONAL	80,000.00	36,521.76	0.00	36,521.76	0.00	43,478.24	45.65%
2300 ADMINISTRATION	100,000.00	3,724.00	0.00	3,724.00	0.00	96,276.00	3.72%
2600 MAINTENANCE	4,100,000.00	4,092,690.68	0.00	4,092,690.68	0.00	7,309.32	99.82%
2700 TRANSPORTATION	400,000.00	367,411.00	0.00	367,411.00	0.00	32,589.00	91.85%
4200 LAND ACQUISITION SERVICES	1,500,000.00	1,461,500.00	0.00	1,461,500.00	0.00	38,500.00	97.43%
4400 ARCHITECTURE & ENGINEERING SERVICES	1,090,107.41	82,250.86	0.00	82,250.86	0.00	1,007,856.55	7.55%
4600 BUILDING ACQUISTITION AND CONSTRUCTION SERVICES	352,847.22	168,383.55	0.00	168,383.55	0.00	184,463.67	47.72%
Total Fund - 33 BOND FUND SERIES 2024 33	**$7,702,954.63**	**$6,262,109.05**	**$0.00**	**$6,212,481.85**	**$49,627.20**	**$1,440,845.58**	**81.29 %**
Fund - 41 SINKING FUND 41							
5100 DEBT SERVICE	4,196,015.25	3,833,600.00	0.00	3,833,600.00	0.00	362,415.25	91.36%
Total Fund - 41 SINKING FUND 41	**$4,196,015.25**	**$3,833,600.00**	**$0.00**	**$3,833,600.00**	**$0.00**	**$362,415.25**	**91.36 %**
Fund - 81 GIFT FUND 81							
2100 SUPPORT STUDENTS	6,707.31	0.00	0.00	0.00	0.00	6,707.31	0.00%
Total Fund - 81 GIFT FUND 81	**$6,707.31**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$6,707.31**	**0.00 %**

GUYMON PUBLIC SCHOOLS

Budget Analysis

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, Classification Bolding: $, Print Detail: False

Classification	Appropriation	Encumbered	Certified	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2025-2026							
Total 2025-2026	**$55,527,803.02**	**$42,555,835.30**	**$0.00**	**$40,583,489.99**	**$1,972,345.31**	**$12,971,967.72**	**76.64 %**
Report Total	**$55,527,803.02**	**$42,555,835.30**	**$0.00**	**$40,583,489.99**	**$1,972,345.31**	**$12,971,967.72**	**76.64 %**

GUYMON PUBLIC SCHOOLS

Budget Analysis

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Classification Bolding: $, Print Detail: False

Classification	Appropriation	Encumbered	Certified	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
2026-2027							
Fund - 11 GENERAL FUND							
1000 INSTRUCTION	16,471,343.18	135,951.87	0.00	0.00	135,951.87	16,335,391.31	0.83%
2100 SUPPORT STUDENTS	3,182,411.82	508,448.80	2,679.56	0.00	508,448.80	2,673,963.02	15.98%
2200 SUPPORT INSTRUCTIONAL	1,363,353.11	23,816.50	75.00	0.00	23,816.50	1,339,536.61	1.75%
2300 ADMINISTRATION	1,230,000.00	233,941.00	165,666.00	0.00	233,941.00	996,059.00	19.02%
2400 PRINCIPALS	1,745,000.00	500.00	0.00	0.00	500.00	1,744,500.00	0.03%
2500 OFFICE	1,700,000.00	165,999.98	92,377.82	0.00	165,999.98	1,534,000.02	9.76%
2600 MAINTENANCE	4,212,063.86	2,155,993.60	677,071.24	0.00	2,155,993.60	2,056,070.26	51.19%
2700 TRANSPORTATION	1,800,000.00	177,422.05	1,056.04	0.00	177,422.05	1,622,577.95	9.86%
3000 CHILD NUTRITION	2,618,000.00	1,628,806.24	7,771.24	0.00	1,628,806.24	989,193.76	62.22%
4300 LAND IMPROVEMENT SERVICES	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00%
5200 FUND TRANSFERS/REIMBURSEMENTS	500.00	100.00	0.00	100.00	0.00	400.00	20.00%
5600 CORRECTING ENTRY	14,500.00	0.00	0.00	0.00	0.00	14,500.00	0.00%
Total Fund - 11 GENERAL FUND	**$34,342,171.97**	**$5,030,980.04**	**$946,696.90**	**$100.00**	**$5,030,880.04**	**$29,311,191.93**	**14.65 %**
Fund - 21 BUILDING FUND 21							
2600 MAINTENANCE	9,260,788.89	5,854,358.65	22,062.00	0.00	5,854,358.65	3,406,430.24	63.22%
Total Fund - 21 BUILDING FUND 21	**$9,260,788.89**	**$5,854,358.65**	**$22,062.00**	**$0.00**	**$5,854,358.65**	**$3,406,430.24**	**63.22 %**
Fund - 33 BOND FUND SERIES 2024 33							
1000 INSTRUCTION	80,000.00	0.00	0.00	0.00	0.00	80,000.00	0.00%
2200 SUPPORT INSTRUCTIONAL	80,000.00	0.00	0.00	0.00	0.00	80,000.00	0.00%
2300 ADMINISTRATION	100,000.00	2,500.00	0.00	0.00	2,500.00	97,500.00	2.50%
2500 OFFICE	0.00	750.00	750.00	0.00	750.00	-750.00	100.00%
2600 MAINTENANCE	4,100,000.00	2,500.00	0.00	0.00	2,500.00	4,097,500.00	0.06%
2700 TRANSPORTATION	400,000.00	0.00	0.00	0.00	0.00	400,000.00	0.00%
4200 LAND ACQUISITION SERVICES	1,500,000.00	0.00	0.00	0.00	0.00	1,500,000.00	0.00%
4400 ARCHITECTURE & ENGINEERING SERVICES	1,090,107.41	356,500.00	0.00	0.00	356,500.00	733,607.41	32.70%
4600 BUILDING ACQUISTITION AND CONSTRUCTION SERVICES	352,847.22	0.00	0.00	0.00	0.00	352,847.22	0.00%
Total Fund - 33 BOND FUND SERIES 2024 33	**$7,702,954.63**	**$362,250.00**	**$750.00**	**$0.00**	**$362,250.00**	**$7,340,704.63**	**4.70 %**
Fund - 41 SINKING FUND 41							
5100 DEBT SERVICE	4,196,015.25	0.00	0.00	0.00	0.00	4,196,015.25	0.00%
Total Fund - 41 SINKING FUND 41	**$4,196,015.25**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$4,196,015.25**	**0.00 %**
Fund - 81 GIFT FUND 81							
2100 SUPPORT STUDENTS	6,707.31	0.00	0.00	0.00	0.00	6,707.31	0.00%
Total Fund - 81 GIFT FUND 81	**$6,707.31**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$6,707.31**	**0.00 %**
Total 2026-2027	**$55,508,638.05**	**$11,247,588.69**	**$969,508.90**	**$100.00**	**$11,247,488.69**	**$44,261,049.36**	**20.26 %**

GUYMON PUBLIC SCHOOLS

Budget Analysis

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, Classification Bolding: $, Print Detail: False

Classification	Appropriation	Encumbered	Certified	Paid	Encumbered Balance	Unencumbered Balance	% Enc Budget
Report Total	**$55,508,638.05**	**$11,247,588.69**	**$969,508.90**	**$100.00**	**$11,247,488.69**	**$44,261,049.36**	**20.26 %**

FY26 REVENUE BUDGET

Code	Source	2024-25 COLLECTED REVENUE	2025-26 PROJECTED REVENUE	2025-26 TOTAL REVENUE	2025-26 REVENUE COLLECTED PERCENTAGE
1000	**DISTRICT SOURCES OF REVENUE**				
1100	**Taxes Levied/Assessed**				
1110	Current Yr. Ad Valorem	$ 5,498,068.00	$ 5,775,176.34	$ 5,590,270.26	96.80%
1120	Prior Yr. Ad Valorem	$ 48,602.84	$ 169,410.82	$ 93,737.22	55.33%
1130	Revenue in Lieu			$ -	0.00%
1140	Revenue from Local Government			$ -	0.00%
1190	Other Taxes			$ -	0.00%
TOTAL DISTRICT TAXES LEVIED/ASSESSED		$ 5,546,670.84	$ 5,944,587.16	$ 5,684,007.48	95.62%
1200	Tuition and Fees	$ 6,300.00		$ 5,850.00	0.00%
1300	Interest Earnings	$ 346,441.39		$ 347,175.38	0.00%
1400	Rental, Disposals and Commissions	$ 1,000.00		$ 17,300.00	0.00%
1500	Misc. Reimbursements	$ 36,878.41		$ 33,319.96	0.00%
1600	Other Local Sources of Revenue	$ 17,333.47		$ 35,918.69	0.00%
1700	Child Nutrition	$ 130,076.40	$ 123,572.58	$ 178,199.85	144.21%
1800	Athletics			$ -	0.00%
TOTAL DISTRICT SOURCES OF REVENUE		**$ 6,084,700.51**	**$ 6,068,159.74**	**$ 6,301,771.36**	**103.85%**
2000	**INTERMEDIATE SOURCES OF REVENUE**				
2100	County 4 Mill Tax	$ 842,134.39	$ 757,920.95	$ 870,874.82	114.90%
2200	County Mortgage Tax	$ 65,655.09	$ 65,655.09	$ 79,670.85	121.35%
2300	Resale of Property Fund	$ 56,519.41		$ -	0.00%
2900	Other Intermediate Sources of Revenue	$ 208.83		$ 199.90	0.00%
TOTAL INTERMEDIATE SOURCES OF REVENUE		**$ 964,517.72**	**$ 823,576.04**	**$ 950,745.57**	**115.44%**
3000	**STATE SOURCES OF REVENUE**				
3100	**State Dedicated Revenue**				
3110	Gross Production Tax	$ 424,826.84	$ 361,102.82	$ 424,146.19	117.46%
3120	Motor Vehicle Tax	$ 1,231,592.51	$ 1,170,012.88	$ 1,280,147.82	109.41%
3130	R.E.C. Tax	$ 223,508.23	$ 212,332.82	$ 206,174.90	97.10%
3140	State School Land Earnings	$ 531,898.40	$ 505,303.48	$ 566,609.34	112.13%
3150	Vehicle Tax Stamps	$ 815.43		$ 847.03	0.00%
3160	Farm Implement			$ -	0.00%
3170	Trailers and Mobile Homes			$ -	0.00%
3190	Other Dedicated Revenue			$ -	0.00%
TOTAL STATE DEDICATED REVENUE		**$ 2,412,641.41**	**$ 2,248,752.00**	**$ 2,477,925.28**	**110.19%**
3200	**STATE AID - NONCATEGORICAL**				
3210	Foundation and Salary Incentive Aid	$ 13,390,839.74	$ 13,695,941.87	$ 14,160,038.04	103.39%
3220	Mid-Term Adjustment For Attendance			$ -	0.00%
3230	Teacher Consultant Stipend			$ -	0.00%
3240	Disaster Assistance			$ -	0.00%
3250	Flexible Benefit Allowance	$ 2,337,624.75	$ 2,384,121.12	$ 2,460,080.15	103.19%
TOTAL STATE AID - NONCATEGORICAL		**$ 15,728,464.49**	**$ 16,080,062.99**	**$ 16,620,118.19**	**103.36%**
3300	State Aid - Competitive Grants - Categorical	$ 23,613.50		$ 36,030.78	0.00%
3400	State - Categorical	$ 554,476.11	$ 195,306.80	$ 493,417.91	252.64%
3500	Special Programs			$ -	0.00%
3600	Other State Sources of Revenue	$ 60,332.08		$ 87,981.95	0.00%
3700	Child Nutrition Programs	$ 16,901.90	$ 16,056.81	$ 18,208.00	113.40%
3800	State Vocational Programs - Multi-Source	$ 87,640.00	$ 87,640.00	$ 87,640.00	100.00%
TOTAL STATE SOURCES OF REVENUE		**$ 18,884,069.49**	**$ 18,627,818.60**	**$ 19,821,322.11**	**106.41%**
4000	**FEDERAL SOURCES OF REVENUE**				
4100	Grants-In-Aid Direct from the Federal Government			$ -	0.00%
4200	Disadvantaged Students	$ 1,492,884.86		$ 1,568,412.53	0.00%
4300	Individuals with Disabilities	$ 699,705.54		$ 594,379.96	0.00%
4400	No Child Left Behind	$ 277,794.81		$ 148,867.43	0.00%
4500	Grants-In-Aid Passed Through Other State Sources			$ -	0.00%
4600	Other Federal Sources Passed thru State Dept of Ed	$ 574,085.91		$ -	0.00%
4700	Child Nutrition Programs	$ 1,709,254.36	$ 1,623,791.64	$ 1,767,642.32	108.86%
4800	Federal Vocational Education	$ 65,515.03		$ 41,358.90	0.00%
TOTAL FEDERAL SOURCES OF REVENUE		**$ 4,819,240.51**	**$ 1,623,791.64**	**$ 4,120,661.14**	**253.77%**
5000	**NON-REVENUE RECEIPTS**	**$ 15,206.39**		**$ 10,274.94**	
6000	**BALANCE SHEET ACCOUNTS**				
6100	**CASH ACCOUNTS**				
6110	Cash Forward	$ 6,362,042.95	$ 7,198,820.95	$ 7,198,820.95	
6130	Prior Year Lapsed Appropriations			$ -	
6140	Estopped Warrants by Statute			$ -	
TOTAL BALANCE SHEET ACCOUNTS		**$ 6,362,042.95**	**$ 7,198,820.95**	**$ 7,198,820.95**	
GRAND TOTAL		**$37,129,777.57**	**$ 34,342,166.97**	**$38,403,596.07**	**111.83%**

GUYMON PUBLIC SCHOOLS

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 6/30/2026

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Fund - 11 GENERAL FUND						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT YR)						
000 NONCATEGORICAL FUNDS	$5,775,176.34	$5,590,270.26	$184,906.08	$0.00	96.80%	$16,064.02
Source - 1110 AD VALOREM TAX LEVY (CURRENT YR) Total	**$5,775,176.34**	**$5,590,270.26**	**$184,906.08**	**$0.00**	**96.80%**	**$16,064.02**
Source - 1120 AD VALOREM TAX LEVY (PRIOR YRS)						
000 NONCATEGORICAL FUNDS	$169,410.82	$93,737.22	$75,673.60	$0.00	55.33%	$806.35
Source - 1120 AD VALOREM TAX LEVY (PRIOR YRS) Total	**$169,410.82**	**$93,737.22**	**$75,673.60**	**$0.00**	**55.33%**	**$806.35**
Source - 1230 SUMMER SCHOOL TUITION						
000 NONCATEGORICAL FUNDS	$0.00	$5,850.00	$0.00	$5,850.00	N/A	$0.00
Source - 1230 SUMMER SCHOOL TUITION Total	**$0.00**	**$5,850.00**	**$0.00**	**$5,850.00**	**N/A**	**$0.00**
Source - 1310 INTEREST EARNINGS						
000 NONCATEGORICAL FUNDS	$0.00	$333,339.68	$0.00	$333,339.68	N/A	$18,950.16
Source - 1310 INTEREST EARNINGS Total	**$0.00**	**$333,339.68**	**$0.00**	**$333,339.68**	**N/A**	**$18,950.16**
Source - 1350 INTEREST ON TAXES						
000 NONCATEGORICAL FUNDS	$0.00	$13,835.70	$0.00	$13,835.70	N/A	$702.63
Source - 1350 INTEREST ON TAXES Total	**$0.00**	**$13,835.70**	**$0.00**	**$13,835.70**	**N/A**	**$702.63**
Source - 1410 RENTAL OF SCHOOL FACILITIES						
000 NONCATEGORICAL FUNDS	$0.00	$425.00	$0.00	$425.00	N/A	$425.00
Source - 1410 RENTAL OF SCHOOL FACILITIES Total	**$0.00**	**$425.00**	**$0.00**	**$425.00**	**N/A**	**$425.00**
Source - 1440 SALES OF EQUIP, SERVICES & MATERIAL						
000 NONCATEGORICAL FUNDS	$0.00	$16,875.00	$0.00	$16,875.00	N/A	$0.00
Source - 1440 SALES OF EQUIP, SERVICES & MATERIAL Total	**$0.00**	**$16,875.00**	**$0.00**	**$16,875.00**	**N/A**	**$0.00**
Source - 1510 INSURANCE LOSS RECOVERIES						
000 NONCATEGORICAL FUNDS	$0.00	$12,039.95	$0.00	$12,039.95	N/A	$0.00
Source - 1510 INSURANCE LOSS RECOVERIES Total	**$0.00**	**$12,039.95**	**$0.00**	**$12,039.95**	**N/A**	**$0.00**
Source - 1530 DAMAGES TO SCHOOL PROPERTY						
000 NONCATEGORICAL FUNDS	$0.00	$11,990.09	$0.00	$11,990.09	N/A	$262.00
Source - 1530 DAMAGES TO SCHOOL PROPERTY Total	**$0.00**	**$11,990.09**	**$0.00**	**$11,990.09**	**N/A**	**$262.00**
Source - 1590 MISCELLANEOUS REIMBURSEMENTS						
000 NONCATEGORICAL FUNDS	$0.00	$9,289.92	$0.00	$9,289.92	N/A	$4,786.53
Source - 1590 MISCELLANEOUS REIMBURSEMENTS Total	**$0.00**	**$9,289.92**	**$0.00**	**$9,289.92**	**N/A**	**$4,786.53**
Source - 1610 CONTRIBUTIONS/DONATIONS-PRIVATE						
000 NONCATEGORICAL FUNDS	$0.00	$6,930.00	$0.00	$6,930.00	N/A	$3,465.00
053 CHARITY HITCH ELEMENTARY PLAYGROUND	$0.00	$1,000.00	$0.00	$1,000.00	N/A	$0.00
Source - 1610 CONTRIBUTIONS/DONATIONS-PRIVATE Total	**$0.00**	**$7,930.00**	**$0.00**	**$7,930.00**	**N/A**	**$3,465.00**
Source - 1660 MINERAL ROYALTIES/LEASE REVENUE						
000 NONCATEGORICAL FUNDS	$0.00	$27.72	$0.00	$27.72	N/A	$0.00
Source - 1660 MINERAL ROYALTIES/LEASE REVENUE Total	**$0.00**	**$27.72**	**$0.00**	**$27.72**	**N/A**	**$0.00**
Source - 1680 REFUND PRIOR YR EXPENDITURES						
000 NONCATEGORICAL FUNDS	$0.00	$100.00	$0.00	$100.00	N/A	$0.00
Source - 1680 REFUND PRIOR YR EXPENDITURES Total	**$0.00**	**$100.00**	**$0.00**	**$100.00**	**N/A**	**$0.00**
Source - 1690 MISC REV FROM DISTRICT SOURCES						
000 NONCATEGORICAL FUNDS	$0.00	$14,225.97	$0.00	$14,225.97	N/A	$0.00

GUYMON PUBLIC SCHOOLS

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 6/30/2026

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
055 WELLNESS CENTER (OLD YMCA)	$0.00	$13,635.00	$0.00	$13,635.00	N/A	$1,350.00
Source - 1690 MISC REV FROM DISTRICT SOURCES Total	**$0.00**	**$27,860.97**	**$0.00**	**$27,860.97**	**N/A**	**$1,350.00**
Source - 1710 STUDENT LUNCHS/BREAKFASTS/MILK						
000 NONCATEGORICAL FUNDS	$123,572.58	$1,885.02	$121,687.56	$0.00	1.53%	$649.15
Source - 1710 STUDENT LUNCHS/BREAKFASTS/MILK Total	**$123,572.58**	**$1,885.02**	**$121,687.56**	**$0.00**	**1.53%**	**$649.15**
Source - 1720 A LA CARTE OR CATERING REVENUE						
000 NONCATEGORICAL FUNDS	$0.00	$60,790.99	$0.00	$60,790.99	N/A	$8,202.10
Source - 1720 A LA CARTE OR CATERING REVENUE Total	**$0.00**	**$60,790.99**	**$0.00**	**$60,790.99**	**N/A**	**$8,202.10**
Source - 1730 ADULT LUNCHES/BREAKFASTS						
000 NONCATEGORICAL FUNDS	$0.00	$22,752.48	$0.00	$22,752.48	N/A	$3,813.86
Source - 1730 ADULT LUNCHES/BREAKFASTS Total	**$0.00**	**$22,752.48**	**$0.00**	**$22,752.48**	**N/A**	**$3,813.86**
Source - 1760 CONTRACT LUNCHES, BREAK, MILK, SUPP						
000 NONCATEGORICAL FUNDS	$0.00	$92,746.92	$0.00	$92,746.92	N/A	$43,499.64
Source - 1760 CONTRACT LUNCHES, BREAK, MILK, SUPP Total	**$0.00**	**$92,746.92**	**$0.00**	**$92,746.92**	**N/A**	**$43,499.64**
Source - 1790 OTHER DIST REVENUE (CHILD NUTRIT)						
000 NONCATEGORICAL FUNDS	$0.00	$24.44	$0.00	$24.44	N/A	$6.96
Source - 1790 OTHER DIST REVENUE (CHILD NUTRIT) Total	**$0.00**	**$24.44**	**$0.00**	**$24.44**	**N/A**	**$6.96**
Series - 1000 Total	**$6,068,159.74**	**$6,301,771.36**	**$382,267.24**	**$615,878.86**	**103.85%**	**$102,983.40**
Series - 2000						
Source - 2100 COUNTY 4 MILL AD VALOREM TAX						
000 NONCATEGORICAL FUNDS	$757,920.95	$870,874.82	$0.00	$112,953.87	114.90%	$4,282.47
Source - 2100 COUNTY 4 MILL AD VALOREM TAX Total	**$757,920.95**	**$870,874.82**	**$0.00**	**$112,953.87**	**114.90%**	**$4,282.47**
Source - 2200 COUNTY APPORTIONMENT (MORTGAGE TAX)						
000 NONCATEGORICAL FUNDS	$65,655.09	$79,670.85	$0.00	$14,015.76	121.35%	$5,163.13
Source - 2200 COUNTY APPORTIONMENT (MORTGAGE TAX) Total	**$65,655.09**	**$79,670.85**	**$0.00**	**$14,015.76**	**121.35%**	**$5,163.13**
Source - 2300 RESALE OF PROPERTY FUND DISTRIB						
000 NONCATEGORICAL FUNDS	$0.00	$0.00	$0.00	$0.00	N/A	$0.00
Source - 2300 RESALE OF PROPERTY FUND DISTRIB Total	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**N/A**	**$0.00**
Source - 2900 OTHER INTERMEDIATE SOURCES OF REV						
000 NONCATEGORICAL FUNDS	$0.00	$199.90	$0.00	$199.90	N/A	$0.00
Source - 2900 OTHER INTERMEDIATE SOURCES OF REV Total	**$0.00**	**$199.90**	**$0.00**	**$199.90**	**N/A**	**$0.00**
Series - 2000 Total	**$823,576.04**	**$950,745.57**	**$0.00**	**$127,169.53**	**115.44%**	**$9,445.60**
Series - 3000						
Source - 3110 GROSS PRODUCTION TAX						
000 NONCATEGORICAL FUNDS	$361,102.82	$424,146.19	$0.00	$63,043.37	117.46%	$39,943.77
Source - 3110 GROSS PRODUCTION TAX Total	**$361,102.82**	**$424,146.19**	**$0.00**	**$63,043.37**	**117.46%**	**$39,943.77**
Source - 3120 MOTOR VEHICLE COLLECTIONS						
000 NONCATEGORICAL FUNDS	$1,170,012.88	$1,280,147.82	$0.00	$110,134.94	109.41%	$113,862.60
Source - 3120 MOTOR VEHICLE COLLECTIONS Total	**$1,170,012.88**	**$1,280,147.82**	**$0.00**	**$110,134.94**	**109.41%**	**$113,862.60**
Source - 3130 RURAL ELECTRIC COOPERATIVE TAX						
000 NONCATEGORICAL FUNDS	$212,332.82	$206,174.90	$6,157.92	$0.00	97.10%	$16,720.71
Source - 3130 RURAL ELECTRIC COOPERATIVE TAX Total	**$212,332.82**	**$206,174.90**	**$6,157.92**	**$0.00**	**97.10%**	**$16,720.71**
Source - 3140 STATE SCHOOL LAND EARNINGS						
000 NONCATEGORICAL FUNDS	$505,303.48	$566,609.34	$0.00	$61,305.86	112.13%	$59,755.70

GUYMON PUBLIC SCHOOLS

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 6/30/2026

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Source - 3140 STATE SCHOOL LAND EARNINGS Total	**$505,303.48**	**$566,609.34**	**$0.00**	**$61,305.86**	**112.13%**	**$59,755.70**
Source - 3150 VEHICLE TAX STAMP						
000 NONCATEGORICAL FUNDS	$0.00	$847.03	$0.00	$847.03	N/A	$236.77
Source - 3150 VEHICLE TAX STAMP Total	**$0.00**	**$847.03**	**$0.00**	**$847.03**	**N/A**	**$236.77**
Source - 3210 FOUNDATION AND SALARY INCENT AID						
000 NONCATEGORICAL FUNDS	$13,695,941.87	$14,160,038.04	$0.00	$464,096.17	103.39%	$1,274,119.67
Source - 3210 FOUNDATION AND SALARY INCENT AID Total	**$13,695,941.87**	**$14,160,038.04**	**$0.00**	**$464,096.17**	**103.39%**	**$1,274,119.67**
Source - 3250 EDUCATION FLEX BENEFIT ALLOWANCE						
000 NONCATEGORICAL FUNDS	$2,384,121.12	$0.00	$2,384,121.12	$0.00	0.00%	$0.00
331 ED FLEX BENEFITS CERTIFIED IN LIEU	$0.00	$28,441.68	$0.00	$28,441.68	N/A	$2,559.75
332 ED FLEX BENEFIT SUPPORT IN LIEU	$0.00	$182,671.47	$0.00	$182,671.47	N/A	$16,440.43
334 ED FLEX BENEFIT CERTIFIED MED PD BY STATE	$0.00	$1,434,503.00	$0.00	$1,434,503.00	N/A	$129,105.27
335 ED FLEX BENEFIT SUPPORT MED PD BY STATE	$0.00	$814,464.00	$0.00	$814,464.00	N/A	$73,301.76
Source - 3250 EDUCATION FLEX BENEFIT ALLOWANCE Total	**$2,384,121.12**	**$2,460,080.15**	**$2,384,121.12**	**$2,460,080.15**	**103.19%**	**$221,407.21**
Source - 3310 ALTERNATIVE & HIGH CHALLENGE EDU						
388 ALTERNATIVE EDUCATION GRANTS	$0.00	$36,030.78	$0.00	$36,030.78	N/A	$0.00
Source - 3310 ALTERNATIVE & HIGH CHALLENGE EDU Total	**$0.00**	**$36,030.78**	**$0.00**	**$36,030.78**	**N/A**	**$0.00**
Source - 3414 OK PAID STUDENT TEACHER STIPENDS						
311 OKLAHOMA PAID STUDENT TEACHER STIPENDS	$0.00	$1,749.00	$0.00	$1,749.00	N/A	$0.00
Source - 3414 OK PAID STUDENT TEACHER STIPENDS Total	**$0.00**	**$1,749.00**	**$0.00**	**$1,749.00**	**N/A**	**$0.00**
Source - 3415 READING SUFFICIENCY ACT						
304 HEROES LITERACY INSTRUCTIONAL TEAM	$0.00	$1,292.00	$0.00	$1,292.00	N/A	$0.00
367 STRONG READERS (PREVIOUSLY RSA)	$0.00	$135,061.08	$0.00	$135,061.08	N/A	$0.00
Source - 3415 READING SUFFICIENCY ACT Total	**$0.00**	**$136,353.08**	**$0.00**	**$136,353.08**	**N/A**	**$0.00**
Source - 3420 STATE TEXTBOOK						
333 STATE TEXTBOOKS	$195,306.80	$195,306.80	$0.00	$0.00	100.00%	$17,577.61
Source - 3420 STATE TEXTBOOK Total	**$195,306.80**	**$195,306.80**	**$0.00**	**$0.00**	**100.00%**	**$17,577.61**
Source - 3436 SCHOOL RESOURCE OFFICER PROGRAM						
376 SCHOOL RESOURCE OFFICER PROGRAM	$0.00	$93,041.47	$0.00	$93,041.47	N/A	$0.00
Source - 3436 SCHOOL RESOURCE OFFICER PROGRAM Total	**$0.00**	**$93,041.47**	**$0.00**	**$93,041.47**	**N/A**	**$0.00**
Source - 3437						
377 MATERNITY LEAVE	$0.00	$55,252.56	$0.00	$55,252.56	N/A	$25,030.86
Source - 3437 Total	**$0.00**	**$55,252.56**	**$0.00**	**$55,252.56**	**N/A**	**$25,030.86**
Source - 3440 DRIVER EDUCATION						
317 DRIVER EDUCATION	$0.00	$11,715.00	$0.00	$11,715.00	N/A	$0.00
Source - 3440 DRIVER EDUCATION Total	**$0.00**	**$11,715.00**	**$0.00**	**$11,715.00**	**N/A**	**$0.00**
Source - 3690 OTHER MISC SOURCES OF STATE REVENUE						
052 OPIOD ABATEMENT GRANT	$0.00	$75,000.00	$0.00	$75,000.00	N/A	$0.00
361 ACHIEVING CLASSROOM EXCELLENCE (ACE) TECHNOLOGY	$0.00	$12,981.95	$0.00	$12,981.95	N/A	$0.00
Source - 3690 OTHER MISC SOURCES OF STATE REVENUE Total	**$0.00**	**$87,981.95**	**$0.00**	**$87,981.95**	**N/A**	**$0.00**
Source - 3720 STATE MATCHING						
385 CHILD NUTRITION PROGRAM	$16,056.81	$18,208.00	$0.00	$2,151.19	113.40%	$0.00

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 6/30/2026

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Source - 3720 STATE MATCHING Total	**$16,056.81**	**$18,208.00**	**$0.00**	**$2,151.19**	**113.40%**	**$0.00**
Source - 3811 COMP HS VOCATIONAL SAL REIMB						
411 COMPREHENSIVE SECONDARY PROGRAMS	$27,640.00	$27,640.00	$0.00	$0.00	100.00%	$0.00
Source - 3811 COMP HS VOCATIONAL SAL REIMB Total	**$27,640.00**	**$27,640.00**	**$0.00**	**$0.00**	**100.00%**	**$0.00**
Source - 3812 VOCATIONAL PROGRAM ASSISTANCE GRANT						
412 VOCATIONAL PROGRAMS ASSSITANCE GRANTS	$60,000.00	$60,000.00	$0.00	$0.00	100.00%	$0.00
Source - 3812 VOCATIONAL PROGRAM ASSISTANCE GRANT Total	**$60,000.00**	**$60,000.00**	**$0.00**	**$0.00**	**100.00%**	**$0.00**
Series - 3000 Total	**$18,627,818.60**	**$19,821,322.11**	**$2,390,279.04**	**$3,583,782.55**	**106.41%**	**$1,768,654.90**
Series - 4000						
Source - 4210 TITLE I-PART A-IMPROVING BASIC PROG						
511 PART A, BASIC PROGRAM	$0.00	$1,069,430.06	$0.00	$1,069,430.06	N/A	$81,632.41
799 PRIOR YEAR FEDERAL REIMBURSEMENT	$0.00	$267,788.49	$0.00	$267,788.49	N/A	$0.00
Source - 4210 TITLE I-PART A-IMPROVING BASIC PROG Total	**$0.00**	**$1,337,218.55**	**$0.00**	**$1,337,218.55**	**N/A**	**$81,632.41**
Source - 4271 TITLE II-A TEACH/PRIN TRAIN/RECRUIT						
541 PART A SUPPORTING EFFECTIVE INSTRUCTION	$0.00	$57,932.78	$0.00	$57,932.78	N/A	$27,932.47
799 PRIOR YEAR FEDERAL REIMBURSEMENT	$0.00	$17,120.27	$0.00	$17,120.27	N/A	$0.00
Source - 4271 TITLE II-A TEACH/PRIN TRAIN/RECRUIT Total	**$0.00**	**$75,053.05**	**$0.00**	**$75,053.05**	**N/A**	**$27,932.47**
Source - 4281 TITLE III PT A ENG LANG ACQUISITION						
571 PART A, IMMIGRANT EDUCATION ACT	$0.00	$9,222.44	$0.00	$9,222.44	N/A	$9,222.44
572 PART A, ENGLISH LANG ACQ, ENHANCE & ACHEIVEMENT	$0.00	$120,200.53	$0.00	$120,200.53	N/A	$23,544.54
799 PRIOR YEAR FEDERAL REIMBURSEMENT	$0.00	$26,717.96	$0.00	$26,717.96	N/A	$0.00
Source - 4281 TITLE III PT A ENG LANG ACQUISITION Total	**$0.00**	**$156,140.93**	**$0.00**	**$156,140.93**	**N/A**	**$32,766.98**
Source - 4310 INDIVIDUALS WITH DISABIL IDEA--B						
613 SPECIAL EDUCATION PROFESSIONAL DEVELOP OSDE SPONS	$0.00	$440.00	$0.00	$440.00	N/A	$0.00
621 FLOW THROUGH, P.L.108-446, IDEA-PART B	$0.00	$476,146.10	$0.00	$476,146.10	N/A	$43,336.65
799 PRIOR YEAR FEDERAL REIMBURSEMENT	$0.00	$93,348.25	$0.00	$93,348.25	N/A	$0.00
Source - 4310 INDIVIDUALS WITH DISABIL IDEA--B Total	**$0.00**	**$569,934.35**	**$0.00**	**$569,934.35**	**N/A**	**$43,336.65**
Source - 4340 PRESCHOOL AGES 3-5 IDEA-B						
641 PRESCHOOL, AGED 3-5, P.L. 108-446, IDEA-PART B	$0.00	$18,361.28	$0.00	$18,361.28	N/A	$1,835.90
799 PRIOR YEAR FEDERAL REIMBURSEMENT	$0.00	$6,084.33	$0.00	$6,084.33	N/A	$0.00
Source - 4340 PRESCHOOL AGES 3-5 IDEA-B Total	**$0.00**	**$24,445.61**	**$0.00**	**$24,445.61**	**N/A**	**$1,835.90**
Source - 4442 STUDENT SUPPORT & ACADEMIC ENRICH						
552 PART A-STUDENT SUPP & ACADEMIC ENRICH FORM GRANT	$0.00	$78,953.06	$0.00	$78,953.06	N/A	$0.00
799 PRIOR YEAR FEDERAL REIMBURSEMENT	$0.00	$22,165.57	$0.00	$22,165.57	N/A	$0.00
Source - 4442 STUDENT SUPPORT & ACADEMIC ENRICH Total	**$0.00**	**$101,118.63**	**$0.00**	**$101,118.63**	**N/A**	**$0.00**
Source - 4470 TITLE VI-SUB 2-RURAL/LOW INCOME SCH						

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 6/30/2026

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
587 PART B, SUBPART 2, RURAL & LOW INCOME SCHOOL PGM	$0.00	$25,728.65	$0.00	$25,728.65	N/A	$25,728.65
Source - 4470 TITLE VI-SUB 2-RURAL/LOW INCOME SCH Total	**$0.00**	**$25,728.65**	**$0.00**	**$25,728.65**	**N/A**	**$25,728.65**
Source - 4480 TITLE IX- ED FOR HOMELESS/OTHER LAW						
596 PART A, HOMELESS CHILDREN & YOUTH	$0.00	$19,990.16	$0.00	$19,990.16	N/A	$0.00
799 PRIOR YEAR FEDERAL REIMBURSEMENT	$0.00	$2,029.99	$0.00	$2,029.99	N/A	$0.00
Source - 4480 TITLE IX- ED FOR HOMELESS/OTHER LAW Total	**$0.00**	**$22,020.15**	**$0.00**	**$22,020.15**	**N/A**	**$0.00**
Source - 4689 OTHER MISC SOURCES OF FED REV						
770 MISCELLANEOUS FEDERAL PROGRAMS	$0.00	$0.00	$0.00	$0.00	N/A	$0.00
Source - 4689 OTHER MISC SOURCES OF FED REV Total	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**N/A**	**$0.00**
Source - 4710 LUNCHES						
763 LUNCHES	$1,300,000.00	$1,315,377.82	$0.00	$15,377.82	101.18%	$81,764.55
Source - 4710 LUNCHES Total	**$1,300,000.00**	**$1,315,377.82**	**$0.00**	**$15,377.82**	**101.18%**	**$81,764.55**
Source - 4720 BREAKFASTS						
764 BREAKFASTS	$303,791.64	$427,679.26	$0.00	$123,887.62	140.78%	$25,425.90
Source - 4720 BREAKFASTS Total	**$303,791.64**	**$427,679.26**	**$0.00**	**$123,887.62**	**140.78%**	**$25,425.90**
Source - 4740 SUMMER FOOD SERVICE PROGRAM						
766 SUMMER FOOD SERVICE PROGRAM	$20,000.00	$24,585.24	$0.00	$4,585.24	122.93%	$0.00
Source - 4740 SUMMER FOOD SERVICE PROGRAM Total	**$20,000.00**	**$24,585.24**	**$0.00**	**$4,585.24**	**122.93%**	**$0.00**
Source - 4821 CARL PERKINS VOC/APPLIED TECH ED						
421 CARL PERKINS SECONDARY	$0.00	$41,358.90	$0.00	$41,358.90	N/A	$0.00
Source - 4821 CARL PERKINS VOC/APPLIED TECH ED Total	**$0.00**	**$41,358.90**	**$0.00**	**$41,358.90**	**N/A**	**$0.00**
Series - 4000 Total	**$1,623,791.64**	**$4,120,661.14**	**$0.00**	**$2,496,869.50**	**253.77%**	**$320,423.51**
Series - 5000						
Source - 5120 CASH OR CHANGE						
000 NONCATEGORICAL FUNDS	$0.00	$0.00	$0.00	$0.00	N/A	$0.00
Source - 5120 CASH OR CHANGE Total	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**N/A**	**$0.00**
Source - 5160 ACTIVITY FUND REIMBURSEMENT						
000 NONCATEGORICAL FUNDS	$0.00	$6,298.01	$0.00	$6,298.01	N/A	$200.00
Source - 5160 ACTIVITY FUND REIMBURSEMENT Total	**$0.00**	**$6,298.01**	**$0.00**	**$6,298.01**	**N/A**	**$200.00**
Source - 5600 CORRECTING ENTRY						
000 NONCATEGORICAL FUNDS	$0.00	$3,976.93	$0.00	$3,976.93	N/A	$0.00
Source - 5600 CORRECTING ENTRY Total	**$0.00**	**$3,976.93**	**$0.00**	**$3,976.93**	**N/A**	**$0.00**
Series - 5000 Total	**$0.00**	**$10,274.94**	**$0.00**	**$10,274.94**	**N/A**	**$200.00**
Series - 6000						
Source - 6110 CASH FORWARD						
000 NONCATEGORICAL FUNDS	$0.00	$5,264,462.75	$0.00	$5,264,462.75	N/A	$0.00
361 ACHIEVING CLASSROOM EXCELLENCE (ACE) TECHNOLOGY	$0.00	$77,565.65	$0.00	$77,565.65	N/A	$0.00
367 STRONG READERS (PREVIOUSLY RSA)	$0.00	$175,041.71	$0.00	$175,041.71	N/A	$0.00
376 SCHOOL RESOURCE OFFICER PROGRAM	$0.00	$68,467.49	$0.00	$68,467.49	N/A	$0.00
377 MATERNITY LEAVE	$0.00	$2,519.00	$0.00	$2,519.00	N/A	$0.00
385 CHILD NUTRITION PROGRAM	$0.00	$104,953.38	$0.00	$104,953.38	N/A	$0.00
411 COMPREHENSIVE SECONDARY PROGRAMS	$0.00	$0.00	$0.00	$0.00	N/A	$0.00
412 VOCATIONAL PROGRAMS ASSSITANCE GRANTS	$0.00	$5,355.19	$0.00	$5,355.19	N/A	$0.00

GUYMON PUBLIC SCHOOLS

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 6/30/2026

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
763 LUNCHES	$0.00	$557,105.23	$0.00	$557,105.23	N/A	$0.00
764 BREAKFASTS	$0.00	$778,555.84	$0.00	$778,555.84	N/A	$0.00
766 SUMMER FOOD SERVICE PROGRAM	$0.00	$164,794.71	$0.00	$164,794.71	N/A	$0.00
Source - 6110 CASH FORWARD Total	**$0.00**	**$7,198,820.95**	**$0.00**	**$7,198,820.95**	**N/A**	**$0.00**
Series - 6000 Total	**$0.00**	**$7,198,820.95**	**$0.00**	**$7,198,820.95**	**N/A**	**$0.00**
Fund - 11 GENERAL FUND Total	**$27,143,346.02**	**$38,403,596.07**	**$2,772,546.28**	**$14,032,796.33**	**141.48%**	**$2,201,707.41**
Fund - 21 BUILDING FUND 21						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT YR)						
000 NONCATEGORICAL FUNDS	$0.00	$797,942.14	$0.00	$797,942.14	N/A	$2,292.94
Source - 1110 AD VALOREM TAX LEVY (CURRENT YR) Total	**$0.00**	**$797,942.14**	**$0.00**	**$797,942.14**	**N/A**	**$2,292.94**
Source - 1120 AD VALOREM TAX LEVY (PRIOR YRS)						
000 NONCATEGORICAL FUNDS	$0.00	$13,379.86	$0.00	$13,379.86	N/A	$115.10
Source - 1120 AD VALOREM TAX LEVY (PRIOR YRS) Total	**$0.00**	**$13,379.86**	**$0.00**	**$13,379.86**	**N/A**	**$115.10**
Source - 1130 REVENUE IN LIEU OF TAXES						
000 NONCATEGORICAL FUNDS	$0.00	$1,857,167.72	$0.00	$1,857,167.72	N/A	$496,384.50
Source - 1130 REVENUE IN LIEU OF TAXES Total	**$0.00**	**$1,857,167.72**	**$0.00**	**$1,857,167.72**	**N/A**	**$496,384.50**
Source - 1310 INTEREST EARNINGS						
000 NONCATEGORICAL FUNDS	$0.00	$256,484.65	$0.00	$256,484.65	N/A	$0.00
Source - 1310 INTEREST EARNINGS Total	**$0.00**	**$256,484.65**	**$0.00**	**$256,484.65**	**N/A**	**$0.00**
Series - 1000 Total	**$0.00**	**$2,924,974.37**	**$0.00**	**$2,924,974.37**	**N/A**	**$498,792.54**
Series - 2000						
Source - 2300 RESALE OF PROPERTY FUND DISTRIB						
000 NONCATEGORICAL FUNDS	$0.00	$0.00	$0.00	$0.00	N/A	$0.00
Source - 2300 RESALE OF PROPERTY FUND DISTRIB Total	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**N/A**	**$0.00**
Source - 2900 OTHER INTERMEDIATE SOURCES OF REV						
000 NONCATEGORICAL FUNDS	$0.00	$28.53	$0.00	$28.53	N/A	$0.00
Source - 2900 OTHER INTERMEDIATE SOURCES OF REV Total	**$0.00**	**$28.53**	**$0.00**	**$28.53**	**N/A**	**$0.00**
Series - 2000 Total	**$0.00**	**$28.53**	**$0.00**	**$28.53**	**N/A**	**$0.00**
Series - 3000						
Source - 3435 REDBUD SCHOOL FUNDING ACT						
318 REDBUD SCHOOL FUNDING ACT	$0.00	$792,123.41	$0.00	$792,123.41	N/A	$332,691.83
Source - 3435 REDBUD SCHOOL FUNDING ACT Total	**$0.00**	**$792,123.41**	**$0.00**	**$792,123.41**	**N/A**	**$332,691.83**
Series - 3000 Total	**$0.00**	**$792,123.41**	**$0.00**	**$792,123.41**	**N/A**	**$332,691.83**
Series - 6000						
Source - 6110 CASH FORWARD						
000 NONCATEGORICAL FUNDS	$0.00	$5,912,674.02	$0.00	$5,912,674.02	N/A	$0.00
318 REDBUD SCHOOL FUNDING ACT	$0.00	$1,899,162.88	$0.00	$1,899,162.88	N/A	$0.00
Source - 6110 CASH FORWARD Total	**$0.00**	**$7,811,836.90**	**$0.00**	**$7,811,836.90**	**N/A**	**$0.00**
Series - 6000 Total	**$0.00**	**$7,811,836.90**	**$0.00**	**$7,811,836.90**	**N/A**	**$0.00**
Fund - 21 BUILDING FUND 21 Total	**$0.00**	**$11,528,963.21**	**$0.00**	**$11,528,963.21**	**N/A**	**$831,484.37**
Fund - 32 BOND FUND 32						
Series - 6000						
Source - 6110 CASH FORWARD						
000 NONCATEGORICAL FUNDS	$0.00	$19,164.97	$0.00	$19,164.97	N/A	$0.00
Source - 6110 CASH FORWARD Total	**$0.00**	**$19,164.97**	**$0.00**	**$19,164.97**	**N/A**	**$0.00**
Series - 6000 Total	**$0.00**	**$19,164.97**	**$0.00**	**$19,164.97**	**N/A**	**$0.00**
Fund - 32 BOND FUND 32 Total	**$0.00**	**$19,164.97**	**$0.00**	**$19,164.97**	**N/A**	**$0.00**
Fund - 33 BOND FUND SERIES 2024 33						
Series - 1000						

GUYMON PUBLIC SCHOOLS

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 6/30/2026

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
Source - 1310 INTEREST EARNINGS						
000 NONCATEGORICAL FUNDS	$0.00	$19,231.35	$0.00	$19,231.35	N/A	$1,886.93
Source - 1310 INTEREST EARNINGS Total	**$0.00**	**$19,231.35**	**$0.00**	**$19,231.35**	**N/A**	**$1,886.93**
Source - 1340 ACCRUED INTEREST ON BOND SALES						
000 NONCATEGORICAL FUNDS	$0.00	$12,466.67	$0.00	$12,466.67	N/A	$0.00
Source - 1340 ACCRUED INTEREST ON BOND SALES Total	**$0.00**	**$12,466.67**	**$0.00**	**$12,466.67**	**N/A**	**$0.00**
Series - 1000 Total	**$0.00**	**$31,698.02**	**$0.00**	**$31,698.02**	**N/A**	**$1,886.93**
Series - 5000						
Source - 5111 PREMIUM ON BONDS SOLD						
000 NONCATEGORICAL FUNDS	$0.00	$148,397.35	$0.00	$148,397.35	N/A	$0.00
Source - 5111 PREMIUM ON BONDS SOLD Total	**$0.00**	**$148,397.35**	**$0.00**	**$148,397.35**	**N/A**	**$0.00**
Source - 5112 PROCEEDS SALE OF ORIGINAL BONDS						
000 NONCATEGORICAL FUNDS	$0.00	$4,106,800.00	$0.00	$4,106,800.00	N/A	$26,800.00
Source - 5112 PROCEEDS SALE OF ORIGINAL BONDS Total	**$0.00**	**$4,106,800.00**	**$0.00**	**$4,106,800.00**	**N/A**	**$26,800.00**
Series - 5000 Total	**$0.00**	**$4,255,197.35**	**$0.00**	**$4,255,197.35**	**N/A**	**$26,800.00**
Series - 6000						
Source - 6110 CASH FORWARD						
000 NONCATEGORICAL FUNDS	$0.00	$2,709,527.67	$0.00	$2,709,527.67	N/A	$0.00
Source - 6110 CASH FORWARD Total	**$0.00**	**$2,709,527.67**	**$0.00**	**$2,709,527.67**	**N/A**	**$0.00**
Series - 6000 Total	**$0.00**	**$2,709,527.67**	**$0.00**	**$2,709,527.67**	**N/A**	**$0.00**
Fund - 33 BOND FUND SERIES 2024 33 Total	**$0.00**	**$6,996,423.04**	**$0.00**	**$6,996,423.04**	**N/A**	**$28,686.93**
Fund - 41 SINKING FUND 41						
Series - 1000						
Source - 1110 AD VALOREM TAX LEVY (CURRENT YR)						
000 NONCATEGORICAL FUNDS	$0.00	$4,059,876.76	$0.00	$4,059,876.76	N/A	$11,670.71
Source - 1110 AD VALOREM TAX LEVY (CURRENT YR) Total	**$0.00**	**$4,059,876.76**	**$0.00**	**$4,059,876.76**	**N/A**	**$11,670.71**
Source - 1120 AD VALOREM TAX LEVY (PRIOR YRS)						
000 NONCATEGORICAL FUNDS	$0.00	$50,240.03	$0.00	$50,240.03	N/A	$374.43
Source - 1120 AD VALOREM TAX LEVY (PRIOR YRS) Total	**$0.00**	**$50,240.03**	**$0.00**	**$50,240.03**	**N/A**	**$374.43**
Source - 1310 INTEREST EARNINGS						
000 NONCATEGORICAL FUNDS	$0.00	$75,617.76	$0.00	$75,617.76	N/A	$0.00
Source - 1310 INTEREST EARNINGS Total	**$0.00**	**$75,617.76**	**$0.00**	**$75,617.76**	**N/A**	**$0.00**
Series - 1000 Total	**$0.00**	**$4,185,734.55**	**$0.00**	**$4,185,734.55**	**N/A**	**$12,045.14**
Series - 2000						
Source - 2300 RESALE OF PROPERTY FUND DISTRIB						
000 NONCATEGORICAL FUNDS	$0.00	$0.00	$0.00	$0.00	N/A	$0.00
Source - 2300 RESALE OF PROPERTY FUND DISTRIB Total	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**N/A**	**$0.00**
Source - 2900 OTHER INTERMEDIATE SOURCES OF REV						
000 NONCATEGORICAL FUNDS	$0.00	$145.23	$0.00	$145.23	N/A	$0.00
Source - 2900 OTHER INTERMEDIATE SOURCES OF REV Total	**$0.00**	**$145.23**	**$0.00**	**$145.23**	**N/A**	**$0.00**
Series - 2000 Total	**$0.00**	**$145.23**	**$0.00**	**$145.23**	**N/A**	**$0.00**
Series - 5000						
Source - 5112 PROCEEDS SALE OF ORIGINAL BONDS						
000 NONCATEGORICAL FUNDS	$0.00	$56,731.96	$0.00	$56,731.96	N/A	$0.00
Source - 5112 PROCEEDS SALE OF ORIGINAL BONDS Total	**$0.00**	**$56,731.96**	**$0.00**	**$56,731.96**	**N/A**	**$0.00**
Series - 5000 Total	**$0.00**	**$56,731.96**	**$0.00**	**$56,731.96**	**N/A**	**$0.00**
Series - 6000						
Source - 6110 CASH FORWARD						

GUYMON PUBLIC SCHOOLS

Revenue Analysis

Options: Type of Revenue: Estimated, As Of Date: 6/30/2026

	Estimated Revenue	Revenue Collected	Revenue Receivable	Unappropriated Receipts	% Rev Collected	Current Month
000 NONCATEGORICAL FUNDS	$0.00	$2,806,248.60	$0.00	$2,806,248.60	N/A	$0.00
Source - 6110 CASH FORWARD Total	**$0.00**	**$2,806,248.60**	**$0.00**	**$2,806,248.60**	**N/A**	**$0.00**
Series - 6000 Total	**$0.00**	**$2,806,248.60**	**$0.00**	**$2,806,248.60**	**N/A**	**$0.00**
Fund - 41 SINKING FUND 41 Total	**$0.00**	**$7,048,860.34**	**$0.00**	**$7,048,860.34**	**N/A**	**$12,045.14**
Fund - 81 GIFT FUND 81						
Series - 1000						
Source - 1310 INTEREST EARNINGS						
000 NONCATEGORICAL FUNDS	$0.00	$263.13	$0.00	$263.13	N/A	$88.08
Source - 1310 INTEREST EARNINGS Total	**$0.00**	**$263.13**	**$0.00**	**$263.13**	**N/A**	**$88.08**
Source - 1510 INSURANCE LOSS RECOVERIES						
000 NONCATEGORICAL FUNDS	$0.00	$9.04	$0.00	$9.04	N/A	$0.00
Source - 1510 INSURANCE LOSS RECOVERIES Total	**$0.00**	**$9.04**	**$0.00**	**$9.04**	**N/A**	**$0.00**
Source - 1640 ENDOWMENTS						
000 NONCATEGORICAL FUNDS	$0.00	$31,380.49	$0.00	$31,380.49	N/A	$0.00
Source - 1640 ENDOWMENTS Total	**$0.00**	**$31,380.49**	**$0.00**	**$31,380.49**	**N/A**	**$0.00**
Series - 1000 Total	**$0.00**	**$31,652.66**	**$0.00**	**$31,652.66**	**N/A**	**$88.08**
Series - 6000						
Source - 6110 CASH FORWARD						
000 NONCATEGORICAL FUNDS	$0.00	$6,707.31	$0.00	$6,707.31	N/A	$0.00
Source - 6110 CASH FORWARD Total	**$0.00**	**$6,707.31**	**$0.00**	**$6,707.31**	**N/A**	**$0.00**
Series - 6000 Total	**$0.00**	**$6,707.31**	**$0.00**	**$6,707.31**	**N/A**	**$0.00**
Fund - 81 GIFT FUND 81 Total	**$0.00**	**$38,359.97**	**$0.00**	**$38,359.97**	**N/A**	**$88.08**
Report Total	**$27,143,346.02**	**$64,035,367.60**	**$2,772,546.28**	**$39,664,567.86**	**235.92%**	**$3,074,011.93**

GUYMON PUBLIC SCHOOLS

Cash Balances

Options: Fiscal Years: 2025-2026, Funds: 11-59, 81, As Of Date: 6/30/2026, Account Types: AC

Cash By Account and Fund

AC 0090	EQUITY BANK - GENERAL FUND				
2025	11	GENERAL FUND			$3,768.06
2025	21	BUILDING FUND 21			$0.00
2025	41	SINKING FUND 41			$0.00
2026	11	GENERAL FUND			$1,497,643.98
2026	21	BUILDING FUND 21			$1,281,925.21
2026	32	BOND FUND 32			$0.00
2026	41	SINKING FUND 41			$215,260.34
			Total AC	0090	$2,998,597.59
AC 2071	EQUITY BANK - BOND FUND				
2025	32	BOND FUND 32			$0.00
2025	33	BOND FUND SERIES 2024 33			$0.00
2026	32	BOND FUND 32			$0.00
2026	33	BOND FUND SERIES 2024 33			$785,411.98
			Total AC	2071	$785,411.98
AC 3055	EQUITY BANK - GIFTS FUND				
2025	81	GIFT FUND 81			$0.00
2026	81	GIFT FUND 81			$38,359.97
			Total AC	3055	$38,359.97
					$3,822,369.54

Cash By Fund

2025	11	GENERAL FUND	$3,768.06
2025	21	BUILDING FUND 21	$0.00
2025	32	BOND FUND 32	$0.00
2025	33	BOND FUND SERIES 2024 33	$0.00
2025	41	SINKING FUND 41	$0.00
2025	81	GIFT FUND 81	$0.00
2026	11	GENERAL FUND	$1,497,643.98
2026	21	BUILDING FUND 21	$1,281,925.21
2026	32	BOND FUND 32	$0.00
2026	33	BOND FUND SERIES 2024 33	$785,411.98
2026	41	SINKING FUND 41	$215,260.34
2026	81	GIFT FUND 81	$38,359.97
			$3,822,369.54

GUYMON PUBLIC SCHOOLS

Investment Ledger

Options: Funds: 11-86, Account Nos: , Investment Nos: , Date Range: 7/1/2025 - 6/30/2026, Exclude Investments Matured in Date Range: False, Exclude Investments Liquidated in Date Range: True

Fund: 11

Account: AI 0100 ANCHOR D BANK CD - GENERAL

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
109030-100	ANCHOR D BANK CD - GENERAL	2/4/2026	8/4/2026		$1,000,000.00	3.750	$1,000,000.00
						Total 109030-100	**$1,000,000.00**
						Total AI 0100 ANCHOR D BANK CD - GENERAL	**$1,000,000.00**

Account: AI 0511 PFB CD - GENERAL FUND

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
1000511	PFB CD - GENERAL FUND	2/19/2026	8/19/2026		$1,000,000.00	3.750	$1,000,000.00
						Total 1000511	**$1,000,000.00**
						Total AI 0511 PFB CD - GENERAL FUND	**$1,000,000.00**

Account: AI 1582 EQUITY BANK CD - GENERAL FUND

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
1032561582	EQUITY BANK CD - GENERAL FUND	1/15/2026	7/16/2026		$1,000,000.00	3.510	$1,000,000.00
						Total 1032561582	**$1,000,000.00**
						Total AI 1582 EQUITY BANK CD - GENERAL FUND	**$1,000,000.00**

Account: AI 3545 EQUITY BANK CDARS - GENERAL

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
1033103545	EQUITY BANK CDARS - GENERAL	4/27/2026	7/23/2026		$1,000,000.00	3.470	$1,000,000.00
						Total 1033103545	**$1,000,000.00**
						Total AI 3545 EQUITY BANK CDARS - GENERAL	**$1,000,000.00**

Account: AI 4351 EQUITY BANK CDARS - GENERAL

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
1033134351	EQUITY BANK CDARS - GENERAL	4/27/2026	7/23/2026		$2,000,000.00	3.470	$2,000,000.00
						Total 1033134351	**$2,000,000.00**
						Total AI 4351 EQUITY BANK CDARS - GENERAL	**$2,000,000.00**

Account: AI 7603 PFB CD - GENERAL FUND

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
1032807603	PFB CD - GENERAL FUND	2/26/2026	8/27/2026		$1,000,000.00	3.700	$1,000,000.00
						Total 1032807603	**$1,000,000.00**
						Total AI 7603 PFB CD - GENERAL FUND	**$1,000,000.00**

Account: AI 7941 PFB CD - GENERAL FUND

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
1032557941	PFB CD - GENERAL FUND	1/15/2026	1/14/2027		$1,000,000.00	3.700	$1,000,000.00
						Total 1032557941	**$1,000,000.00**
						Total AI 7941 PFB CD - GENERAL FUND	**$1,000,000.00**
						Total Fund 11	**$8,000,000.00**

Fund: 21

Account: AI 0357 PANHANDLE FIRST BANK CD

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
1000357	PANHANDLE FIRST BANK CD	8/22/2025	11/20/2025		$0.00	4.200	$0.00
1000357	PFB CD - BUILDING FUND	8/22/2025	8/17/2026		$1,000,000.00	3.200	$1,000,000.00

Date	Reinvested	Receipt Status	Amount
5/19/2026	Yes	Posted	$9,126.21
		Total Interest	**$9,126.21**

Total Reinvested Interest **$9,126.21**

Total 1000357 **$1,009,126.21**

Total AI 0357 PANHANDLE FIRST BANK CD **$1,009,126.21**

GUYMON PUBLIC SCHOOLS

Investment Ledger

Options: Funds: 11-86, Account Nos: , Investment Nos: , Date Range: 7/1/2025 - 6/30/2026, Exclude Investments Matured in Date Range: False, Exclude Investments Liquidated in Date Range: True

Account: AI 1612 EQUITY BANK CDARS - BUILDING

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
1032561612	EQUITY BANK CDARS - BUILDING	1/15/2026	7/16/2026		$1,000,000.00	3.510	$1,000,000.00
						Total 1032561612	**$1,000,000.00**
						Total AI 1612 EQUITY BANK CDARS - BUILDING	**$1,000,000.00**

Account: AI 2674 EQUITY BANK CDARS - BUILDING

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
1033292674	EQUITY BANK CDARS - BUILDING	5/21/2026	8/20/2026		$1,000,000.00	3.630	$1,000,000.00
						Total 1033292674	**$1,000,000.00**
						Total AI 2674 EQUITY BANK CDARS - BUILDING	**$1,000,000.00**

Account: AI 2704 EQUITY BANK CDARS - BUILDING

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
1033292704	EQUITY BANK CDARS - BUILDING	5/21/2026	8/20/2026		$500,000.00	3.630	$500,000.00
						Total 1033292704	**$500,000.00**
						Total AI 2704 EQUITY BANK CDARS - BUILDING	**$500,000.00**

Account: AI 4637 EQUITY BANK CD - BUILDING FUND

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
7474004637	EQUITY BANK CD - BUILDING FUND	4/15/2026	7/14/2026		$3,000,000.00	3.450	$3,000,000.00
						Total 7474004637	**$3,000,000.00**
						Total AI 4637 EQUITY BANK CD - BUILDING FUND	**$3,000,000.00**

Account: AI 4761 EQUITY BANK CDARS - BUILDING

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
1032604761	EQUITY BANK CDARS - BUILDING	1/22/2026	7/23/2026		$1,000,000.00	3.510	$1,000,000.00
						Total 1032604761	**$1,000,000.00**
						Total AI 4761 EQUITY BANK CDARS - BUILDING	**$1,000,000.00**

Account: AI 7836 PFB CD - BUILDING FUND

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
1032557836	PFB CD - BUILDING FUND	1/15/2026	7/16/2026		$1,000,000.00	3.750	$1,000,000.00
						Total 1032557836	**$1,000,000.00**
						Total AI 7836 PFB CD - BUILDING FUND	**$1,000,000.00**

Account: AI 7879 PFB CD - BUILDING FUND

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
1032557879	PFB CD - BUILDING FUND	1/15/2026	1/14/2027		$1,000,000.00	3.700	$1,000,000.00
						Total 1032557879	**$1,000,000.00**
						Total AI 7879 PFB CD - BUILDING FUND	**$1,000,000.00**

Account: AI 9030 ANCHOR D BANK - BUILDING FUND CD

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
109030	ANCHOR D BANK BUILDING FUND CD	2/12/2021	8/9/2026		$500,000.00	3.650	$524,895.19
						Total 109030	**$524,895.19**
						Total AI 9030 ANCHOR D BANK - BUILDING FUND CD	**$524,895.19**
						Total Fund 21	**$10,034,021.40**

Fund: 41

Account: AI 0435 PFB INVESTMENT CD

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
1000435-2	PFB INVESTMENT CD - SINKING	6/22/2026	9/11/2026		$1,000,000.00	3.200	$1,000,000.00

GUYMON PUBLIC SCHOOLS

Investment Ledger

Options: Funds: 11-86, Account Nos: , Investment Nos: , Date Range: 7/1/2025 - 6/30/2026, Exclude Investments Matured in Date Range: False, Exclude Investments Liquidated in Date Range: True

Total 1000435-2	**$1,000,000.00**
Total AI 0435 PFB INVESTMENT CD	**$1,000,000.00**

Account: AI 4646 EQUITY BANK CD - SINKING FUND

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
7474004646	EQUITY BANK CD -SINKING FUND	4/16/2026	7/15/2026		$1,000,000.00	3.450	$1,000,000.00
					Total 7474004646		**$1,000,000.00**
					Total AI 4646 EQUITY BANK CD - SINKING FUND		**$1,000,000.00**

Account: AI 7844 PFB CD - SINKING FUND

Inv No	Description	Purchased	Maturity	Liquidated	Purchase Amount	Rate	Balance
1032557844	PFB CD - SINKING FUND	1/15/2026	7/16/2026		$1,000,000.00	3.750	$1,000,000.00
					Total 1032557844		**$1,000,000.00**
					Total AI 7844 PFB CD - SINKING FUND		**$1,000,000.00**
					Total Fund 41		**$3,000,000.00**
					Total All Funds		**$21,034,021.40**

GUYMON PUBLIC SCHOOLS

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 6/30/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 ADMISSIONS ACCOUNT	$0.00	$78,725.87	$5,338.88	$66,401.44	$17,663.31	$0.00	$17,663.31
803 HS ACADEMIC BOWL	$0.00	$0.00	$654.06	$0.00	$654.06	$0.00	$654.06
804 BPA	$0.00	$23,234.00	$2,077.83	$17,185.49	$8,126.34	$0.00	$8,126.34
805 JR HIGH ART	$0.00	$241.61	$1,319.42	$407.99	$1,153.04	$0.00	$1,153.04
806 HIGH SCHOOL ART	$0.00	$1,020.00	$10,383.21	$6,563.64	$4,839.57	$0.00	$4,839.57
807 AP TESTING	$0.00	$3,630.00	$1,476.30	$2,802.80	$2,303.50	$0.00	$2,303.50
808 CARRIER/HOMER LONG	$0.00	$25,333.75	$14,289.16	$23,800.42	$15,822.49	$0.00	$15,822.49
809 ACADEMY	$0.00	$32,044.12	$2,527.53	$27,752.04	$6,819.61	$0.00	$6,819.61
810 HS ART CLUB	$0.00	$1,907.06	$1,044.26	$1,887.88	$1,063.44	$0.00	$1,063.44
811 FOOTBALL	$0.00	$14,486.65	$6,426.88	$13,070.93	$7,842.60	$0.00	$7,842.60
812 GOLF - BOYS	$0.00	$2,220.00	$9,116.03	$3,639.75	$7,696.28	$0.00	$7,696.28
813 CROSS COUNTRY	$0.00	$29,212.20	$6,022.03	$27,860.54	$7,373.69	$0.00	$7,373.69
814 GIRLS BASKETBALL	$0.00	$26,517.30	$8,334.53	$28,181.05	$6,670.78	$0.00	$6,670.78
815 BOYS BASKETBALL	$0.00	$6,138.00	$1,996.21	$7,008.60	$1,125.61	$0.00	$1,125.61
816 SOFTBALL FAST PITCH	$0.00	$11,003.35	$13,811.15	$13,175.38	$11,639.12	$0.00	$11,639.12
817 BASEBALL	$0.00	$18,826.90	$1,071.13	$19,705.74	$192.29	$0.00	$192.29
818 TRACK	$0.00	$23,787.68	$897.35	$22,214.71	$2,470.32	$0.00	$2,470.32
819 GIRLS SOCCER	$0.00	$5,266.00	$2,844.46	$3,866.32	$4,244.14	$0.00	$4,244.14
821 HS SUNSHINE COMMITTEE	$0.00	$390.00	$384.67	$400.68	$373.99	$0.00	$373.99
822 BAND	$0.00	$41,755.00	$16,067.86	$43,865.72	$13,957.14	$0.00	$13,957.14
823 VOLLEYBALL (HS/JR HIGH)	$0.00	$11,797.58	$11,722.72	$14,131.52	$9,388.78	$0.00	$9,388.78
824 ALUMNI COURT	$0.00	$0.00	$6,321.16	$704.59	$5,616.57	$0.00	$5,616.57
825 CAUGHT YA	$0.00	$3,220.00	$2,038.19	$3,009.46	$2,248.73	$0.00	$2,248.73
826 ACADEMICS TEAM JR HIGH	$0.00	$0.00	$4.13	$0.00	$4.13	$0.00	$4.13
827 JH ESPORTS	$0.00	$0.00	$500.00	$191.30	$308.70	$0.00	$308.70
829 BOYS SOCCER	$0.00	$2,170.00	$746.77	$2,275.54	$641.23	$0.00	$641.23
830 TIGER MEDIA	$0.00	$0.00	$583.33	$0.00	$583.33	$0.00	$583.33
831 JH DRAMA/THEATER	$0.00	$0.00	$664.00	$0.00	$664.00	$0.00	$664.00
833 HIGH SCHOOL CHOIR	$0.00	$19,813.50	$1,451.94	$18,333.31	$2,932.13	$0.00	$2,932.13
834 COMPUTER/SENIOR VIDEO	$0.00	$0.00	$26.69	$0.00	$26.69	$0.00	$26.69
835 JR HIGH CHEERLEADERS	$0.00	$4,803.00	$7,834.85	$4,491.06	$8,146.79	$0.00	$8,146.79
836 HS CHEERLEADERS	$0.00	$51,325.00	$7,156.52	$48,623.50	$9,858.02	$0.00	$9,858.02
837 ROTARY INTERACT CLUB OF GUYMON	$0.00	$250.00	$0.00	$0.00	$250.00	$0.00	$250.00
838 FCA JUNIOR HIGH	$0.00	$0.00	$500.00	$0.00	$500.00	$0.00	$500.00
844 CLASS OF 2026	$0.00	$100.00	$7,163.82	$7,262.82	$1.00	$0.00	$1.00
845 CLASS OF 2027	$0.00	$21,029.50	$1,267.52	$14,936.74	$7,360.28	$0.00	$7,360.28
847 GRADUATED CLASSES FUND	$0.00	$0.00	$2,465.91	$1,249.00	$1,216.91	$0.00	$1,216.91
848 HS PRINCIPAL FUND	$0.00	$2,966.85	$15,964.58	$5,176.14	$13,755.29	$0.00	$13,755.29
849 HS CERAMICS	$0.00	$2,950.00	$3,298.53	$1,860.00	$4,388.53	$0.00	$4,388.53
850 HS ESPORTS	$0.00	$993.80	$1,242.42	$434.47	$1,801.75	$0.00	$1,801.75
851 DEBATE CLUB	$0.00	$0.00	$2,502.12	$1,643.82	$858.30	$0.00	$858.30
852 DANCE TEAM	$0.00	$20,418.81	$9,538.92	$23,923.16	$6,034.57	$0.00	$6,034.57
854 ELEMENTARY YEARBOOK	$0.00	$5,160.00	$4,188.58	$4,613.87	$4,734.71	$0.00	$4,734.71
855 NORTH PARK ELEMENTARY	$0.00	$49,038.75	$30,458.24	$47,788.17	$31,708.82	$0.00	$31,708.82
856 LIBRARY (NORTH PARK)	$0.00	$10,470.45	$2,641.23	$10,221.06	$2,890.62	$0.00	$2,890.62
857 FCA, HIGH SCHOOL	$0.00	$0.00	$19.84	$0.00	$19.84	$0.00	$19.84
858 FFA	$0.00	$40,623.99	$11,346.53	$40,179.60	$11,790.92	$0.00	$11,790.92
859 FFA FARM ACCOUNT	$0.00	$1,035.00	$13,121.96	$88.96	$14,068.00	$0.00	$14,068.00
862 FCCLA, HIGH SCHOOL	$0.00	$14,617.80	$1,186.70	$11,710.43	$4,094.07	$0.00	$4,094.07
863 INSTRUCTIONAL COACHES	$0.00	$0.00	$1,000.86	$161.30	$839.56	$0.00	$839.56
864 FIVE STATE HONOR BAND	$0.00	$5,936.00	$7,486.12	$3,778.96	$9,643.16	$0.00	$9,643.16
865 FRENCH CLUB	$0.00	$0.00	$3,174.49	$0.00	$3,174.49	$0.00	$3,174.49
866 HALO, JR HIGH	$0.00	$1,457.00	$3,075.13	$1,327.31	$3,204.82	$0.00	$3,204.82
867 HALO, HIGH SCHOOL	$0.00	$2,560.00	$1,218.70	$1,271.67	$2,507.03	$0.00	$2,507.03
870 JH GEEK SQUAD	$0.00	$51.56	$6.53	$0.00	$58.09	$0.00	$58.09
871 JR HIGH FACULTY-SUNSHINE	$0.00	$902.00	$389.39	$1,262.50	$28.89	$0.00	$28.89
872 JR HIGH	$0.00	$10,528.80	$3,760.62	$9,585.96	$4,703.46	$0.00	$4,703.46

GUYMON PUBLIC SCHOOLS

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2025 - 6/30/2026

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
873 LIBRARY (PRAIRIE)	$0.00	$11,457.21	$6,017.30	$8,526.95	$8,947.56	$0.00	$8,947.56
874 LIBRARY (JR HIGH)	$0.00	$576.61	$1,917.04	$294.00	$2,199.65	$0.00	$2,199.65
875 LIBRARY (HIGH SCHOOL)	$0.00	$1,288.21	$1,644.03	$1,711.20	$1,221.04	$0.00	$1,221.04
877 LIBRARY (ACADEMY, HOMER LONG)	$0.00	$9,011.36	$6,394.33	$8,184.54	$7,221.15	$0.00	$7,221.15
879 HS MISC MOVED TO 848	$0.00	$3,720.13	($3,317.19)	$402.94	$0.00	$0.00	$0.00
881 NJHS	$0.00	$1,291.00	$4,334.75	$1,336.15	$4,289.60	$0.00	$4,289.60
882 NHS HIGH SCHOOL	$0.00	$2,040.00	$1,049.68	$2,402.06	$687.62	$0.00	$687.62
884 ALTERNATIVE SCHOOL	$0.00	$0.00	$1,645.90	$367.55	$1,278.35	$0.00	$1,278.35
885 FOLKLORICA, HIGH SCHOOL	$0.00	$7,243.00	$3,155.22	$8,578.92	$1,819.30	$0.00	$1,819.30
886 HS YEARBOOK	$0.00	$6,784.00	$360.73	$7,113.00	$31.73	$0.00	$31.73
887 SWIM	$0.00	$9,507.76	$5,211.51	$8,413.11	$6,306.16	$0.00	$6,306.16
888 HS ROBOTICS CLUB	$0.00	$0.00	$2,132.84	$453.28	$1,679.56	$0.00	$1,679.56
889 TECH EDUCATION	$0.00	$422.00	$2,452.84	$849.24	$2,025.60	$0.00	$2,025.60
890 AUTO MECHANICS	$0.00	$118.10	$553.01	$390.62	$280.49	$0.00	$280.49
891 PRAIRIE	$0.00	$63,530.42	$13,093.83	$62,219.53	$14,404.72	$0.00	$14,404.72
892 EDUCATORS RISING	$0.00	$315.00	$0.00	$0.00	$315.00	$0.00	$315.00
894 NORTH PARK SPECIAL EDUCATION	$0.00	$3,522.00	$500.00	$3,072.60	$949.40	$0.00	$949.40
895 STUCO, JR HIGH	$0.00	$5,092.60	$3,627.86	$5,854.78	$2,865.68	$0.00	$2,865.68
896 STUCO, HIGH SCHOOL	$0.00	$12,581.53	$15,992.76	$13,888.82	$14,685.47	$0.00	$14,685.47
899 HS COUNSELORS	$0.00	$830.00	$1,352.59	$717.00	$1,465.59	$0.00	$1,465.59
901 CARING FOR TIGERS	$0.00	$5,544.58	$8,918.43	$5,375.57	$9,087.44	$0.00	$9,087.44
905 STRENGTH & CONDITIONING	$0.00	$2,076.68	$78.52	$0.00	$2,155.20	$0.00	$2,155.20
906 YEARBOOK, JR HIGH	$0.00	$9,103.00	$2,965.44	$8,858.48	$3,209.96	$0.00	$3,209.96
908 TIGER TALES - FILL THE BUS	$0.00	$0.00	$1,010.67	$307.91	$702.76	$0.00	$702.76
909 AFTER SCHOOL PROGRAMS	$0.00	$0.00	$3,250.00	$0.00	$3,250.00	$0.00	$3,250.00
910 COLOR GUARD	$0.00	$0.00	$100.00	$0.00	$100.00	$0.00	$100.00
911 POWERLIFTING	$0.00	$0.00	$58.52	$0.00	$58.52	$0.00	$58.52
912 JH TABLE TOP CLUB	$0.00	$0.00	$76.14	$0.00	$76.14	$0.00	$76.14
915 GOLF - GIRLS	$0.00	$6,235.00	$3,755.42	$6,445.67	$3,544.75	$0.00	$3,544.75
922 BAND SPECIAL-TRIP ALLOCATIONS	$0.00	$850.00	$0.00	$0.00	$850.00	$0.00	$850.00
997 CRIMESTOPPERS	$0.00	$34.28	$1,640.69	$0.00	$1,674.97	$0.00	$1,674.97
998 SUPERINTENDENTS	$0.00	$5,476.78	$7,163.94	$4,933.46	$7,707.26	$0.00	$7,707.26
Total	**$0.00**	**$798,610.13**	**$369,288.79**	**$770,724.72**	**$397,174.20**	**$0.00**	**$397,174.20**

GUYMON PUBLIC SCHOOLS

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 858 - 867, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	858	06/03/2026	3209	KWIK KAR LUBE LUBE & TUNE	OIL CHANGE ON DRIVERS ED CAR	96.98
11	859	06/03/2026	3057	T & T ELECTRICAL LLC	NEW CIRCUIT FOR AC @ HS	1,223.33
11	861	06/08/2026	1076	STUDENT ASSURANCE SERVICES, INC.	STUDENT ACCIDENTAL INSURANCE	2,677.50
11	862	06/22/2026	1052	HARRINGTON DISCOVERY CENTER	SUMMER SCHOOL FIELD TRIP	160.00
11	863	06/22/2026	88140	ARVEST PURCHASING CARD	CROELL- CONCRETE SLAB FOR FREEZER @ HS	1,627.50
11	864	06/24/2026	203	WIRTZ LUMBER & SUPPLY, INC.	SUPPLIES - 412 AG FUNDS	295.00
11	865	06/24/2026	1895	MID-AMERICA AIR MUSEUM	TOUR FOR CHRIS GHERNA'S CLASS	75.00
11	867	06/25/2026	12	AMAZON CAPITAL SERVICES	LIBRARY SUPPLIES TO COMPLETE ACADEMY & HL BUDGETS	713.60
					Non-Payroll Total:	**$6,868.91**

GUYMON PUBLIC SCHOOLS

Encumbrance Register

Options: Year: 2025-2026, Date Range: 7/1/2025 - 6/30/2026, PO Range: 47 - 49, Fund(s): BUILDING FUND 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	47	06/22/2026	1047	ECKROAT SEED CO	TURFACE FOR FIELDS	520.00
21	49	06/22/2026	212	ADVANCED WATER SOLUTIONS	CAP WATER AT MEMORIAL STADIUM FOR TURF	2,395.76
					Non-Payroll Total:	**$2,915.76**

GUYMON PUBLIC SCHOOLS

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 83 - 146, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	83	07/01/2026	11046	ONPAA -OK NW PANHANDLE ADMIN ASSOC	26/27 MEMBERSHIP DUES	500.00
11	84	07/01/2026	3204	LEAD4WARD, LLC	NEW TEACHER NOTEBOOKS 26-27	1,941.64
11	85	07/01/2026	60804	FAIRFIELD MARRIOTT EDMOND	LODGING FOR COACHES CLINIC	2,204.00
11	86	07/01/2026	422	SCHOOL DATEBOOKS	AGENDAS FOR 26/27 SCHOOL YR - ACADEMY BUDGET	1,370.30
11	87	07/01/2026	88286	SMARTPASS, INC	ELECTRONIC HALL PASS- JH BUDGET	1,679.56
11	88	07/01/2026	659	OKACTE	SUMMER CONF REGISTRATION - 412 AG FUNDS	150.00
11	89	07/01/2026	88140	ARVEST PURCHASING CARD	HOLIDAY INN TEACHER ROOM FOR CAMP-412 AG FUNDS	450.00
11	90	07/01/2026	899	NEXT PHASE ROOFING	ROUTINE ROOF INSPECTIONS	7,325.00
11	91	07/01/2026	3228	RESPONSIVE LEARNING, LP	OKTLE RECERTIFICATION FOR DISTRICT- BLANKET	990.00
11	92	07/01/2026	88140	ARVEST PURCHASING CARD	TRACTOR SUPPLY- TOOL BOX MAINT TRUCK- FR 25/26	576.97
11	93	07/01/2026	88140	ARVEST PURCHASING CARD	TRACTOR SUPPLY- BED MAT & TOOLBOX UNIT 5 FR 25/26	169.97
11	95	07/01/2026	88140	ARVEST PURCHASING CARD	TAGS & TITLE FOR NEW BUS FR 25/26	164.11
11	96	07/01/2026	3125	OKLAHOMA SCHOOL PLANT MGT ASSO	REGISTRATION- FLORES, COSTILLA, ALVAREZ CONF	550.00
11	97	07/01/2026	3275	SEQUOYAH STATE PARK	LODGING FOR OSPMA CONFERENCE	1,188.00
11	98	07/02/2026	10696	LITERACY RESOURCES, LLC	CURRICULUM TO REPLACE ONLINE ACCESS	695.52
11	99	07/02/2026	12	AMAZON CAPITAL SERVICES	PHOTOGRAPHY CLASS SUPPLIES @ HS	942.90
11	100	07/02/2026	60800	THEMES & VARIATIONS INC	LICENSES MUSIC TEACHERS- HL, PR, ACAD, NP, JH	1,000.00
11	101	07/02/2026	567	STUDIES WEEKLY OFFICE	NORTH PARK CURRICULUM FOR 5TH SS	338.80
11	102	07/02/2026	652	SCHOLASTIC CLASSROOM MAGAZINES	HS ART & SPANISH, PRAIRIE, & CHARITY MAGAZINES	6,420.03
11	103	07/02/2026	550	ACADEMIC INNOVATIONS	BUILDING A BRIDGE CURRICULUM LIFE 101- JH	3,014.81
11	104	07/02/2026	141	PEARSON ASSESSMENT	250 ONLINE LICENSES FOR NNAT3	3,300.00
11	105	07/02/2026	3108	INSPIRING YOUNG LEARNERS, LLC	EQUIPPING ELLS CURRICULUM FOR PRAIRIE	277.60
11	106	07/02/2026	99999	GUYMON PUBLIC SCHOOL	HIGH SCHOOL CASH BOX - PRINCIPAL WALLACE	100.00
11	107	07/02/2026	185	THOMPSON SCH. BOOK DEPOSITORY	AG CURRICULUM AND TEACHER RESOURCES	6,396.00

GUYMON PUBLIC SCHOOLS

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 83 - 146, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	108	07/02/2026	12	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES- JH BUDGET	500.00
11	109	07/02/2026	3069	GPS INSIGHT	RENEWAL AGREEMENT FOR GPS TAGS	15,051.00
11	110	07/02/2026	83	IMAGINE LEARNING LLC	EDGENUITY - CREDIT RECOVERY JH/HS ALTERNATIVE	44,835.00
11	111	07/02/2026	47	EDUSKILLS, LLC	RENEWAL AGREEMENT -ELL	19,800.00
11	112	07/02/2026	3087	SMART TAG	PRINTERS, RIBBONS & CARDS - TRANSPORTATION	14,760.00
11	113	07/02/2026	3087	SMART TAG	PARTNERSHIP RENEWAL	11,700.00
11	114	07/02/2026	156	RENAISSANCE LEARNING INC.	RENEWAL - STAR ASSESSMENTS - 367 FUNDS	19,750.00
11	115	07/07/2026	541	AIR PRO HEATING & COOLING	DISASSEMBLE COOLER AT DUNAWAY MANOR -CN FUNDS	4,750.00
11	116	07/07/2026	541	AIR PRO HEATING & COOLING	REASSEMBLE COMBO COOLER AT HIGH SCHOOL -CN FUNDS	4,900.00
11	117	07/07/2026	191	PROGRESS LEARNING	PROGRESS LEARNING FOR SCIENCE AND SOCIAL STUDIES	11,295.00
11	118	07/07/2026	60887	PERFECTION LEARNING	20 STUDENT BOOKS 1TE HUMAN BODY	3,538.08
11	119	07/07/2026	292	FLINN SCIENTIFIC, INC.	HS SCIENCE NEEDS FOR FY27	5,776.56
11	120	07/07/2026	60715	GOODHEART-WILLCOX	CULINARY CURRICULUM-30 SE AND 1 TE	5,064.38
11	121	07/07/2026	3276	GIA PUBLICATIONS , INC	CURRICULUM FOR BAND	965.83
11	122	07/07/2026	12	AMAZON CAPITAL SERVICES	HIGH SCHOOL STUDENT SUCCESS CURRICULUM	24.03
11	123	07/07/2026	446	TEACHER SYNERGY LLC	2 BUNDLES FOR STUDENT SUCCESS AT THE HIGH SCHOOL	64.98
11	124	07/07/2026	82	HMH EDUCATION COMPANY	OK SOCIAL STUDIES ONLINE ACCESS FOR TEACHERS	5,503.38
11	125	07/07/2026	11019	HENRY SCHEIN	ATHLETIC TRAINING SUPPLIES	4,246.41
11	126	07/07/2026	12	AMAZON CAPITAL SERVICES	ATHLETIC TRAINING SUPPLIES	279.95
11	127	07/07/2026	88140	ARVEST PURCHASING CARD	APEXFITNESS.COM - ATHLETIC TRAINING SUPPLIES	861.49
11	128	07/07/2026	12	AMAZON CAPITAL SERVICES	ROPE FOR XC FINISH LINE - XC BUDGET	395.93
11	129	07/07/2026	12	AMAZON CAPITAL SERVICES	DUMBBELLS & RACK -WELLNESS CENTER BUDGET	346.67
11	130	07/07/2026	88140	ARVEST PURCHASING CARD	CLAY FOR PITCHERS MOUND - BASEBALL BUDGET	251.25
11	131	07/07/2026	157	RIDDELL	HELMET ORDERS- FOOTBALL BUDGET	8,439.95
11	132	07/07/2026	114	MIDWEST SPORTING GOODS	HELMET RECONDITIONING- FOOTBALL BUDGET	3,995.00
11	133	07/07/2026	1070	IDN GLOBAL	CORES FOR CHARITY HITCH ELEM	2,206.84

GUYMON PUBLIC SCHOOLS

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 83 - 146, Fund(s): GENERAL FUND

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	134	07/08/2026	659	OKACTE	OK SUMMIT REGISTRATION - 412 FUNDS BROWNING	290.00
11	135	07/08/2026	659	OKACTE	2026 OK SUMMIT REGISTRATION - 412 FUNDS LOPEZ	290.00
11	136	07/08/2026	88140	ARVEST PURCHASING CARD	HYATT REGENCY TULSA- SPLIT 412 BROWNING/LOPEZ	450.00
11	137	07/08/2026	88140	ARVEST PURCHASING CARD	DOUBLETREE - SUMMER CONF HOTEL - 412 FUNDS AG	675.80
11	138	07/08/2026	3267	LENNOX NATIONAL ACCOUNT SERVICES	REPAIRS FOR AC UNITS - BLANKET	50,000.00
11	139	07/08/2026	577	MCGRAW-HILL EDUCATION	OK REVEAL MATH FOR KINDERGARTEN	441.10
11	141	07/08/2026	88140	ARVEST PURCHASING CARD	WALMART - TRANSPORTATION SUPPLIES BLANKET	1,500.00
11	142	07/08/2026	88140	ARVEST PURCHASING CARD	WALMART- ADMINISTRATION SUPPLIES BLANKET	1,500.00
11	143	07/08/2026	123	NMT REPAIRS	BUS REPAIRS- TRANSPORTATION	17,728.44
11	144	07/08/2026	1070	IDN GLOBAL	LOCKS AND SUPPLIES- MAINTENANCE BLANKET	1,500.00
11	145	07/08/2026	3262	COMPLIANCE RESOURCE GROUP	TRANSPORTATION DRUG TESTING- BLANKET 2ND SEMESTER	3,000.00
11	146	07/09/2026	88140	ARVEST PURCHASING CARD	HOME DEPOT- BARRACUDA LOCKS FOR CHARITY HITCH ELEM	173.28
					Non-Payroll Total:	**$308,595.56**

GUYMON PUBLIC SCHOOLS

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 1 - 16, Fund(s): BUILDING FUND 21

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
21	1	07/01/2026	3237	PLAY & PARK STRUCTURES	CHARITY ELEM. PLAYGROUND & INSTAL-REDBUD FUNDS	1,540,378.03
21	2	07/01/2026	3255	SIV MASONRY, LLC	BRICK & EXPANSION JOINT REPAIR @ NORTH PARK	88,000.00
21	3	07/01/2026	88366	HELLAS CONSTRUCTION, INC	PIVOT PERFORMANCE TURF FOR MEMORIAL STADIUM	1,774,705.00
21	4	07/01/2026	3267	LENNOX NATIONAL ACCOUNT SERVICES	PROACTIVE MAINTENANCE PLAN	90,000.00
21	6	07/01/2026	88368	NEXT LEVEL CONTRACTORS:ELECTRIC LLC	HIGH SCHOOL AUDITORIUM LIGHTING UPGRADES	98,000.00
21	7	07/01/2026	3142	TRUNCHBULL SERVICE, LLC	ROOF RECONSTRUCTION BEHIND ACADEMY CAFETERIA	10,850.00
21	8	07/01/2026	152	RAY ORTIZ	SOFTBALL SPRINKLER UPDATE-ATHLETIC FUND 2026	1,964.00
21	9	07/01/2026	3074	GROUND PENETRATING RADAR SYSTEMS	LINE LOCATION FOR MEMORIAL STADIUM	3,025.00
21	10	07/01/2026	3027	J&R CONSTRUCTORS GROUP, LLC	MASON SAND FOOTBALL PRACTICE FIELD- ATHLETIC FUND	1,080.00
21	11	07/01/2026	60736	STREETS, LLC	QUARTERLY SERVICE MAINT AGREEMENT	31,488.00
21	12	07/01/2026	3254	FLOORING AMERICA & FURNITURE OUTLET	REPLACE ENGLISH POD CARPET AT HS	19,965.00
21	13	07/01/2026	3142	TRUNCHBULL SERVICE, LLC	SOFTBALL STORAGE SHED-ATHLETIC FUND	6,200.00
21	14	07/01/2026	3142	TRUNCHBULL SERVICE, LLC	TRACK SHED, RETAINING WALL-ATHLETIC FUND	9,920.00
21	15	07/08/2026	91	JOE D HALL GENERAL CONTRACTORS LLC	YMCA POOL DEMO AND INFILL - BLANKET	395,784.00
21	16	07/08/2026	3277	DENTON CONSTRUCTION	FENCING AT MEMORIAL STADIUM - ATHLETIC FUND	8,294.62
					Non-Payroll Total:	**$4,079,653.65**

GUYMON PUBLIC SCHOOLS

Encumbrance Register

Options: Year: 2026-2027, Date Range: 7/1/2026 - 6/30/2027, PO Range: 1 - 6, Fund(s): BOND FUND SERIES 2024 33

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
33	1	07/01/2026	60873	CWA GROUP, PLLC	ARCHITECTURAL FEES - NEW 3RD & 4TH GRADE CENTER	320,000.00
33	2	07/01/2026	3219	MCKAY CONSULTING	FOOD SERVICE CONSULTING BLANKET	2,500.00
33	3	07/01/2026	11027	BOK FINANCIAL SECURITIES	FINANCIAL ADVISORY SERVICES - GO BOND SEREIS 2025	35,000.00
33	4	07/01/2026	88288	THE PUBLIC FINANCE LAW GROUP PLLC	GO BOND SERIES 2025 LEGAL FEES	2,500.00
33	5	07/01/2026	673	UMB BANK N.A.	ANNUAL BOND FEES -BLANKET	1,500.00
33	6	07/01/2026	10732	IPREO PARIT IHS MARKIT	PRINTING & POSTAGE FOR BOND SALE	750.00
					Non-Payroll Total:	**$362,250.00**

Guymon Public Schools

Board of Education Regular Meeting

Monday, June 8, 2026 5:30 PM

Science Annex of Junior High School, 712 N James, Guymon, OK 73942

1. **ORDER OF BUSINESS**

1.A. Call to Order
The meeting was called to order at 5:30 p.m.

1.B. Roll Call

Mitzi Dain:	Present
Andy Espericueta:	Present
Ms Carla Hernandez:	Present
Mrs. Elvia Hernandez:	Present
Luis Romero:	Present

1.C. Moment of Silence/Pledge of Allegiance

1.D. Open Forum

2. **SUPERINTENDENT'S REPORT**

- Recognition of Esports Team
- Bond/Construction Update
- Turf Update
- Site Goals
- SQ 832

Superintendent Watson recognized the GHS Esports team. Landon Crelly is the State Champion in Super Smash Brothers and will compete in a national tournament in July!
Next, Superintendent Watson spoke about the construction progress at Charity Headrick Hitch Elementary. The straight wing of the building has been taped, textured and painted. The curved wing of the building is being taped and textured. The next OAC meeting with the contractors is on Thursday.
Superintendent Watson gave an update on the turf installation. As they are working to prepare the ground, there have been issues with waterline locations, sprinkler system and electric lines that had to be dealt with. Progress will continue as quickly as these issues can be addressed.
Lastly, Kari Montgomery and Superintendent Watson spoke to the board members regarding State Question 832, which potentially raises the minimum wage. The cost effects of the proposed minimum wage annual increases were discussed, and we will see how we plan moving forward if it passes.

3. **FINANCIALS**

Motion to approve all the financials Passed with a motion by Mrs. Elvia Hernandez and a second by Ms Carla Hernandez.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

3.A. Approval of Budget Reports for May 2026

3.B. Approval of Treasurer's Report for May 2026

3.C. Approval of expenditures, transfer of funds, and financial statement of Guymon Public School's Activity Funds

3.D. Consider and possibly vote to approve new Encumbrances, Claims, and Supplemental Claims

YEAR 2026

1. General Fund: $62,824.77	PO #839 - 857
2. Building Fund: $1,797,979.00	PO #40 - 44
3. Bond Fund (33): $49,627.20	PO #19

YEAR 2027

1. General Fund: $4,745,238.12	PO #1 - 82

4. **CONSENT AGENDA:**

The following are items of a routine nature that are normally approved at the Board meetings and will be considered and voted upon with one motion unless any Board Member requests to have a separate vote on any or all of them.

Approval of the Consent Agenda as Listed Passed with a motion by Mrs. Elvia Hernandez and a second by Ms Carla Hernandez.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

4.A. Approval of Minutes of Regular Meetings: May 11, 2026
Approval of Minutes of Special Meetings: May 22, 2026

4.B. Renewal and Ratification of Agreements/Contracts for fiscal year 2026-2027

- Precision Testing Laboratories, Inc. - Asbestos Operations & Maintenance Contract

4.C. Approval of Fundraisers (**Appendix B**)

5. **ACTION TOPICS**

5.A. Discussion and possible action to approve, disapprove or table the Construction Manager Contract with Joe D Hall General Contractors, LLC for the old YMCA remodel
Motion to approve the Construction Manager Contract with Joe D Hall General Contractors, LLC for the old YMCA remodel Passed with a motion by Mitzi Dain and a second by Ms Carla Hernandez.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

5.B. Discussion and possible action to approve, disapprove or table the NextPhase Roofing Priority Protection Plus agreement
Motion to approve the Next Phase Roofing Priority Protection Plus agreement Passed with a motion by Mrs. Elvia Hernandez and a second by Ms Carla Hernandez.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

5.C. Discussion and possible action to approve, disapprove or table the proposal to update lighting in the high school auditorium from Next Level Electric Heat and Air pending TOPS approval
Motion to approve the proposal to update lighting in the high school auditorium from Next Level Electric Heat and Air pending TOPS approval Passed with a motion by Luis Romero and a second by Mrs. Elvia Hernandez.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

5.D. Discussion and possible action to approve, disapprove or table the 2026-2027 Certified Teacher Salary Schedule that includes an increase of $2,000 per step
Motion to approve the 2026-2027 Certified Teacher Salary Schedule that includes an increase of $2,000 per step Passed with a motion by Mrs. Elvia Hernandez and a second by Ms Carla Hernandez.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

5.E. Discussion and possible action to approve, disapprove or table the 2026-2027 Support Staff Salary Schedule
Motion to approve the 2026-2027 Support Staff Salary Schedule Passed with a motion by Mrs. Elvia Hernandez and a second by Ms Carla Hernandez.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

5.F. Discussion and possible action to approve, disapprove or table the 3-Year Strategic Plan for Guymon School District
Motion to approve the 3-Year Strategic Plan for Guymon School District Passed with a motion by Mitzi Dain and a second by Ms Carla Hernandez.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

5.G. Discussion and possible action to approve, disapprove or table the OSAG Workers' Compensation Insurance for the 2026-2027 school year
Motion to approve the OSAG Workers' Compensation Insurance for the 2026-2027 school year Passed with a motion by Mrs. Elvia Hernandez and a second by Luis Romero.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

5.H. Discussion and possible action to approve, disapprove or table the OSIG insurance renewal for the 2026-2027 school year
Motion to approve the OSIG insurance renewal for the 2026-2027 school year Passed with a motion by Mrs. Elvia Hernandez and a second by Mitzi Dain.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

5.I. Discussion and possible action to approve, disapprove or table the Wind/Hail Deductible Buyback Insurance for school year 2026-2027
Motion to approve the Wind/Hail Deductible Buyback Insurance for school year 2026-2027 Passed with a motion by Mrs. Elvia Hernandez and a second by Luis Romero.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

5.J. Discussion and possible action to approve, disapprove or table the new teacher signing bonus and teacher retention bonus of $1,000 to all certified teachers or $2,000 to certified special education teachers
Motion to approve the new teacher signing bonus and teacher retention bonus of $1,000 to all certified teachers or $2,000 to certified special education teachers Passed with a motion by Mrs. Elvia Hernandez and a second by Ms Carla Hernandez.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

5.K. Discussion and possible action to approve, disapprove or table a $500 support staff retention bonus to returning support staff to be paid after Labor Day
Motion to approve a support staff retention bonus to returning support staff to be paid after Labor Day Passed with a motion by Luis Romero and a second by Mrs. Elvia Hernandez.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

5.L. Discussion and possible action to surplus and remove all the equipment and supplies in the pool area of the old YMCA building

Motion to surplus and remove all the equipment and supplies in the pool area of the old YMCA building Passed with a motion by Mitzi Dain and a second by Ms Carla Hernandez.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

6. **EXECUTIVE SESSION**

Consider and possible vote to go into Executive Session to:

- discuss the employment, hiring, appointment, promotion, or resignation of support and certified staff, as listed in **Appendix A,** pursuant to 25 O.S. Section 307 (B)(1)
- discuss the Adjunct Teacher Re-Hire list for the 2026-2027 school year (**Appendix C**), pursuant to 25 O.S. Section 307(B)(1)
- discuss pay raises for Directors and School Resource Officers for the 2026–2027 school year, pursuant to 25 O.S. Section 307(B)(1)
- discuss the employment of the superintendent, pursuant to 25 O.S. Section 307(B)(1)

Motion to go into executive session at 6:15 p.m. Passed with a motion by Andy Espericueta and a second by Mrs. Elvia Hernandez.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

7. Acknowledge Return into Open Session

Acknowledge Return to Open Session at 7:00 p.m. Passed with a motion by Mrs. Elvia Hernandez and a second by Mitzi Dain.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

8. Executive session minutes compliance announcement

The board entered into executive session at 6:15 p.m. to discuss the employment, hiring, promotion, or resignation of support and certified staff as listed in Appendix A, authorized by 25 O.S. Section 307(B)(1); to discuss the adjunct teacher re-hire list for the 2026-2027 school year as listed in Appendix C, authorized by 25 O.S. Section 307(B)(1); to discuss pay raises for

directors and school resource officers for the 2026-2027 school year, authorized by 25 O.S. Section 307(B)(1); and to discuss the employment of the superintendent, authorized by 25 O.S. Section 307(B)(1). Those present in executive session were Andy Espericueta, Elvia Hernandez, Carla Hernandez, Mitzi Dain, Luis Romero, and Superintendent Melissa Watson. No action was taken by the board of education.

9. Consider and vote to approve, disapprove or table the District Personnel Report (**Appendix A**)
Motion to approve the District Personnel Report with the exception of Kory Reimer, Ag Ed/FFA Teacher Passed with a motion by Mrs. Elvia Hernandez and a second by Luis Romero.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

10. Discussion and possible action to approve, disapprove or table the Adjunct Teacher Re-Hire List for the 2026-2027 school year (**Appendix C**)
Motion to approve the Adjunct Teacher Re-Hire List for the 2026-2027 school year (Appendix C) Passed with a motion by Mrs. Elvia Hernandez and a second by Mitzi Dain.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

11. Discussion and possible action to approve, disapprove or table pay raises for Directors and School Resource Officers for the 2026-2027 school year
Motion to approve pay raises for Directors and School Resource Officers for the 2026-2027 school year Passed with a motion by Mitzi Dain and a second by Mrs. Elvia Hernandez.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

12. Discussion and possible board action to modify the terms of the Superintendent's contract
Motion to modify the Superintendent's contract Tabled with a motion by Mrs. Elvia Hernandez and a second by Mitzi Dain.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea

Mrs. Elvia Hernandez: Yea
Luis Romero: Yea
Yea: 5, Nay: 0

13. **NEW BUSINESS**
Under this item, the Board can consider and vote on any business that could not have been foreseen or known about at the time the agenda was posted.

14. **ADJOURN**

INDIVIDUALS HAVING A PHYSICAL CONDITION THAT PREVENTS THEM FROM ATTENDING THE BOARD MEETING ARE REQUESTED TO CONTACT THIS OFFICE NO LATER THAN 12:00 NOON ON THE DAY OF SAID MEETING SO ARRANGEMENTS MAY BE MADE TO ACCOMMODATE SAID INDIVIDUALS.

I*, Kari Montgomery, posted this agenda on the _____ Day of _____, _____on the front door of the Administration Building, 111 NW 11th St, Guymon, OK 73942.*

_____ _____ _____
Kari Montgomery, CFO *Date* *Time*

The meeting was adjourned at 7:03 p.m.

Guymon Public Schools

Board of Education Special Meeting

Monday, June 22, 2026 5:30 PM

Science Annex of Junior High School, 712 N James, Guymon, OK 73942

1. **ORDER OF BUSINESS**

1.A. Call to Order
The meeting was called to order at 5:31 p.m.

1.B. Roll Call

Mitzi Dain:	Present
Andy Espericueta:	Present
Ms Carla Hernandez:	Present
Mrs. Elvia Hernandez:	Present
Luis Romero:	Present

2. **ACTION ITEMS**

2.A. Receive bids, consider, and award the District's $1,340,000 General Obligation Combined Purpose Bonds, Federally Taxable Series 2026, to the successful purchaser.
Motion to award the District's $1,340,000 General Obligation Combined Purpose Bonds, Federally Taxable Series 2026, to The Baker Group, LP at an average interest rate of 4.81091%. This motion, made by Mrs. Elvia Hernandez and seconded by Mitzi Dain, Passed.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

2.B. Possible consideration and vote to approve a resolution providing for the issuance of the $1,340,000 General Obligation Combined Purpose Bonds, Federally Taxable Series 2026, by Independent School District Number 8 of Texas County, Oklahoma, authorized at an election duly called and held for such purposes; prescribing form of bonds and providing for registration thereof, providing for a levy of an annual tax for payment of principal and interest on the same; approving a continuing disclosure agreement; approving and deeming final the official statement pertaining to the bonds; and fixing other details.
Motion to approve a resolution providing for the issuance of the $1,340,000 General Obligation Combined Purpose Bonds, Federally Taxable Series 2026, by Independent School District Number 8 of Texas County, Oklahoma, authorized at an election duly called and held for such purposes; prescribing form of bonds and providing for registration thereof, providing for a levy of an annual tax for payment of principal and interest on the same; approving a

continuing disclosure agreement; approving and deeming final the official statement pertaining to the bonds; and fixing other details. This motion, made by Mrs. Elvia Hernandez and seconded by Luis Romero, Passed.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

2.C. Board to consider and take action on a motion approving the renewal of the Sublease Agreement dated July 1, 2024, between the Guymon School District and the Texas County Development Authority for the fiscal year ending June 30, 2027, as required under the provision of the agreement.
Motion to approve the renewal of the Sublease Agreement dated July 1, 2024, between the Guymon School District and the Texas County Development Authority for the fiscal year ending June 30, 2027, as required under the provision of the agreement. This motion, made by Mrs. Elvia Hernandez and seconded by Mitzi Dain, Passed.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

2.D. Discussion and possible action to approve the Oklahoma State Department of Education name change request for Academy Elementary School to Charity Headrick Hitch Elementary School
Motion to approve the Oklahoma State Department of Education name change request for Academy Elementary School to Charity Headrick Hitch Elementary School. This motion, made by Ms Carla Hernandez and seconded by Mrs. Elvia Hernandez, Passed.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

2.E. Consideration, discussion and possible action to award bid packages #1-2 for Guymon Public Schools YMCA Remodel and assign those packages to Construction Manager, Joe D. Hall General Contractors, LLC
Matt LeFever with Joe D. Hall General Contractors, LLC presented the bid packages and the GMAX for the project.

Motion to award bid packages #1-2 for Guymon Public Schools YMCA Remodel and assign those packages to Construction Manager, Joe D. Hall General Contractors, LLC. This motion, made by Mrs. Elvia Hernandez and seconded by Ms Carla Hernandez, Passed.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

3. **EXECUTIVE SESSION**

Consider and possible vote to go into Executive Session to:

- discuss the employment, hiring, or resignation of support and certified staff, as listed in **Appendix A**, pursuant to 25 O.S. Section 307(B)(1);
- discuss the hiring of a head boys basketball coach, pursuant to 25 O.S. Section 307(B)(1)

Motion to go into executive session at 5:49 p.m. This motion, made by Andy Espericueta and seconded by Mrs. Elvia Hernandez, Passed.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

4. **EXECUTIVE SESSION MINUTES COMPLIANCE ANNOUNCEMENT**

The board returned to Open Session at 6:12 p.m.
The board entered into executive session at 5:49 p.m. to discuss the employment, hiring, or resignation of support and certified staff as listed in Appendix A, authorized by 25 O.S. Section 307(B)(1) and to discuss the hiring of a head boys basketball coach, authorized by 25 O.S. Section 307(B)(1). Those present in executive session were Andy Espericueta, Mitzi Dain, Carla Hernandez, Elvia Hernandez, Luis Romero, and Superintendent Melissa Watson. No action was taken by the board of education.

5. Consider and vote to approve the District Personnel Report (**Appendix A**)

Motion to approve the District Personnel Report (Appendix A). This motion, made by Luis Romero and seconded by Mitzi Dain, Passed.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

6. Discussion and possible action to hire a head boys basketball coach
Motion to hire Monte Wallace as head boys basketball coach. This motion, made by Mrs. Elvia Hernandez and seconded by Ms Carla Hernandez, Passed.

Mitzi Dain:	Yea
Andy Espericueta:	Yea
Ms Carla Hernandez:	Yea
Mrs. Elvia Hernandez:	Yea
Luis Romero:	Yea

Yea: 5, Nay: 0

7. **ADJOURN**

INDIVIDUALS HAVING A PHYSICAL CONDITION THAT PREVENTS THEM FROM ATTENDING THE BOARD MEETING ARE REQUESTED TO CONTACT THIS OFFICE NO LATER THAN 3:00 PM ON THE DAY OF SAID MEETING SO ARRANGEMENTS MAY BE MADE TO ACCOMMODATE SAID INDIVIDUALS.

I, Kari Montgomery, posted this agenda on the _____ day of _____, _____, on the front door of the Administration Building, 111 NW 11th St, Guymon, OK 73942.

_____ _____ _____

Kari Mongomery, CFO *Date* *Time*

The meeting was adjourned at 6:15 p.m.

Appendix B
Activity Accounts - Fundraiser Requests
July 2026

SPONSOR/SCHOOL	FUNDRAISER	PROJECTED AMOUNT TO BE RAISED	PURPOSE OF FUNDS	DATES	NOTES
Football	Fan Pledge - Online Donation Platform	$3,000	Upgrade to equipment and new jerseys	July - November	Last year made $3,091
Football	Meet the Tigers - Fall Kickoff Event	$6,000	Upgrade equipment and improve gameday experience	August	New
Softball	Annual Sign Sponsorships	$5,000	Hotels, meals, equipment, entry fees, camps, clinics, and umpires	July - October	New
Softball	Co-Ed Slow Pitch Tournament	$5,000	Hotels, meals, equipment, entry fees, camps, clinics, and umpires	Spring 2027	Last year made $2,361
Softball	Buy My Jersey	$1,500	Hotels, meals, equipment, entry fees, camps, clinics, and umpires	July - October	New
Softball	Concession Stands	$1,500	Hotels, meals, equipment, entry fees, camps, clinics, and umpires	July - October	
Basketball	Concession Stands	$1,500	Hotels, meals, equipment, entry fees, camps, clinics, and officials	November - June	
Basketball	Annual 6th Man Sponsorship	$5,000	Hotels, meals, equipment, entry fees, camps, clinics, and officials	October - February	Last year made $6,677
Basketball	Little Tigers Basketball Camp	$5,000	Hotels, meals, equipment, entry fees, camps, clinics, and officials	May 2027	Last year made $3162
Basketball	Pancake Breakfast	$2,000	Hotels, meals, equipment, entry fees, camps, clinics, and officials	February 2027	Last year made $850
Basketball	Tournaments and Leagues	$10,000	Hotels, meals, equipment, entry fees, camps, clinics, and officials	February - June	
HS Dance Team	Summer Traveling Bake Sale	$1,000	Uniforms and travel expenses	July or August	Last year made $1,687
Athletic Department	Online Apparel Spirit Store	$1,000	Uniforms, coaches apparel, equipement, supplies, travel expense, meals, entry fees, awards, officials	All Year	Last year made $360
Athletic Department	Season and Game Ticket Sales	$50,000	Uniforms, coaches apparel, equipement, supplies, travel expense, meals, entry fees, awards, officials	All Year	Last year made $25,284.00
HS/Jr High Track	Online Donation Platform	$5,000	Uniforms, coaches apparel, equipement, supplies, travel expense, meals, entry fees, awards, camps, PD, etc	Winter - Spring	Last year made $3,621
HS/Jr High Track	Team Sponsorships	$4,000	Uniforms, coaches apparel, equipement, supplies, travel expense, meals, entry fees, awards, camps, PD, etc	Winter - Spring	Last year made $2,946
HS/Jr High Track	Team Apparel/Online Store		Uniforms, coaches apparel, equipement, supplies, travel expense, meals, entry fees, awards, camps, PD, etc	Spring 2027	
HS/JR High Track	Concessions	$4,000	Uniforms, coaches apparel, equipement, supplies, travel expense, meals, entry fees, awards, camps, PD, etc	Spring 2027	Last year made $3,393
HS/JR High Track	Host Track Meets	$4,000	Uniforms, coaches apparel, equipement, supplies, travel expense, meals, entry fees, awards, camps, PD, etc	Spring 2027	Last year made $3,622
FFA	Plant Sales	$1,000	Provide items for the students, expenses, entry fees, awards, camps, etc	Spring - Summer	
FFA	Metal Projects, Pens, Pencils	$2,000	Provide items for the students, expenses, entry fees, awards, camps, etc	All Year	
FFA	Bake Sales	$1,500	Provide items for the students, expenses, entry fees, awards, camps, etc	All Year	Last year made $3,996
FFA	Donations	$1,500	Provide items for the students, expenses, entry fees, awards, camps, etc	All Year	Last year made $2,650
FFA	Meat Sales,Fruit, Cookies, Jerky	$8,000	Provide items for the students, expenses, entry fees, awards, camps, etc	All Year	Last year made $1,457.53
FCCLA	Softball Concessions	$2,000	Trip expenses, conference fees, hotels, meals, FCCLA activities	August - May	
FCCLA	Snack Shack	$2,000	Trip expenses, conference fees, hotels, meals, FCCLA activities	All Year	Last year made $1,298
FCCLA	World's Finest Chocolate Sales	$6,400	Trip expenses, conference fees, hotels, meals, FCCLA activities		Last year made $1,643
FCCLA	Selling Blankets		Trip expenses, conference fees, hotels, meals, FCCLA activities	All Year	Last year made $1,806
Jr High Yearbook	World's Finest Chocolate Sales	$4,000	Yearbook expenses	Oct - Dec	Last year made $2,195

Local Education Agency (LEA) Agreement

Big Five Community, Inc and **Guymon** Schools

2026-2027

This agreement is to describe the responsibilities of each entity, outlined areas of cooperation and provide guidance for local cooperation, and coordinates between and among all parties in implementation of the individuals with Disabilities Education Act (IDEA) Amendments of 1997 (34 CFR 300), Head Start program Performance Standards and the Head Start Reauthorization Act of 1997 and 2008.

Each Head Start program must have a written agreement with the local education agency (LEA) to coordinate and collaborate to best meet the needs of children and their families.

Guymon Public Schools is the local educational agency covering a designated area of **Texas County**.

I. **LEA Responsibilities**:

A. The LEA ensures that IDEA Part B section 619, (preschool) funds received for the provision of services to eligible children with disabilities ages three through five who are served in Head Start are expended in accordance with the requirements of the individual with Disabilities Act (IDEA).

B. Upon referral from Head Start, the LEA shall provide a multidisciplinary team evaluation, when appropriate, for determination of the need for Special Education and related services under IDEA.

C. The LEA shall be responsible for the provision of procedural safeguards, including due process and mediation procedures for any child determined to be eligible under IDEA and enrolled in the Head Start Program.

D. The LEA shall provide, through prior written notification of meetings, that the appropriate Head Start Program representative be directly involved and received appropriate documentation throughout the process of referral, evaluation, IEP development, and/or placement of children with disabilities enrolled in the Head Start Program.

E. The LEA shall ensure the provision of appropriate special education and related services to those eligible children with disabilities under IDEA enrolled in Head Start Program with those services documented on the IEP with the responsible person(s)/agency specified for the provision of each service.

F. The LEA will maintain and submit to the OSDE/SES the annual child count of IDEA eligible children with disabilities served in the LEA and by the Head Start Program.

II. **Local Head Start Responsibilities**:

A. Head Start shall provide screening and assessments for all children enrolled in the Head Start Program as required by Head Start Performance Standards (45 CFR 1308 and 1304), shall participate in Child Find activities under IDEA and in coordination with the LEA shall provide parents their rights under these programs.

B. Head Start shall provide all Head Start services to any child enrolled in Head Start who meets eligibility requirements in accordance with the Head Start Program Performance Standards.

C. A Head Start representative will participate in the LEA referral procedures. Multidisciplinary evaluation process, IEP development, implementation of the portions of the IEP identified for the Head Start Program, and the IEP review as appropriated.

D. Head Start will provide a support system for families and children with disabilities through training, information, dissemination, and involvement in the program as well as collaboration with the LEA and other community services.
E. The Head Start Program Mental Health and Disabilities Specialist and/or another program representative (to be determined) shall work with the LEA for assurance of collaboration and coordination of services to preschool children with disabilities.
F. Head Start will provide the number of children receiving IEP services to the LEA for the Child Find Count Report prior to October 1st, annually.
G. Head Start agrees to provide and participate with the LEA in joint training of staff and parents as appropriate.
H. Head Start will schedule a meeting with the schools' representatives to complete a Service Coordination Work Plan which addresses the responsibilities of each unity in accomplishing the goal of providing services for children with disabilities.

The Service Coordination Work Plan will address the following areas:

- **Coordination of Cost Sharing:**
- **Coordination of Required Paperwork:**
- **Coordination of Screening:**
- **Coordination of IEP Review:**
- **Coordination of In-Service Training:**

The LEA and the Head Start Program will agree to coordinate in-service training **when feasible.** Consideration for top priority training include:

1) IDEA procedural safeguards training from both entities.
2) Overview of Head Start Program requirements.
3) Overview of LEA Special Education Program and requirements.
4) Identified local training needs.
5) Individual child needs.

VII. Resolution of Dispute:

In the event of disputes between the Head Start Program and the LEA Special Education Program, the following process will be followed for resolution:

A. The dispute will be brought to the attention of the LEA Special Education Director or LEA Superintendent and the Head Start Director and/or the Mental Health and Disabilities Specialist to seek resolution of the dispute.
B. If the issue is not resolved, the matter will then be submitted in writing to the Head Start Director and the LEA Special Education Director or LEA Superintendent to facilitate resolution.
C. If the issue is not resolved, as described in section VII B, then the matter will be submitted in writing to OSDE/SES, for assistance in the resolution of any IDEA dispute between Head Start and the LEA.
D. If the issue is not resolved and is an issue under the Head Start Performance Standards (45 CFR 1308), then the matter will be submitted in writing to the Office of Head Start Region VI office.

It is further agreed that:

1) Strict confidentiality of all program information will be maintained.

2) Staff from both programs will confer when needed for the exchange of information, updates, problem solving, etc.
3) This agreement will be reviewed yearly by the Superintendent and the Early Childhood Division Director or designee for any corrections, additions, deletions, or changes.
4) Termination of this agreement will be preceded by at least 60 days' written notice.

IN WITNESS WHEREOF, THE PARTIES HAVE HEREUNTO SET THEIR HANDS THE DAY AND YEAR ON THIS _____ DAY OF _____, 2026.

LOCAL EDUCATION AGENCY:

Guymon PUBLIC SCHOOL DISTIRCT

111 Northwest 11th Street

Guymon, OK 73942

_____

Name/Title

HEAD START PROGRAM:

BIG FIVE COMMUNITY SERVICES

1502 North 1st Street

Durant, Oklahoma 74702

_____

Jim Girten/Head Start Director

JULY 2026 BOARD MEETING CHANGES

POLICY	TITLE	CHANGE
FE	STUDENT TRANSFERS	We updated the student capacity numbers on page 2 to reflect our current teaching staff. The only changes were both 2nd Grade and Kindergaten changed from 200 to 220 due to 11 teachers.
FNCD	BULLYING	We updated the wording to include that an isolated action does not meet the state's definition of bullying. We also added the language that teachers and students would both receive annual training (which we were already providing).
FNCD-R	BULLYING REGULATION	We added wording that addresses how the policy should be reveiwed and possibly modified.
FNCD-P	BULLYING PROCEDURES	We added wording that defined the principal's role. We also added the wording that students cannot be retaliated against for reporting bullying in good faith. It also added language that false reports shall receive disciplinary consequences.

STUDENT TRANSFERS

Open Transfers previously granted by the school board will remain in effect unless the board of education designee or Superintendent designee takes action to deny a future year's attendance based upon discipline or attendance as addressed within this policy.

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, measure of achievement, aptitude or athletic ability. The school district will begin accepting applications for the next school year starting the first business day of January. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district, transferring student discipline history is reviewed, and student attendance records have been reviewed.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to disciplinary action or attendance issues. The district will not require parents to resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to reenroll at any time in his or her school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received.

It is the policy of the board of education that any legally transferring student shall be accepted by the district under the following circumstances:

1. The district has the capacity to accept the student at the grade level at the school site;

2. The transferring student has not been disciplined for:

    a. violation of a school regulation,

    b. possession of an intoxicating beverage, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or

    c. possession of a dangerous weapon or a controlled dangerous substance while on or within two thousand (2,000) feet of public school property, or at a school event, as defined in the Uniform Controlled Dangerous Substances Act.

3. The transferring student does not have a history of absences. "History of absences" means ten or more absences in one semester that are not excused for the reasons provided in 70 O.S. § 10-105 or due to illness.

TRANSFER POLICY(Cont.)

By the first day of January, April, July and October, the board of education or designee shall establish the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The number of transfer students for each grade level at each site that the district has the capacity to accept will be posted in a prominent place on the school district's website. The district shall report to the State Department of Education the number of transfer students for each grade level for each school site which the district has the capacity to accept.

GUYMON HIGH SCHOOL	CAPACITY	ENROLLMENT	AVAILABILITY
9th Grade	215		
10th Grade	215		
11th Grade	215		
12th Grade	215		
GUYMON JUNIOR HIGH SCHOOL	CAPACITY		
7th Grade	215		
8th Grade	215		
NORTH PARK ELEMENTARY	CAPACITY		
5th Grade	200		
6th Grade	200		
ACADEMY ELEMENTARY	CAPACITY		
3rd Grade	200		
4th Grade	200		
PRAIRIE ELEMENTARY	CAPACITY		
1st Grade	220		
2nd Grade	220		
HOMER LONG ELEMENTARY	CAPACITY		
Kindergarten	220		
CARRIER ELEMENTARY	CAPACITY		
Pre-K	120		

A student shall be allowed to transfer to a district in which the parent or legal guardian of the student is employed as a teacher as per 70 O.S. § 8-113.

The district will approve or deny the application and notify the parent of the student of the determination in writing within thirty (30) days of receiving an application. The school district shall enroll transfer students in the order in which they submit their applications. If the number of student transfer applications exceeds the capacity of the district, the district shall select transfer students in the order in which the district received the application. Students who are the dependent children of a member of the active uniformed military services of the United States on full-time active-duty status and students who are the dependent children of the military reserve on active duty orders shall be eligible for admission to the school district regardless of capacity of the district. Students shall be eligible for military transfer if:

1. At least one parent of the student has a Department of Defense issued identification card; and

2. At least one parent can provide evidence that he or she will be on active-duty status or active-duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a national disaster requiring the use of orders for more than thirty (30) consecutive days.

If the transfer application is accepted, the district shall notify the parents of the acceptance. The parent shall provide the district with written notification that the student will be enrolling within ten (10) days of notification of acceptance. Failure to notify the school district within ten (10) days of acceptance shall result in the cancellation of the transfer. The district will provide a written notice of the cancellation to the parent of the student immediately upon cancellation. If accepted, a student transfer is granted for the existing school year and may continue to attend in future years. At the end of the school year, the district may deny continued transfer of the student due to disciplinary reasons or a history of absences. Written notice of the intention to deny continued transfer of the student shall be given to a parent of a student no later than July 15. The parent may appeal the denial of a continued transfer.

If a transfer request is denied by the school district, the district shall provide notification of the denial in writing to the parent by either hand-delivery, by U.S. Mail or electronic mail. The notification shall include:

1. An explanation including but not limited to any citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the district for determining the number of transfer students the school district has the capacity to accept;
3. A copy of 210:10-1-18.1 from the Administrative Code; and
4. The date upon which the appeal will be due.

If a transfer request is denied by the administration, the parent or legal guardian of the student may appeal the denial within ten (10) days of notification of denial to the board of education. If notification was hand-delivered, the appeal period shall begin the day after the notification is delivered. If notification is sent by U.S. Mail, the appeal period shall begin three (3) days after the notification is mailed. If notification is sent via electronic mail, the appeal period shall begin the day after the notification is sent. The board of education shall consider the appeal at its next regularly scheduled board meeting if notice is provided prior to the statutory deadline for posting the agenda for the meeting. The board of education shall accept an otherwise untimely appeal if a parent of a student can establish that they did not receive actual notice of the notification denying the transfer request, and the appeal was submitted within ten (10) days after the parent of the student actually received notice.

The appeal to the board of education shall be submitted to the office of the superintendent. The appeal shall include the following:

1. The name, address and telephone number of the parent of the student and the student for whom the appeal is being taken;
2. The date the district gave notice denying the transfer request;
3. The basis for appealing the decision of the school district; and
4. The name, address and telephone number of the legal representative, if applicable.

Appeal Process: During the appeal, the board will review the action of the administration and the appeal paperwork submitted by the parent of the student to make sure that the district policy was followed with regard to the denial of the transfer. The board of education will meet in an executive session to review the educational records of the student. If the policy was not followed, the board of education shall return to open session to vote to overturn the denial and the transfer will be granted. This will be a paper appeal and will include the written documentation utilized by the school district as well as a written response from the parent or legal guardian which explains why the policy was not followed.

If the board of education votes to deny an appeal of a request to transfer, the board of education shall instruct the superintendent to provide notification of denial in writing to the parent of the student by either hand-delivery, by U.S. Mail, or by electronic mail. The notification shall include:

1. An explanation, including the legal citation to the statute, regulation, or school district policy under which the denial was made;
2. A copy of the policy adopted by the board of education for determining the number of transfer students the district has capacity to accept;
3. A copy of the State Board of Education's prescribed form for an appeal; and
4. A copy of 210:10-1-18.1 which identifies the Accreditation standard for appealing the denial of a student transfer.

If the board of education votes to uphold the denial of the transfer, the parent or legal guardian may appeal the denial within ten (10) days of the notification of the appeal denial to the State Board of Education. The parent or legal guardian shall submit to the State Board of Education and to the superintendent of the district, a notice of appeal on the form prescribed by the State Board of Education. The superintendent shall immediately provide a copy of the appeal to each member of the board of education. Upon receipt of notice of an appeal, but not later than five (5) days prior to the date at which the State Board of Education is scheduled to consider the appeal the board of education may submit a written response to the appeal. Responses should not exceed five (5) pages. If not submitted by the parent, the board of education shall provide a copy of the policy adopted to determine the number of transfer students the district has the capacity to accept in each grade level for each school site within the district. The parent and the school district will have an opportunity to appear in person or by authorized representative or by attorney to address the State Board at the meeting.

A student who enrolls in a school district in which the student is not a resident shall not be eligible to participate in school-related extramural athletic competition governed by the Oklahoma Secondary School Activities Association for a period of one (1) year from the first day of attendance at the receiving school unless the transfer is from a school district which does not offer the grade the student is entitled to pursue as per 70 O.S. § 8-103.2.

REFERENCE: 70 O.S. §1-114
70 O.S. §1-113
70 O.S. §5-117.1
70 O.S. §8-101, et seq.

70 O.S. §24-101, et seq.; §24-102
Family Education Rights and Privacy Act
Atty. Gen. Op. No. 87-134, April 1, 1988
State Accreditation Standards 210:10-1-18 and 210:10-1-18.1

THIS POLICY REQUIRED BY LAW.

STUDENT TRANSFER APPEAL

Paperwork to be submitted to the Office of the Superintendent, 111 NW 11th St, Guymon, OK 73942.

Student Name: _____ Parent/Guardian: _____

Address: _____ Phone: _____

Date District Gave Notice: _____ District Site: _____

Reasoning for Denial: _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Legal Representation ☐ Yes ☐ No Name/Law Firm: _____

*** * Attach written response from the parent or legal guardian which explains why the policy was not followed. * ***

BULLYING

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Isolated action does not meet the state's definition of bullying. However, the administration will investigate isolated incidents or actions and apply appropriate discipline under the student discipline code. This policy addresses bullying which is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district

BULLYING (Cont.)

15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

All school employees at each school site shall be required to complete professional development training in school bullying prevention, identification, response and reporting that meets the requirements of Oklahoma law and shall include recommendations from each school site's Safe Schools Committee.

Students will receive annual training regarding identifying, preventing, addressing, and reporting incidents of bullying via educational programs. These programs may include, but are not limited to, classroom discussions, assemblies, multimedia and presentations. The purpose of the educational programs are to assist students in the identification of bullying behaviors, reporting procedures and the consequences for violation of school policy.

The district will implement a research-based educational program as designed and developed by the Oklahoma State Department of Education for students and parents to prevent, identify, respond to and report bullying.

A copy of this policy will be furnished to each student and teacher in this school district.

REFERENCE: 21 O.S. §850.0
70 O.S. §24-100.2

THIS POLICY REQUIRED BY LAW.

PROHIBITING BULLYING (REGULATION)

The Guymon Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.

2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.

3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.

4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.

5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.

6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.

7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

PROHIBITING BULLYING, REGULATION (Cont.)

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

   70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

   A. Harm another student;

   B. Damage another student's property;

   C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or

   D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

2. The "Reasonable Person" Standard

   In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

   Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

PROHIBITING BULLYING, REGULATION (Cont.)

A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Guymon Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

1. Student and Staff Education and Training

   All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Guymon Public Schools is committed to providing appropriate and relevant training to staff

PROHIBITING BULLYING, REGULATION (Cont.)

regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

B. Guymon Public Schools' Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with and adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC.)

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.

PROHIBITING BULLYING, REGULATION (Cont.)

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency
13. Suspension
14. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal

PROHIBITING BULLYING, REGULATION (Cont.)

from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences may be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at www.guymontigers.com. and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

Review of Policy

The safe schools committee at each site will annually review this policy and provide recommendations to the building principal. The building principal will provide those recommendations to the superintendent. The superintendent shall make a formal recommendation to the board of education to modify the policy at a lawfully convened meeting under an appropriately worded agenda item. After the policy is modified, the policy shall be disseminated to all parents, students, staff and the community.

PROHIBITING BULLYING
(INVESTIGATION PROCEDURES)

The following procedures will be used by any person for the filing, processing, and resolution of a reported incident of harassment, intimidation, bullying, or threatening behavior. The procedures are to be followed by the administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

Definitions

1. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

   "Electronic communication" means the communication of any written, verbal, pictorial information or video content by means of an electronic device, including, but not limited to, a telephone, a mobile or cellular telephone or other wireless communication device, or a computer.

   "Threatening behavior" means any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicates potential for future harm to students, school personnel, or school property.

Procedures

The procedure for investigating reported incidents of harassment, intimidation, and bullying or threatening behavior, is as follows:

1. The matter should immediately be reported to the building principal who will serve as the site district bullying incident coordinator. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as email address or web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.

2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.

3. If, during the course of the investigation, it appears that a crime may have been committed the building principal and/or superintendent shall notify local law enforcement and request that the alleged victim also contact law enforcement to report the matter for potential criminal investigation.

4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. The building principal shall make a determination as to whether the conduct is actually occurring.

5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care substance abuse or other counseling options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of

PROHIBITING BULLYING INVESTIGATION PROCEDURES (Cont.)

students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying. This information should be provided within 10 days of the conclusion of the investigation.

7. Upon completion of an investigation, timely notification shall be provided to the perpetrator of the documented and verified bullying. This information should be provided within 10 days of the conclusion of the investigation.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

The Superintendent shall be responsible for enforcing this policy. The building principal should notify the superintendent within twenty-four (24) hours of any report of bullying. Upon completion of an investigation, the building principal should notify the superintendent of the findings of the investigation. Documentation should also be provided to the superintendent to establish that timely notification was provided to the parents of the victim and the parents of the perpetrator.

Students who report bullying or other inappropriate behavior in good faith, or who participate as witnesses in an investigation, are protected from retaliation. Retaliation of any kind—including threats, intimidation, exclusion, harassment, cyberbullying, spreading rumors, or any other adverse treatment intended to discourage or punish a student for reporting a concern—is strictly prohibited. Any student found to have engaged in retaliatory behavior will be subject to appropriate disciplinary action in accordance with school policy. Students who believe they have experienced retaliation should report it immediately to a teacher, school counselor, administrator, or other trusted school employee so that the matter can be promptly investigated and addressed. If an employee of the district is found to have engaged in retaliatory action against a student who has reported bullying, appropriate disciplinary action will be taken which could include termination of employment.

Any person who knowingly makes a false report shall receive disciplinary consequences and any accusations found to be false will be removed from the falsely accused student's records.

Adjunct Rehire July 2026

Teacher	Area	Description	Site
Maritsa Barrios	2020	Dance	High School
Mandy Coble	2019	Physical Education/Health/Safety	HighSchool
Acevedo, Jimmy	4250	Speech/Drama/Debate	High School
Estrada, Juan	4050	English	High School
Garcia, Guillermo	5550	Advanced Mathematics	High School
Graham, Mary	5552	Intermediate Mathematics	High School
Lathrop, Scott	2019	Physical Education/Health/Safety	High School
Pruitt-Lively, Kim	5552	Intermediate Mathematics	Junior High
Romero, Bailey Wells	4050	English	High School
Stelzer, Johnathan	6550	US History/OK History/Government/Eco	High School
Martindale, Sarah	2002	American Sign Language	High School
Hidalgo, Diana	6550	US History/OK History/Government/Eco	High School
Hidalgo, Diana	2020	Dance	High School
Kysahn Sands	2019	Physical Education/Health/Safety	High School
Sharkey, Kevin	6552	World History	High School
Gannon Wallace	2019	Physical Education/Health/Safety	High School
Sandoval, Cheryl	5550	Advanced Mathematics	High School
Sandoval, Cheryl	6003	Biology	HighSchool
Sandoval, Cheryl	6009	Earth Science	High School

Sandoval, Cheryl	2011	Spanish	High School
Sandoval, Cheryl	8007	Computer Science	High School
Yarith Mesta	1600	Elementary Education	Prairie
Jacqueline Morales	1600	Elementary Education	Prairie
Shelby Red	1600	Elementary Education	Charity
Faron Leighnor	1600	Elementary Education	Charity
Linda Gutierrez	1600	Elementary Education	Charity
Ruby Fowler	1600	Elementary Education	Charity
Tiffany Bohanan	1600	Elementary Education	Charity
Anabel Lopez	1600	Elementary Education	Charity
Antonio Vaughn	1600	Elementary Education	Charity
Amanda McCarty	1600	Elementary Education	North Park
Linda Hernandez	1600	Elementary Education	North Park
Karen Esquivel	4150	Mid-Level English	Junior High
Belia Miramontes	5552	Intermediate Math	Junior High
Susan Seymour	6055	Mid-Level Science	Junior High

GUYMON PUBLIC SCHOOLS

2026-2027

ELMENTARY HANDBOOK

PRE-K - 4TH GRADE

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DISCRIMINATION POLICY

Guymon 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 Guymon Public Schools also does not discriminate in its hiring or employment practices.

This notification is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 or 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.

Title IX Compliance Coordinator-Jessica Bickford, 2002 N. James, Guymon, OK 73942, 580-338-4350. Title VI and ADA Compliance Coordinator-Julie Edenborough, Assistant Superintendent, 111 NW 11th, Guymon, OK 73942, 580-338-4340, Section 504 Compliance Coordinator-Melissa Watson, Assistant Superintendent, 111 NW 11th, Guymon, OK 73942, 580-338-4340.

WELCOME LETTER

Dear Parents,

Your children are our community's most valuable treasure, and we, as a school, take our responsibilities to those children seriously. It is our desire to provide your child a safe and secure environment conducive to learning, in order to allow each child to achieve their maximum potential. We desire to provide a nurturing academic setting for each child to learn and thrive.

We look forward to the opportunities of this school year. A partnership between school and home is essential for the children to achieve their best, and we are anticipating a year of productive partnership with each of our families. We share your desire and concern that your child's best interests and well-being be foremost, and look forward to working together with you.

This handbook has been provided as a tool for you and your student. We trust it will be helpful and make for a smooth school year. It is our effort as a school to communicate and explain those items which each family and teacher may have questions about.

We thank you for your support of the school. We have an outstanding staff who care deeply about your child's future. We guard the trust you grant us carefully and look forward to an exciting year.

Sincerely,
Guymon Public Schools

DISTRICT INFORMATION

MISSION STATEMENT

Guymon Public Schools will educate all students, embrace diversity, and empower lifelong learning.

WE BELIEVE IN SCHOOL SPIRIT

School spirit includes courtesy, respect, and pride. Courtesy and respect should be shown toward staff, students, and property. Pride should be shown in all we do in and around school. We will strive for and be supportive of excellence in ourselves and others.

SCHOOL COLORS

Orange and Black

MASCOT

Tiger

SCHOOLS

Guymon Public Schools consist of the following:

Administration - **111 NW 11th**
High School - **1900 N. James**
Junior High - **700 N. James**
Academy Elementary - **7th and Academy**
Homer Long Elementary - **1500 N Beaver**
ELL Office - **111 NW 11th**
North Park Elementary - **1400 N. Crumley**
Carrier Elementary - **103 N Perkins**
Prairie Elementary - **1501 E. Hwy 3**
Food Service - **8th and Academy**
Special Ed Office - **1400 N. Crumley**
Homer Long Annex - **6th and James**
Enrollment Center - **111 NW 11th**
Bus Barn - **2720 Tumbleweed Drive**

DISABILITY ACCOMMODATIONS

The Guymon Public Schools assure all handicapped children residing in their district the right of access to a "free appropriate public education," as mandated by the Individuals with Disabilities Education Act (IDEA). For further questions, please contact your child's principal.

STUDENT HANDBOOK STATEMENT

This student handbook is designed to inform both students and parents/guardians of school policies, procedures, and regulations. All students, and thus parents, are responsible for knowing the information and regulations included in this handbook and are subject to all rules and regulations set by the Guymon Board of Education and Oklahoma State Department of Education, and Oklahoma Secondary School Activities Associations. The student/parent handbook is designed to inform you of school policies and procedures. All personnel hired by the Guymon Board of Education are authorized to enforce these rules and regulations. There may be instances in which policies/procedures may change, if so, students/parents/guardians will be notified.

Title IX Compliance Officer **Jessica Bickford, Librarian** **2002 N. James, Guymon, OK 73942** **580-338-4350**	**Title VI and ADA Compliance Coordinator** **Julie Edenborough, Asst. Superintendent** **111 NW 11th Street, Guymon, OK 73942** **580-338-4340**	**Section 504 Compliance Coordinator** **Derenda Aranda, Asst. Superintendent** **111 NW 11th Street, Guymon, OK 73942** **580-338-4340**

US ENVIRONMENTAL PROTECTION AGENCY ASBESTOS INFORMATION

The United States Environmental Protection Agency has required that all public and private Schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies and defines procedures for managing and scheduling re-inspection of all asbestos present in school.

Using the certified reports, this includes laboratory analysis records. Precision Testing of Stillwater, OK has developed a certified Asbestos Management Plan. A copy of the plan is available for your inspection in our administrative office and each school building during regular office hours.

We are intent on not only complying with but exceeding federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to ensure the children and our employees have a healthy, safe environment in which to learn and work.

VISITORS

All visitors must check in at the office. **STUDENTS NOT ENROLLED IN GUYMON PUBLIC SCHOOLS ARE NOT ALLOWED TO ATTEND CLASS.**

CLOSED CAMPUS

We have a closed campus for students at Guymon Elementary Schools. This means students are to remain at school during school hours and their lunch period. Parents/Guardians wishing to take their child out of school during regular school hours will need to report to the office and sign their child out. Students not returning to their class directly after lunch will be counted absent or tardy.

WITHDRAWAL/TRANSFER

If it becomes necessary for your child to transfer out of Guymon Schools during the school term, you must complete a withdrawal form through the principal's office. This information facilitates enrollment at another school. Open transfer from district to district is referenced in Policy FE in the appendix. If it becomes necessary to attend another school in the Guymon system, the transfer must be approved by the principal before making the change. School officials must be given twenty-four (24) hours' notice prior to checkout procedures.

SCHOOL INSURANCE

We have made arrangements to provide each child in our school system with the opportunity to enroll in a medical insurance program for the school year. This student insurance program is provided as a convenience to the students, and the school receives no compensation for this program. Information can be found on the school website.

WEDNESDAY & SUNDAY ACTIVITIES

Use of school facilities must be approved by the administration. School facilities may not be used on Wednesday after six or all day on Sunday. No school personnel shall provide keys to any student to open school facilities without being present. There will be NO required school activities on Wednesday evenings or Sundays.

EQUAL OPPORTUNITY

It is the policy of Guymon Public Schools in accordance with Title VI, Title IX, and Section 504 to provide equal opportunity without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to, admissions. Inquiries concerning application of this policy may be referred to the Compliance Coordinator.

SEXUAL HARASSMENT

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex.

SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Guymon Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

   a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;

   b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or

   c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

   For the purpose of this policy, examples of sexual harassment include, but are not limited to:

   Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding," "teasing," double meanings, and jokes. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

   Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The super-intendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

   Use of e- mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication. Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions

   A. Administrators and Supervisors

   1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
   2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

3. The "off-duty" conduct of school personnel that has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.

3. Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents or legal guardians, and unions or professional organizations holding agreements with the school district.

4. Reporting Allegations of Sexual Harassment

A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.

1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.
2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

B. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint.

5. Grievance Procedure.

A. Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

B. Objective Evaluation of Evidence. All evidence both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.

C. Conflict of Interest. Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.

D. Presumption. There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.

E. Timeliness. The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.

F. Possible outcomes. A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.

G. Standard of Review. The school district will utilize a preponderance of the evidence standard to determine responsibility.

H. Privileged Information. The school district will not require, allow or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

6. Written Notice. Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. The written notice must include:

A. Notice of the grievance process, including any informal resolution process;

B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;

C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;

D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.

E. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

If in the course of an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, notice of the additional allegations must be provided in writing to both parties.

7. Investigation of the Allegations. The school district will designate an investigator to conduct a thorough investigation of allegations. Contact information for the investigator will be provided to both the complainant and the respondent.

A. The burden of proof and of gathering evidence remains on the school district.

B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.

C. Neither the complainant or respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.

D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.

E. Written notice of the date, time, participants, purpose and location of any investigate interview, hearing, or other meeting shall be provided to the party who is invited or expected to attend.

F. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report.

G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.

8. Hearing. The Title IX coordinator will determine whether a live hearing is necessary on a case-by-case basis if both parties request or consent to such a hearing (the live hearing component is optional for K-12 schools). Regardless of whether a live hearing is held, or a written hearing is conducted, each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants asked of another party or witness. Both parties will be provided with the answers and follow up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.

9. Determination of Responsibility. A decision maker, who is not the Title IX coordinator or the investigator, will apply a preponderance of the evidence standard to determine responsibility, and will issue a written determination of responsibility that:

SEXUAL HARASSMENT OF STUDENTS (Cont.)

A. Identifies the allegations that potentially constitute sexual harassment;

B. Describes the school district's procedural steps taken from the receipt of the complaint to the determination; Includes findings of fact to support the determination;

C. Includes findings of fact to support the determination;

D. Includes conclusions regarding applicants of the discipline code to the facts;

E. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the school's educational programs or activities will be provided to the complainant; and

F. The procedures and permissible basis for appeals.

10. Appeals. Within ten (10) days of a determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:

A. A procedural error affected the outcome.

B. New evidence that was not reasonably available at the time of the determination and could affect the outcome;

C. Conflicts of interest on the part of the Title IX coordinator, investigator or decision maker that affected the outcome.

If an appeal is made, the school district will provide written notice to both parties of the appeal. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision maker who is not the Title IX coordinator, the investigator or the original decisionmaker. The appeal decisionmaker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decisionmaker will receive training as mandated by law. The decision of the appeal decisionmaker will be final and nonappealable. The written decision of the appeal decisionmaker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

10. Recordkeeping. The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.
The district will also post the training materials used to train Title IX coordinators, investigators, and decisionmakers on the district website at: www.guymontigers.com. These materials will also be available to the public.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

11. Retaliation. The board of education prohibits retaliation by the school district or any employees of the school district against any person for the purpose of interfering with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process.

Charging a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

REFERENCE: Title VII of the Civil Rights Act of 1964
42 U.S.C. §2000e-2
29 C.F.R. §1604.1, et seq.
U.S. Department of Education of Education, OCR, Title IX Regulations Addressing Sexual Harassment

SEXUAL HARASSMENT/TITLE IX INCIDENT REPORT FORM

Date of Incident:_____ Time of Incident:_____ Room/Location of Incident:_____

Person(s) Initiating Alleged Sexual Harassment:

_____ Grade:_____ Class: _____

_____ Grade:_____ Class: _____

Person(s) Affected:

_____ Grade:_____ Class: _____

_____ Grade:_____ Class: _____

Check all boxes below that apply. Adult stated or identified inappropriate behaviors as:

- ☐ Name Calling
- ☐ Stalking
- ☐ Inappropriate Gesturing
- ☐ Staring/Leering
- ☐ Writing/Graffiti
- ☐ Threatening
- ☐ Taunting/Ridiculing
- ☐ Inappropriate Touching
- ☐ Other
- ☐ Spitting
- ☐ Demeaning Comments
- ☐ Stealing
- ☐ Damaging Property
- ☐ Shoving/Pushing
- ☐ Hitting/Kicking
- ☐ Flashing a Weapon
- ☐ Intimidation/Extortion

Describe the incident:

Witnesses Present:_____

Physical evidence: ☐ Graffiti ☐ Notes ☐ E-mail ☐ Web sites ☐ Video/audio tape

☐ Other:_____

Affected Student's Signature _____

Person Filing Report Signature _____

Staff Signature _____

Parent(s) contacted: Date _____ Time _____

Administrative response taken: _____

☐ I request a formal Title IX investigation. Signature _____

STUDENT INFORMATION

AGE

- Pre-Kindergarten children must be four years old on or before September 1 to enroll.
- Kindergarten children must be five years old on or before September 1 to enroll.
- First grade children must be at least six years old on or before September 1 to enroll.

SCHOOL HOURS - PREK - 4TH GRADE

HOMER LONG & PRAIRIE

The regular time for school to begin at Homer Long, Northeast, and Prairie Elementary is at 8:30 AM. Students arriving after 8:30 AM will be marked tardy. Children should not arrive before 7:45 AM. Children eating breakfast may enter the cafeteria at 7:45 AM. Dismissal time is at 3:45 PM. Children should report home immediately after dismissal.

CARRIER

The morning Pre-Kindergarten session is from 8:00 AM to 11:10 AM. The afternoon Pre-Kindergarten session is from 12:15 PM to 3:25 PM. (Students in afternoon Pre-Kindergarten should not arrive before 12:05 PM).

Children are not supervised before the beginning and the end of the school day (unless participating in extended day or extra-curricular activities). Please make sure transportation is provided promptly. Habitual lateness will be referred to the School Resource Officer. Students will not be allowed to walk home during school hours for any reason.

GOING HOME PROMPTLY

Students must leave the school premises within 20 minutes of dismissal unless otherwise directed by a teacher or school official. Students who are not picked up within 20 minutes of dismissal more than 5 times will be referred to the School Resource Officer for appropriate follow-up.

DRESS CODE

UPPER GARMENTS

Shirts and/or dresses must have sleeves to tip of shoulders. All upper garments must be worn in a way that eliminates exposure of the chest, back, midsection, side and/or under garments. Students may wear the layered look as long as the primary garment is in compliance with the dress code.

LOWER GARMENTS

Yoga pants, leggings and spandex shorts are allowed if covering garment is covering the bottom. Dresses and all shorts must be no more than 3" above the knee cap. Slits or holes in pants must be fingertip and below. Pajama pants may only be worn on a designated dress-up day.

JEWELRY AND TATTOOS

Tattoos must not be obscene or inappropriate for school. Students may NOT wear watch or wallet chains, long tailed belts, or nonprescription sunglasses or contacts. All jewelry worn should be appropriate for school attendance and not pose a threat to the safety of other students.

SHOES

Students must wear appropriate footwear. House shoes, spiked or cleat soles may not be worn, roller skate shoes may not be worn. (NO HEELYS). Elementary students are not to wear flip flops, open toed or open heeled shoes for safety during recess and PE. Crocs & Ugg's must have a heal strap in place.

ADDITIONAL INFORMATION

Clothes must be sized appropriately. Hats, caps, bandanas, hoods or blankets must not be worn inside the building. Printed tee shirts, which advertise alcoholic beverages, tobacco products, or drugs, have pictorial designs or printed phrases that are sexually suggestive; have obscene connotations; and/or have a double meaning or innuendos; or are related to gang activity may not be worn at school. This includes printed text on the student's pant bottom. Clothing may not be worn in any way to reflect gang affiliation, conceal contraband, or create a distraction.

STUDENT APPEARANCE VIOLATION

A student found to be in violation of the dress code will be required to change the article of clothing. The violation will be documented, and the parent/guardian will be notified. If changing the article of clothing to conform to the dress code requires a student to miss time from class, the absence will be recorded as unexcused, and the student will be required to work with the teacher to make-up for time lost in class.

Physical Education Dress Code: On P.E. day students **must** wear appropriate athletic footwear.

(Guymon Public Schools does not discriminate on the basis of race, color, national origin, gender, age, religion 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. Exceptions will be made to its dress code to ensure that students with disabilities can participate.)

LUNCH AND BREAKFAST

Guymon Elementary Schools provide lunch and breakfast programs. Prices are available at your child's school. Forms will be provided to every family concerning eligibility requirements for free and reduced meals. If your child eats a second lunch, charges will apply. **After $20.00 in charges, students will no longer be allowed to charge school lunch. The student will receive an alternative lunch.** When lunches are paid, the student may eat school lunch. Please contact the Food Service Office to make arrangements for unpaid lunches at 338-4340. There will be no lunch charges after April 1st of each school year.

Students must eat either a school lunch or sack lunch from home. Carbonated beverages are not allowed. **We don't recommend commercially produced food from retail sources. This includes fast food restaurants.**

ROOM PARTIES

Two dates are set each year for room parties: Christmas and Valentine's Day. We try to hold other activities to a minimum because of our full schedule. Birthday treats are allowed. **Parents should notify the teacher at least one day in advance if they plan to send store bought treats. Please follow USDA guidelines for child nutrition.** Surprise parties for students are not allowed. Please check with classroom teachers about known allergies. Visitors are not allowed to attend classroom parties.

FLOWERS, BALLOONS, AND GIFTS

Flowers, balloons, and gifts will not be accepted from any individual or florist for delivery to any student attending Guymon Public Schools. They cannot be left in the office for students to pick up.

HOMECOMING MUMS & GARTERS

These items cannot be worn during school hours.

TOYS AND VALUABLES

Do not allow your child to bring toys, fidget toys, yo-yo's, electronic items, or large amounts of money from home to school. Exceptions may be made by administration on a case by case basis. We are not responsible if these should be lost, broken, or stolen.

STUDENT INSTRUCTION

MINUTE OF SILENCE & PLEDGE OF ALLEGIANCE

Each day, after the tardy bell rings, the teacher will lead their class in the pledge to our nation's flag. Teachers will then lead their class in a minute of silence.

ATTENDANCE

The current calendar with all holidays and significant dates for the school year can be found on the school website at www.guymontigers.com. Please keep this reference sheet handy and plan family activities so regular attendance for all students will be possible.

Regular and punctual attendance is required for all pupils enrolled in school. No other single factor does more to aid student progress than regular attendance. However, children should not be sent to school when ill, have a temperature, have a rash from a contagious disease, have head lice, have a skin infection, or any other symptoms of illness that could be spread to other students.

When a child must be absent, the parent or guardian should call the office giving cause, and making arrangements for picking up make up work. You may call 580-338-4340. Teachers appreciate make-up work being turned in as soon as possible. Your student has one day for every day absent, plus one day, to turn in this work. For example, if your student is absent three days, the makeup work is due four days after returning to school, at the latest. **Students turning in work after this time frame will receive no credit.**

A child who arrives 1½ hours late will be counted present one-half of a day. A child who leaves school 1½ hours early will be counted present one-half of a day.

Unexcused absences are given if there is no approved doctor note or documentation.

Guymon Public School functions in accordance with school board policy attendance rule. If a child is absent for more than 10% of the school calendar days, credit will not be issued. These days do not include days that a doctor's note is on file with the school secretary, but do include all other excused and unexcused absences. A review committee made up of an administrator, counselor, and teachers may make exceptions to this policy in extreme circumstances.

Please see **STUDENT ATTENDANCE POLICY FDC and FDC-R1 (Appendix A).**

Parents will be notified of poor attendance by the school pursuant to District Attorney recommendations. Students achieving perfect attendance will receive an award. In order to be eligible for perfect attendance, students must not have any absences or tardies.

Please see Attendance Procedures (Appendix A).

REPORT CARDS & PARENT TEACHER CONFERENCES

Report cards will be given out each 9-week period. At the end of the first and third 9-weeks, parents will pick up the report card at a parent/teacher conference. Your child's teacher or site will communicate about a conference time.

Frequent visits with your child's teacher help you understand what your child is doing in school. Please make appointments by telephone or by note, so that the teacher may have your child's records and school work available for discussion.

Please do not attempt to confer with teachers during class time because they are busy with classroom activities. Students will not be removed from class to accept messages. Messages will be delivered at a time least disruptive to instruction.

GRADE SCALE (3RD & 4TH)

90-100=A
80-89=B
70-79=C
60-69=D
59 & below=F

PK-2 will use a standards-based report card.

HOMEWORK

Homework is usually unfinished classwork, extensions of classroom instruction, or preparation for a test. It is the responsibility of the student, under parent supervision, to complete and return this work. **Failure to return homework will result in disciplinary action.**

PROMOTION AND RETENTION

Skills Based: Kindergarten through 2nd Grade retention will be based on portfolio assessment and classroom performance according to the Minimum Requirements identified by Guymon Public Schools. In accordance with mandates under H.B. 1017, students in 3rd grade through 4th grade must achieve a grade average of 65% or higher in each of three or more major courses of study to be promoted to the next higher grade.

The major courses of study are math, reading, English, science, and social studies. Parents will be notified of any recommendation for retention. A copy of such request will be included in the permanent record of the student. Any appeal to this process must be made through the Guymon Board of Education.

READING SUFFICIENCY ACT

The State of Oklahoma requires that each K-3 student be assessed using multiple, ongoing assessments. Students found not to be ready at the appropriate grade level are provided a reading assessment plan, which includes a program of instruction in reading designed to bring the student's reading skills up to grade level.

Please see STUDENT RETENTION POLICY EIA-R4 (Appendix A).

LIBRARY

We encourage students to read for pleasure. Each student can check out library books from the library. Students are responsible for books checked out in their name. Lost or damaged books must be paid for. If lost books are found and returned, reimbursement of payment for these books may be made only during the same semester. Unpaid fines will keep students from checking out books.

INDIVIDUALIZED PROGRAMS

Individualized programs are provided for target students who qualify for Special Education: English Language Learning (ELL), Gifted and Talented Education (GATE), Title I, and Proficiency Based Promotion. For more information, contact the principal.

BAND, CHOIR, AND SCHOOL PROGRAMS

A balanced curriculum is offered to all elementary students including the arts and physical education. Various programs will be presented at different times throughout the year. Parents are welcomed and encouraged to attend.

FIELD TRIPS

Extended learning beyond the classroom will be provided at various times through field trips. Parents will be notified prior to each of these trips.

PLAYGROUND & LUNCHROOM SUPERVISION

A school employee is on duty on the playground at all times during recess. At least one school employee is always on duty in the lunchroom to maintain proper order.

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM

The following concepts may NOT be taught to students, included in curriculum or instructional materials, included in employee professional development, or included in diversity, equity, or inclusion plans:

- one race or sex is inherently superior to another race or sex.
- an individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously,
- an individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- an individual's moral character is necessarily determined by his or her race or sex,
- an individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

If a violation occurs, a person may file a complaint by completing, signing, and turning in the district complaint form to Melissa Watson, Superintendent, 580-338-4340 or via email at melissa.watson@guymontigers.com.

Please see PROHIBITION OF RACE AND SEX DISCRIMINATION POLICY EGG and EGG-E (Appendix A).

STUDENT BEHAVIOR

STUDENT CODE OF CONDUCT

Students are expected to behave in a manner which is acceptable to students, teachers, administrators, and society in general. Students are under the authority of the principal, teachers, and support staff.

The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in school, in school vehicles to or from the school, or while attending or participating in any school function authorized by the school district.

Parents are crucial in the support given to their children and the school. It will be our aim to work with students and parents in a positive manner. It is therefore of the utmost importance for the teacher to communicate with the parent in securing their help, support, and cooperation. Parents will be contacted by the school concerning disciplinary actions administered by school officials.

STUDENT RULES OF CONDUCT

- Students are not to threaten, intimidate, or cause bodily harm to any school employee or any student. Fighting will not be tolerated. Police can and will be called if needed and can result in school suspension.
- Students are not to throw dangerous or inappropriate objects.
- Students should always have teacher permission to leave classrooms.
- Students should not run in halls or classrooms, and noise levels should be kept to a minimum.
- Students will not use, possess, or distribute tobacco, alcohol, vapes & E-cigs or drugs in the building and/or school property (to include bus and bus stops). This also includes school activities.
- Students are not to have in their possession matches, lighters, knives, weapons, ammunition, fireworks or nuisance items (yo-yo's, homemade slingshots, dart guns, laser pointers, etc.).
- Students should never leave the school grounds without proper permission.
- Students must not use foul language, gestures or sexually suggestive language or behavior.
- Students are not to vandalize, damage, or steal property. (Including tablets, headphones or chromebooks.) Fines will be assessed for damage.
- Students are expected to be on time for all classes unless officially excused.
- Students are not to bring gum or candy to school unless permission has been given.
- Students are to do their own work. Cheating will not be tolerated.
- Students are to be in compliance with the dress code.
- Students will not use gang-related hand signs or written expressions.
- Any hand-held electronic devices not conducive to learning will not be allowed in the classroom from first bell of the day to last bell of the day:
  - cell phone
  - cameras
  - handheld gaming devices
  - bluetooth headphones
  - smartwatches
- Electronic devices are not needed at the elementary schools. If they are brought to school, they should be turned off at all times and put away. If any electronic devices are seen or heard, they will be picked up and sent to the office for parents to pick up. These include but are not limited to cell phones, smart watches (any type of device that can send or receive messages, can take pictures, or can get online using Wi-Fi.) Gaming units are not permitted at any time.
- Sexting (using a cell phone or any other electronic device to send texts or email or the possession of texts or images that can be interpreted as indecent or sexually suggestive) is prohibited. Students in violation of this policy will face suspension, have their devices confiscated, and any images suspected to violate criminal laws will be referred to law enforcement authorities.

DISCIPLINE

All students enrolled in the Guymon Public Schools will be expected to abide by the rules and regulations set forth by the administration, teachers, and Board of Education while in attendance at school or school-sponsored activities, or while being transported to or from school or school sponsored activities in district-owned transportation equipment. Any student who is found to be disobeying the rules or showing disrespect for any authorized school personnel and/or school property will be subject to disciplinary action. The disciplinary action to be taken will depend on the severity of the violation and the number of times the student has broken regulations.

Guymon Elementary Schools have adopted assertive discipline plans appropriate for each grade. Based on the idea that **all children in the classroom have the right to learn and should do nothing to keep teachers from teaching and children from learning,** rules and consequences have been adopted. A copy of these rules will be provided by your child's teacher.

In-School Suspension/Detention (ISS/ISD): Cannot be appealed by parents. It is a program designed to remove a student from their regular classroom on a temporary basis generally due to chronic classroom misbehavior or other serious concerns which normal discipline action has not corrected. This program is also intended to isolate the student from their social peers to minimize any peer pressure which may be affecting their behavior. A student in Detention or In-School Suspension will receive a sack lunch.

Out-of-School Suspension (OSS): This is a suspension whereby a student is excluded from attending school activities, or being on school grounds for a designated period of time. Students suspended out-of-school have the right to appeal the decision of the administration directly to the Superintendent. An education plan will be provided for students. Students, who complete assigned work during out-of-school suspension, will return their work no later than the first returning day following completion of suspension. Assignments not returned will receive a zero. Tests should be made up by arrangement with individual teachers.

Written notice of a request for an appeal hearing with the Board of Education shall be received by the district Superintendent within three (3) business days of receipt of the suspension notice. (O.S.S.70-488)

ELECTRONIC DEVICES ACADEMY

Students may bring cell phones to school but they must remain in lockers until school is dismissed. If a student is caught using a cell phone during the day, it will be taken to the office. A parent will be required to pick up the cell phone from the office. Smart watches are not allowed in classrooms and must remain in lockers until school is dismissed.

CARRIER, HOMER LONG, AND PRAIRIE

Cell phones and smart watches are not allowed in classrooms by students. If one of those items is needed by the student, parents must make arrangements with the building principal.

Please see PERSONAL ELECTRONIC DEVICES POLICY FNG, STUDENT DISCIPLINE POLICY FO, and SUSPENSION OF STUDENTS POLICY FOD and FOD-R (Appendix A).

TECHNOLOGY

Guymon Public Schools is committed to keeping students safe in the use of technology. All parents, students and staff must sign yearly agreements.

Please see INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY EFBCA and INTERNET ACCESS CONDUCT AGREEMENT EFBCA-E (Appendix A).

BULLYING

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated.

BULLYING

Itis the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Isolated action does not meet the state's definition of bullying. However, the administration will investigate isolated incidents or actions and apply appropriate discipline under the student discipline code. This policy addresses bullying which is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district

BULLYING (Cont.)

15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

All school employees at each school site shall be required to complete professional development training in school bullying prevention, identification, response and reporting that meets the requirements of Oklahoma law and shall include recommendations from each school site's Safe Schools Committee.

Students will receive annual training regarding identifying, preventing, addressing, and reporting incidents of bullying via educational programs. These programs may include, but are not limited to, classroom discussions, assemblies, multimedia and presentations. The purpose of the educational programs are to assist students in the identification of bullying behaviors, reporting procedures and the consequences for violation of school policy.

The district will implement a research-based educational program as designed and developed by the Oklahoma State Department of Education for students and parents to prevent, identify, respond to and report bullying.

A copy of this policy will be furnished to each student and teacher in this school district.

REFERENCE: 21 O.S. §850.0
70 O.S. §24-100.2

THIS POLICY REQUIRED BY LAW.

PROHIBITING BULLYING (REGULATION)

The Guymon Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

PROHIBITING BULLYING, REGULATION (Cont.)

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

   70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

   A. Harm another student;

   B. Damage another student's property;

   C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or

   D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

2. The "Reasonable Person" Standard

   In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

   Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

PROHIBITING BULLYING, REGULATION (Cont.)

A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Guymon Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

1. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Guymon Public Schools is committed to providing appropriate and relevant training to staff

PROHIBITING BULLYING, REGULATION (Cont.)

regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

B. Guymon Public Schools' Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with and adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC.)

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.

PROHIBITING BULLYING, REGULATION (Cont.)

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

PROHIBITING BULLYING, REGULATION (Cont.)

from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences may be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at www.guymontigers.com. and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

HARASSMENT/BULLYING INCIDENT REPORT FORM

Date: _____ Time: _____ Room/Location: _____

Student(s) Initiating Bullying/Harassment:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Student(s) Affected:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Type of Harassment Alleged:

Racial _____ Sexual _____ Religious _____ Other _____

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

_____ Name Calling
_____ Stalking
_____ Inappropriate Gesturing
_____ Staring/Leering
_____ Writing/Graffiti
_____ Threatening
_____ Taunting/Ridiculing
_____ Inappropriate Touching
_____ Other _____

_____ Spitting
_____ Demeaning Comments
_____ Stealing
_____ Damaging Property
_____ Shoving/Pushing
_____ Hitting/Kicking
_____ Flashing a Weapon
_____ Intimidation/Extortion

Describe the incident:

_____

_____

Witnesses Present:_____

Physical evidence: Graffiti _____ Notes _____ E-mail _____ Web sites _____ Video/audio tape _____
Other _____

Staff signature _____

Parent(s) contacted: Date _____ Time _____

Administrative response taken:

_____

HOW TO PREVENT BEHAVIOR PROBLEMS

Prevention is the name of the game. There is a desperate need for personal communication between parents and children.

Suggestions for parents:

HAVE A PARENT/STUDENT CONFERENCE EVERY DAY!

* Listen to your children.
* Hear their needs.
* Be positive.
* Be honest.
* Discipline when necessary.

Don't depend on efforts from outside the home. Only you can communicate effectively within your family situation.

We reserve the right to refer a student to any appropriate community agencies.

BUS CONDUCT

Students should obey the bus driver and/or monitor at all times and treat them with the same courtesy they show their classroom teacher. Students should behave appropriately while riding the bus. Each student riding the bus will be given a copy of the rules. All parents and students riding a school bus must sign a yearly bus agreement.

Parents will be notified if there is misconduct by a student on the bus. If such misconduct continues, the student's bus riding privilege may be suspended by either school authorities or the transportation director at 580-338-4340.

SPORTING EVENT BEHAVIOR

Rules for Home Games:

1. Be a good citizen.
2. Be careful/courteous to others.
3. Don't play on the track.
4. Don't sit on the wall or rails
5. Don't climb on the hill.
6. Don't throw rocks.
7. Don't run in the concession area.
8. No throwing of objects.
9. No running.
10. Follow instructions of your parents, police or school personnel

CONSEQUENCES FOR BREAKING A RULE

2. The student will be asked to leave the game.
2. The student activity ticket will be revoked.
3. Students will be prohibited from attending future events.

Inappropriate behavior at a school function will result in the loss of an activity ticket and any other action found necessary.

SEARCHES

Students shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time. Police or appropriately approved school personnel have the right to search persons or property with reasonable suspicion.

Please see SEARCH OF STUDENTS POLICY FNF (Appendix A).

SCHOOL RESOURCE OFFICER

Guymon Public Schools system believes that school must be a safe place for students and staff. Three School Resource Officers and a canine help to ensure that our students and staff have a safe, drug-free environment.

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, handle, or transmit any object that can be considered a weapon. Each incident involving a weapon or dangerous instrument will be subject to the appropriate Oklahoma Statutes. Students aware of weapons on campus should report this to teachers or the principal. Reporters will remain anonymous. Any weapon confiscated will be turned over to the proper authorities.

GANG ACTIVITY

It is the policy of Guymon Public Schools that membership in secret fraternities, sororities, clubs, or gangs not sponsored by established agencies or organizations are prohibited. Any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang activity will be subject to disciplinary action.

THEFT

Theft on school property may result in up to one year of suspension. Acts of stealing may be reported to the local police.

THREATS

Any student making threats of any nature may be suspended. A psychological evaluation of the student may also be required, at the parent/guardian's expense, before the student may return to school.

TOBACCO

The use or possession of tobacco in any form is not permitted in the school building, on school grounds, on school buses, or at school activities. E-cigarettes and similar products will be confiscated and tested for illegal drugs. Students found to be in possession of or using any tobacco product will be placed in ISD or suspended, and the student will receive a "minor in possession" ticket from the resource officer. The use of e-cigarettes, nicotine gum, or other similar products will be considered the same as tobacco products.

TRESPASSING

Unauthorized individuals found in the building or on school property are subject to trespassing charges. This includes students on suspension who have no prearranged authorization to be on school property. **TRESPASSERS WILL BE ARRESTED.**

VANDALISM

Vandalism of school property may result in up to one year of suspension. Any act of vandalism will be reported to the local police.

TELEPHONE

Children will be allowed use of the telephone in EMERGENCY SITUATIONS ONLY. Calling home for permission for non-emergency situations will not be permitted. An understanding of what the child is doing after school should be made before coming to school. Any change in after-school transportation MUST be accompanied by a note or parent phone call.

PARENT INFORMATION

PARENT ORIENTATION

All parents are encouraged to attend the Parent Orientation (Pre-K-4th) at the beginning of the school year. This is a time to meet your child's teachers and learn what will be expected of your child during the year.

MEDICAL TREATMENT AND MEDICATION

Basic first aid in case of injury is administered. If serious illness or injury occurs to your student while at school, an attempt will be made to contact the parent/guardian and school nurse. If unable to locate the parent/guardian, the emergency number given on the enrollment card will be called. If unable to locate either, 911 will be called. In extreme emergencies, 911 will be called immediately.

If your student has a chronic disease (epilepsy, diabetes, attention deficit disorder/attention hyperactive disorder, or asthma) and must take medication at school, the parent/guardian must obtain, fill out and sign a medication release form, get a doctor's statement (for each medication), and provide the medication. This form is available in the office of your school. The returned form and the medication will be kept in the office. For over the counter medication permission must be granted in writing per board policy.

Please see MEDICATION POLICY FFACA (Appendix A).

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

Deciding when your child is too ill to go to school can be difficult. However, in order for your child to be available for learning, and to control communicable illnesses in school, it is important to keep your child home for the following reasons:

- **FEVER** – Your child should not have a fever of 100* or higher, and off of all fever reducing medications for 24 hours before he/she returns to school. Please do not give your child medication to treat a fever and then send him/her to school. This exposes everyone to whatever illness your child may have.

- **SORE THROAT OR TONSILLITIS** – A minor sore throat is not a problem, however if your child has a severe sore throat with enlarged tonsils please keep them home and contact your health care provider. If your child is diagnosed with Strep Throat, they may return to school 24 hours after they begin antibiotic treatment.

- **SPOTS/RASH** – Do not send your child to school with a rash until your health care provider has said that it is okay to do so. The child will need to bring a note from a doctor stating that he/she is okay to return to school. Children with ringworm, scabies, or impetigo can return to school after 24 hours of appropriate treatment. The affected areas should be covered if at all possible.

- **SEVERE COUGH/COLD SYMPTOMS** – Children with severe coughs need to stay home and possibly see their health care provider.

- **RED/PINK EYE AND/OR DRAINAGE** – If your child's eye is red, swollen, and/or has yellow/green drainage then your child needs to stay home from school. Your child may return to school when the eye is clear or 24 hours after beginning treatment from your healthcare provider. Please bring a note from your health care provider stating that your child is okay to return to school.

- **VOMITING AND/OR DIARRHEA** – Your child should stay home until the illness is over, and for 24 hours after the last episode without medications.

- **HEAD LICE** – Students must be treated per our school policy (please contact the school) and checked by one of the school nurses before returning.

Remember to call the school every day that your child is absent. If your child does go to see their health care provider during their absence, please bring a note to the school so that they can be excused. Make sure the school has your current contact information in case your child becomes ill or is injured at school. If you have any questions you may contact your child's school nurse.

IMMUNIZATIONS

Immunization of school-age children is a very important way of protecting and promoting the health of children in Oklahoma. In accordance with Oklahoma law, every school-age child must have the following vaccines or a certificate of exemption.

Children entering Kindergarten through Grade 6:

- **5 doses of DTP/DTaP (unless the fourth DTP/DTaP was received after the fourth birthday)**
- **4 doses of Polio (unless the third dose was received after the fourth birthday)**
- **2 MMR**
- **2 doses of Hepatitis A**
- **3 doses of Hepatitis B**
- **1 dose of Varicella (Chickenpox) or a parent's written statement of history of the disease is acceptable.**

The completion of these vaccines from start to finish is a minimum of 6 months. START NOW!

A list of immunization locations can be found at guymontigers.com.

All children transferring from other school districts of other states are also required to have these immunizations. It is the parents' responsibility to follow up and finish the series of immunizations. This is monitored closely, and your student will not be allowed to attend school if an immunization is due.

STUDENTS WILL NOT BE ALLOWED TO ATTEND SCHOOL WITHOUT DOCUMENTATION OF THE REQUIRED IMMUNIZATIONS OR EXEMPTION CERTIFICATE.

STORMS

Every precaution will be taken to protect children in case of severe weather during school hours. Parents concerned about the safety of their children during a storm should feel free to come for them any time at school. However, DO NOT TELEPHONE DURING A STORM. The phone lines need to remain open.

WEATHER

It is the policy of Guymon Public Schools to be open every day it is possible. Parents are urged to use their own judgement in sending their children to school when the safety of the child is involved. School cancellations will be posted through SchoolStatus, the district Facebook page and guymontigers.com. Early cancellations may be a possibility.

SAFETY

The safety of children coming to school, while at school and on the way home is always of great concern to us. We have safety units in subjects taught at school through which we stress all types of safety. You can help a great deal if, at the first of school, you will walk with your child over his/her route to school, pointing out danger spots and where to cross streets.

We always have very heavy traffic around our schools before and after school. In accordance with state laws, please keep our children safe by doing the following:

- Obey ONE-WAY, STOP, and STREET CLOSED signs around schools.
- No U turns.
- **Never park by a STOP sign, in the street, or on the crosswalk for any length of time in order to let out or pick up students.**
- Obey all speed laws and traffic laws.
- Stop for pedestrians in and around crosswalks.
- No double-parking.
- **Do not pass a school bus with flashing lights and STOP sign extended.**
- NO PARKING in bus loading and unloading zones.
- Always be alert.
- NO PARKING in handicapped zone without a permit.

PARENT RIGHTS (FERPA)

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;
2. The right to exercise limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

Please see FERPA POLICY FL-R and PARENT PARTICIPATION IN THE SCHOOL DISTRICT POLICY EHBDBA (Appendix A).

SURVEYS

Parents may opt out of any survey for their student. Parents can review survey questions prior to signing the opt out form.

Please see TESTING PROGRAM STUDENT SURVEYS REGULATION POLICY EK-R1 (Appendix A).

STUDENT RESIDENCY

It is the policy of the Guymon Board o fEducation that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody within the district as defined in 70 O.S. 1-113 ©. Provided that such parent, legal guardian, person or institution having legal custody contributes to a major degree to the support of such child. Questions concerning the legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. 1-113. (For the complete policy please see the district website, www.guymontigers.com)

TECHNOLOGY

Guymon Public Schools is committed to keeping students safe in the use of technology. All parents, students and staff must sign yearly agreements.

- **LOST AND DAMAGED CHROMEBOOKS**

Chromebooks will be checked out to a student. Each Chromebook has a different barcode. When the student is issued a Chromebook, the student is responsible for the Chromebook that was issued with their student identification number. Whether the device is lost, stolen, or damaged (by you or unknown persons), the student is responsible for all damages that are associated with their school identification number. The cost of damages varies and will be assessed according to the Digital Device Policy.

- **INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE POLICY**

The Board of Education believes that the use of the Internet and other local and /or wide area networks will further education by promoting the exchange of information and ideas and by providing intra- and inter-district, statewide, national, and global opportunities for staff, students, and the community. Students will be able to access the Internet under the supervision of their teachers. Individual student and parent accounts and e-mail addresses will not be provided and the user will not be permitted to use the address to send and receive mail at school unless related to classroom projects and under the supervision of a classroom instructor.

- **DIGITAL CITIZENSHIP INSTRUCTION**

All Kindergarten through 4th Grade students will receive instruction in Digital Citizenship as part of the school's commitment to fostering responsible and ethical technology use. This instruction is aligned with the Oklahoma State Department of Education standards and is designed to help students develop the skills needed to navigate the digital world safely, respectfully, and effectively.

GRIEVANCE PROCEDURES
SEX DISCRIMINATION/HARASSMENT
(REGULATION)

In accordance with the policy of the board of education, the following regulation governs the processing of student sexual harassment grievances in this school district.

1. Any student of this school district who wishes to file a sexual harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with the superintendent, principal, or counselor. The administrator taking the complaint will document the time, place, complainant, and incident and immediately forward the complaint to the grievance committee. The grievance committee will appoint a senior administrator to investigate the grievance. The grievance shall set forth the circumstances of the incident and the identity of the student(s) or employee(s) involved. The superintendent, or appointed administrator, shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.

2. During the investigation of the incident, the superintendent or appointed administrator who interviews the grievant shall ensure that a staff member who is the same sex as the grievant will be present. This may help the grievant to feel more comfortable.

3. The investigation shall be completed within ten days of the filing of the grievance. Results of the investigation, along with recommendations and suggestions, shall be shared with the grievant, unless it violates another student's confidentiality.

4. If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the superintendent or the investigating administrator, the grievant may request a hearing by the grievance committee. Upon receiving a request for a hearing, the grievance committee shall schedule the hearing to occur within twenty days from the date of the request.

5. Both the grievant and the person against whom the complaint was made (respondent) may be represented by legal counsel at the hearing. Within ten days of the hearing, the grievance committee shall furnish a written report of its findings and recommendations to both the grievant and the respondent while maintaining confidentiality.

6. The superintendent shall, within five days of the receipt of the grievance committee's report, act upon the recommendations of the committee or furnish a written report to the grievant explaining why the recommendations will not be implemented.

7. Upon receipt of the superintendent's report, the grievant may file a written appeal with the board of education. The board of education shall, within thirty days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee.

STUDENT ATTENDANCE

The Guymon Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case by case basis.
The superintendent is directed to establish an attendance regulation, subject to board approval, which supports this policy.

REFERENCE: 70 O.S. §10-105, §10-106
Department of Education, Administrator's Handbook

ATTENDANCE POLICY
(REGULATION)

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

ABSENCES

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury *
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent to notify the school if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.
The district will require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.
A student will not be considered absent from school if:
1. They are not physically present at school but are completing work in a distance learning program or virtual online

program approved by the school district and are meeting the following attendance requirements:

a. The student has completed instructional activities on no less than ninety (90%) of the time that services were provided in a virtual or distance learning format to include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,

b. The student is on pace for on-time completion of the course as required by the school district,

c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.

2. The student will be allowed to make up any work missed while participating.

Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up. 100% of the grade will be counted.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school. The student may be subject to further disciplinary action.

Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 10 minutes late of the class period is counted absent for the period.
3. Every 5th tardy will constitute an unexcused absence from that class.

Any student who exceeds the 10 day limit for unexcused absences may appeal to the attendance committee for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance. A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

* LEGAL REFERENCE: 38 O.S. §37
70 O.S. § 10-105
70 O.S. § 3-145.8

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

(1) One race or sex is inherently superior to another race or sex,
(2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
(3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
(4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
(5) An individual's moral character is necessarily determined by his or her race or sex,
(6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
(7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
(8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

(A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
(B) Identify the dates the alleged discriminatory act occurred;
(C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
(D) Include relevant information that would enable a public school to investigate the alleged violation; and
(E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Melissa Watson as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at (580) 338-4340 and via email to melissa.watson@guymontigers.com. This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim.

PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't

Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

LEGAL REFERENCE: 70 O.S. § 24-158
State Accreditation Standard 210:10-1-23

A policy on this issue is required by the
Standards of Accreditation for Oklahoma Schools
Effective July of 2021

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS COMPLAINT FORM

TO: _____,
This must be submitted in writing either in person or via email.

On the ____ day of _____, 20____, _____(Name of Employee) violated 70 O.S. § 24-157(B) by requiring or making a part of a course taught by the school district the following discriminatory principle:

(1) One race or sex is inherently superior to another race or sex,

(2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,

(3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,

(4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,

(5) An individual's moral character is necessarily determined by his or her race or sex,

(6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,

(7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or

(8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

Please circle the item above that was violated. An explanation of the alleged violation, how the above item was violated, and relevant information to enable the district to investigate the alleged discriminatory conduct includes, but is not limited to:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't

The district may interview the following individuals:

_____
_____
_____
_____
_____
_____
_____

I, _____, attest that the information that I have provided above is correct and accurate.

_____
Complainant

NOTE: This form is optional the district is certainly free to require a different document in its place.

MEDICATION:
ADMINISTERING TO STUDENTS

It is the policy of the Guymon Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a nonprescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:

   A. student's name,
   B. name and strength of medication,
   C. dosage and directions for administration,
   D. name of physician or dentist,
   E. date and name of pharmacy, and
   F. whether the child has asthma or other disability which may require immediate dispensation of medication.

   The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

   A. purpose of the medication,
   B. time to be administered,
   C. whether the medication must be retained by student for self-administration,
   D. termination date for administering the medication, and
   E. other appropriate information requested by the principal or the principal's designee.

2. Self-administration of inhaled asthma medication by a student for treatment of asthma, an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

   A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.

   B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

   C. Permission for the self-administration of asthma, anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

   D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, anaphylaxis medication, or replacement pancreatic enzyme medication at all times.

MEDICATION: ADMINISTERING TO STUDENTS (Cont.)

E. Definitions:

1. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.

2. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.

3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.

4. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator, or administrator's designee, will:

A. Inform appropriate school personnel of the medication being administered
B. Keep an accurate record of the administration of the medication
C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
D. Return unused prescription medication to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.
This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

REFERENCE: 10 O.S. §170.1 59 O.S. §353.1 70 O.S. §1-116, et seq.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

DEFINITIONS

For the purpose of this regulation, the school district has used the following definitions of terms:

Student

Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

Eligible Student

A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

Parent

Either natural parent of a student unless his or her rights under the Family Educational Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Records

Any item of information or record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:

   A. It was made as a personal memory aid;

   B. It is in the sole possession of the individual who made it; or

   C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;

2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or

3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

Personal Identifier

Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

LOCATIONS OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	Individual School Sites	School Principal
Cumulative School Records (Former Students)	Administration Building	Enrollment Center
Health Records	Individual School Site	School Principal
School Transportation Records	Individual School Site	School Principal
Speech Therapy Records	Special Education Office	Special Education Director
Psychological Records	Individual School Site	School Principal

PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.
The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).
The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.
If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.
When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

FEES FOR COPIES OF RECORDS

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records to third parties (not parents or students) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

1. The student's name;
2. The student's class designation (i.e., first grade, tenth grade, etc.);
3. The student's extracurricular participation;
4. The student's achievement awards or honors;
5. The student's weight and height if a member of an athletic team;
6. The student's photograph.

(NOTE: A district may designate all, some, or none of this information as directory information.)

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment. After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

The school district has created a limited directory information policy and will not fulfill directory information requests for commercial purposes or for marketing purposes.

USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);
2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;
3. The parties who provide or may provide financial aid to a student to:

   A. Establish the student's eligibility for the aid,
   B. Determine the amount of financial aid,
   C. Establish the conditions for the receipt of the financial aid, or
   D. Enforce the agreement between the provider and the receiver of financial aid;

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;
5. To accrediting organizations to carry out their accrediting functions;
6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision);
7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student;
8. or In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
2. The information is necessary and needed to meet the emergency;
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency;
4. or Time is an important and limiting factor in dealing with the emergency.

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or the class or organizations to whom the disclosure is to be made;
4. The parent's or eligible student's signature; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.
The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be redisclosed without the parent's or eligible student's prior written consent.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student; or for
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

First Level Decision

When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

Second Level Decision

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

Third Level Decision

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level.

Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:

1. The school district's decision that the record is correct and the basis for the decision;
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;
3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and
4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth Level Decision

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.

2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:

   A. The school district's decision that the record is correct and will not be changed;

   B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and

   C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

PARENT PARTICIPATION IN THE SCHOOL DISTRICT

The board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district.

1. Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance and discipline. At the beginning of each school year each teacher shall provide parents with contact information so that a parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance and discipline.
2. Parents may request additional information from the administration to learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
3. Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality or religion. Parents are hereby informed that the withdrawal of a child from any state mandated courses could prevent their child from being eligible to receive a high school diploma.
4. If the school district offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rules adopted by the State Board of Education, parents may opt their child out of sex education instruction if the child's parent provides written objection to the child's participation in the sex education curricula.
5. Parents are hereby notified and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes.
6. Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved by the school. A list of school clubs that have been approved by the board of education is available from the administration upon request.
7. Specific parent rights and responsibilities provided under the laws of this state, include the following:

    a. the right to opt out of a sex education curriculum if one is provided by the school district.
    b. open enrollment rights.
    c. the right to opt out of assignments.
    d. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,
    e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statues,
    f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,
    g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,

PARENT PARTICIPATION (Cont.)

h. the right to review test results,
i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,
j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,
k. the right to receive a school report card,
l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,
m. the right to public review of courses of study and textbooks,
n. the right to be excused from school attendance for religious purposes,
o. policies related to parental involvement pursuant to this section,
p. the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and
q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the superintendent at the office of the school district. Within ten (10) days of receiving the request for information, the school principal or superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the requested information. If the request is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request, the parent may submit a written request for the information to the board of education. The board of education shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed on the agenda, the board of education shall formally consider the request at the next subsequent meeting of the board of education.

LEGAL REFERENCES: 70 O.S. § 10-106 70 O.S. § 11-103.3 70 O.S. § 11-103.6 70 O.S. § 11-105.1 70 O.S. § 11-106 70 O.S. § 1210.192 70 O.S. § 1210.301 through § 1210.308 70 O.S. § 1210.508E

THIS POLICY REQUIRED BY LAW.

SEARCH OF STUDENTS
(REGULATION)

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcoholic beverages as defined in the Oklahoma Alcoholic Beverages Act, dangerous weapons, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.

2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered
to be freely and voluntarily given.

4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.

5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched, if possible.

6. Strip searches are forbidden. No clothing except cold weather outer garments, shoes, hand coverings, and head coverings, except religious head coverings, will be removed before or during a search.

7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.

SEARCH OF STUDENTS, REGULATION (Cont.)

8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlaw ful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

9. The superintendent may designate personnel to transport items that are removed from a student to a centralized location within the school district or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a located container.

REFERENCE: **70 O.S. §24-102**
70 O.S. §24-101.3

GUYMON PUBLIC SCHOOLS

2026-2027

NORTH PARK HANDBOOK

5TH & 6TH GRADE

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NORTH PARK ELEMENTARY SCHOOL
1400 N. CRUMLEY
GUYMON, OK. 73942
580.338.4390

IT'S A GREAT DAY TO BE A NORTH PARK TIGER.

WEBSITE:
WWW.GUYMONTIGERS.COM

PRINCIPAL-MRS. MARIBEL GUTIERREZ
MARIBEL.GUTIERREZ@GUYMONTIGERS.COM

ASSISTANT PRINCIPAL- MRS. CHELSEA DURBIN
CHELSEA.DURBIN@GUYMONTIGERS.COM

WELCOME LETTER

Dear Parents,

Your children are our community's most valuable treasure, and we, as a school, take our responsibilities to those children seriously. We desire to provide your child a safe and secure environment conducive to learning to allow each child to achieve their maximum potential. We desire to provide a nurturing academic setting for each child to learn and thrive.

We look forward to the opportunities of this school year. A partnership between school and home is essential for the children to achieve their best, and we are anticipating a year of productive partnership with each of our families. We share your desire and concern that your child's best interests and well-being be foremost and look forward to working together with you.

This handbook has been provided as a tool for you and your student. We trust it will be helpful and make for a smooth school year. It is our effort as a school to communicate and explain those items that each family and teacher may have questions about.

We thank you for your support of the school. We have an outstanding staff who care deeply about your child's future. We guard the trust you grant us carefully and look forward to an exciting year.

Sincerely,
North Park Elementary

STUDENT HANDBOOK STATEMENT

This student handbook is designed to inform both students and parents/guardians of school policies, procedures, and regulations. All students, and thus parents, are responsible for knowing the information and regulations included in this handbook and are subject to all rules and regulations set by the Guymon Board of Education and Oklahoma State Department of Education, and Oklahoma Secondary School Activities Associations. The student/parent handbook is designed to inform you of school policies and procedures. All personnel hired by the Guymon Board of Education are authorized to enforce these rules and regulations. There may be instances in which policies/procedures may change, if so, students/parents/guardians will be notified.

In addition to the challenging academic program at North Park Elementary School, there are many extracurricular learning experiences offered for the students. Students are encouraged to get involved and use their talents and abilities to enhance their experiences at North Park Elementary School.

PERSONNEL

PRINCIPAL	MARIBEL GUITERREZ
ASSITANT PRINCIPAL	CHELSEA DURBIN
COUNSELOR	
SPECIAL EDUCATION DIRECTOR	DAVID SLAUGHTER
LIBRARY MEDIA SPECIALIST	AMY HARRIS
SECRETARY	LUCERO CASAS
ACTIVITY FUND CLERK	EMMA MONTOYA
ATTENDANCE CLERK/CASHIER	TIMMY LOFTIES
INSTRUCTIONAL COACH	DIANA SEABAUGH
SCHOOL NURSE	PERLA IBARRA
SCHOOL RESOURCE OFFICER	LISA DURAN

DISTRICT INFORMATION

NONDISCRIMINATION POLICY

“Guymon Public Schools does not discriminate on the basis of disability, race, color, religion, national origin, sex, age, veteran status, or gender.”

This notification is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 or 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.

Title IX Compliance Officer **Jessica Bickford, Librarian** **2002 N. James, Guymon, OK 73942** **580-338-4350**	**Title VI and ADA Compliance Coordinator** **Julie Edenborough, Asst. Superintendent** **111 NW 11th Street, Guymon, OK 73942** **580-338-4340**	**Section 504 Compliance Coordinator** **Melissa Watson, Superintendent** **111 NW 11th Street, Guymon, OK 73942** **580-338-4340**

US ENVIRONMENTAL PROTECTION AGENCY ASBESTOS INFORMATION

The United States Environmental Protection Agency has required that all public and private Schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies and defines procedures for managing and scheduling re-inspection of all asbestos present in school.

Using the certified reports, this includes laboratory analysis records. Precision Testing of Stillwater, OK has developed a certified Asbestos Management Plan. A copy of the plan is available for your inspection in our administrative office and each school building during regular office hours.

We are intent on not only complying with but exceeding federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to ensure the children and our employees have a healthy, safe environment in which to learn and work.

MISSION STATEMENT

"Educate all students, embrace diversity, and empower lifelong learning."

SCHOOL COLORS

Orange & Black

MASCOT

Tiger

FIGHT SONG

We're loyal to you GHS,
To the Orange and the Black, GHS
We'll back you to stand
Against the best in the land
For we know you will win, GHS,
Rah! Rah!
So Shoot for the goal, GHS
And fight heart and soul, GHS
Our team is our famed-protector
On, team, for we expect
A victory from you, GHS

SCHOOLS

Guymon Public Schools consist of the following:

Administration - **111 NW 11th**
High School - **1900 N. James**
Junior High - **700 N. James**
Academy Elementary - **7th and Academy**
Homer Long Elementary - **1500 N Beaver**
ELL Office - **111 NW 11th**
North Park Elementary - **1400 N. Crumley**

Carrier Elementary - **103 N Perkins**
Prairie Elementary - **1501 E. Hwy 3**
Food Service - **8th and Academy**
Special Ed Office - **1400 N. Crumley**
Homer Long Annex - **6th and James**
Enrollment Center - **111 NW 11th**
Bus Barn - **2720 Tumbleweed Drive**

DISABILITY ACCOMMODATIONS

Guymon Public Schools assures that all handicapped children residing in their district the right of access to a "free appropriate public education," as mandated by the Individuals with Disabilities Education Act (IDEA). For further questions, please contact your child's principal.

VISITORS

All visitors must check in at the office. **STUDENTS NOT ENROLLED IN GUYMON PUBLIC SCHOOLS ARE NOT ALLOWED TO ATTEND CLASS**.

CLOSED CAMPUS

We have a closed campus for students at North Park Elementary School. This means students are to remain at school during school hours and their lunch period. Parents/Guardians wishing to take their child out of school during regular school hours will need to report to the office and sign their child out. Students not returning to class directly after lunch will be counted absent or tardy.

WITHDRAWAL/TRANSFER

If it becomes necessary for your child to transfer out of Guymon Schools during the school term, you must complete a withdrawal form through the principal's office. This information facilitates enrollment at another school. Open transfer from district to district is referenced in Policy FE in the appendix. If it becomes necessary to attend another school in the Guymon system, the transfer must be approved by the principal before making the change. School officials must be given twenty-four (24) hours' notice prior to checkout procedures.

PLEASE SEE POLICY FE (APPENDIX A)

SCHOOL INSURANCE

We provide each child in our school system with the opportunity to enroll in a medical insurance program for the school year. This student insurance program is provided as a convenience to the students, and the school receives no compensation for this program. Information can be found on the school website.

WEDNESDAY & SUNDAY ACTIVITIES

Use of school facilities must be approved by the administration. School facilities may not be used on Wednesday after six of all day on Sunday. No school personnel shall provide keys to any student to open facilities without being present. There will be **NO** required school activities on Wednesday evenings or Sundays.

EQUAL OPPORTUNITY

It is the policy of Guymon Public Schools in accordance with the Title VI, Title IX, and the Section 504 to provide equal opportunity without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to, admissions. Inquiries concerning the application of this policy may be referred to the Compliance Coordinator.

SEXUAL HARASSMENT STATEMENT

The policy of this school district forbids discrimination against, or harassment of, any student on the basis of sex.

- For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature and sexually-oriented “kidding” teasing, double meanings and jokes.

- Demeaning comments about a girl’s ability to excel in a class historically considered a “boy’s” subject, privately talking to a student about sexual matters, hugging, or touching a student inappropriately may constitute sexual harassment.

- Writing graffiti which names a student, or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

SPECIFIC PROHIBITIONS

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanction, as described below.
3. The "off-duty" conduct of school personnel that has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.
4. Any student who feels he or she is being sexually harassed is to report the incident to a faculty member, counselor, or administrator. Sexual harassment will not be tolerated.

REPORTS, INVESTIGATION, SANCTIONS

1. It is the express policy of the Board of Education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Grievance process.
   a. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher.
   b. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
   c. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.
2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.
   a. Any employee found to have engaged in sexual harassment of other employees or students shall be subject to sanctions, including, but not limited to warning, suspension, or termination, subject to applicable procedural and due process requirements.
   b. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including but not limited to warning, suspension, or other appropriate actions subject to applicable procedural and due process requirements.

SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Guymon Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

   a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;

   b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or

   c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

   For the purpose of this policy, examples of sexual harassment include, but are not limited to:

   Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding," "teasing," double meanings, and jokes. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

   Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The super-intendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

   Use of e- mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication. Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions

   A. Administrators and Supervisors

   1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
   2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

3. The "off-duty" conduct of school personnel that has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.

3. Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents or legal guardians, and unions or professional organizations holding agreements with the school district.

4. Reporting Allegations of Sexual Harassment

A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.

1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.
2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

B. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint.

5. Grievance Procedure.

A. Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

B. Objective Evaluation of Evidence. All evidence both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.

C. Conflict of Interest. Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.

D. Presumption. There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.

E. Timeliness. The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.

F. Possible outcomes. A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.

G. Standard of Review. The school district will utilize a preponderance of the evidence standard to determine responsibility.

H. Privileged Information. The school district will not require, allow or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

6. Written Notice. Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. The written notice must include:

A. Notice of the grievance process, including any informal resolution process;

B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;

C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;

D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.

E. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

If in the course of an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, notice of the additional allegations must be provided in writing to both parties.

7. Investigation of the Allegations. The school district will designate an investigator to conduct a thorough investigation of allegations. Contact information for the investigator will be provided to both the complainant and the respondent.

A. The burden of proof and of gathering evidence remains on the school district.

B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.

C. Neither the complainant or respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.

D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.

E. Written notice of the date, time, participants, purpose and location of any investigate interview, hearing, or other meeting shall be provided to the party who is invited or expected to attend.

F. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report.

G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.

8. Hearing. The Title IX coordinator will determine whether a live hearing is necessary on a case-by-case basis if both parties request or consent to such a hearing (the live hearing component is optional for K-12 schools). Regardless of whether a live hearing is held, or a written hearing is conducted, each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants asked of another party or witness. Both parties will be provided with the answers and follow up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.

9. Determination of Responsibility. A decision maker, who is not the Title IX coordinator or the investigator, will apply a preponderance of the evidence standard to determine responsibility, and will issue a written determination of responsibility that:

SEXUAL HARASSMENT OF STUDENTS (Cont.)

A. Identifies the allegations that potentially constitute sexual harassment;

B. Describes the school district's procedural steps taken from the receipt of the complaint to the determination; Includes findings of fact to support the determination;

C. Includes findings of fact to support the determination;

D. Includes conclusions regarding applicants of the discipline code to the facts;

E. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the school's educational programs or activities will be provided to the complainant; and

F. The procedures and permissible basis for appeals.

10. Appeals. Within ten (10) days of a determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:

A. A procedural error affected the outcome.

B. New evidence that was not reasonably available at the time of the determination and could affect the outcome;

C. Conflicts of interest on the part of the Title IX coordinator, investigator or decision maker that affected the outcome.

If an appeal is made, the school district will provide written notice to both parties of the appeal. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision maker who is not the Title IX coordinator, the investigator or the original decisionmaker. The appeal decisionmaker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decisionmaker will receive training as mandated by law. The decision of the appeal decisionmaker will be final and nonappealable. The written decision of the appeal decisionmaker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

10. Recordkeeping. The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.
The district will also post the training materials used to train Title IX coordinators, investigators, and decisionmakers on the district website at: www.guymontigers.com. These materials will also be available to the public.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

11. Retaliation. The board of education prohibits retaliation by the school district or any employees of the school district against any person for the purpose of interfering with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process.

Charging a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

REFERENCE: Title VII of the Civil Rights Act of 1964
42 U.S.C. §2000e-2
29 C.F.R. §1604.1, et seq.
U.S. Department of Education of Education, OCR, Title IX Regulations Addressing Sexual Harassment

SEXUAL HARASSMENT/TITLE IX INCIDENT REPORT FORM

Date of Incident:_____ Time of Incident:_____ Room/Location of Incident:_____

Person(s) Initiating Alleged Sexual Harassment:

_____ Grade:_____ Class: _____

_____ Grade:_____ Class: _____

Person(s) Affected:

_____ Grade:_____ Class: _____

_____ Grade:_____ Class: _____

Check all boxes below that apply. Adult stated or identified inappropriate behaviors as:

- ☐ Name Calling
- ☐ Stalking
- ☐ Inappropriate Gesturing
- ☐ Staring/Leering
- ☐ Writing/Graffiti
- ☐ Threatening
- ☐ Taunting/Ridiculing
- ☐ Inappropriate Touching
- ☐ Other
- ☐ Spitting
- ☐ Demeaning Comments
- ☐ Stealing
- ☐ Damaging Property
- ☐ Shoving/Pushing
- ☐ Hitting/Kicking
- ☐ Flashing a Weapon
- ☐ Intimidation/Extortion

Describe the incident:

Witnesses Present:_____

Physical evidence: ☐ Graffiti ☐ Notes ☐ E-mail ☐ Web sites ☐ Video/audio tape

☐ Other:_____

Affected Student's Signature _____

Person Filing Report Signature _____

Staff Signature _____

Parent(s) contacted: Date _____ Time _____

Administrative response taken: _____

☐ I request a formal Title IX investigation. Signature _____

EMPLOYEE-STUDENT COMMUNICATION

Oklahoma law requires that any digital communication between an employee and a student must include the student's parent or guardian, unless conducted on a school-approved platform for school-related purposes. The school-approved platforms are School Status, Google Classroom, school-issued email, and GoGuardian.

STUDENT INFORMATION

NORTH PARK ELEMENTARY SCHOOL HOURS

The regular time for school to begin at North Park Elementary School is 7:50 am. Students arriving after 7:50 am will be marked tardy. Children should not arrive before 7:15 am. Children eating breakfast may enter the cafeteria at 7:15 am. Dismissal time is at 2:50 pm. Children should report home immediately after dismissal. Children are not supervised before the beginning and after the end of the school day (unless participating in extended day or extra-curricular activities). Please make sure transportation is provided promptly. Habitual lateness will be referred to the School Resource Officer. Students will not be allowed to walk home during school hours for any reason.

ABSENCES

- Excused Absences
  - Personal or family illnesses/emergencies
  - Medical appointments
  - Legal or judicial matters, including service on a grand, multi-grand, or petit jury
  - Extenuating circumstances deemed necessary by the principal
  - Observance of holidays required by student's religious affiliation

Official documentation in the above areas is preferred and expected to excuse the absence. A doctor's release or court documents are examples of documentation that will not count against the eighteen (18) absences per school year.

It is the responsibility of the parent to notify the school by 9:00 am if their child is to be absent for one of the above reasons. The school will contact those students' parent(s)/guardian(s) who do not notify the school. If no contact is made, the parent must notify the school the day the child returns before the student can be excused. The student can make up work for excused absences. They will have the number of excused absences plus one day. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

- Unexcused Absences

Unexcused absences are a result of any of the following:

- Leaving school without checking out through the office
- Being absent from school without prior permission from a parent/guardian or school official
- Being absent from class with permission
- Obtaining a pass from class to a designated place and not reporting there
- Being tardy (unexcused) to a class past 10 minutes

ABSENCES FOR SCHOOL ACTIVITES

Students should have the assignments on the activity absence form turned in to teachers before they leave for the school activity. **The maximum number of absences for activities, sponsored by the school, which removes the student from the classroom, shall be ten (10) for one school year.**

Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which the student must earn the right to compete. The student will be allowed to make up any work missed while participating. Due to our unusual geographic limitations, the time it takes to travel to scheduled activities shall be exempt. If a student has conflicting events, a contest shall override a practice or preformance and it one contest is a state or regional contest, it shall override a regular contest. If both are non-playoff contests, the student may choose which contest to compete in. **In all cases, the Principal shall have the final decision.** All participating students in any activity or athletic event must be present at least five of the seven periods that day, or the day before if the activity leaves before or during the morning. Staying home or skipping a class on the activity day will prohibit the student from paticipating.

TARDINESS

A tardy is defined as not being in the classroom when the tardy bell rings and **BECOMES AN ABSENCE AFTER TEN (10) MINUTES OF CLASS TIME HAS ELAPSED.**

TRUANCY

A student is considered truant when absent from campus without the knowledge of either the school or the parent/guardian. The student will be subject to further disciplinary action or a possible truancy ticket.

ATTENDANCE

Regular attendance is an integral part of the learning process. The purpose of this policy is to provide uniformity of student attendance and the subsequent consequences for absenteeism at North Park Elementary School. In accordance with the policy of the Guymon Board of Education, each student at North Park Elementary may not be absent from class more than the eighteen (18) days per year. Excused, unexcused, and truancy are types of absences that **DO** count against the student for the purposes of the Attendance Policy Regulation.

Please see Attendance Procedures (Appendix A).

BUS CONDUCT

Students should obey the bus driver and monitor at all times and treat them with the same courtesy they show their classroom teacher. Students should behave appropriately while riding the bus. Each student riding the bus will be given a copy of the rules. Parents will be notified if there is misconduct by a student on the bus. If such misconduct continues, the students' bus riding privilege may be suspended by either school authorities or the Transportation Director.

DRESS CODE

- **Upper Garments**

Shirts and/or dresses must have sleeves to tip of shoulders. All upper garments must be worn in a way that eliminates exposure of the chest, back, midsection, side and/or under garments. Students may wear the layered look as long as the primary garment is in compliance with the dress code. Leggings must cover mid thigh.

- **Lower Garments**

Yoga pants, leggings and spandex shorts are allowed if covering garment is fingertip length. Dresses and all shorts must longer than finger-tip length. Slits or holes in pants must be fingertip length or below. Pajama pants may only be worn on a designated dress-up day.

- **Jewelry and Tattoos**

Tattoos must not be obscene or inappropriate for school. Students may NOT wear watch or wallet chains, long-tailed belts, or nonprescription sunglasses or contacts. All jewelry worn should be appropriate for school attendance and not pose a threat to the safety of other students.

- **Shoes**

Students must wear appropriate footwear. House shoes, spiked or cleat soles may not be worn, and roller skate shoes may not be worn. (NO HEELYS). Elementary students are not to wear flip-flops, and open-toed or open-heeled shoes for safety during recess and P.E. Crocs and Ugg's must have the heel strap in place.

- **Additional**

Clothes must be sized appropriately. Hats, caps, bandanas, hoods, or blankets must not be worn inside the building. Printed tee shirts, which advertise alcoholic beverages, tobacco products, or drugs, have pictorial designs or printed phrases that are sexually suggestive; have obscene connotations; and/or have a double meaning or innuendos, or are related to gang activity may not be worn at school. This includes printed text on the student's pant bottom. Clothing may not be worn in any way to reflect gang affiliation, conceal contraband, or create a distraction.

STUDENT DRESS CODE VIOLATION

- **Student Dress Code Violations**

A student found to violate the dress code will be required to change the article of clothing. The violation will be documented, and the parent/guardian will be notified. If changing the article of clothing to conform to the dress code requires a student to miss time from class, the absence will be recorded as unexcused, and the student will be required to work with the teacher to make up for time lost in class. Physical Education Dress Code: On P.E. day students must wear appropriate footwear.

(Guymon Public Schools does not discriminate on the basis of race, color, national origin, gender, age, religion 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. Exceptions will be made to its dress code to ensure that students with disabilities can participate.)

GOING HOME PROMPTLY

Students will leave the premises of the school as soon as school is dismissed unless otherwise directed by a teacher or school official. Students should be picked up within 20 minutes of dismissal will. On the 5th occurrence of students not being picked up within 20 minutes of dismissal, the parent/guardian will be referred to the School Resource Officer.

LUNCH & BREAKFAST

Guymon Elementary Schools provide lunch and breakfast programs. Prices are available at your child's school. Forms will be provided to every family concerning eligibility requirements for free and reduced meals. **After $20.00 in charges, students will no longer be allowed to charge school lunch. The student will receive an alternative lunch.** When lunches are paid, the student may eat school lunch. Please contact the Food Service Office to make arrangements for unpaid lunches at 338-4385. There will be no lunch charges after April 1st of each school year.

Students must eat either a school lunch or sack lunch from home. Carbonated beverages are not allowed. **We don't recommend commercially produced food from retail sources. This includes fast food restaurants. Drinks purchased from restaurants or other outside establishments are not permitted to be consumed at school during lunches.**

ROOM PARTIES

Two dates are set each year for room parties: Christmas and Valentine's Day. Birthday treats are allowed at the close of the school day with the student's Homeroom class. **Parents should notify the teacher at least one day in advance if they plan to send store-bought treats. Please follow USDA guidelines for child nutrition.** Surprise parties for students are not allowed. Please check with classroom teachers about known allergies. Supplies need to be dropped off at the office. Visitors are not allowed to attend classroom parties.

FLOWERS, BALLOONS, AND GIFTS

Flowers, balloons, and gifts will not be accepted from any individual or florist for delivery to any student attending Guymon Public Schools. They cannot be left in the office for students to pick up.

HOMECOMING MUMS AND GARTERS

Homecoming mums or garters cannot be worn during school hours.

TOYS & VALUABLES

Do not allow your child to bring toys, trading cards, fidget toys, yo-yos, electronic items, or large amounts of money from home to school. Guymon Public Schools and North Park Elementary School are not responsible if these should be lost, broken, or stolen. Exceptions regarding the use of fidget toys by students may be granted by the administration on a case-by-case basis.

STUDENT INSTRUCTION

MINUTE OF SILENCE & PLEDGE OF ALLEGIANCE

Each day, after the tardy bell rings, the teacher will lead their class in the pledge to our nation's flag. Teachers will then lead their class in a minute of silence.

ATTENDANCE

The current calendar with all holidays and significant dates for the school year can be found on the school website at www.guymontigers.com. Please keep this reference sheet handy and plan family activities so regular attendance for all students will be possible.

Regular and punctual attendance is required for all pupils enrolled in school. No other single factor does more to aid student progress than regular attendance. However, children should not be sent to school when ill, have a temperature (100 degrees or higher), have a rash from a contagious disease, have head lice, have a skin infection, or any other symptoms of illness that could be spread to other students. When a child must be absent, the parent or guardian should call the office, giving cause, and making arrangements for picking up makeup work. You may call 580-338-4390. Teachers appreciate make-up work being turned in as soon as possible Your student has one day for every day absent, plus one day, to turn in this work. For example, if your student is absent three days, the makeup work is due four days after returning to school, at the latest. Students turning in work after this time frame will receive no credit.

A child who arrives 1½ hours late will be counted as present one-half of a day. A child who leaves school 1½ hours early will be counted as present one-half of a day.

Unexcused absences are given if there is no approved doctor's note or documentation.

Guymon Public School functions in accordance with the school board policy attendance rule. If a child is absent for more than 10% of the school calendar days, credit will not be issued. These days do not include days that are excused by documentation provided to the attendance clerk. A review committee made up of an administrator, counselor, and teachers may make exceptions to this policy in extreme circumstances.

Please see STUDENT ATTENDANCE POLICY FDC and FDC-R1 (Appendix A).

Parents will be notified of poor attendance by the school pursuant to District Attorney recommendations. Students achieving perfect attendance will receive an award. In order to be eligible for perfect attendance, students must not have any absences or tardies.

Please see Attendance Procedures (Appendix A).

FIELD TRIPS

Extended learning beyond the classroom will be provided at various times through field trips. Parents will be notified prior to each of these trips.

GRADE SCALE

90-100=A
80-89=B
70-79=C
60-69=D
59 & below=F

LOST & DAMAGED BOOKS

- Textbooks may be checked out to a student or used as a classroom set. Each textbook has a different barcode. When the student is issued a textbook, the student is responsible for the textbook that was issued with their student identification number.
- Whether the book is lost, stolen, or damaged (by you or unknown persons), the student is responsible for all textbooks that have been barcoded with their school identification number.
- Students are responsible for inspecting their textbooks upon receipt for damage. When a student has been issued a defective book, they should immediately return the textbook and will be reissued another textbook.
- Students who turn in a book(s) after the first week of class reporting damage, will be responsible for the condition of the book when it is turned in at the end of the semester/year.
- The student must pay for books that have been lost, stolen, or damaged. Students should pay for books at the main office. Book checks will be made periodically throughout the school semester/year.
- If anything happens to a student's textbook that hinders him/her from returning it at the close of the semester school year, the student cannot receive a report card until the obligation is resolved.

LOST & FOUND

Students are responsible for all items used at school. Personal items should be marked with your full name. Students who have lost items may ask for them in the front office area. Students finding articles in the school should bring them to the front office area. All unclaimed items are given to charity at the end of each semester. We are not responsible for lost, damaged, or stolen items.

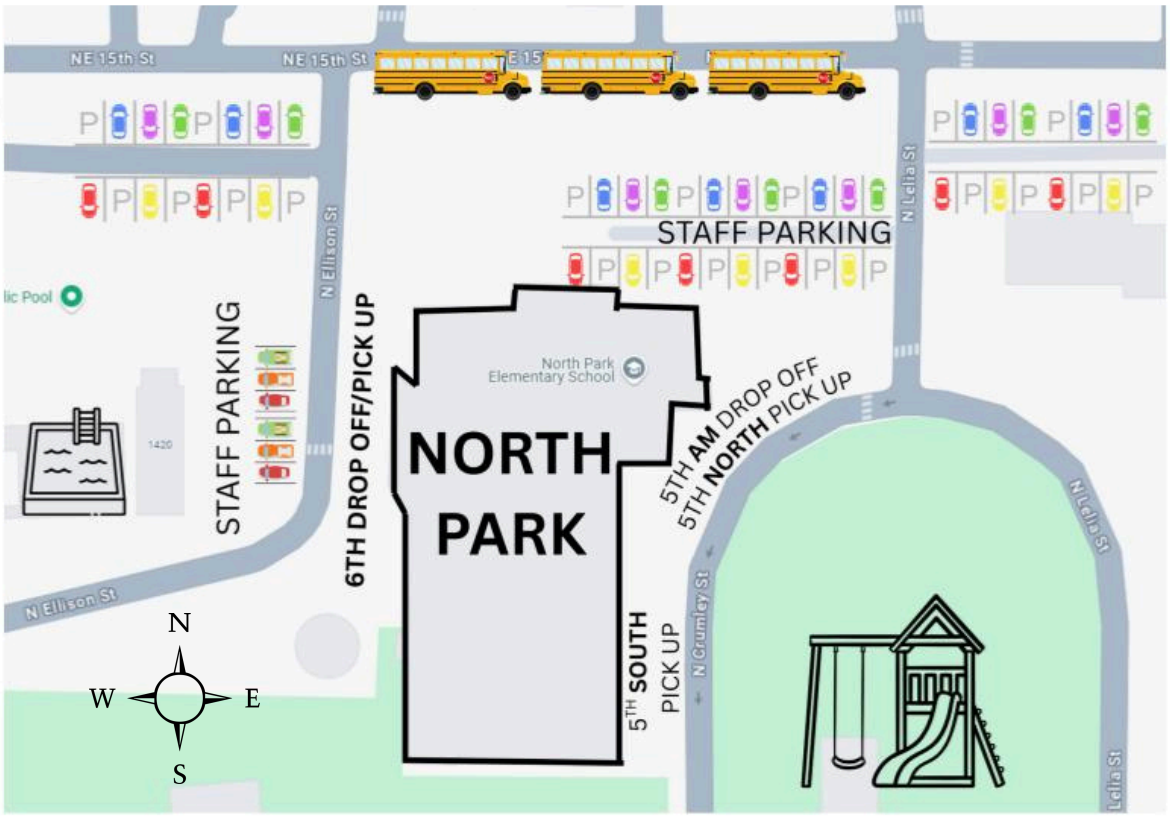
ORGANIZATIONS/CLUBS

Any student group desiring to charter an approved school club or organization must follow certain rules and procedures laid down by the school. Only those clubs which grow out of an approved school activity and which elevate the educational purpose will be recognized and approved. Clubs and organizations of North Park Elementary must be sponsored by a member of the school faculty/staff and must submit their parental/student consent forms including discipline procedures, to the principal for approval.

Organizations at North Park Elementary include Band, Academic Team, Choir, and Circle the State. There will be NO scheduled activities of any North Park Elementary organizations on Sunday or after 6:00 p.m. on Wednesday.

PICK-UP & DROP-OFF

5th-grade students need to be dropped-off and picked-up on the East side of the school in front of the main entrance at 1400 N. Crumley. 6th-grade students need to be dropped off and picked up on the West side of school between the city pool and the North Park on Ellison Street.



PLAYGROUND & LUNCHROOM SUPERVISION

A school employee is on duty on the playground at all times during recess. At least one school employee is always on duty in the lunchroom to maintain proper order.

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM

The following concepts may NOT be taught to students, included in curriculum or instructional materials, included in employee professional development, or included in diversity, equity, or inclusion plans:

- one race or sex is inherently superior to another race or sex.
- an individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously,
- an individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
- an individual's moral character is necessarily determined by his or her race or sex,
- an individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

If a violation occurs, a person may file a complaint by completing, signing, and turning in the district complaint form to Melissa Watson, Superintendent, 580-338-4340 or via email at melissa.watson@guymontigers.com.

Please see PROHIBITION OF RACE AND SEX DISCRIMINATION POLICY EGG and EGG-E (Appendix A).

PROMOTION & RENTENTION

It is the policy of the Guymon Public School, District I008, that all students in grades one through twelve have the opportunity to advance under a proficiency-based promotion option in either grade level, subject, or course by meeting the following requirements:

1. Opportunities for proficiency assessment will be provided at least twice each school year.
2. Students must progress through a curriculum in a sequential manner. Elementary, Junior High, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
3. Following application, initial testing utilizing an appropriate criterion-referenced examination adopted by District I008 will be administered to each applying student.
4. Students successfully achieving 85 percent on the criterion-referenced examination will be scheduled for an assessment involving performance and/or demonstration criteria conducted by members of the professional staff.
5. Students successfully completing the performance component will be awarded credit upon the official school transcript for completion of the course, subject, or grade. No grading marks will be associated with the successful completion of the course, subject, or grade. No reference or notation will be made on the official transcript of an unsuccessful attempt for advancement.
6. A placement conference will be conducted with the parent/guardian of a participating student in order to determine the next appropriate academic or placement steps to be taken. If the parent/guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent/guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
7. Students, parents/guardians, or teachers may request retesting of students at the next test date. Conferences to discuss the merits or timing of retesting are to be conducted prior to retesting or reassessing performance.
8. Assessment for grades 9 through 12 will measure 22 subjects. Each test will have approximately 75 items per test with appropriate performance assessment models and scoring rubrics.

Please see STUDENT RETENTION POLICY EIA-R4 (Appendix A)

REPORT CARDS & PARENT TEACHER CONFERENCES

Report cards will be given out each 9-week period. At the end of the first and third 9-weeks, parents will pick up the report card at a parent/teacher conference. Your child's teacher or site will communicate about a conference time.

Frequent visits with your child's teacher help you understand what your child is doing in school. Please make appointments by telephone or by note, so that the teacher may have your child's records and school work available for discussion.

Please do not attempt to confer with teachers during class time, as they are busy with classroom activities. Students will NOT be removed from class to accept messages. Messages will be delivered at a time least disruptive to instruction.

STUDENT BEHAVIOR

Students are expected to behave in a manner which is acceptable to students, teachers, administrators, and society in general. Students are under the authority of the principal, teachers, and support staff.

The teacher or administrator shall have the same right as a parent or guardian to control and discipline a child while the child is in attendance in school, in school vehicles to or from the school, or while attending or participating in any school function authorized by the school district.

Parents are crucial in the support given to their children and the school. It will be our aim to work with students and parents in a positive manner. It is therefore of the utmost importance for the teacher to communicate with the parent in securing their help, support, and cooperation. Parents will be contacted by the school concerning disciplinary actions administered by school officials.

STUDENT RULES OF CONDUCT

- Students are not to threaten, intimidate, or cause bodily harm to any school employee or any student. Fighting will not be tolerated. Police can and will be called if needed and can result in school suspension.
- Students are not to throw dangerous or inappropriate objects.
- Students should always have teacher permission to leave classrooms.
- Students should not run in halls or classrooms, and noise levels should be kept to a minimum.
- Students will not use, possess, or distribute tobacco, alcohol, vapes & E-cigs or drugs in the building and/or school property (to include bus and bus stops). This also includes school activities.
- Students are not to have in their possession matches, lighters, knives, weapons, ammunition, fireworks or nuisance items (yo-yo's, homemade slingshots, dart guns, laser pointers, etc.).
- Students should never leave the school grounds without proper permission.
- Students must not use foul language, gestures or sexually suggestive language or behavior.
- Students are not to vandalize, damage, or steal property. (Including tablets, headphones or chromebooks.) Fines will be assessed for damage.
- Students are expected to be on time for all classes unless officially excused.
- Students are not to bring gum or candy to school unless permission has been given.
- Students are to do their own work. Academic dishonesty will not be tolerated.
- Students are to be in compliance with the dress code.
- Students will not use gang-related hand signs or written expressions.
- Bell to bell students will not be allowed to use personal electronic devices. For example:
  - cell phone
  - cameras
  - handheld gaming devices
  - bluetooth headphones
  - smartwatches
  - smart glasses
  - gaming controllers
- Electronic devices are not needed at North Park Elementary. If they are brought to school, they should be turned **"OFF AND AWAY ALL-DAY".** If any electronic devices are seen or heard, they will be picked up and sent to the office for parents to pick up. These include but are not limited to cell phones, smart watches, smart glasses, cameras (any type of device that can send or receive messages, can take pictures, or can access Wi-Fi.) Gaming units are not permitted at any time.
- Sexting (using a cell phone or any other electronic device to send texts or email or the possession of texts or images that can be interpreted as indecent or sexually suggestive) is prohibited. Students in violation of this policy will face suspension, have their devices confiscated, and any images suspected to violate criminal laws will be referred to law enforcement authorities.

DISCIPLINE

All students enrolled in the Guymon Public Schools will be expected to abide by the rules and regulations set forth by the administration, teachers, and Board of Education while in attendance at school or school-sponsored activities, or while being transported to or from school or school sponsored activities in district-owned transportation equipment. Any student who is found to be disobeying the rules or showing disrespect for any authorized school personnel and/or school property will be subject to disciplinary action. The disciplinary action to be taken will depend on the severity of the violation and the number of times the student has broken regulations.

Guymon Elementary Schools have adopted assertive discipline plans appropriate for each grade. Based on the idea that **all children in the classroom have the right to learn and should do nothing to keep teachers from teaching and children from learning,** rules and consequences have been adopted. A copy of these rules will be provided by your child's teacher.

IN-SCHOOL SUSPENSION/DETENTION (ISS/ISD)

Cannot be appealed by parents. It is a program designed to remove a student from their regular classroom on a temporary basis generally due to chronic classroom misbehavior or other serious concerns which normal discipline action has not corrected. This program is also intended to isolate the student from their social peers to minimize any peer pressure which may be affecting their behavior. Assignments that are not returned will receive a zero. Student(s) in ISS/ISD will receive a sack lunch.

OUT-OF-SCHOOL SUSPENSION (OSS)

This is a suspension whereby a student is excluded from attending school activities, or being on school grounds for a designated period of time. Students suspended out-of-school have the right to appeal the decision of the administration directly to the Superintendent. An education plan will be provided for students. Students, who complete assigned work during out-of-school suspension, will return their work no later than the first returning day following completion of suspension. Assignments not returned will receive a zero. Tests should be made up by arrangement with individual teachers.

Written notice of a request for an appeal hearing with the Board of Education shall be received by the district Superintendent within three (3) business days of receipt of the suspension notice. (O.S.S.70-488)

ELECTRONIC DEVICES

Cell phones, smart watches, smart glasses, cameras, and all hand held or wireless electronic devices are not allowed in classrooms by students. If one of those items is needed by the student, parents must make arrangements with the building principal. North Park Elementary is a **Cell Phone-Free** space for students. Cell phones, smart watches, smart glasses, and all hand held or wireless electronic devices must be powered **"OFF AND AWAY ALL DAY"**, from the entrance into school after 7:15 am until 2:50 pm. Students are responsible for locking their powered off devices in their lockers. Students must have a combination lock on their locker. Combination key to locks must be provided to the teacher. Locks may be rented from the office for $5.00 with parent and student signature. A $10 replacement fee will be charged for each unreturned lock.

Please see PERSONAL ELECTRONIC DEVICES POLICY FNG, STUDENT DISCIPLINE POLICY FO, and SUSPENSION OF STUDENTS POLICY FOD and FOD-R (Appendix A).

BULLYING

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated.

BULLYING

Itis the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Isolated action does not meet the state's definition of bullying. However, the administration will investigate isolated incidents or actions and apply appropriate discipline under the student discipline code. This policy addresses bullying which is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district

BULLYING (Cont.)

15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

All school employees at each school site shall be required to complete professional development training in school bullying prevention, identification, response and reporting that meets the requirements of Oklahoma law and shall include recommendations from each school site's Safe Schools Committee.

Students will receive annual training regarding identifying, preventing, addressing, and reporting incidents of bullying via educational programs. These programs may include, but are not limited to, classroom discussions, assemblies, multimedia and presentations. The purpose of the educational programs are to assist students in the identification of bullying behaviors, reporting procedures and the consequences for violation of school policy.

The district will implement a research-based educational program as designed and developed by the Oklahoma State Department of Education for students and parents to prevent, identify, respond to and report bullying.

A copy of this policy will be furnished to each student and teacher in this school district.

REFERENCE: 21 O.S. §850.0
70 O.S. §24-100.2

THIS POLICY REQUIRED BY LAW.

PROHIBITING BULLYING (REGULATION)

The Guymon Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

PROHIBITING BULLYING, REGULATION (Cont.)

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

   70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

   A. Harm another student;

   B. Damage another student's property;

   C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or

   D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

2. The "Reasonable Person" Standard

   In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

   Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

PROHIBITING BULLYING, REGULATION (Cont.)

A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Guymon Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

1. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Guymon Public Schools is committed to providing appropriate and relevant training to staff

PROHIBITING BULLYING, REGULATION (Cont.)

regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

B. Guymon Public Schools' Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with and adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC.)

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.

PROHIBITING BULLYING, REGULATION (Cont.)

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
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8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

PROHIBITING BULLYING, REGULATION (Cont.)

from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences may be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at www.guymontigers.com. and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

HARASSMENT/BULLYING INCIDENT REPORT FORM

Date: _____ Time: _____ Room/Location: _____

Student(s) Initiating Bullying/Harassment:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Student(s) Affected:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Type of Harassment Alleged:

Racial _____ Sexual _____ Religious _____ Other _____

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

_____ Name Calling
_____ Stalking
_____ Inappropriate Gesturing
_____ Staring/Leering
_____ Writing/Graffiti
_____ Threatening
_____ Taunting/Ridiculing
_____ Inappropriate Touching
_____ Other _____

_____ Spitting
_____ Demeaning Comments
_____ Stealing
_____ Damaging Property
_____ Shoving/Pushing
_____ Hitting/Kicking
_____ Flashing a Weapon
_____ Intimidation/Extortion

Describe the incident:

_____

_____

Witnesses Present:_____

Physical evidence: Graffiti _____ Notes _____ E-mail _____ Web sites _____ Video/audio tape _____
Other _____

Staff signature _____

Parent(s) contacted: Date _____ Time _____

Administrative response taken:

_____

SAFE AND SECURE SCHOOL

The Guymon Public Schools system believes that school must be a safe place for students and staff. Guymon Public Schools has two school resource officers and a canine to help ensure that our students and staff have a drug-free and safe environment.

SPORTING EVENT BEHAVIOR

Rules for Home Games:

1. Be a good citizen.
2. Be careful/courteous to others.
3. Don't play on the track.
4. Don't sit on the wall or rails
5. Don't climb on the hill.
6. Don't throw rocks.
7. Don't run in the concession area.
8. No throwing of objects.
9. No running.
10. Follow instructions of your parents, police or school personnel

Consequences of breaking a rule:

Inappropriate behavior at a school function will result in the loss of an activity ticket and any other action found necessary.

1. The student will be asked to leave the game.
2. Continued inappropriate behavior will result in the student's activity ticket being revoked.
3. The student may be prohibited from attending future events.

SEARCHES

Students shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time. Police or appropriately approved school personnel have the right to search persons or property with reasonable suspicion.

Please see SEARCH OF STUDENTS POLICY FNF-R (Appendix A).

SCHOOL RESOURCE OFFICERS/SECURITY

Guymon Public Schools system believes that school must be a safe place for students and staff. School Resource Officers and a canine help to ensure that our students and staff have a safe, drug-free environment.

WEAPONS AND DANGEROUS INSTRUMENTS

A student shall not possess, handle, or transmit any object that can be considered a weapon. Each incident involving a weapon or dangerous instrument will be subject to the appropriate Oklahoma Statutes. Students aware of weapons on campus should report this to teachers or the principal. Reporters will remain anonymous. Any weapon confiscated will be turned over to the proper authorities.

GANG ACTIVITY

It is the policy of Guymon Public Schools that membership in secret fraternities, sororities, clubs, or gangs not sponsored by established agencies or organizations are prohibited. Any student wearing, carrying or displaying gang paraphernalia, or exhibiting behavior or gestures which symbolize gang activity will be subject to disciplinary action.

TELEPHONE

Children will be allowed use of the telephone in EMERGENCY SITUATIONS ONLY. Calling home for permission for non-emergency situations will not be permitted. **An understanding of what the child is doing after school should be made before coming to school.** Any change in after-school transportation MUST be accompanied by a note or parent phone call.

PARENT INFORMATION

PARENT ORIENTATION

All parents are encouraged to attend the Parent Orientation at the beginning of the school year. This is a time to meet your child's teachers and learn what will be expected of your child during the year.

MEDICAL TREATMENT AND MEDICATION

Basic first aid in case of injury is administered. If serious illness or injury occurs to your student while at school, an attempt will be made to contact the parent/guardian and school nurse. If unable to locate the parent/guardian, the emergency number given on the enrollment card will be called. If unable to locate either, 911 will be called. In extreme emergencies, 911 will be called immediately.

If your student has a chronic disease (epilepsy, diabetes, attention deficit disorder/attention hyperactive disorder, or asthma) and must take medication at school, the parent/guardian must obtain, fill out and sign a medication release form, get a doctor's statement (for each medication), and provide the medication. This form is available in the office of your school. The returned form and the medication will be kept in the office. For over-the-counter medication permission must be granted in writing per board policy.

Please see MEDICATION POLICY FFACA (Appendix A).

WHEN TO KEEP YOUR CHILD HOME FROM SCHOOL

Deciding when your child is too ill to go to school can be difficult. However, in order for your child to be available for learning, and to control communicable illnesses in school, it is important to keep your child home for the following reasons:

- **FEVER** – Your child should not have a fever of 100* or higher, and off of all fever reducing medications for 24 hours before he/she returns to school. Please do not give your child medication to treat a fever and then send him/her to school. This exposes everyone to whatever illness your child may have.

- **SORE THROAT OR TONSILLITIS** – A minor sore throat is not a problem, however, if your child has a severe sore throat with enlarged tonsils please keep them home and contact your health care provider. If your child is diagnosed with Strep Throat, they may return to school 24 hours after they begin antibiotic treatment.

- **SPOTS/RASH** – Do not send your child to school with a rash until your health care provider has said that it is okay to do so. The child will need to bring a note from a doctor stating that he/she is okay to return to school. Children with ringworm, scabies, or impetigo can return to school after 24 hours of appropriate treatment. The affected areas should be covered if at all possible.

- **SEVERE COUGH/COLD SYMPTOMS** – Children with severe coughs need to stay home and possibly see their health care provider.

- **RED/PINK EYE AND/OR DRAINAGE** – If your child's eye is red, swollen, and/or has yellow/green drainage then your child needs to stay home from school. Your child may return to school when the eye is clear or 24 hours after beginning treatment from your healthcare provider. Please bring a note from your health care provider stating that your child is okay to return to school.

- **VOMITING AND/OR DIARRHEA** – Your child should stay home until the illness is over, and for 24 hours after the last episode without medications.

- **HEAD LICE** – Students must be treated per our school policy (please contact the school) and checked by one of the school nurses before returning.

Remember to call the school every day that your child is absent. If your child is seen by a health care provider during their absence, please bring a note to the school so that they can be excused. Make sure the school has your current contact information in case your child becomes ill or is injured at school. If you have any questions you may contact your child's school nurse or school secretary.

IMMUNIZATIONS

Immunization of school-age children is a very important way of protecting and promoting the health of children in Oklahoma. In accordance with Oklahoma Law, every school-age child must have the following vaccines or a certificate of exemption.

Children entering Kindergarten through Grade 6:

. 5 doses of DTP/DTaP (unless the fourth DTP/DTaP was received after the fourth birthday)
. 4 doses of Polio (unless the third dose was received after the fourth birthday)
. 2 MMR
. 2 doses of Hepatitis A
. 3 doses of Hepatitis B
. 1 dose of Varicella (Chickenpox) or a parent's written statement of history of the disease is acceptable.

A list of vaccination locations can be found at guymontigers.com.

The completion of these vaccines from start to finish is a minimum of 6 months. **START NOW!**

All children transferring from other school districts of other states are also required to have these immunizations. It is the parents' responsibility to follow up and finish the series of immunizations. This is monitored closely, and your student will not be allowed to attend school if an immunization is due.

STUDENTS WILL NOT BE ALLOWED TO ATTEND SCHOOL WITHOUT DOCUMENTATION OF THE REQUIRED IMMUNIZATIONS OR EXEMPTION CERTIFICATE.

WEATHER

It is the policy of Guymon Public Schools to be open every day it is possible. Parents are urged to use their own judgement in sending their children to school when the safety of the child is involved. School cancellations will be posted through SchoolStatus, the district Facebook page and guymontigers.com. Early cancellations may be a possibility.

STORMS

Every precaution will be taken to protect children in case of severe weather during school hours. Parents concerned about the safety of their children during a storm should feel free to come for them any time at school. However, DO NOT TELEPHONE DURING A STORM. The phone lines need to remain open. Fire and tornado drills are required by law and are an important safety precaution. At the sounding of the alarm, students shall proceed in a quiet and orderly fashion to the designated area as directed by the chart in the classroom. Students are prohibited by state law from tampering with the fire alarm or fire extinguishers. Any student apprehended for doing so will be prosecuted to the fullest extent of the Oklahoma State Law.

SAFETY

The safety of children coming to school, while at school and on the way home is always of great concern to us. We have safety units in subjects taught at school through which we stress all types of safety. You can help a great deal if, at the first of school, you will walk with your child over his/her route to school, pointing out danger spots and where to cross streets.

We always have very heavy traffic around our schools before and after school. In accordance with state laws, please keep our children safe by doing the following:

- Obey ONE-WAY, STOP, and STREET CLOSED signs around schools.
- No U turns.
- **Never park by a STOP sign, in the street, or on the crosswalk for any length of time in order to let out or pick up students.**
- Obey all speed laws and traffic laws.
- Stop for pedestrians in and around crosswalks.
- No double-parking.
- **Do not pass a school bus with flashing lights and STOP sign extended.**
- NO PARKING in bus loading and unloading zones.
- Always be alert.
- NO PARKING in handicapped zone without a permit.

PARENT RIGHTS (FERPA)

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;
2. The right to exercise limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

Please see FERPA POLICY FL-R and PARENT PARTICIPATION IN THE SCHOOL DISTRICT POLICY EHBDBA (Appendix A).

SURVEYS

Parents may opt out of any survey for their student. Parents can review survey questions prior to signing the opt out form.

Please see TESTING PROGRAM STUDENT SURVEYS REGULATION POLICY EK-R1 (Appendix A).

STUDENT RESISDENCY

It is the policy of the Guymon Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody within the district as defined in 70 O.S. §1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes to a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning the legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113. (For the complete policy please see the district website, www.guymontigers.com)

TECHNOLOGY

Guymon Public Schools is committed to keeping students safe in the use of technology. All parents, students and staff must sign yearly agreements.

- **LOST AND DAMAGED CHROMEBOOKS**

Chromebooks will be checked out to a student. Each Chromebook has a different barcode. When the student is issued a Chromebook, the student is responsible for the Chromebook that was issued with their student identification number. Whether the device is lost, stolen, or damaged (by you or unknown persons), the student is responsible for all damages that are associated with their school identification number. The cost of damages varies and will be assessed according to the Digital Device Policy.

- **INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE POLICY**

The Board of Education believes that the use of the Internet and other local and/or wide area networks will further education by promoting the exchange of information and ideas and by providing intra- and inter-district, statewide, national, and global opportunities for staff, students, and the community. Students will be able to access the Internet under the supervision of their teachers. Individual student and patron accounts and e-mail addresses will not be provided and the user will not be permitted to use the address to send and receive mail at school unless related to classroom projects and under the supervision of a classroom instructor.

- **DIGITAL CITIZENSHIP INSTRUCTION**

All 5th and 6th Grade students will receive instruction in Digital Citizenship as part of the school's commitment to fostering responsible and ethical technology use. This instruction is aligned with the Oklahoma State Department of Education standards and is designed to help students develop the skills needed to navigate the digital world safely, respectfully, and effectively.

TECHNOLOGY

Since the Internet constitutes an unregulated collection of educational resources which change constantly, it is not possible to predict or control exactly what resources users may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of materials that a student may encounter. Students will be under teacher supervision; however, it is not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from intentionally accessing and downloading any test, picture, or online conferencing that includes material that is considered to be obscene, libelous, indecent, vulgar, profane, or lewd, advertises any product or service to minors prohibited by law, presents a clear and present danger, or will cause the commission of unlawful acts or the violation of lawful school regulations. Users will not solicit or receive any information or service, which could result in unauthorized expense to the district. Users will be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed. Records of Internet use will be considered confidential; however, users must be aware that others for whom it is not intended may access any message or information posted on the Internet. E-mail and downloaded materials will be deleted from the system on a regularly scheduled basis.

Users of the services will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for use, which violates copyright laws. An Internet/Computer Network use agreement will be signed by all persons wishing to use the services provided by the school district. Violation of the Internet/Computer Network Acceptable Use Policy will result in the forfeiture of all user privileges. Violators shall also be subject to appropriate disciplinary action. Pending investigation into a student/staff complaint or inappropriate use of the networks, user privileges will be suspended. The district shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.
There is no legitimate expectation of privacy in the use of the school district's technology.

Please see **INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY EFBCA and INTERNET ACCESS CONDUCT AGREEMENT EFBCA-E (Appendix A).**

GRIEVANCE PROCEDURES
SEX DISCRIMINATION/HARASSMENT
(REGULATION)

In accordance with the policy of the board of education, the following regulation governs the processing of student sexual harassment grievances in this school district.

1. Any student of this school district who wishes to file a sexual harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with the superintendent, principal, or counselor. The administrator taking the complaint will document the time, place, complainant, and incident and immediately forward the complaint to the grievance committee. The grievance committee will appoint a senior administrator to investigate the grievance. The grievance shall set forth the circumstances of the incident and the identity of the student(s) or employee(s) involved. The superintendent, or appointed administrator, shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.

2. During the investigation of the incident, the superintendent or appointed administrator who interviews the grievant shall ensure that a staff member who is the same sex as the grievant will be present. This may help the grievant to feel more comfortable.

3. The investigation shall be completed within ten days of the filing of the grievance. Results of the investigation, along with recommendations and suggestions, shall be shared with the grievant, unless it violates another student's confidentiality.

4. If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the superintendent or the investigating administrator, the grievant may request a hearing by the grievance committee. Upon receiving a request for a hearing, the grievance committee shall schedule the hearing to occur within twenty days from the date of the request.

5. Both the grievant and the person against whom the complaint was made (respondent) may be represented by legal counsel at the hearing. Within ten days of the hearing, the grievance committee shall furnish a written report of its findings and recommendations to both the grievant and the respondent while maintaining confidentiality.

6. The superintendent shall, within five days of the receipt of the grievance committee's report, act upon the recommendations of the committee or furnish a written report to the grievant explaining why the recommendations will not be implemented.

7. Upon receipt of the superintendent's report, the grievant may file a written appeal with the board of education. The board of education shall, within thirty days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee.

GUYMON BOARD OF EDUCATION	FDC

STUDENT ATTENDANCE

The Guymon Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case by case basis.
The superintendent is directed to establish an attendance regulation, subject to board approval, which supports this policy.

REFERENCE: 70 O.S. §10-105, §10-106
Department of Education, Administrator's Handbook

ATTENDANCE POLICY
(REGULATION)

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

ABSENCES

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury *
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent to notify the school if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.
The district will require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.
A student will not be considered absent from school if:
1. They are not physically present at school but are completing work in a distance learning program or virtual online

program approved by the school district and are meeting the following attendance requirements:

a. The student has completed instructional activities on no less than ninety (90%) of the time that services were provided in a virtual or distance learning format to include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,

b. The student is on pace for on-time completion of the course as required by the school district,

c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.

2. The student will be allowed to make up any work missed while participating.

Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up. 100% of the grade will be counted.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school. The student may be subject to further disciplinary action.

Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 10 minutes late of the class period is counted absent for the period.
3. Every 5th tardy will constitute an unexcused absence from that class.

Any student who exceeds the 10 day limit for unexcused absences may appeal to the attendance committee for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance. A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

* LEGAL REFERENCE: 38 O.S. §37
70 O.S. § 10-105
70 O.S. § 3-145.8

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

(1) One race or sex is inherently superior to another race or sex,
(2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
(3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
(4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
(5) An individual's moral character is necessarily determined by his or her race or sex,
(6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
(7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
(8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

(A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
(B) Identify the dates the alleged discriminatory act occurred;
(C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
(D) Include relevant information that would enable a public school to investigate the alleged violation; and
(E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Melissa Watson as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at (580) 338-4340 and via email to melissa.watson@guymontigers.com. This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim.

PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't

Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

LEGAL REFERENCE: 70 O.S. § 24-158
State Accreditation Standard 210:10-1-23

A policy on this issue is required by the
Standards of Accreditation for Oklahoma Schools
Effective July of 2021

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS COMPLAINT FORM

TO: _____,
This must be submitted in writing either in person or via email.

On the ____ day of _____, 20____, _____(Name of Employee) violated 70 O.S. § 24-157(B) by requiring or making a part of a course taught by the school district the following discriminatory principle:

(1) One race or sex is inherently superior to another race or sex,

(2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,

(3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,

(4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,

(5) An individual's moral character is necessarily determined by his or her race or sex,

(6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,

(7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or

(8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

Please circle the item above that was violated. An explanation of the alleged violation, how the above item was violated, and relevant information to enable the district to investigate the alleged discriminatory conduct includes, but is not limited to:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't

The district may interview the following individuals:

_____
_____
_____
_____
_____
_____
_____

I, _____, attest that the information that I have provided above is correct and accurate.

_____
Complainant

NOTE: This form is optional the district is certainly free to require a different document in its place.

MEDICATION:
ADMINISTERING TO STUDENTS

It is the policy of the Guymon Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a nonprescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:

   A. student's name,
   B. name and strength of medication,
   C. dosage and directions for administration,
   D. name of physician or dentist,
   E. date and name of pharmacy, and
   F. whether the child has asthma or other disability which may require immediate dispensation of medication.

   The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

   A. purpose of the medication,
   B. time to be administered,
   C. whether the medication must be retained by student for self-administration,
   D. termination date for administering the medication, and
   E. other appropriate information requested by the principal or the principal's designee.

2. Self-administration of inhaled asthma medication by a student for treatment of asthma, an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

   A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.

   B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

   C. Permission for the self-administration of asthma, anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

   D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, anaphylaxis medication, or replacement pancreatic enzyme medication at all times.

MEDICATION: ADMINISTERING TO STUDENTS (Cont.)

E. Definitions:

1. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.

2. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.

3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.

4. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator, or administrator's designee, will:

A. Inform appropriate school personnel of the medication being administered
B. Keep an accurate record of the administration of the medication
C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
D. Return unused prescription medication to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.
This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

REFERENCE: 10 O.S. §170.1 59 O.S. §353.1 70 O.S. §1-116, et seq.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

DEFINITIONS

For the purpose of this regulation, the school district has used the following definitions of terms:

Student

Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

Eligible Student

A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

Parent

Either natural parent of a student unless his or her rights under the Family Educational Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Records

Any item of information or record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:

   A. It was made as a personal memory aid;

   B. It is in the sole possession of the individual who made it; or

   C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;

2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or

3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

Personal Identifier

Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

LOCATIONS OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	Individual School Sites	School Principal
Cumulative School Records (Former Students)	Administration Building	Enrollment Center
Health Records	Individual School Site	School Principal
School Transportation Records	Individual School Site	School Principal
Speech Therapy Records	Special Education Office	Special Education Director
Psychological Records	Individual School Site	School Principal

PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.
The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).
The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.
If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.
When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

FEES FOR COPIES OF RECORDS

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records to third parties (not parents or students) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

1. The student's name;
2. The student's class designation (i.e., first grade, tenth grade, etc.);
3. The student's extracurricular participation;
4. The student's achievement awards or honors;
5. The student's weight and height if a member of an athletic team;
6. The student's photograph.

(NOTE: A district may designate all, some, or none of this information as directory information.)

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment. After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

The school district has created a limited directory information policy and will not fulfill directory information requests for commercial purposes or for marketing purposes.

USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);
2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;
3. The parties who provide or may provide financial aid to a student to:

   A. Establish the student's eligibility for the aid,
   B. Determine the amount of financial aid,
   C. Establish the conditions for the receipt of the financial aid, or
   D. Enforce the agreement between the provider and the receiver of financial aid;

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;
5. To accrediting organizations to carry out their accrediting functions;
6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision);
7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student;
8. or In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
2. The information is necessary and needed to meet the emergency;
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency;
4. or Time is an important and limiting factor in dealing with the emergency.

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or the class or organizations to whom the disclosure is to be made;
4. The parent's or eligible student's signature; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.
The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be redisclosed without the parent's or eligible student's prior written consent.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student; or for
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

First Level Decision

When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

Second Level Decision

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

Third Level Decision

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level.

Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:

1. The school district's decision that the record is correct and the basis for the decision;
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;
3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and
4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth Level Decision

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.

2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:

   A. The school district's decision that the record is correct and will not be changed;

   B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and

   C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

PARENT PARTICIPATION IN THE SCHOOL DISTRICT

The board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district.

1. Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance and discipline. At the beginning of each school year each teacher shall provide parents with contact information so that a parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance and discipline.
2. Parents may request additional information from the administration to learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
3. Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality or religion. Parents are hereby informed that the withdrawal of a child from any state mandated courses could prevent their child from being eligible to receive a high school diploma.
4. If the school district offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rules adopted by the State Board of Education, parents may opt their child out of sex education instruction if the child's parent provides written objection to the child's participation in the sex education curricula.
5. Parents are hereby notified and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes.
6. Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved by the school. A list of school clubs that have been approved by the board of education is available from the administration upon request.
7. Specific parent rights and responsibilities provided under the laws of this state, include the following:

    a. the right to opt out of a sex education curriculum if one is provided by the school district.
    b. open enrollment rights.
    c. the right to opt out of assignments.
    d. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,
    e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statues,
    f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,
    g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,

PARENT PARTICIPATION (Cont.)

h. the right to review test results,
i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,
j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,
k. the right to receive a school report card,
l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,
m. the right to public review of courses of study and textbooks,
n. the right to be excused from school attendance for religious purposes,
o. policies related to parental involvement pursuant to this section,
p. the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and
q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the superintendent at the office of the school district. Within ten (10) days of receiving the request for information, the school principal or superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the requested information. If the request is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request, the parent may submit a written request for the information to the board of education. The board of education shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed on the agenda, the board of education shall formally consider the request at the next subsequent meeting of the board of education.

LEGAL REFERENCES: 70 O.S. § 10-106 70 O.S. § 11-103.3 70 O.S. § 11-103.6 70 O.S. § 11-105.1 70 O.S. § 11-106 70 O.S. § 1210.192 70 O.S. § 1210.301 through § 1210.308 70 O.S. § 1210.508E

THIS POLICY REQUIRED BY LAW.

SEARCH OF STUDENTS
(REGULATION)

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcoholic beverages as defined in the Oklahoma Alcoholic Beverages Act, dangerous weapons, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.

2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered
to be freely and voluntarily given.

4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.

5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched, if possible.

6. Strip searches are forbidden. No clothing except cold weather outer garments, shoes, hand coverings, and head coverings, except religious head coverings, will be removed before or during a search.

7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.

SEARCH OF STUDENTS, REGULATION (Cont.)

8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlaw ful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

9. The superintendent may designate personnel to transport items that are removed from a student to a centralized location within the school district or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a located container.

REFERENCE: **70 O.S. §24-102**
70 O.S. §24-101.3

GUYMON PUBLIC SCHOOLS

2026-2027

JUNIOR HIGH HANDBOOK

7TH & 8TH GRADE

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GUYMON JUNIOR HIGH SCHOOL

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PRINCIPAL - JACKIE YELL

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ASSISTANT PRINCIPAL - JESSICA MURLEY

jessica.murley@guymontigers.com

MISSION STATEMENT

"Educate all students, embrace diversity, and empower lifelong learning."

FIGHT SONG

We're loyal to you GHS,
To the Orange and the Black, GHS
We'll back you to stand
Against the best in the land
For we know you will win, GHS,
Rah! Rah!
So Shoot for the goal, GHS
And fight heart and soul, GHS
Our team is our famed-protector
On, team, for we expect
A victory from you, GHS

PERSONNEL

PRINCIPAL	JACKIE YELL
ASSITANT PRINCIPAL	JESSICA MURLEY
COUNSELOR	YESENIA VERA
ATHLETIC DIRECTOR	TYLER CHAPMAN
LIBRARY MEDIA SPECIALIST	RHONDA WALLS
SECRETARY	JAMIE OSBORNE
ACTIVITY FUND CLERK	EMMA MONTOYA
ATTENDANCE CLERK/CASHIER	ADRIANA MARQUEZ
INSTRUCTIONAL COACH	BREANNE GARRISON
SCHOOL NURSE	JULIE HICKS
SCHOOL RESOURCE OFFICERS	LISA DURAN

WHAT TO DO IF...

ABSENCE FROM SCHOOL	PARENT/GUARDIAN MUST CONTACT THE OFFICE
ABSENCE FOR A SPECIAL OCCASION	PARENT/GUARDIAN MAY CONTACT THE OFFICE IN ADVANCE
ILLNESS AT SCHOOL	GO IMMEDIATELY TO THE OFFICE
NEED TO LEAVE SCHOOL	GO TO THE OFFICE AND CHECK-OUT WITH THE SECRETARY
DIFFICULTY IN CLASS	TALK TO THE TEACHER FIRST, THEN SEE THE COUNSELOR. IF YOU ARE STILL HAVING DIFFICULTIES, SEE THE PRINCIPAL.
LOST & FOUND PROPERTY	REPORT TO THE TEACHER OR TURN IT INTO THE OFFICE
THEFT OF PROPERTY	SEE THE SCHOOL RESOURCE OR AN ASSISTANT PRINCIPAL
WITHDRAWAL FROM SCHOOL	GO SEE YOUR COUNSELOR
PROBLEMS WITH ANOTHER STUDENT	SEE YOUR COUNSELOR OR ASSISTANT PRINCIPAL
MISSING THE BUS	PARENT/GUARDIAN MUST CONTACT THE OFFICE

STUDENT HANDBOOK STATEMENT

This student handbook is designed to inform both students and parents/guardians of school policies, procedures, and regulations. All students, and thus parents, are responsible for knowing the information and regulations included in this handbook and are subject to all rules and regulations set by the Guymon Board of Education and Oklahoma State Department of Education, and Oklahoma Secondary School Activities Associations. The student/parent handbook is designed to inform you of school policies and procedures. All personnel hired by the Guymon Board of Education are authorized to enforce these rules and regulations. There may be instances in which policies/procedures may change, if so, students/parents/guardians will be notified. In addition to the challenging academic program at the junior high school, there are many extracurricular learning experiences offered for the students. Students are encouraged to get involved and use their talents and abilities to enhance their experiences at Guymon Junior High School.

DISTRICT INFORMATION

NONDISCRIMINATION POLICY

"Guymon Public Schools does not discriminate on the basis of disability, race, color, religion, national origin, sex, age, veteran status, or gender."

This notification is provided as required by Title VI of the Civil Rights Act of 1964, Section 504 or 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.

Title IX Compliance Officer **Jessica Bickford, Librarian** **2002 N. James, Guymon, OK 73942** **580-338-4350**	**Title VI and ADA Compliance Coordinator** **Julie Edenborough, Asst. Superintendent** **111 NW 11th Street,** **Guymon, OK 73942** **580-338-4340**	**Section 504 Compliance Coordinator** **Derenda Aranda, Asst. Superintendent** **111 NW 11th Street,** **Guymon, OK 73942** **580-338-4340**

US ENVIRONMENTAL PROTECTION AGENCY ASBESTOS INFORMATION

The United States Environmental Protection Agency has required that all public and private Schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies and defines procedures for managing and scheduling re-inspection of all asbestos present in school. Using the certified reports, this includes laboratory analysis records. Precision Testing of Stillwater, OK has developed a certified Asbestos Management Plan. A copy of the plan is available for your inspection in our administrative office and each school building during regular office hours. We are intent on not only complying with but exceeding federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to ensure the children and our employees have a healthy, safe environment in which to learn and work.

STUDENT INFORMATION

BUS CONDUCT

Students should obey the bus driver and monitor at all times and treat them with the same courtesy they show their classroom teacher. Students should behave appropriately while riding the bus. Each student riding the bus will be given a copy of the rules. Parents will be notified if there is misconduct by a student on the bus. If such misconduct continues, the students' bus riding privilege may be suspended by either school authorities or the transportation director.

BULLYING & HARASSMENT

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated.

BULLYING

Itis the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Isolated action does not meet the state's definition of bullying. However, the administration will investigate isolated incidents or actions and apply appropriate discipline under the student discipline code. This policy addresses bullying which is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district

BULLYING (Cont.)

15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

All school employees at each school site shall be required to complete professional development training in school bullying prevention, identification, response and reporting that meets the requirements of Oklahoma law and shall include recommendations from each school site's Safe Schools Committee.

Students will receive annual training regarding identifying, preventing, addressing, and reporting incidents of bullying via educational programs. These programs may include, but are not limited to, classroom discussions, assemblies, multimedia and presentations. The purpose of the educational programs are to assist students in the identification of bullying behaviors, reporting procedures and the consequences for violation of school policy.

The district will implement a research-based educational program as designed and developed by the Oklahoma State Department of Education for students and parents to prevent, identify, respond to and report bullying.

A copy of this policy will be furnished to each student and teacher in this school district.

REFERENCE: 21 O.S. §850.0
70 O.S. §24-100.2

THIS POLICY REQUIRED BY LAW.

PROHIBITING BULLYING (REGULATION)

The Guymon Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

PROHIBITING BULLYING, REGULATION (Cont.)

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

   70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

   A. Harm another student;

   B. Damage another student's property;

   C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or

   D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

2. The "Reasonable Person" Standard

   In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

   Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

PROHIBITING BULLYING, REGULATION (Cont.)

A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Guymon Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

1. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Guymon Public Schools is committed to providing appropriate and relevant training to staff

PROHIBITING BULLYING, REGULATION (Cont.)

regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

B. Guymon Public Schools' Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with and adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC.)

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.

PROHIBITING BULLYING, REGULATION (Cont.)

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

PROHIBITING BULLYING, REGULATION (Cont.)

from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences may be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at www.guymontigers.com. and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

HARASSMENT/BULLYING INCIDENT REPORT FORM

Date: _____ Time: _____ Room/Location: _____

Student(s) Initiating Bullying/Harassment:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Student(s) Affected:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Type of Harassment Alleged:

Racial _____ Sexual _____ Religious _____ Other _____

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

_____ Name Calling
_____ Stalking
_____ Inappropriate Gesturing
_____ Staring/Leering
_____ Writing/Graffiti
_____ Threatening
_____ Taunting/Ridiculing
_____ Inappropriate Touching
_____ Other _____

_____ Spitting
_____ Demeaning Comments
_____ Stealing
_____ Damaging Property
_____ Shoving/Pushing
_____ Hitting/Kicking
_____ Flashing a Weapon
_____ Intimidation/Extortion

Describe the incident:

_____

_____

Witnesses Present:_____

Physical evidence: Graffiti _____ Notes _____ E-mail _____ Web sites _____ Video/audio tape _____
Other _____

Staff signature _____

Parent(s) contacted: Date _____ Time _____

Administrative response taken:

_____

Students can fill out a bullying form with the Counselor, Assistant Principal, and/or Principal.

The superintendent or designee shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

(See Board Policies FNCD, FNCD-R, Reporting Form FNCD-E)

CIVIL RIGHTS GRIEVANCE PROCEDURES: DEFINITIONS

1. **Discrimination Complaint:** A written complaint alleging any policy procedure, or practice which discriminates on the basis of race, color, national origin, sex, or qualified handicap.
2. **Student Grievant:** A student of the Guymon Public School who submits a complaint alleging discrimination based on race, color, national origin, sex, or qualified handicap.
3. **Employee Grievant:** An employee of the Guymon Public School who submits a complaint alleging discrimination based on race, color, national origin, sex, qualified handicap, or veteran status.
4. **Title IX and 504 Coordinator:** The person designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other state and federal laws addressing equal educational opportunity. The Title IX/504 Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
5. **Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas, covered in complaint.
6. **Day**: Day means working day. The calculation of days in complaint processing shall exclude Saturdays, Sundays, and holidays.

<u>PRE-FILING PROCEDURE</u>

Prior to the filing of a written complaint, the student or employee is encouraged to visit with his/her teacher, building principal or supervisor, and a reasonable effort should be made to resolve the problem or complaint.

FILING AND PROCESSING DISCRIMINATION COMPLAINTS

1. **Grievant** submits written complaints to Title IX/504 Coordinator stating name, nature, and date of alleged violation; names of persons responsible; and requested action. The complaint must be submitted within 30 days of alleged violation/complaint.
2. **Title IX/504 Coordinator** notifies respondent within ten days and asks respondent to (1) confirm or deny facts; (2) indicate acceptance or rejection of a student's or employee's requested action; or (3) outline alternatives.
3. **Respondent** submits an answer within ten days to Title IX/504 Coordinator.
4. **Title IX/504 Coordinator** refers to the written complaint and respondent's answer to the building principal or supervisor within ten days after receiving respondent's answer.
5. **Principal and/or Supervisor, Grievant, Respondent, and Title IX/504 Coordinator** participate in a hearing.
6. **Principal or Supervisor** issues within ten days after the hearing a written decision to the student, employee, respondent, and Title IX/504 Coordinator.
7. **Grievant or Respondent**, if not satisfied with the decision, must notify the Title IX/504 coordinator within ten days and request a hearing with the superintendent.
8. **Title IX/504 Coordinator** schedules within ten days of the request for a hearing with the grievant, respondent, and superintendent.
9. **Superintendent, Grievant, Respondent, and Title IX/504 Coordinator** participates in the hearing.
10. **Superintendent** issues a decision within ten days following the hearing.
11. **Grievant or Respondent** if not satisfied with the decision, must notify the Title IX/504 Coordinator within ten days and request a hearing with the Board of Education.
12. **Title IX/504 Coordinator** notifies the Board of Education within ten days after receiving a request. Title IX/504 Coordinator schedules hearings with the Board. Hearings are to be conducted within 30 days from the date of notification to the Board of Education.
13. **Board of Education or hearing panel established by the Board, Grievant, or Respondent, and Title IX/504 Coordinator** participates in the hearing.
14. **Board of Education** issues a final written decision within ten days after the hearing regarding the validity of the grievance and any action to be taken.

GENERAL PROVISIONS

1. **Extensions of Time:** Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date that the complaint is filed until the complaint is resolved shall be not more than 180 days.
2. **Access to Regulations:** The Guymon Public Schools shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age-qualified handicap, or veteran upon request.
3. **Confidentiality of Records:** Complaint records will remain confidential unless permission is given by the parties involved to release such information. No record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.

FIRE & TORNADO DRILLS

Fire and tornado drills are required by law and are an important safety precaution. At the sounding of the alarm, students shall proceed in a quiet and orderly fashion to the designated area as directed by the chart in the classroom. Students are prohibited by state law from tampering with the fire alarm or fire extinguishers. Any student apprehended for doing so will be prosecuted to the fullest extent of the Oklahoma State Law.

LOST & DAMAGED BOOKS

- Textbooks may be checked out to a student or used as a classroom set. Each textbook has a different barcode. When the student is issued a textbook, the student is responsible for the textbook that was issued with their student identification number.
- Whether the book is lost, stolen, or damaged (by you or unknown persons), the student is responsible for all textbooks that have been barcoded with their school identification number.
- Students are responsible for inspecting their textbooks upon receipt for damage. When a student has been issued a defective book, they should immediately return the textbook and will be reissued another textbook.
- Students who turn in a book(s) after the first week of class reporting damage, will be responsible for the condition of the book when it is turned in at the end of the semester/year.
- The student must pay for books that have been lost, stolen, or damaged. Students should pay for books at the main office. Book checks will be made periodically throughout the school semester/year.
- If anything happens to a student's textbook that hinders him/her from returning it at the close of the semester school year, the student cannot receive a report card until the obligation is resolved.

LOST & FOUND

Students are responsible for all items used at school. Personal items should be marked with your full name. Students who have lost items may ask for them in the front office area. Students finding articles in the school should bring them to the front office area. All unclaimed items are given to charity at end of each semester. We are not responsible for lost, damaged, or stolen items.

MANDATES

Guymon Public Schools ensures compliance with the following mandates:

- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794: “No otherwise qualified handicapped individual… shall, solely by the reason of his handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”
- Title VI of the Civil Rights Act of 1964, 45 U.S.C. 200D through 200D-4: “No person in the U.S. shall, on the basis of race, color, or national origin be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”
- Title IX of the Education Amendments of 1972, 20 U.S.C. 1681-1682: “No person in the U.S. shall on the basis of sex, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance.”

MINUTE OF SILENCE & PLEDGE

Each school day, a period of time will be designated where a person from the administrative office leads the student body and faculty in a moment of silence and the Pledge of Allegiance to the United States of America. This designated time will typically occur at the end of 1st period and before 2nd period. The minute of silence and Pledge of Allegiance will be conducted over the school intercom system.

SCHOOL INSURANCE

We have made arrangements to provide each child in our school system with the opportunity to enroll in a medical insurance program for the school year. This student insurance program is provided as a convenience to the students, and the school receives no compensation for this program. School insurance information is on the district website.

SCHOOL PHONES

The office telephone is a business phone and should be used by students ONLY in cases of emergencies. A phone has been provided for student use in the office. Permission must be granted before use.

PROHIBITION OF RACE AND SEX DISCRIMINATION

The following concepts may NOT be taught to students, included in curriculum or instructional materials, included in employee professional development, or included in diversity, equity, or inclusion plans:

- One race or sex is inherently superior to another race or sex.
- an individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously,
- an individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- members of one race of sex cannot and should not attempt to treat others without respect to race or sex,
- an individual's moral character is necessarily determined by his or her race or sex,
- an individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

If a violation occurs, a person may file a complaint by completing, signing, and turning in the district complaint form to Melissa Watson, Superintendent, 580-338-4340 or via email at melissa.watson@guymontigers.com.

(See School Board Policy EGG and EGG-E)

SAFE & SECURE SCHOOLS

The Guymon Public Schools system believes that school must be a safe place for students and staff. Guymon Public Schools has two school resource officers and a canine to help ensure that our students and staff have a drug-free and safe environment.

SEXUAL HARASSMENT STATEMENT

The policy of this school district forbids discrimination against, or harassment of, any student on the basis of sex.

SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Guymon Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

   a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;

   b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or

   c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

   For the purpose of this policy, examples of sexual harassment include, but are not limited to:

   Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding," "teasing," double meanings, and jokes. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

   Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The super-intendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

   Use of e- mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication. Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions

   A. Administrators and Supervisors

   1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
   2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

3. The "off-duty" conduct of school personnel that has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.

3. Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents or legal guardians, and unions or professional organizations holding agreements with the school district.

4. Reporting Allegations of Sexual Harassment

A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.

1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.
2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

B. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint.

5. Grievance Procedure.

A. Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

B. Objective Evaluation of Evidence. All evidence both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.

C. Conflict of Interest. Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.

D. Presumption. There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.

E. Timeliness. The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.

F. Possible outcomes. A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.

G. Standard of Review. The school district will utilize a preponderance of the evidence standard to determine responsibility.

H. Privileged Information. The school district will not require, allow or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

6. Written Notice. Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. The written notice must include:

A. Notice of the grievance process, including any informal resolution process;

B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;

C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;

D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.

E. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

If in the course of an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, notice of the additional allegations must be provided in writing to both parties.

7. Investigation of the Allegations. The school district will designate an investigator to conduct a thorough investigation of allegations. Contact information for the investigator will be provided to both the complainant and the respondent.

A. The burden of proof and of gathering evidence remains on the school district.

B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.

C. Neither the complainant or respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.

D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.

E. Written notice of the date, time, participants, purpose and location of any investigate interview, hearing, or other meeting shall be provided to the party who is invited or expected to attend.

F. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report.

G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.

8. Hearing. The Title IX coordinator will determine whether a live hearing is necessary on a case-by-case basis if both parties request or consent to such a hearing (the live hearing component is optional for K-12 schools). Regardless of whether a live hearing is held, or a written hearing is conducted, each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants asked of another party or witness. Both parties will be provided with the answers and follow up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.

9. Determination of Responsibility. A decision maker, who is not the Title IX coordinator or the investigator, will apply a preponderance of the evidence standard to determine responsibility, and will issue a written determination of responsibility that:

SEXUAL HARASSMENT OF STUDENTS (Cont.)

A. Identifies the allegations that potentially constitute sexual harassment;

B. Describes the school district's procedural steps taken from the receipt of the complaint to the determination; Includes findings of fact to support the determination;

C. Includes findings of fact to support the determination;

D. Includes conclusions regarding applicants of the discipline code to the facts;

E. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the school's educational programs or activities will be provided to the complainant; and

F. The procedures and permissible basis for appeals.

10. Appeals. Within ten (10) days of a determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:

A. A procedural error affected the outcome.

B. New evidence that was not reasonably available at the time of the determination and could affect the outcome;

C. Conflicts of interest on the part of the Title IX coordinator, investigator or decision maker that affected the outcome.

If an appeal is made, the school district will provide written notice to both parties of the appeal. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision maker who is not the Title IX coordinator, the investigator or the original decisionmaker. The appeal decisionmaker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decisionmaker will receive training as mandated by law. The decision of the appeal decisionmaker will be final and nonappealable. The written decision of the appeal decisionmaker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

10. Recordkeeping. The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.
The district will also post the training materials used to train Title IX coordinators, investigators, and decisionmakers on the district website at: www.guymontigers.com. These materials will also be available to the public.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

11. Retaliation. The board of education prohibits retaliation by the school district or any employees of the school district against any person for the purpose of interfering with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process.

Charging a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

REFERENCE: Title VII of the Civil Rights Act of 1964
42 U.S.C. §2000e-2
29 C.F.R. §1604.1, et seq.
U.S. Department of Education of Education, OCR, Title IX Regulations Addressing Sexual Harassment

SEXUAL HARASSMENT/TITLE IX INCIDENT REPORT FORM

Date of Incident:_____ Time of Incident:_____ Room/Location of Incident:_____

Person(s) Initiating Alleged Sexual Harassment:

_____ Grade:_____ Class: _____

_____ Grade:_____ Class: _____

Person(s) Affected:

_____ Grade:_____ Class: _____

_____ Grade:_____ Class: _____

Check all boxes below that apply. Adult stated or identified inappropriate behaviors as:

- ☐ Name Calling
- ☐ Stalking
- ☐ Inappropriate Gesturing
- ☐ Staring/Leering
- ☐ Writing/Graffiti
- ☐ Threatening
- ☐ Taunting/Ridiculing
- ☐ Inappropriate Touching
- ☐ Other
- ☐ Spitting
- ☐ Demeaning Comments
- ☐ Stealing
- ☐ Damaging Property
- ☐ Shoving/Pushing
- ☐ Hitting/Kicking
- ☐ Flashing a Weapon
- ☐ Intimidation/Extortion

Describe the incident:

Witnesses Present:_____

Physical evidence: ☐ Graffiti ☐ Notes ☐ E-mail ☐ Web sites ☐ Video/audio tape

☐ Other:_____

Affected Student's Signature _____

Person Filing Report Signature _____

Staff Signature _____

Parent(s) contacted: Date _____ Time _____

Administrative response taken: _____

☐ I request a formal Title IX investigation. Signature _____

SEXUAL HARASSMENT

1. For the purpose of this policy, sexual harassment includes verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature and sexually-oriented "kidding" teasing, double meanings and jokes.
2. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging, or touching a student inappropriately may constitute sexual harassment.
3. Writing graffiti which names a student, or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The superintendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

SPECIFIC PROHIBTIONS

1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanction, as described below.
3. The school district is not concerned with the "off-duty" conduct of school personnel unless the conduct has or will have a negative impact on the educational process of the school. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (20), will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in the suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 may constitute a crime under state or federal law.
4. Any student who feels he or she is being sexually harassed is to report the incident to a faculty member, counselor, or administrator. Sexual harassment will not be tolerated.

REPORTS, INVESTIGATIONS, AND SANCTIONS

A. It is the express policy of the Board of Education to encourage student victims of sexual harassment to come forward with such claims. This may be done through the Grievance process.

1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person.
2. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

B. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred will be investigated. The superintendent or designee has the responsibility of investigating and resolving complaints of sexual harassment.

C. Any employee found to have engaged in sexual harassment of other employees or students shall be subject to sanctions, including, but not limited to warning, suspension, or termination, subject to applicable procedural and due process requirements.

D. Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including but not limited to warning, suspension, or other appropriate actions subject to applicable procedural and due process requirements.

STUDENT ABSENCES

EXCUSED ABSENCES

1. Personal or family illnesses/emergencies
2. Medical appointment
3. Legal or judicial matters, including service on a grand, multi-grand, or petit jury
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation
6. Official documentation in the above areas is preferred and expected to excuse the absence. A doctor's release or court documents are examples of documentation that will not count against the eighteen (18) absences per year.

It is the responsibility of the parent to notify the school by 8:30 a.m. if their child is to be absent for one of the above reasons. The school will contact those students' parent(s)/guardian(s) who do not notify the school. If no contact is made, the parent must notify the school the day the child returns before the student can be excused. The student can make up work for excused absences. They will have the number of excused absences plus one day. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

UNEXCUSED ABSENCES

Unexcused absences are a result of any of the following:

1. Missing school without proper documentation (i.e. medical note, court document, etc.)
2. Leaving school without checking out through the office.
3. Being absent from school without prior permission from a parent/guardian or school official.
4. Being absent from class without permission.
5. Obtaining a pass from class to a designated place and not reporting there.
6. Being tardy (unexcused) to class past 10 minutes.

ABSENCES FOR SCHOOL ACTIVITIES

Students should have the assignments on the activity absence form turned in to teachers before they leave for the school activity. **The maximum number of absences for activities, sponsored by the school, which removes the student from the classroom, shall be ten (10) for one school year.** Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which the student must earn the right to compete. The student will be allowed to make up any work missed while participating. Due to our unusual geographic limitations, the time it takes to travel to scheduled activities shall be exempt. If a student has conflicting events, a contest shall override a practice or performance and if one contest is a state or regional contest, it shall override a regular contest. If both are non-playoff contests, the student may choose which contest to compete in. **In all cases, the principal shall have the final decision.** All participating students in any activity or athletic event must be present at least five of the seven periods that day, or the day before if the activity leaves before or during the morning. Staying home or skipping a class on the activity day will prohibit the student from participating.

TARDINESS

A tardy is defined as not being in the classroom when the tardy bell rings and **BECOMES AN ABSENCE AFTER TEN (10) MINUTES OF CLASS TIME HAS ELAPSED.** Students may be assigned Saturday School for excessive tardiness. If a student does not attend assigned Saturday School, they may be assigned ISD. Students may also be assigned ISD or Saturday School for excessive unexcused absences to 1st hour (due to being more than 10 minutes late)

TRUANCY

A student is considered truant when absent from campus without the knowledge of either the school or the parent/guardian. The student will be subject to further disciplinary action or a possible truancy ticket.

ATTENDANCE

Regular attendance is an integral part of the learning process. The purpose of this policy is to provide uniformity of student attendance and the subsequent consequences for absenteeism at Guymon Junior High School.

In accordance with the policy of the Guymon Board of Education, each student at Guymon Junior High School may not be absent from class more than seventeen (17) days per year. Excused, unexcused, and truancy are types of absences that DO count against the student for the purposes of the Attendance Policy Regulation.

ATHLETIC LOCKERS & GYM BAGS

The only lockers available to GJHS students are the Athletic Lockers that are assigned during P.E. and O.A. for the purpose of storage of athletic equipment. Athletic Student lockers are the property of the school and are assigned to the student for the purpose of storage of athletic school supplies and personal property, coats, jackets, etc. Students are to use only the locker assigned to them. Locks are not provided for lockers but must be used and lockers must be locked at all times.

Students shall not have any reasonable expectations of privacy toward school administrators or teachers in the contents of school locker, desk, cabinet, or other school property in order to properly supervise the welfare of pupils. School lockers, desks, cabinets, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. School officials have the right to conduct a locker search at any time.

Gym bags will only be allowed in the gym. Student athletes **MUST** leave valuables or money in lockers. Guymon Junior High School is not responsible for lost or stolen items.

CLOSED CAMPUS, CHECKING IN/OUT

As students arrive on campus, they will be required to remain on campus until dismissed at the end of the school day. Students leaving school before regular dismissal time must check out through the office. **Any student leaving campus during the school day must have parent/guardian permission. Any absences without permission are considered unexcused.** Students leaving campus without prior approval from the office will NOT be excused after the fact and may be subject to disciplinary action. Students who leave and return to school the same day must report and sign in at the office upon their return. Students must be checked out by someone on the approved list. This will be strictly enforced.

PICK-UP

Students need to be picked up after school on the North side of the school in front of Tiger Gym, at the intersection of 8th and James Streets.

ELIGIBILITY

Students must maintain passing grades in all classes and attend at least 90% of the time. Activities included in the eligibility rules are Band, Choir, Cheerleading, Academic Team, Student Council, NJHS, HALO, E-Sports, all Athletic Teams, and any other school-sanctioned groups or events.

GRADING SCALE

A	90-100
B	80-89
C	70-79
D	60-69
F	59 & Below
I	Incomplete
NC	No Credit

GIFTED & TALENTED

Guymon Junior High offers an array of Honors/Advanced Classes for our Gifted and Talented students. Some of these classes include: Advanced Band, Advanced Art, Pre-Algebra, Algebra 1, and Honors U.S. History.

HONOR ROLL

SUPERINTENDENT'S HONOR ROLL

Students who make straight "A's" for each grading period of the school year will be listed on the Superintendent's Honor Roll.

PRINCIPAL'S HONOR ROLL

Students who make "A's and B's" for each grading period of the school year will be listed on the Principal's Honor Roll.

NATIONAL JUNIOR HONOR SOCIETY

To be eligible for membership in the GJHS National Junior Honor Society, a student must meet the following qualifications:

1. A member must have and maintain a 3.5 weighted average in all class work including music and athletics.
2. A member should be participating in at least two school clubs and organizations.
3. A member must exhibit the personal qualities of citizenship, service, leadership, and character.
4. A member must not, at school or away from school do anything that will reflect unfavorably on the Honor Society or the school.
5. A member must complete a designated number of hours of community service to be decided at the first meeting of the year.
6. Students will be notified of their eligibility to apply for membership. Selection will be made by a faculty committee.

ORGANIZATIONS & CLUBS

Any student group desiring to charter an approved school club or organization must follow certain rules and procedures laid down by the school. Only those clubs which grow out of an approved school activity and which elevate the educational purpose will be recognized and approved. Clubs and organizations of Guymon Junior High School must be sponsored by a member of the school faculty/staff, and must submit their constitution and by-laws, including election/selection process and discipline procedures, to the principal for approval.

Organizations at GJHS include: Student Council, Cheerleaders, HALO Club, National Junior Honor Society, Yearbook, Band, Academic Team, E-Sports, Art Club, Choir and Table-Top Club. There will be NO scheduled activities of any GJHS organizations on Sunday or after 6:00 p.m. on Wednesday.

OFFICERS

1. A student may not hold more than three offices at a time.
2. A student has the option of resigning a position in order to accept another.
3. Class officers must maintain a 2.5 GPA

PROFICIENCY BASED PROMOTION

It is the policy of the Guymon Public School, District I008, that all students in grades one through twelve have the opportunity to advance under a proficiency-based promotion option in either grade level, subject, or course by meeting the following requirements:

1. Opportunity for proficiency assessment will be provided at least twice each school year.
2. Students must progress through a curriculum in a sequential manner. Elementary, junior high, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
3. Following application, initial testing utilizing an appropriate criterion-referenced examination adopted by District I008 will be administered to each applying student.
4. Students successfully achieving 85 percent on the criterion-referenced examination will be scheduled for an assessment involving performance and/or demonstration criteria conducted by members of the professional staff.
5. Students successfully completing the performance component will be awarded credit upon the official school transcript for completion of the course, subject, or grade. No grading marks will be associated with the successful completion of the course, subject, or grade. No reference or notation will be made on the official transcript of an unsuccessful attempt for advancement.
6. A placement conference will be conducted with the parent/guardian of a participating student in order to determine the next appropriate academic or placement steps to be taken. If the parent/guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent/guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
7. Students, parents/guardians, or teachers may request retesting of students at the next test date. Conferences to discuss the merits or timing of retesting are to be conducted prior to retesting or reassessing performance.
8. Assessment for grades 9 through 12 will measure 22 subjects. Each test will have approximately 75 items per test with appropriate performance assessment models and scoring rubrics.

SCHEDULE CHANGES

Course change requests may be allowed at the directive and permission of the principal. Changes are handled through the counselor's office.

SCHOOL LUNCH PROGRAM

Guymon Public Schools participates in the National School Lunch Program and offers free and reduced-price lunches based on a student's financial need. Information can be obtained from the front office. No one will be allowed to charge more than $10 at any time. Breakfast will be provided at the beginning of the day to all students.

SUMMER SCHOOL

Summer school sessions are offered for students who need credit recovery due to failure of core classes.

TRANSFERS

Open Transfers previously granted by the school board will remain in effect unless the board of education designee or Superintendent designee takes action to deny a future year's attendance based upon discipline or attendance as addressed within this policy.

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, a measure of achievement, aptitude, or athletic ability. The school district will begin accepting applications for the next school year starting the first business day of January. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district, transferring student discipline history is reviewed, and student attendance records have been reviewed.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to disciplinary action or attendance issues. The district will not require parents to resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to re-enroll at any time in their school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for the denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received. (For the complete policy please see the district website, www.guymontigers.com)

WITHDRAWAL

The procedure for withdrawal (or transferring) is as follows:

1. Requests for withdrawal must be made by telephone or in-person by parent/guardian or guardian.
2. The withdrawal notice should be given to the guidance office at least two days before the student is to leave.
3. Appropriate forms should be obtained from the office.
4. Forms should be filled out by teachers.
5. All school books, Chromebooks and accessories, and other property must be returned, and all fees must be paid.
6. Completed forms must be taken to the office of the principal for final clearance.

STUDENT EXPECTATIONS & CONSEQUENCES

All students are expected to conduct themselves in a manner conducive to learning and appropriate for junior high school-age students while in school and at all school-sponsored activities. These behaviors include attending classes, working on all tasks assigned by teachers, and complying with all reasonable requests made by school staff members. For those students who decide to interfere with or disrupt the educational process, appropriate corrective measures will be taken. Any garment, accessory, possession of inappropriate materials, or action by a student which may interrupt the normal, orderly operation of the school, or jeopardizes the safety of others will be considered inappropriate and disciplinary action may be taken. A personal discipline file will be maintained in the office for students who are guilty of misconduct. When a student is referred to an administrator for disciplinary measures, the administrator will have the option of assigning appropriate punishment.

BOMB THREATS

Students making a bomb threat, whether it is written, by use of electronic devices, or verbal, will immediately be long-term suspended from school and prosecuted to the fullest extent of the law.

DRUG/ALCOHOL POLICY

No student shall possess, use, or distribute any illegal substance to include drugs and alcohol on school premises, at school functions, on school trips or activities, or while in use of school transportation. No student shall come to school or to any school function under the influence of alcoholic beverages, or a controlled dangerous substance as defined by state law.

Discipline Policies for Secondary (7-8)

1. Confiscation of substance
2. Notification of parent
3. Notification of appropriate authorities
4. AUTOMATIC suspension
5. Rehabilitation and/or professional counseling may be required prior to readmittance

The student, upon the first offense, will be suspended from school for a minimum of 20 school days. For each additional offense, the minimum time of suspension will be increased by 25 days. If the school official in charge cannot contact the parent or legal guardian, they will take whatever action they deems necessary in the interest and welfare of the student body, e.g. calling the physician listed by the parent/guardian or the emergency room of the local hospital. In all such cases the law enforcement officials will be advised (federal, state, and local).

FIGHTING

Fighting will result in a minimum of five (5) days out of school suspension and may result in a complaint of disorderly conduct and/or assault charge filed by the school district with the local police.

GANG ACTIVITY

Gang activity will not be tolerated. Students who are assimilated with gangs, whether in appearance or actions may be suspended for up to one school year.

INAPPROPRIATE LANGUAGE

It is expected that all language used at school is polite and appropriate. Profanity, obscenity, and vulgarity have no place at school, during a school-sponsored activity, or on the school bus. Offensive wording, pictures on t-shirts, or other clothing are considered inappropriate use of language. A student using foul language may be disciplined with any of the following: Detention, ISD, and/or Suspension. An offense against a staff member **WILL** result in harsher consequences.

STUDENT RESIDENCY

It is the policy of the Guymon Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody within the district as defined in 70 O.S. §1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes to a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning the legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113. (For the complete policy please see the district website, www.guymontigers.com)

STUDENT SEARCH

Students shall not have any reasonable expectation of privacy toward school administrators or teachers in the contents of a school locker, desk, or other school property. School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time. Police or appropriately approved school personnel have the right to search persons or property with reasonable suspicion.

Please see SEARCH OF STUDENTS POLICY FNF-R (Appendix A).

SCHOOL RESOURCE OFFICERS/SECURITY GUARDS

Guymon Public Schools system believes that school must be a safe place for students and staff. Three School Resource Officers and a canine help to ensure that our students and staff have a safe, drug-free environment.

THEFT

Theft on school property may result in up to one year of suspension. Acts of stealing may be reported to the local police.

THREATS

Any student making threats of any nature may be suspended. A psychological evaluation of the student may also be required, at the parent/guardian's expense, before the student may return to school.

TOBACCO

The use or possession of tobacco in any form is not permitted in the school building, on school grounds, on school buses, or at school activities. E-cigarettes and similar products will be confiscated and tested for illegal drugs. Students found to be in possession of or using any tobacco product will be placed in ISD or suspended, and the student will receive a "minor in possession" ticket from the resource officer. The use of e-cigarettes, nicotine gum, or other similar products will be considered the same as tobacco products.

TRESPASSING

Unauthorized individuals found in the building or on school property are subject to trespassing charges. This includes students on suspension who have no prearranged authorization to be on school property. **TRESPASSERS WILL BE ARRESTED.**

VANDALISM

Vandalism of school property may result in up to one year of suspension. Any act of vandalism will be reported to the local police.

WEAPONS-FREE SCHOOL

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer. The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting. Firearms are defined in Title 18 of the United States Code, Section 921, as

    a. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
    b. the frame or receiver of any such weapon
    c. any firearm muffler or firearm silencer or
    d. any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

1. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the Board of Education of the district, to have in such person's possession on any public or private school property or, while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:
2. "…any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon." Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45 calendar days at the discretion of the superintendent or designee. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten (10) days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP team and continue to receive special education and related services. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or designee. Disciplinary action will be determined on a case-by-case basis.

SCHOOL SPONSORED DANCES

1. All presently enrolled students at GJHS are eligible to attend unless they have been suspended from school or other disciplinary actions prohibit them from attending including being academically ineligible.
2. GJHS dances are for our students only and no out-of-town guests are allowed.
    a. No exceptions will be added after the deadline.
    b. GJHS students are not allowed to attend High School Dances.
    c. No guest enrolled in a high school, grade school, or school drop-out will be permitted to attend.
    d. Faculty and staff will sponsor the dances. Parental sponsors will need to be considered and approved by the principal.
    e. After gaining admittance to the dance, if a student must leave the designated area, a sponsor must accompany the student or the student will not be allowed to re-enter the dance. If a student leaves dance early, their parent/guardian will be called.

SCHOOL TRIPS

School-sponsored trips will be made during the year for numerous activities in which students of Guymon Junior High School participate. These trips may necessitate absences from academic classes. parent/guardians and students are requested to study the following regulations concerning school-sponsored trips.

1. All school rules and regulations apply for all school-sponsored trips.
2. All students must get assignments from teachers before the absence.
3. All students must go and return in school-approved transportation with the presence of an adult required. Exceptions will be dealt with individually.
4. Students making a school-sponsored trip shall be under the supervision of a sponsor and shall conduct themselves appropriately. The school shall have jurisdiction over all students in the vicinity of a school-sponsored group or activity.
5. Students violating any of the aforementioned regulations may forfeit the privilege of making trips for the remainder of the school year. The school may administer additional punishment when and if it becomes necessary.
6. A student must be passing all classes to be eligible for any activity that requires him to be absent from a class.
7. Parent/guardian permission and authorization to treat minor forms must be provided for all trips.
8. No swimming on school trips.

SCHOOL VISITORS

All visitors to the school must sign in at the principal's office and obtain a visitor's pass. Visitors must be on the student's demographics relations list in order to visit with and/or check the student out of school. This is strictly enforced for the safety of all students. The principal has the right to prohibit visitors if it is a disruption to the educational process.

STUDENT DRESS CODE

The basic design for school dress is one that emphasizes neatness, cleanliness, modesty, and safety. Students must understand that school is a place of serious business and their attitude toward schoolwork is often reflected in their choice of clothing. The following guidelines are in effect for Guymon Junior High School. Grooming and dress at GJHS must not constitute a distraction or interfere with the educational opportunities of students. Exceptions will be made to its dress code to ensure that students with disabilities can participate. (See School Board Policy FNCA.)

ATTIRE EXPECTATIONS

1. Above the chest to below the pelvic region (upper and lower torso) including the buttocks, should be covered at all times.
2. Shorts, dresses, tunics, shirts/tops worn with leggings, and skirts must be at least mid thigh (halfway between the hip and knee).
3. Shirts and /or dresses should have sleeves to the tip of the shoulder.
4. Clothes should be sized appropriately.
5. If pants contain a hole or slit above the knee the skin must be covered.
6. Clothing must cover the chest, back, midriff, and undergarments.
7. Any school-issued uniform may be worn during the school day if assigned.

PROHIBITED DURING SCHOOL HOURS

1. Headgear such as hats, bandanas, sunglasses, hoods, and stocking caps.
2. Watch or wallet chains or long tailed belts.
3. Jewelry that is inappropriate for school, not distracting, and not pose a safety threat to others.
4. Tattoos that are obscene or inappropriate for school.
5. Bare feet, house shoes/slippers, spiked cleats, roller skates, pajamas.
6. Bike or animal chains, collars, or spikes.
7. Apparel that is too tight, too loose, too sheer, too short, or too revealing.
8. Apparel or accessories with offensive or suggestive slogans, logos, symbols, or images that pertain to immorality, vulgarity, obscenity, nudity, promotion of violence and/or gang or cult activity, or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, illegal chemical substances, drug-related items, drug paraphernalia or other items or activities that are illegal for the general population or for minors. (Including printed text on the student's pant bottom.
9. Clothing that reflects gang affiliation, conceals contraband, weapons, or creates a distraction.
10. Blankets

Where a religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. **Any variation to the above dress code will be subject to the approval of the principal.**

STUDENT DRESS CODE

Parents will be contacted when students fail to pass the dress code. Students will be required to change clothes before returning to class. If a student violates the dress code and then changes back into their old clothing, they will receive disciplinary consequences to be determined by administration. Any student who violates the dress code repeatedly will also be subject to disciplinary action by administration.

DISCIPLINE

The Guymon Board of Education believes that the school's primary goal is to educate, not to discipline. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. When the behavior of an individual student comes into conflict with the rights of others, corrective actions are necessary for the benefit of the individual and the school. The teacher in a public school has the same rights as a parent or guardian to control and discipline a child while the child is in attendance, in transit to or from the school, or participating in any authorized school function.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction.

Standards of behavior for all members of society are generally a matter of common sense. The following examples of behavior are not acceptable in society generally, and in school environments particularly. The involvement of a student in the kind of behavior listed below will generally require remedial or corrective action. These examples are not intended to be exhaustive and the exclusion or omission of unacceptable behavior is not an endorsement or acceptance of such behavior. When, in the judgment of a teacher or administrator, a student is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

DISCIPLINE

1. Unexcused tardiness to school
2. Unexcused tardiness to class
3. Skipping class
4. Leaving school without permission
5. Refusing detention
6. Smoking & Vaping
7. Truancy
8. Possessing or using alcoholic beverages or other mood-altering chemicals such as vape pens, edibles and nicotine
9. Stealing
10. Forgery, fraud, or embezzlement
11. Assault, physical or verbal
12. Fighting
13. Possession of weapons or anything that resemble a weapon (i.e. toy guns, toy knives, water guns, etc.)
14. Distributing obscene literature
15. Destroying/defacing school property
16. Damaging Chromebooks
17. Using someone else's Chromebook
18. Inappropriate search or activity on Chromebook
19. Racial discrimination including racial slurs or other demeaning remarks concerning another person's race, ancestry, or country of origin and directed toward another student, an employee, or a visitor
20. Sexual Harassment
21. Gang related activity or action
22. Violating Dress Code
23. Violating Cell Phone Policy
24. Selling outside snacks at school that have not been School Board approved
25. Lewd Behavior
26. Classroom Disruption
27. Disrespectful to school personnel
28. Students are not allowed to bring any of the following items to school
    a. Airhorns
    b. Toy Guns or Toy Weapons
    c. Rubber bands
    d. Confetti Eggs or any other items that will make a mess
29. Students cannot draw weapons
30. Students cannot search for weapon related material on the Chromebooks

Other actions that are found to be disruptive include: Bullying, bus misconduct, cheating, attendance, failure to prepare for class, harassment, inappropriate display of affection, lunchroom misconduct, electronic device misconduct, profanity, disrespect, prone to mischief, and any conduct that jeopardizes the safety of others.

DISCIPLINE

Corrective actions may include the following:

1. Conference with student
2. Conference with parents
3. Disciplinary Writing
4. Removal from Privileges' such as Pep Rallies, School Dances, Clash of Classes, etc.
5. In-school detention
6. Detention
7. Saturday School
8. Lunch Detention
9. Changing student's seat assignment or class assignment
10. Parent Shadowing
11. Requiring a student to make financial restitution for damaged property
12. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
13. Restriction of privileges
14. Involvement of local authorities
15. Referring student to appropriate social agency
16. Suspension
17. Other appropriate disciplinary action as required and as indicated by the circumstances.

According to Guymon Board of Education Policy (FOD) students may be disciplined and/or suspended for behaviors that include: Violations of policy and regulation, and any act which disrupts the academic atmosphere or the school, endangers or threatens fellow students, teachers or officials or damages property.

IN-SCHOOL DENTENTION

ISD is a detention in which students are removed from the regular school program for a designated period of time. The in-school detention program will be a highly structured class situation with emphasis being placed on intensive student work. Students who are in ISD will not be allowed to participate in or attend any extra-curricular activities including contests and practices or be on school grounds. School work completed during in-school detention will be graded at full value. ISD is from 7:50 a.m. to 2:50 p.m. Transportation to and from ISD is the student's responsibility. If a student is removed from ISD for not following the rules and procedures, they will be suspended for the day and that day in ISD will restart when the student returns to school. If a student is removed from ISD multiple times, they will no longer be allowed to attend ISD and the school consequence will be Out of School Suspension. Students will recieve a sack lunch.

OUT-OF-SCHOOL SUSPENSION

This is a suspension whereby a student is excluded from attending school, activities, or being on school grounds for a designated period of time. Students who are suspended out-of-school have the right to appeal the decision of the administration directly to the superintendent. An education plan will be provided for students suspended. Written notice of a request for an appeal hearing with the Board of Education shall be received by the district superintendent within three (3) business days of receipt of the suspension notice. (O.S.S. 70-488)

SAFE & SECURE SCHOOLS

The Guymon Public Schools system believes that school must be a safe place for students and staff. Guymon Public Schools has two school resource officers and a canine to help ensure that our students and staff have a drug-free and safe environment.

SATURDAY SCHOOL

Guymon Junior High School will provide supervised detention from 8:00 am - 10:00 am on designated Saturdays. Students will be required to arrive before 8:00 am and will be required to remain on task for the entire time.

PARENT INFORMATION

PARENT RIGHTS (FERPA)

Parents and eligible students have the following rights under the Family Educational Right and Privacy Act and this policy.

1. The right to inspect and review the student's education record.
2. The right to exercise limited control over other people's access to the student's education.
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

Please see the FERPA POLICY FL-R and PARENT PARTICIPATION IN THE SCHOOL DISTRICT POLICY EHBDBA (Appendix A)

SURVEYS

Parents may opt out of any survey for their student. Parents can review survey questions prior to signing the opt out form.

Please see TESTING PROGRAM STUDENT SURVEYS REGULATION POLICY EK-R1 (Appendix A)

PARENT/GUARDIAN INVOLVEMENT

Guymon Public Schools encourage and support parents/guardians as partners with teachers and other staff in the education of their children. The district adheres to a philosophy of parent/guardian involvement as an essential element to promote student success. Student academic achievement requires parents/guardians to be knowledgeable of curriculum standards, progress monitoring, and district policies and procedures.

District parent/guardian involvement will be supported and encouraged through the following district expectations:

1. respecting parents/guardians as partners in the education of their children;
2. valuing diversity and the need for equity in each school;
3. promoting parent/guardian involvement in district leadership and decision-making;
4. fostering a welcoming and responsive environment for parent/guardians;
5. ensuring accountability of the staff at all levels throughout the district is working with parents/guardians as partners;
6. valuing the need for partnerships within the public and private entities in the Guymon community;
7. ensuring flexibility and accessibility within administrative operations and flexibility within district-wide processes and procedures, and
8. establishing and promoting communication as a source of trust and understanding between the district and parents/guardians.

Parent/guardian involvement will be supported and encouraged through the following parent/guardian expectations;

1. taking the initiative to seek the best educational opportunities for their children;
2. understanding and respecting the mission and values of the school;
3. respecting teachers and supporting school staff as partners in the education of their children;
4. demonstrating respect for the school as a whole, including the faculty and staff;
5. developing jointly with the teacher, a school-parent/guardian compact for their child that outlines how the parent/guardians, the school, and the student will share the responsibility for improved academic achievement;
6. identifying and addressing barriers to parent/guardian involvement;
7. understanding school procedures and opportunities to contribute or receive support;
8. participating in the development of the school parent/guardian involvement plan and the review and evaluation of the plan;
9. valuing diversity and the need for equity in each child's learning;
10. participating in decision making;
11. volunteering in their children's schools; and
12. supporting and engaging in developing partnerships within the Guymon Public School's community.

STUDENT HEALTH IMMUNIZATION LAW

Immunization of school-age children is a very important way of protecting and promoting the health of children in Oklahoma. **In accordance with Oklahoma law, students entering grades seven (7) through twelve (12) MUST have the following immunizations: five (5) doses of the DtaP vaccine, four (4) doses of the Polio vaccine, three (3) doses of the HepB vaccine, two (2) doses of the Hep A vaccine, two (2) doses of the MMR vaccine, one (1) dose of the Varicella vaccine, and one (1) dose of the Tdap booster vaccine.** Please refer to the Oklahoma State Department of Health's website regarding immunizations required for school or contact the school nurse for questions. parents/guardians are REQUIRED to provide the school with a CURRENT copy of their child's immunization records OR the opt out form.

A.I.D.S. PREVENTION EDUCATION

An A.I.D.S. Prevention Education Program is offered to students in the Guymon School System pursuant to H.B. 1476 of the 1987 Legislative Session. Curriculum materials developed by the State Department of Education shall be used. Any other materials used in the A.I.D.S. Prevention Program shall be approved for accuracy by the State Department of Health. The school nurse will present the curriculum and materials that will be used. The meeting will be held during evening hours. No student shall be required to participate in A.I.D.S. Prevention Education if a parent/guardian objects in writing. A student permission letter will be sent home to notify a parent/guardian.

MEDICATION POLICY

Guymon Public Schools recommends giving medications at home if possible. If it is necessary that a medication be administered by school personnel during school hours, the following procedure must be followed:

1. A student who needs to take medication at school must have a current year Medication Request and Release Form filled out properly and signed by the physician and/or parent/guardian before the medication can be brought to and kept at school.
2. All medication must be brought to the office by the parent/guardian. Students are not allowed to carry medications on their person at any time. The only exceptions are emergency medications such as rescue inhalers, epi-pens, and insulin with appropriate release from the physician and parent/guardian.
3. The parent/guardian will promptly notify the school of any changes in the administration of prescription medication by providing the school with a new Medication Request and Release Form signed by the physician. Written or verbal changes from parent/guardian CAN NOT be accepted.
4. Over-the-counter medications must be in an original container. The dosage and frequency to be given must be consistent with label instructions. A parent/guardian must also specify when and why the medication is to be given. The school cannot accept expired medications. **All over-the-counter orders must be in writing with the parent's/guardian's signature. Phone orders will NOT be accepted.**
5. Prescription medication must be brought to the school in original containers with all instructions and pharmacy labels clearly visible. Prescription medication labels must include the following: student's name, name and strength of the medication, dosage and directions for administration, name of physician, date, and pharmacy name. The pharmacy will dispense an additional prescription label and bottle for school use if requested by the parent/guardian. If the medication is not properly labeled OR does not match the Medication Request and Release Form, it will not be given. Medication will not be accepted in bags or envelopes.
6. Medications, Medication Requests, and Release Forms must be kept in the office.
7. All medication must be picked up by the last day of school by a parent/guardian. If not, they will be destroyed. The school will not send medications home with students.

Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written physician and parent/guardian authorization. The parent/guardian of the student must provide a written statement from the physician treating the student that the student has asthma or anaphylaxis. The physician must also verify that the student has been instructed in the proper method of self-administering medication and is also capable of self-administration of medication.

MEDICATION POLICY

Additionally:

1. The parent/guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
2. The school district will inform the parent/guardian of the student, in writing, and the parent/guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
3. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year upon fulfillment of the above requirements.
4. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.

DEVICE & INTERNET REGULATIONS

ELECTRONIC DEVICES

The use of cellular phones, bluetooth speakers, iPods, headphones, laser pointers, or other disruptive devices is not allowed during classes or between classes. **Guymon Public Schools is not responsible for lost or stolen personal items.** Students will receive ISD or OSS for violating this policy.

Cellular phones, electronic games, smart watches, air pods and other bluetooth headphones and/or speakers, and personal computers are NOT allowed to be in use from bell to bell. The school day begins with the 1st bell and ends at the dismissal bell. If a device is seen, it will be confiscated and turned into the office, (phones need to be kept in a backpack and not in clothing pockets). Other disciplinary actions may be taken by the administration.

Headphones with a cord are allowed for educational purposes and with the permission of the classroom teacher. If headphones or earbuds are being used by a student without permission, the earbuds will be confiscated and turned into the office. Other disciplinary actions may be taken by the administration.

Chromebooks have been approved by the Guymon School Board. Students will not be issued a Chromebook to take home unless they are absent for a significant amount of time. Teachers will have classroom sets of Chromebooks for student use during the school day. Administration will follow the guidelines of the Chromebook contract that is signed by the parent and the student as well as the district electronics policy.

LOST & DAMAGED CHROMEBOOKS

- Students are responsible for the Chromebook that they check out from their teachers. If the device is lost, stolen, or damaged, the student will be responsible for all damages. The cost of damages varies and will be assessed according to the Digital Device Policy.
- Students are not allowed near the classroom sets of Chromebooks unless the teacher has given specific permission.

INTERNET & OTHER COMPUTER NETWORKS ACCEPTABLE USE POLICY

The Board of Education believes that the use of the Internet and other local and/or wide area networks will further education by promoting the exchange of information and ideas and by providing intra- and inter-district, statewide, national, and global opportunities for staff, students, and the community. Students will be able to access the Internet under the supervision of their teachers. Individual student and patron accounts and e-mail addresses will not be provided and the user will not be permitted to use the address to send and receive mail at school unless related to classroom projects and under the supervision of a classroom instructor.

Since the Internet constitutes an unregulated collection of educational resources which change constantly, it is not possible to predict or control exactly what resources users may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of materials that a student may encounter. Students will be under teacher supervision; however, it is not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from intentionally accessing and downloading any test, picture, or online conferencing that includes material that is considered to be obscene, libelous, indecent, vulgar, profane, or lewd, advertises any product or service to minors prohibited by law, presents a clear and present danger, or will cause the commission of unlawful acts or the violation of lawful school regulations. Users will not solicit or receive any information or service, which could result in unauthorized expense to the district. Users will be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed. Records of Internet use will be considered confidential; however, users must be aware that others for whom it is not intended may access any message or information posted on the Internet. E-mail and downloaded materials will be deleted from the system on a regularly scheduled basis.

Users of the services will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for use, which violates copyright laws. An Internet/Computer Network use agreement will be signed by all persons wishing to use the services provided by the school district. Violation of the Internet/Computer Network Acceptable Use Policy will result in the forfeiture of all user privileges. Violators shall also be subject to appropriate disciplinary action. Pending investigation into a student/staff complaint or inappropriate use of the networks, user privileges will be suspended. The district shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

There is no legitimate expectation of privacy in the use of the school district's technology.

GRIEVANCE PROCEDURES
SEX DISCRIMINATION/HARASSMENT
(REGULATION)

In accordance with the policy of the board of education, the following regulation governs the processing of student sexual harassment grievances in this school district.

1. Any student of this school district who wishes to file a sexual harassment grievance against another student or an employee of the district may file a written or oral (recorded, if possible) complaint with the superintendent, principal, or counselor. The administrator taking the complaint will document the time, place, complainant, and incident and immediately forward the complaint to the grievance committee. The grievance committee will appoint a senior administrator to investigate the grievance. The grievance shall set forth the circumstances of the incident and the identity of the student(s) or employee(s) involved. The superintendent, or appointed administrator, shall initiate an investigation of the incident and shall protect the confidentiality of the grievant.

2. During the investigation of the incident, the superintendent or appointed administrator who interviews the grievant shall ensure that a staff member who is the same sex as the grievant will be present. This may help the grievant to feel more comfortable.

3. The investigation shall be completed within ten days of the filing of the grievance. Results of the investigation, along with recommendations and suggestions, shall be shared with the grievant, unless it violates another student's confidentiality.

4. If the grievant believes the issues are not resolved after considering the recommendations and suggestions of the superintendent or the investigating administrator, the grievant may request a hearing by the grievance committee. Upon receiving a request for a hearing, the grievance committee shall schedule the hearing to occur within twenty days from the date of the request.

5. Both the grievant and the person against whom the complaint was made (respondent) may be represented by legal counsel at the hearing. Within ten days of the hearing, the grievance committee shall furnish a written report of its findings and recommendations to both the grievant and the respondent while maintaining confidentiality.

6. The superintendent shall, within five days of the receipt of the grievance committee's report, act upon the recommendations of the committee or furnish a written report to the grievant explaining why the recommendations will not be implemented.

7. Upon receipt of the superintendent's report, the grievant may file a written appeal with the board of education. The board of education shall, within thirty days from the date the appeal was received, review the report and affirm, overrule, or modify the decision of the grievance committee.

GUYMON BOARD OF EDUCATION	FDC

STUDENT ATTENDANCE

The Guymon Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case by case basis.
The superintendent is directed to establish an attendance regulation, subject to board approval, which supports this policy.

REFERENCE: 70 O.S. §10-105, §10-106
Department of Education, Administrator's Handbook

ATTENDANCE POLICY
(REGULATION)

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

ABSENCES

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury *
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent to notify the school if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.
The district will require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.
A student will not be considered absent from school if:
1. They are not physically present at school but are completing work in a distance learning program or virtual online

program approved by the school district and are meeting the following attendance requirements:

a. The student has completed instructional activities on no less than ninety (90%) of the time that services were provided in a virtual or distance learning format to include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,

b. The student is on pace for on-time completion of the course as required by the school district,

c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.

2. The student will be allowed to make up any work missed while participating.

Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up. 100% of the grade will be counted.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school. The student may be subject to further disciplinary action.

Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 10 minutes late of the class period is counted absent for the period.
3. Every 5th tardy will constitute an unexcused absence from that class.

Any student who exceeds the 10 day limit for unexcused absences may appeal to the attendance committee for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance. A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

* LEGAL REFERENCE: 38 O.S. §37
70 O.S. § 10-105
70 O.S. § 3-145.8

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

(1) One race or sex is inherently superior to another race or sex,
(2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
(3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
(4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
(5) An individual's moral character is necessarily determined by his or her race or sex,
(6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
(7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
(8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

(A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
(B) Identify the dates the alleged discriminatory act occurred;
(C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
(D) Include relevant information that would enable a public school to investigate the alleged violation; and
(E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Melissa Watson as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at (580) 338-4340 and via email to melissa.watson@guymontigers.com. This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim.

PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't

Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

LEGAL REFERENCE: 70 O.S. § 24-158
State Accreditation Standard 210:10-1-23

A policy on this issue is required by the
Standards of Accreditation for Oklahoma Schools
Effective July of 2021

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS COMPLAINT FORM

TO: _____,
This must be submitted in writing either in person or via email.

On the ____ day of _____, 20____, _____(Name of Employee) violated 70 O.S. § 24-157(B) by requiring or making a part of a course taught by the school district the following discriminatory principle:

(1) One race or sex is inherently superior to another race or sex,

(2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,

(3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,

(4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,

(5) An individual's moral character is necessarily determined by his or her race or sex,

(6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,

(7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or

(8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

Please circle the item above that was violated. An explanation of the alleged violation, how the above item was violated, and relevant information to enable the district to investigate the alleged discriminatory conduct includes, but is not limited to:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't

The district may interview the following individuals:

_____
_____
_____
_____
_____
_____
_____

I, _____, attest that the information that I have provided above is correct and accurate.

_____
Complainant

NOTE: This form is optional the district is certainly free to require a different document in its place.

MEDICATION:
ADMINISTERING TO STUDENTS

It is the policy of the Guymon Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a nonprescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:

   A. student's name,
   B. name and strength of medication,
   C. dosage and directions for administration,
   D. name of physician or dentist,
   E. date and name of pharmacy, and
   F. whether the child has asthma or other disability which may require immediate dispensation of medication.

   The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

   A. purpose of the medication,
   B. time to be administered,
   C. whether the medication must be retained by student for self-administration,
   D. termination date for administering the medication, and
   E. other appropriate information requested by the principal or the principal's designee.

2. Self-administration of inhaled asthma medication by a student for treatment of asthma, an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

   A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.

   B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

   C. Permission for the self-administration of asthma, anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

   D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, anaphylaxis medication, or replacement pancreatic enzyme medication at all times.

MEDICATION: ADMINISTERING TO STUDENTS (Cont.)

E. Definitions:

1. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.

2. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.

3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.

4. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator, or administrator's designee, will:

A. Inform appropriate school personnel of the medication being administered
B. Keep an accurate record of the administration of the medication
C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
D. Return unused prescription medication to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.
This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

REFERENCE: 10 O.S. §170.1 59 O.S. §353.1 70 O.S. §1-116, et seq.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

DEFINITIONS

For the purpose of this regulation, the school district has used the following definitions of terms:

Student

Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

Eligible Student

A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

Parent

Either natural parent of a student unless his or her rights under the Family Educational Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Records

Any item of information or record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:

   A. It was made as a personal memory aid;

   B. It is in the sole possession of the individual who made it; or

   C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;

2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or

3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

Personal Identifier

Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

LOCATIONS OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	Individual School Sites	School Principal
Cumulative School Records (Former Students)	Administration Building	Enrollment Center
Health Records	Individual School Site	School Principal
School Transportation Records	Individual School Site	School Principal
Speech Therapy Records	Special Education Office	Special Education Director
Psychological Records	Individual School Site	School Principal

PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.
The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).
The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.
If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.
When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

FEES FOR COPIES OF RECORDS

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records to third parties (not parents or students) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

1. The student's name;
2. The student's class designation (i.e., first grade, tenth grade, etc.);
3. The student's extracurricular participation;
4. The student's achievement awards or honors;
5. The student's weight and height if a member of an athletic team;
6. The student's photograph.

(NOTE: A district may designate all, some, or none of this information as directory information.)

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment. After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

The school district has created a limited directory information policy and will not fulfill directory information requests for commercial purposes or for marketing purposes.

USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);
2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;
3. The parties who provide or may provide financial aid to a student to:

   A. Establish the student's eligibility for the aid,
   B. Determine the amount of financial aid,
   C. Establish the conditions for the receipt of the financial aid, or
   D. Enforce the agreement between the provider and the receiver of financial aid;

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;
5. To accrediting organizations to carry out their accrediting functions;
6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision);
7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student;
8. or In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
2. The information is necessary and needed to meet the emergency;
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency;
4. or Time is an important and limiting factor in dealing with the emergency.

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or the class or organizations to whom the disclosure is to be made;
4. The parent's or eligible student's signature; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.
The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be redisclosed without the parent's or eligible student's prior written consent.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student; or for
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

First Level Decision

When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

Second Level Decision

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

Third Level Decision

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level.

Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:

1. The school district's decision that the record is correct and the basis for the decision;
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;
3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and
4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth Level Decision

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.

2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:

   A. The school district's decision that the record is correct and will not be changed;

   B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and

   C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

PARENT PARTICIPATION IN THE SCHOOL DISTRICT

The board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district.

1. Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance and discipline. At the beginning of each school year each teacher shall provide parents with contact information so that a parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance and discipline.
2. Parents may request additional information from the administration to learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
3. Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality or religion. Parents are hereby informed that the withdrawal of a child from any state mandated courses could prevent their child from being eligible to receive a high school diploma.
4. If the school district offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rules adopted by the State Board of Education, parents may opt their child out of sex education instruction if the child's parent provides written objection to the child's participation in the sex education curricula.
5. Parents are hereby notified and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes.
6. Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved by the school. A list of school clubs that have been approved by the board of education is available from the administration upon request.
7. Specific parent rights and responsibilities provided under the laws of this state, include the following:

    a. the right to opt out of a sex education curriculum if one is provided by the school district.
    b. open enrollment rights.
    c. the right to opt out of assignments.
    d. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,
    e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statues,
    f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,
    g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,

PARENT PARTICIPATION (Cont.)

h. the right to review test results,
i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,
j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,
k. the right to receive a school report card,
l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,
m. the right to public review of courses of study and textbooks,
n. the right to be excused from school attendance for religious purposes,
o. policies related to parental involvement pursuant to this section,
p. the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and
q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the superintendent at the office of the school district. Within ten (10) days of receiving the request for information, the school principal or superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the requested information. If the request is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request, the parent may submit a written request for the information to the board of education. The board of education shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed on the agenda, the board of education shall formally consider the request at the next subsequent meeting of the board of education.

LEGAL REFERENCES: 70 O.S. § 10-106 70 O.S. § 11-103.3 70 O.S. § 11-103.6 70 O.S. § 11-105.1 70 O.S. § 11-106 70 O.S. § 1210.192 70 O.S. § 1210.301 through § 1210.308 70 O.S. § 1210.508E

THIS POLICY REQUIRED BY LAW.

SEARCH OF STUDENTS
(REGULATION)

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcoholic beverages as defined in the Oklahoma Alcoholic Beverages Act, dangerous weapons, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.

2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered
to be freely and voluntarily given.

4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.

5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched, if possible.

6. Strip searches are forbidden. No clothing except cold weather outer garments, shoes, hand coverings, and head coverings, except religious head coverings, will be removed before or during a search.

7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.

SEARCH OF STUDENTS, REGULATION (Cont.)

8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlaw ful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

9. The superintendent may designate personnel to transport items that are removed from a student to a centralized location within the school district or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a located container.

REFERENCE: **70 O.S. §24-102**
70 O.S. §24-101.3

GUYMON PUBLIC SCHOOLS

2026-2027

HIGH SCHOOL HANDBOOK

9TH, 10TH, 11TH, & 12TH GRADE

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GUYMON HIGH SCHOOL

2002 North James Street
Guymon, OK 73942
Phone: 580-338-4350

WEBSITE: WWW.GUYMONTIGERS.COM

PRINCIPAL - GARY WALLACE

gary.wallace@guymontigers.com

ASSISTANT PRINCIPAL - MAEGAN JOY

maegan.joy@guymontigers.com

ASSISTANT PRINCIPAL - JASON PIERSON

jason.pierson@guymontigers.com

MISSION STATEMENT

"Educate all students, embrace diversity and empower lifelong learning."

FIGHT SONG

We're loyal to you GHS,
To the Orange and the Black, GHS
We'll back you to stand
Against the best in the land
For we know you will win, GHS,
Rah! Rah!
So Shoot for the goal, GHS
And fight heart and soul, GHS
Our team is our famed protector
On, team, for we expect
A victory from you, GHS

PERSONNEL

PRINCIPAL	GARY WALLACE
ASSISTANT PRINCIPAL	MAEGAN JOY
ASSISTANT PRINCIPAL	JASON PIERSON
ATHLETIC DIRECTOR	ANDY BROWN
COUNSELOR	SHERRY STONECIPHER
COUNSELOR	SHERRY LINDLEY
COUNSELOR	MARIE SLADEK
COUNSELOR	TONYA JOHNSON
LIBRARY MEDIA SPECIALIST	JESSICA BICKFORD
REGISTAR	TINA MARTINEZ
RECEPTIONIST/ATTENDANCE	HEATHER VALDEZ
SECRETARY/RECEPTIONIST	SARA GARCIA
ACTIVITY FUND CLERK	EMMA MONTOYA
COUNSELOR'S SECRETARY/TESTING COORDINATOR	TERRI BROWN
INSTRUCTIONAL COACH	SUMMER BEHNE

WHAT TO DO IF...

ABSENCE FROM SCHOOL	PARENT/GUARDIAN MUST CONTACT THE OFFICE
ABSENCE FOR A SPECIAL OCCASION	PARENT/GUARDIAN MAY CONTACT THE OFFICE IN ADVANCE
ILLNESS AT SCHOOL	GO IMMEDIATELY TO THE OFFICE
NEED TO LEAVE SCHOOL	GO TO THE OFFICE AND CHECK-OUT WITH THE SECRETARY
DIFFICULTY IN CLASS	TALK TO THE TEACHER FIRST, THEN SEE THE COUNSELOR. IF YOU ARE STILL HAVE DIFFICULTIES, SEE THE PRINCIPAL
LOST & FOUND PROPERTY	REPORT TO THE TEACHER OR TURN IT INTO THE OFFICE
THEFT OF PROPERTY	SEE THE SCHOOL RESOURCE OFFICER OR AN ASSISTANT PRINCIPAL
WITHDRAWAL FROM SCHOOL	GO SEE YOUR COUNSELOR
PROBLEMS WITH ANOTHER STUDENT	SEE YOUR COUNSELOR OR ASSISTANT PRINCIPAL
MISSING THE BUS	PARENT/GUARDIAN MUST CONTACT THE OFFICE
LOSS OF MONEY IN THE VENDING MACHINE	GO TO THE OFFICE AND TELL THE SECRETARY
PARKING PROBLEMS	SEE AN ASSISTANT PRINCIPAL

STUDENT HANDBOOK STATEMENT

This student handbook is designed to inform both students and parents/guardians of school policies, procedures, and regulations. All students, and thus parents/guardians, are responsible for knowing the information and regulations included in this handbook and are subject to all rules and regulations set by the Guymon Board of Education and Oklahoma State Department of Education, and Oklahoma Secondary School Activities Associations. The Student Handbook is designed to inform both students and parents/guardians of school policies and procedures. All personnel hired by the Guymon Board of Education are authorized to enforce these rules and regulations. There may be instances in which state and federal policies and laws change that may affect the statements and policies listed in this handbook. Student handbooks are reviewed yearly and revised, if necessary, with board approval before the start of the new school year. In addition to the challenging academic program at the high school, there are many extracurricular learning experiences offered to the students. Students are encouraged to get involved and use their talents and abilities to enhance their experiences at GHS.

DISTRICT INFORMATION

NONDISCRIMINATION POLICY

"Guymon Public Schools does not discriminate on the basis of disability, race, color, religion, national origin, sex, age, veteran status, or gender."

This notification 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.

Title IX Compliance Officer **Jessica Bickford, Librarian** **2002 N. James, Guymon, OK 73942** **580-338-4350**	**Title VI and ADA Compliance Coordinator** **Julie Edenborough, Asst. Superintendent** **111 NW 11th Street,** **Guymon, OK 73942** **580-338-4340**	**Section 504 Compliance Coordinator** **Derenda Aranda, Asst. Superintendent** **111 NW 11th Street,** **Guymon, OK 73942** **580-338-4340**

US ENVIRONMENTAL PROTECTION AGENCY ASBESTOS INFORMATION

The United States Environmental Protection Agency has required that all public and private Schools inspect all school buildings for the presence of asbestos, and further to develop a management plan which identifies and defines procedures for managing and scheduling re-inspection of all asbestos present in school. Using the certified reports, this includes laboratory analysis records. Precision Testing of Stillwater, OK has developed a certified Asbestos Management Plan. A copy of the plan is available for your inspection in our administrative office and each school building during regular office hours. We are intent on not only complying with but exceeding federal, state, and local regulations in this area. We plan on taking whatever steps are necessary to ensure the children and our employees have a healthy, safe environment in which to learn and work.

BULLYING & HARASSMENT

It is the policy of this school district that threatening behavior, harassment, intimidation, and bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process.

This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, transportation, or attending school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Threatening, behavior harassment, intimidation, and bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment if the communication is specifically directed at students or school personnel, and concerns harassment, intimidation, or bullying at school.

Harassment is intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual. Harassment includes but is not limited to harassment on the basis of race, sex, creed, color, national origin, religion, marital status, or disability.

BULLYING

Itis the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Isolated action does not meet the state's definition of bullying. However, the administration will investigate isolated incidents or actions and apply appropriate discipline under the student discipline code. This policy addresses bullying which is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district

BULLYING (Cont.)

15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

All school employees at each school site shall be required to complete professional development training in school bullying prevention, identification, response and reporting that meets the requirements of Oklahoma law and shall include recommendations from each school site's Safe Schools Committee.

Students will receive annual training regarding identifying, preventing, addressing, and reporting incidents of bullying via educational programs. These programs may include, but are not limited to, classroom discussions, assemblies, multimedia and presentations. The purpose of the educational programs are to assist students in the identification of bullying behaviors, reporting procedures and the consequences for violation of school policy.

The district will implement a research-based educational program as designed and developed by the Oklahoma State Department of Education for students and parents to prevent, identify, respond to and report bullying.

A copy of this policy will be furnished to each student and teacher in this school district.

REFERENCE: 21 O.S. §850.0
70 O.S. §24-100.2

THIS POLICY REQUIRED BY LAW.

PROHIBITING BULLYING (REGULATION)

The Guymon Public Schools' student conduct code prohibits bullying. This regulation further explains the negative effects of that behavior and seeks to promote strategies for prevention.

Statement of Board Purpose in Adopting Policy

The board of education recognizes that bullying of students causes serious educational and personal problems, both for the student-victim and the initiator of the bullying. The board observes that this conduct:

1. Has been shown by national and state studies to have a substantial adverse effect upon school district operations, the safety of students and faculty, and the educational system at large.
2. Substantially disrupts school operations by interfering with the district's mission to instruct students in an atmosphere free from fear, is disruptive of school efforts to encourage students to remain in school until graduation, and is just as disruptive of the district's efforts to prepare students for productive lives in the community as they become adults.
3. Substantially disrupts healthy student behavior and thereby academic achievement. Research indicates that healthy student behavior results in increased student academic achievement. Improvement in student behavior through the prevention or minimization of intimidation, harassment, and bullying towards student-victims simultaneously supports the district's primary and substantial interest in operating schools that foster and promote academic achievement.
4. Substantially interferes with school compliance with federal law that seeks to maximize the mainstreaming of students with disabilities and hinders compliance with Individual Educational Programs containing objectives to increase the socialization of students with disabilities. Targets of bullying are often students with known physical or mental disabilities who, as a result, are perceived by bullies as easy targets for bullying actions.
5. Substantially interferes with the district's mission to advance the social skills and social and emotional well-being of students. Targets of intimidation, harassment, and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from intimidation, harassment, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection. Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.
6. Substantially disrupts school operations by increasing violent acts committed against fellow students. Violence, in this context, is frequently accompanied by criminal acts.
7. Substantially disrupts school operations by interfering with the reasonable expectations of other students that they can feel secure at school and not be subjected to frightening acts or be the victim of mistreatment resulting from bullying behavior.

PROHIBITING BULLYING, REGULATION (Cont.)

Bullying often involves expressive gestures, speech, physical acts that are sexually suggestive, lewd, vulgar, profane, or offensive to the education or social mission of this school district, and at times involves the commission of criminal acts. This behavior interferes with the curriculum by disrupting the presentation of instruction and also disrupts and interferes with the student-victim's or bystander's ability to concentrate, retain instruction, and study or to operate free from the effects of bullying. This results in a reluctance or resistance to attend school.

Definition of Terms

1. Statutory definition of harassment, intimidation, and bullying:

   70 O.S. §24-100.3(c) of the School Safety and Bullying Prevention Act defines the terms "bullying," as including, but not limited to a pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student that a reasonable person should recognize will:

   A. Harm another student;

   B. Damage another student's property;

   C. Place another student in reasonable fear of harm to the student's person or damage to the student's property; or

   D. Insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

2. The "Reasonable Person" Standard

   In determining what a "reasonable person" should recognize as an act placing a student in "reasonable" fear of harm, staff will determine "reasonableness" not only from the point of view of a mature adult, but also from the point of view of an immature child of the age of the intended victim along with, but not limited to, consideration of special emotional, physical, or mental needs of the particular child; personality or physical characteristics, or history that might cause the child to be particularly sensitive to efforts by a bully to humiliate, embarrass, or lower the self esteem of the victim; and the discipline history, personality of, and physical characteristics of the individual alleged to have engaged in the prohibited behavior.

3. General Display of Bullying Acts

   Bullying, for purposes of this section of the regulation, includes harassment and intimidation, and vice versa. According to experts in the field, bullying in general is the exploitation of a less powerful person by an individual taking unfair advantage of that person, which is repeated over time, and which inflicts a negative effect on the victim. The seriousness of a bullying act depends on the harm inflicted upon the victim and the frequency of the offensive acts. Power may be, but is not limited to, physical strength, social skill, verbal ability, or other characteristics. Bullying acts by students have been described in several different categories.

PROHIBITING BULLYING, REGULATION (Cont.)

A. Physical Bullying includes harm or threatened harm to another's body or property, including, but not limited to, what would reasonably be foreseen as a serious expression of intent to inflict physical harm or property damage through verbal or written speech or gestures directed at the student-victim, when considering the factual circumstances in which the threat was made and the reaction of the intended victim. Common acts include tripping, hitting, pushing, pinching, pulling hair, kicking, biting, starting fights, daring others to fight, stealing or destroying property, extortion, assaults with a weapon, other violent acts, and homicide.

B. Emotional Bullying includes the intentional infliction of harm to another's self-esteem, including, but not limited to, insulting or profane remarks, insulting or profane gestures, or harassing and frightening statement, when such events are considered in light of the surrounding facts, the history of the students involved, and age, maturity, and special characteristics of the students.

C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

D. Sexual Bullying includes harm to another resulting from, but not limited to, making unwelcome sexual comments about the student; making vulgar, profane, or lewd comments or drawings or graffiti about the victim; directing vulgar, profane, or lewd gestures toward the victim; committing physical acts of a sexual nature at school, including the fondling or touching of private parts of the victim's body; participation in the gossiping or spreading of false rumors about the student's sexual life; written or verbal statements directed at the victim that would reasonably be interpreted as a serious threat to force the victim to commit sexual acts or to sexually assault the victim when considering the factual circumstances in which the threat was made and the reaction of the intended victim; off-campus dating violence by a student that adversely affects the victim's school performance or behavior, attendance, participation in school functions or extracurricular activities, or makes the victim fearful at school of the assaulting bully; or the commission of sexual assault, rape, or homicide. Such conduct may also constitute sexual harassment – also prohibited by Guymon Public Schools.

Procedures Applicable to the Understanding of and Prevention of Bullying of Students

1. Student and Staff Education and Training

All staff will be provided with a copy of the district's policy on prevention of bullying of students. All students will be provided a summary of the policy and notice that a copy of the entire policy is available on request. Guymon Public Schools is committed to providing appropriate and relevant training to staff

PROHIBITING BULLYING, REGULATION (Cont.)

regarding identification of behavior constituting bullying of students and the prevention and management of such conduct.

Students, like staff members, shall participate in an annual education program that sets out expectations for student behavior and emphasizes an understanding of bullying of students, the district's prohibition of such conduct, and the reasons why the conduct is destructive, unacceptable, and will lead to discipline. Students shall also be informed of the consequences of bullying conduct toward their peers.

B. Guymon Public Schools' Safe School Committee

The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with and adversely affect the maintenance of safe schools.

With respect to student harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts. (See also policy BDFC.)

Student Reporting

Students are encouraged to inform school personnel if they are the victim of or a witness to acts of harassment, intimidation, or bullying.

Staff Reporting

An important duty of the staff is to report acts or behavior that the employee witnesses that appears to constitute harassing, intimidating, or bullying. Employees, whether certified or noncertified, shall encourage students who tell them about acts that may constitute intimidation, harassment, or bullying to complete a report form. For young students, staff members given that information will need to provide direct assistance to the student.

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the staff member's judgment, constitute harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.

PROHIBITING BULLYING, REGULATION (Cont.)

Parental Responsibilities

Parents/guardians will be informed in writing of the district's program to stop bullying. An administrative response to bullying may involve certain actions to be taken by parents. Parents will be informed of the program and the means for students to report bullying acts toward them or other students. They will also be told that to help prevent bullying at school they should encourage their children to:

1. Report bullying when it occurs;
2. Take advantage of opportunities to talk to their children about bullying;
3. Inform the school immediately if they think their child is being bullied or is bullying other students;
4. Watch for symptoms that their child may be a victim of bullying and report those symptoms; and
5. Cooperate fully with school personnel in identifying and resolving incidents.

Discipline of Students

In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

PROHIBITING BULLYING, REGULATION (Cont.)

from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips.

The above consequences may be imposed for any person who commits an act of bullying as well as any person found to have falsely accused another as a means of retaliation, reprisal, or as a means of bullying. Strategies will be created to provide counseling or referral to appropriate services, including guidance, academic intervention, and other protection for students, both targets and perpetrators, and family members affected by bullying, as necessary.

Publication of Policy

Annual written notice of this policy will be provided to parents, guardians, staff, volunteers, and students with age-appropriate language for students. Notice of the policy will be posted at various locations within each school site, including but not limited to, cafeterias, school bulletin boards, and administrative offices. The policy will be posted on the school district's website at www.guymontigers.com. and at each school site that has an Internet website. The policy will be included in all student and staff handbooks.

HARASSMENT/BULLYING INCIDENT REPORT FORM

Date: _____ Time: _____ Room/Location: _____

Student(s) Initiating Bullying/Harassment:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Student(s) Affected:

_____ Grade: _____ Class: _____

_____ Grade: _____ Class: _____

Type of Harassment Alleged:

Racial _____ Sexual _____ Religious _____ Other _____

Check all spaces below that apply. Adult stated or identified inappropriate behaviors as:

_____ Name Calling
_____ Stalking
_____ Inappropriate Gesturing
_____ Staring/Leering
_____ Writing/Graffiti
_____ Threatening
_____ Taunting/Ridiculing
_____ Inappropriate Touching
_____ Other _____

_____ Spitting
_____ Demeaning Comments
_____ Stealing
_____ Damaging Property
_____ Shoving/Pushing
_____ Hitting/Kicking
_____ Flashing a Weapon
_____ Intimidation/Extortion

Describe the incident:

_____

_____

Witnesses Present:_____

Physical evidence: Graffiti _____ Notes _____ E-mail _____ Web sites _____ Video/audio tape _____
Other _____

Staff signature _____

Parent(s) contacted: Date _____ Time _____

Administrative response taken:

_____

CIVIL RIGHTS GRIEVANCE PROCEDURES: DEFINITIONS

1. **Discrimination Complaint:** A written complaint alleging any policy procedure, or practice which discriminates on the basis of race, color, national origin, sex, or qualified handicap.
2. **Student Grievant:** A student of the Guymon Public School who submits a complaint alleging discrimination based on race, color, national origin, sex, or qualified handicap.
3. **Employee Grievant:** An employee of the Guymon Public School who submits a complaint alleging discrimination based on race, color, national origin, sex, qualified handicap, or veteran status.
4. **Title IX and 504 Coordinator:** The person designated to coordinate efforts to comply with and carry out responsibilities under Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and other state and federal laws addressing equal educational opportunity. The Title IX/504 Coordinator is responsible for processing complaints and serves as moderator and recorder during hearings.
5. **Respondent:** The person alleged to be responsible for the violation alleged in a complaint. The term may be used to designate persons with responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas, covered in complaint.

PRE-FILING PROCEDURE

Prior to the filing of a written complaint, the student or employee is encouraged to visit with his/her teacher, building principal or supervisor, and a reasonable effort should be made to resolve the problem or complaint.

FILING AND PROCESSING DISCRIMINATION COMPLAINTS

1. **Grievant** submits written complaints to Title IX/504 Coordinator stating name, nature, and date of alleged violation; names of persons responsible; and requested action. The complaint must be submitted within 30 days of alleged violation/complaint.
2. **Title IX/504 Coordinator** notifies respondent within ten days and asks respondent to (1) confirm or deny facts; (2) indicate acceptance or rejection of a student's or employee's requested action; or (3) outline alternatives.
3. **Respondent** submits an answer within ten days to Title IX/504 Coordinator.
4. **Title IX/504 Coordinator** refers to the written complaint and respondent's answer to the building principal or supervisor within ten days after receiving respondent's answer.
5. **Principal and/or Supervisor, Grievant, Respondent, and Title IX/504 Coordinator** participate in a hearing.

6. **Principal or Supervisor** issues within ten days after the hearing a written decision to the student, employee, respondent, and Title IX/504 Coordinator.

7. **Grievant or Respondent**, if not satisfied with the decision, must notify the Title IX/504 coordinator within ten days and request a hearing with the superintendent.

8. **Title IX/504 Coordinator** schedules within ten days of the request for a hearing with the grievant, respondent, and superintendent.

9. **Superintendent, Grievant, Respondent, and Title IX/504 Coordinator** participates in the hearing.

10. **Superintendent** issues a decision within ten days following the hearing.

11. **Grievant or Respondent** if not satisfied with the decision, must notify the Title IX/504 Coordinator within ten days and request a hearing with the Board of Education.

12. **Title IX/504 Coordinator** notifies the Board of Education within ten days after receiving a request. Title IX/504 Coordinator schedules hearings with the Board. Hearings are to be conducted within 30 days from the date of notification to the Board of Education.

13. **Board of Education or hearing panel established by the Board, Grievant, or Respondent, and Title IX/504 Coordinator** participates in the hearing.

14. **Board of Education** issues a final written decision within ten days after the hearing regarding the validity of the grievance and any action to be taken.

GENERAL PROVISIONS

1. **Extensions of Time:** Any time limits set by these procedures may be extended by mutual consent of the parties involved. The total number of days from the date that the complaint is filed until the complaint is resolved shall be not more than 180 days.
2. **Access to Regulations:** The Guymon Public Schools shall provide copies of all regulations prohibiting discrimination on the basis of race, color, national origin, religion, sex, age-qualified handicap, or veteran upon request.
3. **Confidentiality of Records:** Complaint records will remain confidential unless permission is given by the parties involved to release such information. No record shall be entered in the personnel file. Complaint records shall be maintained on file for three years after complaint resolution.

FIRE & TORNADO DRILLS

Fire and tornado drills are required by law and are an important safety precaution. At the sounding of the alarm, students shall proceed in a quiet and orderly fashion to the designated area as directed by the chart in the classroom. Students are prohibited by state law from tampering with the fire alarm or fire extinguishers. Any student apprehended for doing so will be prosecuted to the fullest extent of the Oklahoma State Law.

LOCKERS

Student lockers are the property of the school and are assigned to the student for the purpose of storage of school supplies and personal property, coats, jackets, etc. Students are to use only the locker assigned to them. Locks are provided for lockers and must be locked at all times. **Under no circumstances should students leave valuables or money in lockers. Guymon Public Schools is not responsible for lost or stolen items.**

Students shall not have any reasonable expectations of privacy toward school administrators or teachers in the contents of a school locker, desk, cabinet, or other school property in order to properly supervise the welfare of pupils. School lockers, desks, cabinets, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. **School officials have the right to conduct a locker search at any time.**

LOST & DAMAGED BOOKS

- Textbooks may be checked out to a student or used as a classroom set. Each textbook has a different barcode. When the student is issued a textbook, the student is responsible for the textbook that was issued with their student identification number.
- Whether the book is lost, stolen, or damaged (by you or unknown persons), the student is responsible for all textbooks that have been barcoded with their school identification number.
- Students are responsible for inspecting their textbooks upon receipt for damage. When a student has been issued a defective book, they should immediately return the textbook and will be reissued another textbook.
- Students who turn in a book(s) after the first week of class reporting damage, will be responsible for the condition of the book when it is turned in at the end of the semester/year.
- The student must pay for books that have been lost, stolen, or damaged. Students should pay for books at the main office. Book checks will be made periodically throughout the school semester/year.
- If anything happens to a student's textbook that hinders him/her from returning it at the close of the semester school year, the student cannot receive a report card until the obligation is resolved.

LOST & FOUND

Students are responsible for all items used at school. Personal items should be marked with your full name. Students who have lost items may ask for them in the front office area. Students finding articles in the school should bring them to the front office area. All unclaimed items are given to charity at the close of the school year. We are not responsible for lost, damaged, or stolen items.

MANDATES

Guymon Public Schools ensures compliance with the following mandates:

- Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794: “No otherwise qualified handicapped individual… shall, solely by the reason of his handicap be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”
- Title VI of the Civil Rights Act of 1964, 45 U.S.C. 200D through 200D-4: “No person in the U.S. shall, on the basis of race, color, or national origin be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.”
- Title IX of the Education Amendments of 1972, 20 U.S.C. 1681-1682: “No person in the U.S. shall on the basis of sex, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal assistance.”

MINUTE OF SILENCE & PLEDGE

Each school day, a period of time will be designated where a person from the administrative office leads the student body and faculty in a moment of silence and the Pledge of Allegiance to the United States of America. This designated time will typically occur at the end of 2nd period and before 3rd period. The minute of silence and Pledge of Allegiance will be conducted over the school intercom system.

SCHOOL INSURANCE

We have made arrangements to provide each child in our school system with the opportunity to enroll in a medical insurance program for the school year. This student insurance program is provided as a convenience to the students, and the school receives no compensation for this program. School insurance information is on the district website.

SAFE & SECURE SCHOOLS

The Guymon Public Schools system believes that school must be a safe place for students and staff. Guymon Public Schools has two school resource officers to help ensure that our students and staff have a drug-free and safe environment.

PROHIBITION OF RACE AND SEX DISCRIMINATION

The following concepts may NOT be taught to students, included in curriculum or instructional materials, included in employee professional development, or included in diversity, equity, or inclusion plans:

- One race or sex is inherently superior to another race or sex.
- an individual, by virtue of his or her race or sex, is inherently racist, sexist, or oppressive, whether consciously or unconsciously,
- an individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
- members of one race of sex cannot and should not attempt to treat others without respect to race or sex,
- an individual's moral character is necessarily determined by his or her race or sex,
- an individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
- individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
- meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

If a violation occurs, a person may file a complaint by completing, signing, and turning in the district complaint form to Melissa Watson, Superintendent, 580-338-4340 or via email at melissa.watson@guymontigers.com.
(See School Board Policy EGG and EGG-E)

SCHOOL PHONES

The office telephone is a business phone and should be used by students ONLY in cases of emergencies. A phone has been provided for student use in the office. Permission must be granted before use.

SEXUAL HARASSMENT STATEMENT

The policy of this school district forbids discrimination against, or harassment of, any student on the basis of sex.

SEXUAL HARASSMENT OF STUDENTS

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Guymon Board of Education will not tolerate sexual harassment by any of its employees or students. This policy applies to all students and employees including non-employee volunteers whose work is subject to the control of school personnel. Policy DA applies to sexual harassment of employees.

1. Sexual Harassment is defined as conduct on the basis of sex that satisfies one or more of the following:

   a. An employee of the school district conditioning the provision of an aid, benefit, or service of the school district on a student's participation in unwelcome sexual conduct. This is referred to as quid pro quo sexual harassment;

   b. Unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student equal access to the school district's educational program or activity; or

   c. Sexual assault, dating violence, domestic violence or stalking as defined by federal law.

   For the purpose of this policy, examples of sexual harassment include, but are not limited to:

   Verbal or physical sexual advances, including subtle pressure for sexual activity; touching, pinching, patting, or brushing against; comments regarding physical or personality characteristics of a sexual nature; and sexually-oriented "kidding," "teasing," double meanings, and jokes. Demeaning comments about a girl's ability to excel in a class historically considered a "boy's" subject, privately talking to a student about sexual matters, hugging or touching a student inappropriately may constitute sexual harassment.

   Writing graffiti that names a student or otherwise identifies a student is potentially slanderous and constitutes sexual harassment. Graffiti of any kind will not be tolerated on school property. The super-intendent is directed to cause any graffiti or unauthorized writings to be removed immediately.

   Use of e- mail, the internet, or technology may constitute sexual harassment as much as use of in-person, postal mail, handwritten or other communication. Any of the aforementioned conduct that effectively deprives a student of equal access to educational opportunities or benefits provided by the school.

2. Specific Prohibitions

   A. Administrators and Supervisors

   1. It is sexual harassment for an administrator, supervisor, support employee, or teacher to use his or her authority to solicit sexual favors or attention from students.
   2. Administrators, supervisors, support personnel, or teachers who either engage in sexual harassment of students or tolerate such conduct by other employees shall be subject to sanctions, as described below.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

3. The "off-duty" conduct of school personnel that has or will have a negative impact on the educational process of the school or constitutes an illegal or inappropriate relationship with a student may subject the employee to disciplinary action which could include termination of employment. Any romantic or sexual affiliation between school personnel and students, including students who have reached the age of majority (18), during school hours will have a negative impact on the educational process and shall constitute a violation of school policy. Such violations may result in suspension of the student and suspension or termination for the employee. Any sexual affiliation between teachers and students under the age of 20 constitutes a crime under Oklahoma law and will most likely result in the suspension of certification by the State of Oklahoma.

3. Notice of this policy and grievance procedure, including how to file or report sexual harassment and how the district will respond shall be provided to applicants for admission and employment, students, parents or legal guardians, and unions or professional organizations holding agreements with the school district.

4. Reporting Allegations of Sexual Harassment

A. It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims.

1. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions, or have their parents report these conditions, to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. The employee to whom the report was made will provide notice of the report to the Title IX coordinator. The Title IX coordinator should then provide the appropriate paperwork to the student or parent/guardian so that the student (complainant) may file a formal complaint with the Title IX coordinator by mail, e-mail or as directed by the Title IX coordinator.
2. Every attempt will be made to maintain confidentiality; however, absolute confidentiality cannot be guaranteed because of due process concerns that arise in sexual harassment investigations. No reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

B. Upon notice from an employee that a student or parent/guardian has reported possible sexual harassment, the Title IX coordinator will promptly contact the student (alleged victim) to discuss the availability of supportive measures, consider the student's wishes with regard to supportive measures, and explain the process that will be involved with a formal complaint.

5. Grievance Procedure.

A. Equitable Treatment. Both the alleged victim (complainant) and the alleged respondent (respondent) will be treated equitably by the school district.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

B. Objective Evaluation of Evidence. All evidence both inculpatory and exculpatory will be evaluated objectively. Credibility determinations will not be made based upon the party's status as complainant, respondent, or witness.

C. Conflict of Interest. Any person serving as the Title IX coordinator, investigator, decision-maker, or any person designated to facilitate the process shall not have a conflict of interest against complainants and respondents generally or against the particular complainant and respondent.

D. Presumption. There will be a presumption that the respondent is not responsible for the alleged conduct until a determination is made at the conclusion of the grievance process.

E. Timeliness. The grievance process will proceed in a timely manner. Any delay in the process for good cause such as law enforcement involvement, absence of a party, witness or advisor, translation, or accommodation needs will be documented, and written notice provided to both parties explaining the reason for the delay.

F. Possible outcomes. A description or listing of possible disciplinary outcomes and remedies that may be implemented following a determination of responsibility must be provided to both parties.

G. Standard of Review. The school district will utilize a preponderance of the evidence standard to determine responsibility.

H. Privileged Information. The school district will not require, allow or use evidence or questions that constitute or seek legally privileged information, unless the privilege is waived.

6. Written Notice. Upon receipt of a formal complaint, the school district will provide written notice to all known parties in sufficient time to give the respondent time to prepare a response before an initial interview. The written notice must include:

A. Notice of the grievance process, including any informal resolution process;

B. Notice of the allegations, including sufficient details to allow the respondent to prepare a response;

C. A statement that the respondent is presumed not responsible for the conduct and that responsibility will be determined at the conclusion of the grievance process;

D. Notice of the parties' right to have an advisor and to inspect and review evidence. The advisor may but is not required to be an attorney.

E. Notice of any provision in the student discipline code that prohibits knowingly making false statements or providing false information in the grievance process.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

If in the course of an investigation, the school district obtains additional information about the respondent or complainant that was not included in the original written notice, notice of the additional allegations must be provided in writing to both parties.

7. Investigation of the Allegations. The school district will designate an investigator to conduct a thorough investigation of allegations. Contact information for the investigator will be provided to both the complainant and the respondent.

A. The burden of proof and of gathering evidence remains on the school district.

B. An equal opportunity will be provided to both parties to present witnesses and evidence during the investigation.

C. Neither the complainant or respondent will be prohibited from discussing the allegations or gathering and presenting evidence to the investigator.

D. Both parties will have the opportunity to have others present during interviews or related proceedings. This may include an advisor who may but is not required to be an attorney.

E. Written notice of the date, time, participants, purpose and location of any investigate interview, hearing, or other meeting shall be provided to the party who is invited or expected to attend.

F. Both parties and their advisors, if any, will be provided an opportunity to review all evidence that is directly related to the allegations in the formal complaint. This would include any evidence on which the school district does not intend to rely and any exculpatory or inculpatory evidence from any source. Such evidence must be provided prior to the completion of the final investigation report and in time to give the parties at least ten (10) days to prepare a written response, which the investigator must consider prior to completing the investigation report.

G. A written investigation report will be provided that summarizes the relevant evidence. This report will be provided to the parties and their advisors, if any, for their review and written response at least ten (10) days before a hearing or determination of responsibility.

8. Hearing. The Title IX coordinator will determine whether a live hearing is necessary on a case-by-case basis if both parties request or consent to such a hearing (the live hearing component is optional for K-12 schools). Regardless of whether a live hearing is held, or a written hearing is conducted, each party will have ten (10) days from the receipt of the investigation report to submit written, relevant questions that the party wants asked of another party or witness. Both parties will be provided with the answers and follow up questions. Federal law determines when questions regarding a complainant's prior sexual behavior or sexual predisposition are considered relevant in a hearing provided by a school district.

9. Determination of Responsibility. A decision maker, who is not the Title IX coordinator or the investigator, will apply a preponderance of the evidence standard to determine responsibility, and will issue a written determination of responsibility that:

SEXUAL HARASSMENT OF STUDENTS (Cont.)

A. Identifies the allegations that potentially constitute sexual harassment;

B. Describes the school district's procedural steps taken from the receipt of the complaint to the determination; Includes findings of fact to support the determination;

C. Includes findings of fact to support the determination;

D. Includes conclusions regarding applicants of the discipline code to the facts;

E. Includes a statement of, and rationale for, the result as to each allegation, including a determination of responsibility, any disciplinary sanctions, and whether remedies to restore or preserve equal access to the school's educational programs or activities will be provided to the complainant; and

F. The procedures and permissible basis for appeals.

10. Appeals. Within ten (10) days of a determination of responsibility, dismissal of a complaint or any allegations therein either party may appeal for one of the following reasons:

A. A procedural error affected the outcome.

B. New evidence that was not reasonably available at the time of the determination and could affect the outcome;

C. Conflicts of interest on the part of the Title IX coordinator, investigator or decision maker that affected the outcome.

If an appeal is made, the school district will provide written notice to both parties of the appeal. Both parties will be provided an equal opportunity to submit a written statement in support of or challenging the determination within ten (10) days of the written notice to both parties of the appeal being filed. The appeal will be heard by an appeal decision maker who is not the Title IX coordinator, the investigator or the original decisionmaker. The appeal decisionmaker cannot have a conflict of interest or bias against complainants and respondents generally or the particular complainant and respondent. The appeal decisionmaker will receive training as mandated by law. The decision of the appeal decisionmaker will be final and nonappealable. The written decision of the appeal decisionmaker will be provided within ten (10) days of the deadline for written statements supporting or challenging the initial determination. The written decision will be provided simultaneously to both parties.

10. Recordkeeping. The school district will keep records related to reports of alleged sexual harassment for a minimum of seven (7) years. Records maintained will include investigation records, disciplinary sanctions, remedies, appeals, and records of any action taken including supportive measures. Records will document in each instance that the school district's response was not indifferent and that measures were taken to restore or preserve equal access to educational programs or activities. If the school does not offer supportive measures in response to a report, the records should document why the response was not clearly unreasonable under the known circumstance.
The district will also post the training materials used to train Title IX coordinators, investigators, and decisionmakers on the district website at: www.guymontigers.com. These materials will also be available to the public.

SEXUAL HARASSMENT OF STUDENTS (Cont.)

11. Retaliation. The board of education prohibits retaliation by the school district or any employees of the school district against any person for the purpose of interfering with Title IX rights or because the person has participated or refused to participate in any manner in a proceeding under Title IX regulations. Complaints of retaliation will be addressed under the district's grievance process.
Charging a person with a discipline violation or code of conduct violation based on a person's knowingly making a materially false statement in bad faith in an investigation is not retaliation.

REFERENCE: Title VII of the Civil Rights Act of 1964
42 U.S.C. §2000e-2
29 C.F.R. §1604.1, et seq.
U.S. Department of Education of Education, OCR, Title IX Regulations Addressing Sexual Harassment

SEXUAL HARASSMENT/TITLE IX INCIDENT REPORT FORM

Date of Incident:_____ Time of Incident:_____ Room/Location of Incident:_____

Person(s) Initiating Alleged Sexual Harassment:

_____ Grade:_____ Class: _____

_____ Grade:_____ Class: _____

Person(s) Affected:

_____ Grade:_____ Class: _____

_____ Grade:_____ Class: _____

Check all boxes below that apply. Adult stated or identified inappropriate behaviors as:

- ☐ Name Calling
- ☐ Stalking
- ☐ Inappropriate Gesturing
- ☐ Staring/Leering
- ☐ Writing/Graffiti
- ☐ Threatening
- ☐ Taunting/Ridiculing
- ☐ Inappropriate Touching
- ☐ Other
- ☐ Spitting
- ☐ Demeaning Comments
- ☐ Stealing
- ☐ Damaging Property
- ☐ Shoving/Pushing
- ☐ Hitting/Kicking
- ☐ Flashing a Weapon
- ☐ Intimidation/Extortion

Describe the incident:

Witnesses Present:_____

Physical evidence: ☐ Graffiti ☐ Notes ☐ E-mail ☐ Web sites ☐ Video/audio tape

☐ Other:_____

Affected Student's Signature _____

Person Filing Report Signature _____

Staff Signature _____

Parent(s) contacted: Date _____ Time _____

Administrative response taken: _____

☐ I request a formal Title IX investigation. Signature _____

STUDENT ABSENCES

ATTENDANCE

Regular attendance is an integral part of the learning process. The purpose of this policy is to provide uniformity of student attendance and the subsequent consequences of absenteeism at Guymon High School.

In accordance with the policy of the Guymon Board of Education, each student at Guymon High School may not be absent from class more than 90% of the time (9 unexcused absences for per semester) in order to receive credit for that class. Unexcused absences and truancy are types of absences that DO count against the student for the purposes of the Attendance Policy Regulation. On the ninth (9^{th}) absence, a student may receive a "No Credit" (NC) on his/her transcript for the semester and will be required to retake the course for graduation credit. If the student is passing at the end of of the semester, he/she may receive a a "No Credit (NC) for the class in which the absence limit was exceeded. If he/she is failing, the failing grade will be recorded. If the student chooses to continue to not attend class, then he/she will fall under the discipline policy and may be subject to disciplinary action for noncompliance with a school policy.

ATTENDANCE COMMITTEE

1. The committee's purpose will be to determine if absences (9 or more days per semester) meet the criteria for extending illness, thereby exempting a student from the above attendance regulation. (Students with Doctor's notes will not be counted as absent for this policy (FDC)).
2. The Attendance Committee will consist of: Building Level Administrator(s), Counselor(s), and Teacher(s).
3. Guidelines for the committee decision-making process:
    a. Students with Doctor's notes will not be counted as absent for this policy (FDC).
    b. A family emergency of the death of an immediate family member will be considered.
    c. Documentation for absences may be considered when submitted with the "Formal Request for Exemption from Absences Policy.
4. Any decision of the attendance committee may be appealed, by the parent(s)/guardian(s) to the Superintendent of Schools for appeal to the Board of Education. An appeal request should be done in the form of a written letter to the Superintendent of Schools. Consideration will be given as to the reason for the absences (documented) as well as attempts by the parent(s)/guardian(s) to minimize the absenteeism.

A committee will determine if the student receives credit for that class.

ATTENDANCE APPEAL PROCEDURES

To avoid losing credit for coursework, students exceeding the 9-day limit may appeal for an exception to the policy according to the following guidelines.

1. Students will provide all necessary documentation to their principal when they apply for an exception to the attendance policy.
2. The appeal committee with consist of an administrative team. The committee will approve or deny credit based on the documentation provided.
3. The committee has the liberty of granting exceptions on an hourly basis.

EXCUSED ABSENCES

1. Personal or family illnesses/emergencies
2. Medical appointment
3. Legal or judicial matters, including service on a grand, multi-grand, or petit jury
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation

Official documentation in the above areas is preferred and expected to excuse the absence. A doctor's release or court documents are examples of documentation that will not count against the eighteen (18) absences per year.

It is the responsibility of the parent to notify the school by 10:00 a.m. if their child is to be absent for one of the above reasons. The school will contact those students' parent(s)/guardian(s) who do not notify the school. If no contact is made, the parent must notify the school the day the child returns before the student can be excused. The student can make up work for excused absences. They will have the number of excused absences plus one day. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.

UNEXCUSED ABSENCES

Unexcused absences are a result of any of the following:

1. Personal or family illnesses/emergencies (without documentation)
2. Leaving school without checking out through the office
3. Being absent from school without prior permission from a parent/guardian or school official
4. Being absent from class without permission
5. Obtaining a pass from class to a designated place and not reporting there
6. Being tardy (unexcused) to class past 10 minutes

Consequences for unexcused absences include before or after school detention, restricted privileges, or suspension.

ABSENCES FOR SCHOOL ACTIVITIES

Students should have the assignments on the activity absence form turned in to teachers before they leave for the school activity. **The maximum number of absences for activities, sponsored by the school, which removes the student from the classroom, shall be eighteen (18) for one school year.** Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which the student must earn the right to compete. The student will be allowed to make up any work missed while participating. Due to our unusual geographic limitations, the time it takes to travel to scheduled activities shall be exempt. If a student has conflicting events, a contest shall override a practice or performance and if one contest is a state or regional contest, it shall override a regular contest. If both are non-playoff contests, the student may choose which contest to compete in. **In all cases, the principal shall have the final decision.** All participating students in any activity or athletic event must be present at least five of the seven periods that day, or the day before if the activity leaves before or during the morning. Staying home or skipping a class on the activity day will prohibit the student from participating.

TARDINESS

Guymon High School values the learning experiences that take place in the classroom environment and considers them to be a meaningful and essential part of its educational system. Punctuality is considered to be an integral part of the student's course of study, and tardiness tends to disrupt the continuity of the instructional process and time lost from class is irretrievable, particularly in terms of opportunity for interaction and exchange of ideas among students and between students and teachers. **A TARDY** is defined as not being in the classroom when the tardy bell rings and **BECOMES AN ABSENCE AFTER TEN (10) MINUTES OF CLASS TIME HAS ELAPSED.**

1. Three (3) unexcused tardies to any class will result in the student being charged with an unexcused absence. All unexcused tardies accumulate for each semester in each class. Students with excessive tardiness risk discipline measures such as before or after school detention, ISD, or Saturday School. These unexcused absences count towards attendance/no credit.

Tardy Rules

- 3 Tardies - Lunch Dentention
- 6 Tardies - Before/After School Dentention
- 9 Tardies - 2 Hrs. Saturday School *(if missed 2 days of ISD)*
- 12 Tardies - 4 Hrs. Saturday School *(if missed 3 days of ISD)*
- 15 Tardies - 2 Days ISD
- 18 Tardies - 3 Days ISD
- 21 Tardies - 2 Days OSS
- 24 Tardies - 4 Days OSS
- 27 Tardies - 6 Days OSS
- 30 Tardies - 8 Days OSS
- 33 Tardies - 10 Days OSS

TRUANCY

A student is considered truant when absent from campus without the knowledge of either the school or the parent/guardian. The student will be subject to further disciplinary action or a possible truancy ticket. These unexcused absences count towards attendance/no credit.

ACT SELECTION

Our district selection for the College and Career Readiness Assessment to be administered to all grade 11 students during the Oklahoma School Testing Program/College-and-Career Readiness Assessment testing window is the ACT. More information can be found on our district website.

ADVANCED PLACEMENT/ HONORS CLASSES

These classes will be on a five-point grading scale. An end-of-instruction test will be given for college credit in AP classes where applicable.

CLOSED CAMPUS, CHECKING IN/OUT

As students arrive on campus, they will be required to remain on campus until dismissed at the end of the school day. Students leaving school before regular dismissal time must check out through the office. Any student leaving campus during the school day must have parent/guardian permission. Any absences without permission are considered unexcused. Students leaving campus without prior approval from the office will NOT be excused after the fact and may be subject to disciplinary action. Students who leave and return to school the same day must report and sign in at the office upon their return. Students are not allowed to bring any outside beverages, excluding bottled drinks, into the school building during school hours.

COLLEGE DAY VISITATION

Seniors wishing to visit a junior college, vocational school, college, or university will be allowed two (2) days during the school year.

Juniors will be allowed one (1) day. However, the following guidelines must be followed.

1. Pre-absence slips must be signed by all teachers, the counselor, and a parent/guardian, and must be turned in to the office at least three days prior to taking a college day.
2. Information sheets about institutions to be visited and signed by the Director of Admissions or Dean must be turned in to the office upon the student's return.

CONCURRENT ENROLLMENT/DUAL CREDIT

High school seniors and juniors may enroll in college or university credit courses while attending high school if conditions are met. Information may be obtained in the office of the high school principal or counselor. Students must have an ACT test score to be eligible. All concurrent students are required to work on their concurrent courses during concurrent course time, even if at high school. These students will maintain their schedules between concurrent and on-campus courses. Concurrent students are expected to be on time and act appropriately for all courses.

CRIME STOPPERS

Guymon Public Schools has a crime stoppers fund to pay rewards for students to give information that will lead to solving or preventing illegal behavior. To report a crime, call 580-651-4651 or report to a principal. All reports will remain confidential and students will be paid after receiving a password.

DELIVERIES OF FOOD, FLOWERS, BALLOONS, OR GIFTS

Flowers, balloons, or gifts will be kept in the front office until the end of the day from any individual or florist for delivery to students attending Guymon High School. All food deliveries, whether from a parent/guardian must be dropped off at the office and only during the student's designated lunch period. Exceptions may be made for special meetings by the principal. DoorDash or other food delivery services will NOT be allowed.

DRINKS REGULATION

NO food or drink, with the exception of bottled drinks, is permitted in the academic area by students unless approved by the administration. NO drinks except water are to be brought into the high school from outside sources during school hours.

DRIVER'S EDUCATION

Students enrolled in Driver's Education during the school year must have passed all core classes the preceding school semester and be 15 years old while enrolled in the class. Students of the correct age and those that have passed the eighth-grade reading test will be given first priority to enroll in the class. Driver's Education may be offered in the summer. There will be an enrollment fee to be determined each year for summer Driver's Education. There are no credit requirements for summer Driver's Education.

ELIGIBILITY

Activities included in the athletic eligibility rules are Band, Choir, Cheerleaders, Academic Team, Speech/Debate Team, Student Council, all Athletic Teams, BPA, FFA, FCCLA, Alma Folklorica, Dance Team, eSports, and any other school-sanctioned group or event.

Section I – Semester Grades

1. A student must have earned five credits counted for graduation that he/she was enrolled in during the last semester he/she attended fifteen or more days.
2. If a student does not meet the minimum scholastic standard of five credits, he/she will not be eligible to participate during the first six weeks of the next semester they attend. Credit may be made up in summer school.
3. 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 the six-week period.

Section II – Student Eligibility During a Semester

1. Scholastic eligibility for students will be checked at the end of the third week of the semester and each week thereafter.
2. A student must be passing in all subjects he/she is enrolled in during the semester. If a student is not passing all subjects enrolled 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 the probationary one-week period, he/she will be ineligible to participate during the next one-week period.
3. All participating students in any activity or athletic event must be present at least five of the seven periods that day, or the day before if the activity leaves before or during the morning. Staying home or skipping a class on the activity day will prohibit the student from participating.
4. All participating students in any activity or athletic event must be in compliance with the OSSAA attendance policy and may miss no more than 10 days per semester.

GRADING SCALE

A	90–100
B	80–89
C	70–79
D	60–69
F	59 & Below
I	Incomplete
NC	No Credit

GIFTED/TALENTED

Guymon High School offers a gifted/talented program. To inquire about the program guidelines and policy, please call a counselor.

GRADE CLASSIFICATION

Freshman (9th grade): 1st-year high school students
Sophomores (10th grade): 2nd-year high school students or 4 credits
Juniors (11th grade): 3rd-year high school students or 11 credits
Seniors (12th grade) or 18 credits

HALL PASSES

Students are not permitted in the halls during the class period without a school pass from an authorized staff member. Any student who is found outside of class without a school pass may be subject to disciplinary action. Students who arrive at school before their scheduled class should wait in the cafeteria until that class begins.

HOMECOMING COURT

The homecoming court is selected by nomination from athletes of all sanctioned sports at Guymon High School. Nominees are selected from the entire senior class. If a senior is ineligible or suspended, that senior cannot be a part of the homecoming court. The homecoming king and queen are selected from the nominees by the entire student body. Only students who are eligible may vote. Students must be eligible at the time of nomination and remain eligible through the duration of Homecoming.

HONOR ROLL

SUPERINTENDENT'S HONOR ROLL
Students who make straight "A's" for each grading period of the school year will be listed on the Superintendent's Honor Roll.
PRINCIPAL'S HONOR ROLL
Students who make "A's and B's" for each grading period of the school year will be listed on the Principal's Honor Roll.

INTERNSHIP PROGRAM

Internship programs are for juniors and seniors. Students participating in the program must abide by all guidelines for graduation and eligibility (see senior counselor). Students must turn in documents to the counselor and may leave the campus during the Internship program without a principal's prior consent.

OKLAHOMA HONOR SOCIETY

Students who are in the top 10% of their class scholastically will be chosen for this honor.

NATIONAL HONOR SOCIETY

To be eligible for membership in the National Honor Society (NHS), a student must meet the following qualifications:

1. A member must have and maintain a 3.5 weighted average in all class work including electives.
2. A member should be participating in at least two school clubs and organizations.
3. A member must exhibit the personal qualities of citizenship, service, leadership, and character.
4. A member must not, at school or away from school, do anything that will reflect unfavorably on NHS or the school.
5. A member must complete a designated number of hours of community service to be decided at the first meeting of the school year.

Students will be notified of their eligibility to apply for membership. Selection will be made by a faculty committee.

ORGANIZATIONS/CLUBS

Student Council	**Dr. Stephanie Wheatley/Anaiz Alvidrez**
Speech/Debate	**Jimmy Acevedo**
Band	**Brandon Brady**
Drumline/Colorguard	**Brandon Brady/Annabelle Fernandez**
Show Choir	**Theresa Royce**
Choir	**Theresa Royce**
National Honor Society	**Joe Cox**
Academic Team	**Dr. Stephanie Wheatley**
BPA	**Evelyn Lopez**
Video Production	**Chloe Browning**
FCA	**Sara Garcia**
Art Club	**Alison Clemans**
Alma Folklorica	**Maritza Barrios**
HALO	**Maribel Avalos**
Upward Bound	**TBA**
Robotics	**Christofer Gherna**
FFA	**Stacia Huxman**
FCCLA	**Rachel Taylor**
Yearbook	**Glenda Barboza**
Dance	**Diana Hidalgo**
Cheer	**Mandy Coble**
eSports	**Brad Bellatti/Patrick Coble**

Any student group desiring to charter an approved school club or organization must follow certain rules and procedures established by the school. Only those clubs which grow out of approved school activities and which elevate the educational purpose will be recognized and approved. Clubs and organizations of Guymon High School must submit their constitution and by-laws, including election/selection process and discipline procedures, to the principal for approval. There will be NO scheduled activities of any GHS organizations on Sundays or after 6:00 p.m. on Wednesdays.

PERFECT ATTENDANCE

Students who do not miss any days in the school year or have any tardies will receive a certificate. Cumulative records are kept and certificates will be given to those with perfect attendance of more than one year also. Absences are not recorded for school-sanctioned activities.

PROFICIENCY-BASED PROMOTION

It is the policy of the Guymon Public School, District I008, that all students in grades one through twelve have the opportunity to advance under a proficiency-based promotion option in either grade level, subject, or course by meeting the following requirements:

1. Opportunity for proficiency assessment will be provided at least twice each school year.
2. Students must progress through a curriculum in a sequential manner. Elementary, junior high, or high school students may demonstrate proficiency and advance to the next level in a curriculum area.
3. Following application, initial testing utilizing an appropriate criterion-referenced examination adopted by District I008 will be administered to each applying student.
4. Students successfully achieving 85 percent on the criterion-referenced examination will be scheduled for an assessment involving performance and/or demonstration criteria conducted by members of the professional staff.
5. Students successfully completing the performance component will be awarded credit upon the official school transcript for completion of the course, subject, or grade. No grading marks will be associated with the successful completion of the course, subject, or grade. No reference or notation will be made on the official transcript of an unsuccessful attempt for advancement.
6. A placement conference will be conducted with the parent/guardian of a participating student in order to determine the next appropriate academic or placement steps to be taken. If the parent/guardian requests promotion/acceleration contrary to the recommendation of school personnel, the parent/guardian shall sign a written statement to that effect. This statement shall be included in the permanent record of the student.
7. Students, parents/guardians, or teachers may request retesting of students at the next test date. Conferences to discuss the merits or timing of retesting are to be conducted prior to retesting or reassessing performance.
8. Assessment for grades 9 through 12 will measure 22 subjects. Each test will have approximately 75 items per test with appropriate performance assessment models and scoring rubrics.

SATURDAY SCHOOL

Guymon High School will provide supervised detention from 8:00-12:00 as needed at various times throughout the school year. Students will be required to arrive before 8:00 and will be required to remain on task for the entire time.

SCHEDULE CHANGES

Course change requests must be made the week before school begins and no later than two weeks after school begins each semester unless otherwise approved by the administration. Changes are handled through the counselor's office.

SEMESTER EXAMS

Comprehensive semester exams will be given for each class and will count as 10% of a student's final grade in each class enrolled. Guymon High School does have an exemption policy for semester exams. Students must be exempt from all classes or they will be required to take all semester exams. **Exemptions and grades are as follows: 5 absences & A grade in class, 3 absences & B grade in class, 1 absences & C grade in the class.**

STUDENT OFFICERS

1. A student may not hold more than three offices at a time or be president of STUCO and be president of another organization.
2. A student has the option of resigning a position in order to accept another.
3. Class officers must maintain a 3.0 GPA.

SUMMER SCHOOL

Summer school sessions are conducted according to the demand for classes. There is a cost for summer school enrollment and enrollment is on a first-come, first-serve basis.

TRANSFERS

Open Transfers previously granted by the school board will remain in effect unless the board of education designee or Superintendent designee takes action to deny a future year's attendance based upon discipline or attendance as addressed within this policy.

The school district will not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language, a measure of achievement, aptitude, or athletic ability. The school district will begin accepting applications for the next school year starting the first business day of January. Receipt of applications will be documented by the district so that the district may review those applications in the order submitted for purposes of capacity limitations. The administration will not approve or deny transfers received for the next school year until after the July 1 capacity data is determined for each grade level and site within the school district, transferring student discipline history is reviewed, and student attendance records have been reviewed.

Transfers that have previously been approved by the school district will remain in effect for future school years unless the district provides notification to the parent or legal guardian that the transfer is not going to be continued for an upcoming school year due to disciplinary action or attendance issues. The district will not require parents to resubmit a new application each school year and will advance the previous application of an enrolled student amending only the grade placement of the student.

A transfer may be requested at any time in the school year. State law does limit the ability of a student to transfer to no more than two (2) times per school year to one or more school districts in which the student does not reside. Exceptions to this limit will exist for students in foster care. Students are legally entitled to re-enroll at any time in their school district of residence. Any brother or sister of a student who transfers may attend the school district to which their sibling transferred as long as the school district has capacity in the grade level and the sibling does not meet a basis for the denial as listed below. A separate application must be filed for each student so that the district can timely consider requests in the order applications are received. (For the complete policy please see the district website, www.guymontigers.com)

WITHDRAWAL

The procedure for withdrawal (or transferring) is as follows:

1. Requests for withdrawal must be made in-person by parent/guardian.
2. The withdrawal notice should be given to the guidance office at least two days before the student is to leave.
3. Appropriate forms should be obtained from the office.
4. Forms should be filled out by teachers.
5. All school books, Chromebooks and accessories, and other property must be returned, and all fees must be paid.
6. Completed forms must be taken to the office of the principal for final clearance.
7. Students may attend high school until they reach 21 years of age. Therefore, any student who is still enrolled must be withdrawn on their 21st birthday.

WORK PROGRAM

Work program is for seniors only and students must abide by all guidelines for graduation and eligibility (see senior counselor). Students must turn in work documents to the senior counselor and must leave campus while on the work program. They can do so without a principal's prior consent.

GRADUATION REQUIREMENTS

The Guymon Public Schools 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 prepare for advanced study. Therefore, it is the policy of the board of education that a minimum of 23 units of credit be earned in the subject areas listed below to be eligible for graduation. All students, in order to graduate from an Oklahoma public school, will be required to complete the "college preparatory/work ready curriculum units or sets of competencies" at the secondary level. A student will be allowed to enroll in the core curriculum in lieu of the requirements of the college preparatory/work-ready curriculum upon the written approval of the parent or legal guardian of the student. Current state graduation requirements will be deemed to be the "core curriculum" option.

GRADUATION REQUIREMENTS: COLLEGE & CAREER READY

4-English credits
3/4-Math credits taken in high school with rigor equal to or above Algebra I.
3-Science credits: 1 must be a biological science, 1 must be a physical science, and the last one may come from either biological or physical science areas.
3 -Social Studies credits: ½ OK History, 1 US History, ½ US Government, and 1 other.
2-Units of the same world or non-English language or 2 units of computer technology
1-Additional unit from any of the above categories: English, Science, Social Studies, Math, Foreign Language, or Computers.
1-Fine Art.
6-Electives, a ½ -Student Success taken in the 9th-grade year only. (This requirement is waived for students in 10th -12th grades.)

A total of 23 credits are needed to graduate: the above mandatory courses and seven other courses plus the proof of competency in Financial Literacy. Non-college-bound students should consult with their counselor. All classes count for credit and will be included in the final GPA, except for work programs and office aides. By May 2nd of the current year, all students must be enrolled in all classes to meet graduation requirements in order to participate in the graduation ceremonies. The student may walk with his/her class with no more than one credit deficiency as long as he/she is enrolled by May 2nd of the current year to complete that deficiency.

In addition to the curriculum requirements, students shall complete the requirements for a personal financial literacy passport as set forth in the Passport to Financial Literacy Act. The Financial Literacy course takes the place of a half-credit elective and is required.

Credit may be given for the above-referenced classes when the courses are taken in the eighth grade if the teachers are certified or authorized by law to teach the subjects for high school credit and the required course rigor is maintained.
Courses offered by a supplemental education organization that is accredited by a national accrediting body and that are taught by a certified teacher and which provide for the teaching and learning of the appropriate skills and knowledge in the Oklahoma Academic Standards may, upon approval of the State Board of Education and the school district board of education, be counted for academic credit and toward meeting state graduation requirements.

No student will be allowed to receive credit more than once for completion of the same unit or set of competencies. All of the above-referenced classes may not be offered by the district. However, sufficient courses shall be offered to allow students to meet the graduation requirements during the secondary grade years of the student.

The remaining units need to consist of coursework designed to meet the individual needs and interests of the student. However, all students in grades nine through twelve are required to enroll in a minimum of six periods, or the equivalent in block scheduling, of rigorous academic and/or rigorous vocational courses each day, which may include arts, vocal and instrumental music, speech classes, and physical education classes. Students are eligible for receiving a diploma upon completion of graduation requirements, state testing, and completion of necessary credits.

Students who transfer into this school district from out of state after their junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. This applies to students who would be unable to meet the specific graduation requirements listed above without extending the date of graduation. Exceptions from the graduation requirements will be based on rules established by the State Department of Education. All exceptions and the reasons therefore shall be reported to the State Department of Education on or before July I of each year.

All course credit earned through examination by students in required curriculum areas shall be appropriately noted on the student's transcript and/or student record. Completion may be recorded with a letter grade or pass notation, credits earned by a student through examination in accordance with the provisions of 210:35-27-2 shall be transferable to or from any other school district within the State of Oklahoma in which the student was enrolled, is currently enrolled, or may be enrolled. Credit for units of secondary coursework in curriculum areas required for graduation counts toward meeting the requirements for the high school diploma.

Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects in writing.

Students who start ninth grade prior to or during the 2016-2017 school year will be required to complete an assessment in order to graduate with a standard diploma. The assessment required will be one that is required or has been required by the Oklahoma School Testing Program or an alternate assessment as approved by the superintendent. The highest-achieved score on the assessment and any business and industry-recognized endorsements attained will be reflected on the student's transcript.

Beginning with students entering the ninth grade in the 2019-2020 school year, each student is required to complete the process of an Individual Career Academic Plan (ICAP) in order to graduate from a public high school with a standard diploma. Students must complete the Individual Career and Academic Planning (ICAP).

Beginning with students entering the ninth grade in the 2021-2022 school year, each student is required to pass the U.S. Naturalization test in order to graduate to begin testing in the 2022-2023 school year. Students will have the opportunity to remediate and retake the test each year. This test does not apply to the Naturalization process.

Beginning with students entering ninth grade in 2026-2027 school year, each student is required to complete 4 math credits with rigor equal to or above Algebra I.

All students are strongly encouraged to complete two units or sets of competencies in foreign language classes and two units of competencies in physical education and health as part of the core curriculum.

GRADUATION REQUIRED DRESS

Required Dress: Each graduate will wear their cap and gown during the Commencement Ceremony. Students will not be required to conform to a specific type of attire based on gender or religion and may choose to follow the expected graduation attire:

- Dress attire (Dress shirts, slacks and dress shoes, or dresses, and dress shoes) should be worn under graduation gowns.
- Stoles may be worn by NHS members, Valedictorians and military enlistees.
- Cords may be worn by Guymon school organizations.
- Graduate hairstyles should permit the mortarboard (cap) to fit correctly.
- No flip-flops, sneakers, slides, or sunglasses should be worn during the ceremony.
- No chewing gum or eating food or candy during the ceremony.
- Please refrain from bringing a purse or handbag to your ceremony seat.
- Tribal Regalia may be worn.

According to the Oklahoma Religious Freedom Act (ORFA), all graduates will be permitted to wear attire according to personal religious practice, tradition, or significance to a faith group.

VALEDICTORIAN SELECTION

Students with 4.30 grade point averages, and no NC's due to attendance deficiencies on HS transcript, will be co-valedictorian with no salutatorian. Selection will be based on the GPA of the seventh-semester transcripts. If there are more than four valedictorians, only the valedictorians with the highest GPA will be allowed to speak at graduation (maximum of 4). If no student has a 4.30 GPA, there will be only one valedictorian who has the highest weighted GPA.

STUDENT EXPECTATIONS & CONSEQUENCES

CONDUCT

All students are expected to conduct themselves in a manner conducive to learning and appropriate for high school-age students while in school and at all school-sponsored activities. These behaviors include attending classes, working on all tasks assigned by teachers, and complying with all reasonable requests made by school staff members. For those students who decide to interfere with or disrupt the educational process, appropriate corrective measures will be taken. Any garment, accessory, possession of inappropriate materials, or action by a student which may interrupt the normal, orderly operation of the school, or jeopardizes the safety of others will be considered inappropriate and disciplinary action may be taken. A personal discipline file will be maintained in the office for students who are guilty of misconduct. When a student is referred to an administrator for disciplinary measures, the administrator will have the option of assigning appropriate punishment.

DRUG/ALCOHOL POLICY

No student shall possess, use, or distribute any illegal substance including drugs, and alcohol on school premises, at school functions, on school trips or activities, or while in use of school transportation. No student shall come to school or any school function under the influence of any illegal substance. Violation will result in the following:

1. Confiscation of substance
2. Notification of police and/or other appropriate authorities
3. Notification of parent/guardian
4. Automatic suspension

The student, upon the first offense, will be suspended from school for a minimum of 20 school days and receive a ticket from the school resource officer. During that period the student must enter a counseling or treatment program. The student will not be permitted to return to school until the school receives confirmation from the administrator of the program that the student has entered. If the school official in charge cannot contact the parent/guardian or legal guardian, he will take whatever action he deems necessary in the interest and welfare of the student body, e.g. calling the physician listed by the parent/guardians or the emergency room of the local hospital. In all such cases, law enforcement officials will be advised (federal, state, and local).

FIGHTING

Fighting will result in a minimum of five (5) days out of school suspension and may result in a complaint of disorderly conduct and/or assault charge filed by the school district with the local police.

GANG ACTIVITY

Gang activity will not be tolerated. Students who are assimilated with gangs, whether in appearance or actions may be suspended for up to one school year.

INAPPROPRIATE LANGUAGE

It is expected that all language used at school is polite and appropriate. Profanity, obscenity, and vulgarity have no place at school, during a school-sponsored activity, or on the school bus. Offensive wording, pictures on t-shirts, or other clothing are considered inappropriate use of language. A student using foul language may be disciplined with any of the following: Detention, ISD, and/or Suspension. An offense against a staff member **WILL** result in harsher consequences.

STUDENT PICK-UP

Students need to be picked up after school in the north or south parking lot. East circle drive is to be used for Guymon handicap bus pick-up only. Parents/guardians should not use the front circle drive to pick up students. Buses will pick up students on North James St. at the Northeast corner of campus.

STUDENT RESIDENCY

It is the policy of the Guymon Board of Education that the residence of any child for school purposes shall be the legal residence of the parents, guardian, or person having legal custody within the district as defined in 70 O.S. §1-113 (C). Provided that such parent, legal guardian, person, or institution having legal custody contributes to a major degree to the support of such child. Provided, further, that any child residing in the district who is entirely self-supporting shall be considered a resident of the school district if the child works and attends school in the school district. Questions concerning the legal residence of children shall be determined pursuant to procedures utilized by the State Department of Education in accordance with 70 O.S. §1-113. (For the complete policy please see the district website, www.guymontigers.com)

STUDENT SEARCH

The Guymon Board of Education believes that all students should be free from unreasonable search and seizure by school officials. However, it shall be the policy of the board that the superintendent, principal, teacher, and security personnel shall have the authority to search a student and a student's property when there is reasonable suspicion for such searches. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcohol, dangerous weapons, controlled dangerous substances as defined by law, or stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules, as a student may be searched. Searches shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if possible. School personnel may utilize trained contraband dogs on school premises. All bags, cars, cell phones, or other personal items may be searched at any time on school property or during school activities, either at home or away. In contrast, a student has a reasonable expectation of privacy in his or her own person as well as in the student’s clothing, purse, backpack, vehicle, and cell phone. When a student has a reasonable expectation of privacy, school officials may only carry out a search in compliance with the law. Students will not be asked to remove clothing or be asked to life up their shirt. The school representative conducting the search may preserve any weapons, illegal substances, missing or stolen property or other contraband found and contraband may be turned over to law enforcement as the law requires.

(See School Board Policy FNF-R)

STUDENT VEHICLES

All students must register with the school resource officer all vehicles (including motorcycles) that may be used during the school year. To receive a parking permit, the student must provide proof of insurance, proof of driver's license(a learner's permit is not a driver's license), and must display the parking permit on the mirror of the vehicle. The first parking permit will be given to a student free of charge. Any additional permits will be $3.00. **All students are to park in the north and south parking lots. Students may not park in the street surrounding the high school.**

1. Students will enter school immediately upon arrival and exit immediately after school via appropriate exits. No sitting in parked cars before school or at any time of the school day is allowed. This includes the lunch period. Students must receive permission from the administration to go to their car during the school day.
2. No vehicle shall be moved from the parking lot during or between classes without the permission of the administration. Speed limits, driving rules, and parking rules are to be obeyed at all times. Seat belts must be worn on school property. The speed limit is 5 mph in the parking lot and on all school grounds. Exit signs must be followed.
3. Any student found to be in violation of school parking lot rules, speed limit rules, no left turn rule, or driving in a reckless manner, will have his or her driving and school parking privileges suspended for 20 school days for the first offense and for the remainder of the semester for the second offense.

THEFT

Theft on school property may result in up to one year of suspension. Acts of stealing will be reported to the local police.

THREATS

Any student making threats of any nature may be suspended. A psychological evaluation of the student may also be required, at the parent/guardian's expense, before the student may return to school. Students making threats against the school, whether written, by use of electronic devices, or verbal, will immediately be long-term suspended from school and prosecuted to the fullest extent of the law.

TOBACCO

The use or possession of tobacco in any form is not permitted in the school building, on school grounds, on school buses, or at school activities. E-cigarettes and similar products will be confiscated and tested for illegal drugs. Students found to be in possession of or using any tobacco product will be suspended. The use of e-cigarettes, nicotine gum, or other similar products will be considered the same as tobacco products.

TRESPASSING

Unauthorized individuals found in the building or on school property are subject to trespassing charges. This includes students on suspension who have no prearranged authorization to be on school property. **TRESPASSERS WILL BE ARRESTED.**

VANDALISM

Vandalism of school property may result in up to one year of suspension. Any act of vandalism will be reported to the local police.

WEAPONS-FREE SCHOOLS

It is the policy of this school district to comply fully with the Gun-Free Schools Act.

1. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for one full calendar year or longer. The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting. Firearms are defined in Title 18 of the United States Code, Section 921, as
   a. any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
   b. the frame or receiver of any such weapon
   c. any firearm muffler or firearm silencer or
   d. any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.
2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the Board of Education of the district, to have in such person's possession on any public or private school property or, while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined: "…any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon." Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for up to 45 calendar days at the discretion of the superintendent or designee. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten (10) days and placed up to 45 days in an alternative educational setting. The school district must take immediate steps to remedy any deficiencies found in the child's IEP or placement, or the implementation of the IEP team and continue to receive special education and related services. An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

Any student who violates this policy will be subject to discipline which may include suspension for the remainder of the semester and the entire succeeding semester or up to one full calendar year or longer (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or designee. Disciplinary action will be determined on a case-by-case basis.

SCHOOL SPONSORED DANCES

These rules are made by the student council and the administration for the protection of school facilities and other students. The student council sponsors and co-sponsors dances for the enjoyment of the GHS student body.

1. All presently enrolled students at GHS are eligible to attend unless they have been suspended from school or other disciplinary actions prohibit them from attending.
2. All out-of-school guests must be signed up in the office during the week of the dance with a completed permission form.
    a. No exceptions will be added after the deadline.
    b. Each student must sign his/her name and the guest's name.
    c. No guest enrolled in a junior high, grade school, or is a school drop-out will be permitted to attend.
    d. No guest who is over 20, except spouses, will be permitted to attend.
    e. A GHS student who brings a guest will be responsible for the guest's behavior.
3. No refunds will be given.
4. After gaining admittance to the dance, if a student must leave the designated area, a sponsor must accompany the student or the student will not be allowed to re-enter the dance.

SCHOOL TRIPS

School-sponsored trips will be made during the year for numerous activities in which students of Guymon High School participate. These trips may necessitate absences from academic classes. parent/guardians and students are requested to study the following regulations concerning school-sponsored trips.

1. All school rules and regulations apply for all school-sponsored trips.
2. All students must get assignments from teachers before the absence.
3. All students must go and return in school-approved transportation with the presence of an adult required. Exceptions will be dealt with individually.
4. Students making a school-sponsored trip shall be under the supervision of a sponsor and shall conduct themselves appropriately. The school shall have jurisdiction over all students in the vicinity of a school-sponsored group or activity.
5. Students violating any of the aforementioned regulations may forfeit the privilege of making trips for the remainder of the school year. The school may administer additional punishment when and if it becomes necessary.
6. A student must be passing all classes to be eligible for any activity that requires him to be absent from a class.
7. Parent/guardian permission and authorization to treat minor forms must be provided for all trips.
8. No swimming in hotel pools.

SCHOOL VISITORS

All visitors to the school must sign in at the principal's office and obtain a visitor's pass. Entry to Guymon High School for visitors will be from the East entrance only. Students who allow ANYONE into an entrance other than the EAST side of the school will be disciplined accordingly, including ISD or suspension.

PDA-PUBLIC DISPLAY OF AFFECTION

PDA or public display of affection is defined as something such as a kiss or loving touch such as a hug that is given in public or any act of intimacy between a couple that is in view of others. PDA is not allowed during school.

STUDENT DRESS CODE

The basic design for school dress is one that emphasizes neatness, cleanliness, modesty, and safety. Students must understand that school is a place of serious business and their attitude toward schoolwork is often reflected in their choice of clothing. The following guidelines are in effect for Guymon High School. Grooming and dressing at Guymon High School must not constitute a distraction or interfere with the educational opportunities of students. Exceptions will be made to its dress code to ensure that students with disabilities can participate. (See School Board Policy FNCA.)

ATTIRE EXCEPTIONS

1. Above the chest to below the pelvic region (upper and lower torso) including the buttocks, should be covered at all times.
2. Shorts, dresses, tunics, tops worn with leggings, and skirts should be a length that sufficiently covers all private parts and within finger-tip length, with no holes or slits above finger-tips.
3. Any school-issued uniform may be worn during the school day if assigned.

PROHIBITED DURING SCHOOL HOURS

1. Headgear such as hats, bandanas, sunglasses, hoods, and stocking caps
2. Bare feet, house shoes/slippers
3. Bike or animal chains, collars, or spikes
4. Apparel that is too tight, too loose, too sheer, too short, or too revealing, including but not limited to: crop tops, mini-skirts, short shorts, skirts with high slits, exposed or visible underwear, outer garments that look like underwear, muscle shirts, mesh/sheer shirts without a T-shirt underneath, and low-cut clothes, including attire that exposes the chest or breasts.
5. Apparel or accessories with offensive or suggestive slogans, logos, symbols, or images that pertain to immorality, vulgarity, obscenity, nudity, promotion of violence and/or gang or cult activity, or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, illegal chemical substances, drug-related items, drug paraphernalia or other items or activities that are illegal for the general population or for minors.
6. Blankets

Where a religious belief or health need of a student conflicts with the school dress code, reasonable accommodation shall be provided. Any student desiring accommodation shall notify the school principal in writing of the requested accommodation and the factual basis for the request. **Any variation to the above dress code will be subject to the approval of the principal.**

DISCIPLINE

The administration, faculty, and staff at Guymon High School are committed to protecting the right of all students to education without interference. Students are expected to share this responsibility by helping to maintain an atmosphere conducive to a good education. Therefore, any student who disrupts the educational process will be disciplined accordingly. **Disciplinary measures include detention, alternative in-school placement (ISD), restricted privileges, shadowing, conferences, behavior, and attendance contracts, out-of-school suspension, or other reasonable measures commensurate with the offense imposed by teachers, administrators, or other school district personnel.** Charges can be filed with the Guymon Police Department for disorderly conduct, fighting, or any disruption that severely affects the educational process.

The teacher or administrator shall have the same right as a parent/guardian or guardian to control and discipline a child while the child is in attendance in school or in school vehicles to or from the school or while attending or participating in any school function authorized by the school district. Suspension is used as a form of discipline utilized when the infraction by the student is considered serious or is a repeated infraction of school rules. The maximum time of suspension, according to Oklahoma School Law, is the current school semester and the succeeding semester. All students suspended will be provided with an Education Plan. The Principal, who is responsible for the governance of all aspects of the day-to-day operation of the school, will be the final authority on administering student discipline within the school.

DETENTION

Detention may be assigned by teachers and administrators and is held before school and during lunch. In addition, a teacher may assign detention to be served with the teacher at a time of his / her choosing (before/after school or lunch). Each student must have school assignments to work on during detention. **STUDENTS WHO DO NOT FOLLOW THE RULES OF DETENTION MAY BE REMOVED FROM THE SESSION AND WILL NOT RECEIVE CREDIT FOR THE SESSION AND/OR RESULTING IN FURTHER DISCIPLINARY CONSEQUENCES.**

IN-SCHOOL DETENTION (ISD)

The purpose of ISD is to provide an environment in which a student's defiant behavior may be modified. The objectives of ISD are to reduce the number of out-of-school suspensions and alter attitudes and habits that are detrimental to the student's educational progress. ISD is designed as an alternative to short-term out-of-school suspensions and does not rule out the possibility of long-term out-of-school suspension if the situation warrants it. ISD students will be restricted in their association with other students and regular activities and schedules of the school. **Students who are in ISD will not be allowed to participate in or attend any extra-curricular activities or contests but will be allowed to participate in practice.** Schoolwork completed during ISD will be graded at full value.

ISD CLASSROOM RULES

1. Students who arrive at ISD tardy will be given an additional day. Excused absences or tardies are at the discretion of the ISD teacher as to whether additional days are given.
2. Do not talk while in your assigned seat. Raise your hand for assistance. If the ISD teacher is busy with another student, patiently wait for your turn.
3. Do not sleep or sit idly. If you do not have work to keep you busy, the ISD teacher will provide you with something to do.
4. Do not write on desks, books, or any other materials in the ISD room. Persons caught vandalizing ISD property will be assigned additional days and/ or given cleanup duties.
5. Personal electronic items are not allowed in ISD. Such items are subject to confiscation if seen or in use.
6. Do not disturb classrooms or other students while passing through the hallways.
7. Be courteous and considerate of others while in ISD.
8. All assignments sent by teachers must be completed to the best of the student's ability before the student will be allowed to return to regular classes.
9. It is the student's responsibility to bring all necessary books, supplies, and materials needed to accomplish all assignments.
10. Students will go to the restroom only on the assigned breaks. Students will be accompanied by their teacher.
11. Students assigned to ISD will NOT be allowed to attend assemblies or special programs during the school day.
12. Vending machines are off-limits to students in ISD.
13. No food or drink is allowed in ISD.
14. A student who must be removed from ISD due to noncompliance with rules, will receive an out-of-school suspension and will be required to complete the ISD time upon return from suspension.
15. A student who is checked out of school serving ISD will not receive credit and will make up ISD immediately on returning to school for the full day.
16. Students will recieve a sack lunch.

OUT-OF-SCHOOL SUSPENSION (OSS)

This is a suspension whereby a student is excluded from attending school, activities, or being on school grounds for a designated period of time. Students who are suspended out-of-school have the right to appeal the decision of the administration directly to the superintendent. An education plan will be provided for students suspended. **Written notice of a request for an appeal hearing with the Board of Education shall be received by the district superintendent or designee within three (3) business days of receipt of the suspension notice.** (O.S.S. 70-488)

RESTRICTED PRIVLEDGES

Restricted privileges are the denial of such privileges including, but not limited to, student activities, extracurricular events, or bus suspensions.

LEVEL 1 REFERRAL

MINIMUM 1 HOUR DETENTION

-3rd Tardy Total
-Dress Code Violation (1st Offense)
-Hall Violation
-Unexcused Absence Arriving (3rd Offense)
-Food/Drink Violation
-Hall Violation
-Not Bringing Materials to Class
-Inappropriate Display of Affection (1st Offense)
-In an Unauthorized Area

MINIMUM BEFORE/AFTER SCHOOL DETENTION

-Insubordination
-Refusing a reasonable Request (i.e., removing a hat or hoodie)
-Leaving Class w/o Permission
-Lying
-Parking/Driving Violation
-Class Disruption
-Forging Passes
-Dress Code Violation (2nd Offense)
-Inappropriate Display of Affection (2nd Offense)
-Possession of Unauthorized Medication
-Unexcused Absence (Skipping a class) 2 detentions

LEVEL 2 REFERRAL

MINIMUM 1 DAY ISD

-Academic misconduct
-Assembly conduct violation
-Conflict with student-verbal
-Throwing food/food fights
-Leaving building w/o permission
-Misuse of school facilities
-Theft - minor
-Vandalism - minor
-Dress code violation (3rd offense)
-Inappropriate display of affection (3rd offense)
-Misuse of Electronic Device
-Refusing a reasonable request (2nd offense)
-Missed Detention

MINIMUM 2 DAY ISD

-Unexcused absence -full day (Skipping)
-Intimidation, harassment, threats, verbal abuse - minor
-Disrespect to faculty/staff (including custodians and cafeteria staff)
-Videoing and sharing video on phone
-Misuse of classroom materials - extreme
-Rough-housing/Horse-play (extreme disruption)
-Phone Picked Up (1st Offense)
-Skipping Saturday School

LEVEL 3 REFERRAL

1-10 DAY SUSPENSION-SEVERITY

-Dangerous materials
-Possession of any knife
-Disrespect to staff (profanity)
-Electronic Smoking Device/Tobacco (1st Offense - 5 Days)
-Refusal to turn in Phone
-Phone Picked Up (2nd Offense)
-Possession of stolen property
-False 911 call/fire alarm pull
-Fighting (minimum 5 days)
-Gang behavior/dress
-Intimidation, harassment, threats, verbal abuse of staff/students -major
-Inappropriate sexual conduct
-Theft-major
-Vandalism- school, staff or student property - major
-Violation of the Student Medication Policy
-Failure to serve ISD/non-compliance
-Opening outside doors and allowing people into the building without staff permission.
-Videoing and sharing video on phone - major
-Drug paraphernalia (1st offense)

LEVEL 4 REFERRAL

LONG-TERM SUSPENSION OR EXPULSION *HEARING REQUESTED

-Physical aggression toward staff/student
-Physical contact with staff (violent)
-Fighting (2nd offense)
-Bomb threat
-Explosives-possession/use
-Drugs/Alcohol -possession use/distribution/under the influence
-Drug paraphernalia (2nd offense)
-Inappropriate sexual conduct (2nd offense)
-Threat of life to student/staff
-Intimidation, harassment, threats, verbal abuse of staff/students-extreme

PARENT INFORMATION

PARENT RIGHTS (FERPA)

Parents and eligible students have the following rights under the Family Educational Right and Privacy Act and this policy.

1. The right to inspect and review the student's education record.
2. The right to exercise limited control over other people's access to the student's education.
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

Please see the FERPA POLICY FL-R and PARENT PARTICIPATION IN THE SCHOOL DISTRICT POLICY EHBDBA (Appendix A)

SURVEYS

Parents may opt out of any survey for their student. Parents can review survey questions prior to signing the opt out form.

Please see TESTING PROGRAM STUDENT SURVEYS REGULATION POLICY EK-R1 (Appendix A)

PARENT/GUARDIAN INVOLVEMENT

Guymon Public Schools encourage and support parents/guardians as partners with teachers and other staff in the education of their children. The district adheres to a philosophy of parent/guardian involvement as an essential element to promote student success. Student academic achievement requires parents/guardians to be knowledgeable of curriculum standards, progress monitoring, and district policies and procedures.

District parent/guardian involvement will be supported and encouraged through the following district expectations:

- respecting parents/guardians as partners in the education of their children;
- valuing diversity and the need for equity in each school;
- promoting parent/guardian involvement in district leadership and decision-making;
- fostering a welcoming and responsive environment for parent/guardians;
- ensuring accountability of the staff at all levels throughout the district is working with parents/guardians as partners;
- valuing the need for partnerships within the public and private entities in the Guymon community;
- ensuring flexibility and accessibility within administrative operations and flexibility within district-wide processes and procedures, and
- establishing and promoting communication as a source of trust and understanding between the district and parents/guardians.

Parent/guardian involvement will be supported and encouraged through the following parent/guardian expectations;

1. taking the initiative to seek the best educational opportunities for their children;
2. understanding and respecting the mission and values of the school;
3. respecting teachers and supporting school staff as partners in the education of their children;
4. demonstrating respect for the school as a whole, including the faculty and staff;
5. developing jointly with the teacher, a school-parent/guardian compact for their child that outlines how the parent/guardians, the school, and the student will share the responsibility for improved academic achievement;
6. identifying and addressing barriers to parent/guardian involvement;
7. understanding school procedures and opportunities to contribute or receive support;
8. participating in the development of the school parent/guardian involvement plan and the review and evaluation of the plan;
9. valuing diversity and the need for equity in each child's learning;
10. participating in decision making;
11. volunteering in their children's schools; and
12. supporting and engaging in developing partnerships within the Guymon Public School's community.

STUDENT HEALTH IMMUNIZATION LAW

Immunization of school-age children is a very important way of protecting and promoting the health of children in Oklahoma. **In accordance with Oklahoma law, students entering grades seven (7) through twelve (12) MUST have the following immunizations: five (5) doses of the DtaP vaccine, four (4) doses of the Polio vaccine, three (3) doses of the HepB vaccine, two (2) doses of the Hep A vaccine, two (2) doses of the MMR vaccine, one (1) dose of the Varicella vaccine, and one (1) dose of the Tdap booster vaccine.** Please refer to the Oklahoma State Department of Health's website regarding immunizations required for school or contact the school nurse for questions. parents/guardians are REQUIRED to provide the school with a CURRENT copy of their child's immunization records OR the opt out form.

A.I.D.S. PREVENTION EDUCATION

An A.I.D.S. Prevention Education Program is offered to students in the Guymon School System pursuant to H.B. 1476 of the 1987 Legislative Session. Curriculum materials developed by the State Department of Education shall be used. Any other materials used in the A.I.D.S. Prevention Program shall be approved for accuracy by the State Department of Health. The school nurse will present the curriculum and materials that will be used. The meeting will be held during evening hours. No student shall be required to participate in A.I.D.S. Prevention Education if a parent/guardian objects in writing. A student permission letter will be sent home to notify a parent/guardian.

MEDICATION POLICY

Guymon Public Schools recommends giving medications at home if possible. If it is necessary that a medication be administered by school personnel during school hours, the following procedure must be followed:

1. A student who needs to take medication at school must have a current year Medication Request and Release Form filled out properly and signed by the physician and/or parent/guardian before the medication can be brought to and kept at school.
2. All medication must be brought to the office by the parent/guardian. Students are not allowed to carry medications on their person at any time. The only exceptions are emergency medications such as rescue inhalers, epi-pens, and insulin with appropriate release from the physician and parent/guardian.
3. The parent/guardian will promptly notify the school of any changes in the administration of prescription medication by providing the school with a new Medication Request and Release Form signed by the physician. Written or verbal changes from parent/guardian CAN NOT be accepted.
4. Over-the-counter medications must be in an original container. The dosage and frequency to be given must be consistent with label instructions. A parent/guardian must also specify when and why the medication is to be given. The school cannot accept expired medications. **All over-the-counter orders must be in writing with the parent's/guardian's signature. Phone orders will NOT be accepted.**
5. Prescription medication must be brought to the school in original containers with all instructions and pharmacy labels clearly visible. Prescription medication labels must include the following: student's name, name and strength of the medication, dosage and directions for administration, name of physician, date, and pharmacy name. The pharmacy will dispense an additional prescription label and bottle for school use if requested by the parent/guardian. If the medication is not properly labeled OR does not match the Medication Request and Release Form, it will not be given. Medication will not be accepted in bags or envelopes.
6. Medications, Medication Requests, and Release Forms must be kept in the office.
7. All medication must be picked up by the last day of school by a parent/guardian. If not, they will be destroyed. The school will not send medications home with students.

Self-administration of inhaled asthma medication by a student for treatment of asthma or an anaphylaxis medication used to treat anaphylaxis is permitted with written physician and parent/guardian authorization. The parent/guardian of the student must provide a written statement from the physician treating the student that the student has asthma or anaphylaxis. The physician must also verify that the student has been instructed in the proper method of self-administering medication and is also capable of self-administration of medication.

Additionally:

1. The parent/guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
2. The school district will inform the parent/guardian of the student, in writing, and the parent/guardian shall sign a statement acknowledging that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
3. Permission for the self-administration of asthma or anaphylaxis medication is effective for the school year upon fulfillment of the above requirements.
4. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler or anaphylaxis medication at all times.

DEVICE & INTERNET REGULATIONS

CELL PHONES/ELECTRONIC DEVICES

Bell to Bell - No Cell

In Oklahoma, a statewide "bell to bell" cellphone ban in public schools is now law, Senate Bill 139, which was signed by Governor Stitt on May 6, 2025. This means that starting during the 2025-2026 school year, students will be prohibited from using cellphones, laptops, tablets, smartwatches, smart headphones, and smart glasses from the first bell to the last bell of the school day.

At Guymon High School, we are committed to maintaining an academic environment that promotes learning, focus, and respect. The presence and use of cell phones during instructional time have been shown to interfere with student engagement, academic performance, and classroom discipline. To minimize distractions and maximize student success, the following policy is in place:

Policy Summary

Cell phones are not to be used, visible, or in a student's possession during the school day, from the first bell to the last bell. All students must turn in their phones during the first Hour of each day. School staff will lock the phones in secure storage and return them at the end of the school day. Students who arrive after 1st Hour must turn their phone into the main office immediately upon arrival.

Storage Procedure

1. **Collection**: Teachers in the 1st Hour will collect all student cell phones before the bell rings.
2. **Storage:** Phones will be placed in a secure, locked box designated by the school.
3. **Return:** Phones will be returned to students at the end of the school day, upon dismissal.
4. **Late Arrival Protocol:** Students arriving after 1st Hour must go to the main office to turn in their phone before proceeding to class.

Exceptions
Students with documented medical needs requiring the use of a phone or communication device must provide documentation from a healthcare provider and have prior approval from the administration. Emergency communication from parents or guardians must go through the school office.

Violations & Disciplinary Action
Cell phone violations will result in disciplinary actions through in-school detentions and out-of-school suspensions. Refusal to turn in a phone will result in immediate administrative referral and may lead to further disciplinary action for insubordination. Students who habitually violate the policy may be placed on a daily check-in/check-out plan or other interventions as determined by the administration.

Communication with Students
To ensure important communication is still possible:
Parents/guardians should call the main office at 580-338-4350 to relay messages to students.
Students needing to contact a parent may request permission to use a school phone during non-instructional times.

LOST & DAMAGED CHROMEBOOKS

Chromebooks will be checked out to a student. Each Chromebook has a different barcode. When the student is issued a Chromebook, the student is responsible for the Chromebook that was issued with their student identification number. Whether the device is lost, stolen, or damaged (by you or unknown persons), the student is responsible for all damages that are associated with their school identification number. The cost of damages varies and will be assessed according to the Digital Device Policy.

INTERNET & OTHER COMPUTER NETWORKS ACCEPTABLE USE POLICY

The Board of Education believes that the use of the Internet and other local and/or wide area networks will further education by promoting the exchange of information and ideas and by providing intra- and inter-district, statewide, national, and global opportunities for staff, students, and the community. Students will be able to access the Internet under the supervision of their teachers. Individual student and patron accounts and e-mail addresses will not be provided and the user will not be permitted to use the address to send and receive mail at school unless related to classroom projects and under the supervision of a classroom instructor.

Since the Internet constitutes an unregulated collection of educational resources which change constantly, it is not possible to predict or control exactly what resources users may locate. The school district makes no guarantees of the accuracy of the information or the appropriateness of materials that a student may encounter. Students will be under teacher supervision; however, it is not possible to constantly monitor individual students and what they are accessing. Students and other users will refrain from intentionally accessing and downloading any test, picture, or online conferencing that includes material that is considered to be obscene, libelous, indecent, vulgar, profane, or lewd, advertises any product or service to minors prohibited by law, presents a clear and present danger, or will cause the commission of unlawful acts or the violation of lawful school regulations. Users will not solicit or receive any information or service, which could result in unauthorized expense to the district. Users will be courteous and polite. Messages will be concise and not abusive in content or language. Personal information should not be revealed. Records of Internet use will be considered confidential; however, users must be aware that others for whom it is not intended may access any message or information posted on the Internet. E-mail and downloaded materials will be deleted from the system on a regularly scheduled basis.

Users of the services will respect all copyright and license agreements. Copyrighted software, pictures, or music will not be downloaded for use, which violates copyright laws. An Internet/Computer Network use agreement will be signed by all persons wishing to use the services provided by the school district. Violation of the Internet/Computer Network Acceptable Use Policy will result in the forfeiture of all user privileges. Violators shall also be subject to appropriate disciplinary action. Pending investigation into a student/staff complaint or inappropriate use of the networks, user privileges will be suspended. The district shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The district shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

There is no legitimate expectation of privacy in the use of the school district's technology.

GUYMON BOARD OF EDUCATION	FDC

STUDENT ATTENDANCE

The Guymon Board of Education believes that in order for students to realize their fullest potential from educational efforts, they should attend all classes if possible. Realizing that some absences may be beyond a student's control, the board has adopted a policy requiring students to be in attendance a minimum of 90% each semester to receive credit for any course in which the student is enrolled. Exceptions to this requirement will be considered by the board on an individual, case by case basis.
The superintendent is directed to establish an attendance regulation, subject to board approval, which supports this policy.

REFERENCE: 70 O.S. §10-105, §10-106
Department of Education, Administrator's Handbook

ATTENDANCE POLICY
(REGULATION)

The board of education believes that attendance in regularly scheduled classes is a key factor in student achievement. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100 degrees Fahrenheit should not be at school or school activities. The board recognizes, however, that the cocurricular program of the school also has educational benefit. Therefore, it shall be the policy of this board to minimize absenteeism from regular classes while providing students the opportunity to participate in cocurricular activities.

ABSENCES

Excused absence will be granted for the following reasons:

1. Personal or family illnesses
2. Medical appointments
3. Legal matters, including service on a grand, multicounty grand, or petit jury *
4. Extenuating circumstances deemed necessary by the principal
5. Observance of holidays required by student's religious affiliation.

It is the responsibility of the parent to notify the school if a child is to be absent for one of the above reasons. The school will contact those students' parents who do not call. If no contact is made, the parent must send a note or call the day the child returns before the student can be excused. The student may promptly make up all work missed without penalty. It is the responsibility of the student, on the day of return, to make arrangements to see that the work is made up.
The district will require medical documentation to support personal or family illness that results in an excused absence. However, students will be required to make up any work that has been missed. Student absences due to a severe, chronic, or life-threatening physical or mental illness, injury, or trauma will be exempted from inclusion in the calculation of the chronic absenteeism indicator of the applicable school site so long as the determination of eligibility is made by the district's medical exemption review committee. The district's medical exemption review committee will be designated by the superintendent on a yearly basis and shall report student absences that are medically exempt to the Oklahoma State Department of Education (OSDE) Office of Accountability.
A student will not be considered absent from school if:
1. They are not physically present at school but are completing work in a distance learning program or virtual online

program approved by the school district and are meeting the following attendance requirements:

a. The student has completed instructional activities on no less than ninety (90%) of the time that services were provided in a virtual or distance learning format to include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone,

b. The student is on pace for on-time completion of the course as required by the school district,

c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

School Activity

1. The student will be allowed to be absent from the classroom for a maximum of ten days per semester to participate in activities sponsored by the school.

2. The student will be allowed to make up any work missed while participating.

Unexcused Absence

This is any absence that does not fall within one of the above categories. Work may be made up. 100% of the grade will be counted.

Truancy

A student is considered truant when absent from the classroom without the knowledge of either the school or the parent or if the parent does not compel the student to attend school. The student may be subject to further disciplinary action.

Tardies

1. A student is tardy who is not in the student's seat when the bell to begin the period sounds.
2. A student who is more than 10 minutes late of the class period is counted absent for the period.
3. Every 5th tardy will constitute an unexcused absence from that class.

Any student who exceeds the 10 day limit for unexcused absences may appeal to the attendance committee for reinstatement of credit. Consideration will be given as to the reason for the absences as well as to the attempts by parents to minimize the absenteeism.

Chronic Absenteeism

Chronic absentee means a student who is absent 10 percent or more of the school days in the school year exclusive of a significant medical condition, when the total number of days the student is absent is divided by the total number of days the student is enrolled, and school was actually taught in the regular schools of the district, exclusive of Saturdays and Sundays. When a student is identified as a chronic absentee, the Superintendent or designee shall communicate with the student and his/her parents/guardians to determine the reason(s) for the excessive absences, ensure the student and parents/guardians are aware of the adverse consequences of poor attendance, and jointly develop a plan for improving the student's school attendance. A significant medical condition means a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

* LEGAL REFERENCE: 38 O.S. §37
70 O.S. § 10-105
70 O.S. § 3-145.8

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS

The board of education hereby directs that neither the district, nor any employee of the district shall teach or include in a course for students or employees the following discriminatory principles:

(1) One race or sex is inherently superior to another race or sex,
(2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,
(3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,
(4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,
(5) An individual's moral character is necessarily determined by his or her race or sex,
(6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,
(7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or
(8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

A "course" shall include any program or activity where instruction or activities tied to the instruction are provided by or within a public school, including courses, programs, instructional activities, lessons, training sessions, seminars, professional development, lectures, coaching, tutoring, or any other classes.

Any individual may file a complaint alleging that a violation has occurred of enumerated items 1-8 above. In order for a complaint to be accepted for investigation, it must:

(A) Be submitted in writing, signed and dated by the complainant, including complaints submitted through electronic mail that include electronic signatures;
(B) Identify the dates the alleged discriminatory act occurred;
(C) Explain the alleged violation and/or discriminatory conduct and how enumerated items 1-8 above have been violated;
(D) Include relevant information that would enable a public school to investigate the alleged violation; and
(E) Identify witnesses the school may interview. The school will not dismiss a complaint for failure to identify witnesses.

The district hereby designates Melissa Watson as the employee responsible for receiving complaints. The district will ensure that the employee is unbiased and free of any conflicts of interest. Complaints may be provided via telephone at (580) 338-4340 and via email to melissa.watson@guymontigers.com. This contact information shall also be accessible on the school district's website.

Upon receipt of a complaint, the complainant shall receive notification from the designated employee that the complaint has been received and whether it will be investigated within ten (10) days of receipt.

The school district shall investigate all legally sufficient complaints and decide as to whether a violation occurred. The school district shall receive, process and investigate complaints in the same manner as all other complaints of discrimination. The investigation process shall be completed within forty-five (45) days of receipt of a claim.

PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't

Within ten (10) days of resolution of the complaint, the designated employee shall report the resolution to the State Department of Education.

No individual shall be retaliated against for (1) filing a complaint; (2) exercising any right or privilege conferred by or referenced within 210:10-1-23 of the Accreditation Standards; (3) exercising any right or privilege secured by a law referenced in 210:10-1-23 of the Accreditation Standards. Any school employee who retaliates against a complainant may be subject to disciplinary action by the school district or by the State Board of Education.

Any teacher who files a complaint or otherwise discloses information that the teacher reasonably believes is a violation of the prohibited concepts listed above shall be entitled to Whistleblower Protections.

Any teacher or other school employee who, willfully, knowingly, and without probable cause makes a false report may be subject to disciplinary action by the school district or by the State Board of Education.

LEGAL REFERENCE: 70 O.S. § 24-158
State Accreditation Standard 210:10-1-23

A policy on this issue is required by the
Standards of Accreditation for Oklahoma Schools
Effective July of 2021

PROHIBITION OF RACE AND SEX DISCRIMINATION IN CURRICULUM AND COMPLAINT PROCESS COMPLAINT FORM

TO: _____,
This must be submitted in writing either in person or via email.

On the ____ day of _____, 20____, _____(Name of Employee) violated 70 O.S. § 24-157(B) by requiring or making a part of a course taught by the school district the following discriminatory principle:

(1) One race or sex is inherently superior to another race or sex,

(2) An individual, by virtue of his or her race or sex, is inherently racist, sexist or oppressive, whether consciously or unconsciously,

(3) An individual should be discriminated against or receive adverse treatment solely or partly because of his or her race or sex,

(4) Members of one race or sex cannot and should not attempt to treat others without respect to race or sex,

(5) An individual's moral character is necessarily determined by his or her race or sex,

(6) An individual, by virtue of his or her race or sex, bears responsibility for actions committed in the past by other members of the same race or sex,

(7) Any individual should feel discomfort, guilt, anguish or any other form of psychological distress on account of his or her race or sex, or

(8) Meritocracy or traits such as a hard work ethic are racist or sexist or were created by members of a particular race to oppress members of another race.

Please circle the item above that was violated. An explanation of the alleged violation, how the above item was violated, and relevant information to enable the district to investigate the alleged discriminatory conduct includes, but is not limited to:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

PROHIBITION OF RACE AND SEX DISCRIMINATION, Con't

The district may interview the following individuals:

_____
_____
_____
_____
_____
_____
_____

I, _____, attest that the information that I have provided above is correct and accurate.

_____
Complainant

NOTE: This form is optional the district is certainly free to require a different document in its place.

MEDICATION:
ADMINISTERING TO STUDENTS

It is the policy of the Guymon Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indicate it is in the best interest of the student that a nonprescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

1. Prescription medication must be in a container that indicates the following:

   A. student's name,
   B. name and strength of medication,
   C. dosage and directions for administration,
   D. name of physician or dentist,
   E. date and name of pharmacy, and
   F. whether the child has asthma or other disability which may require immediate dispensation of medication.

   The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

   A. purpose of the medication,
   B. time to be administered,
   C. whether the medication must be retained by student for self-administration,
   D. termination date for administering the medication, and
   E. other appropriate information requested by the principal or the principal's designee.

2. Self-administration of inhaled asthma medication by a student for treatment of asthma, an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:

   A. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.

   B. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

   C. Permission for the self-administration of asthma, anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.

   D. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, anaphylaxis medication, or replacement pancreatic enzyme medication at all times.

MEDICATION: ADMINISTERING TO STUDENTS (Cont.)

E. Definitions:

1. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.

2. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.

3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.

4. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

The administrator, or administrator's designee, will:

A. Inform appropriate school personnel of the medication being administered
B. Keep an accurate record of the administration of the medication
C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
D. Return unused prescription medication to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.
This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

REFERENCE: 10 O.S. §170.1 59 O.S. §353.1 70 O.S. §1-116, et seq.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (REGULATION)

In accordance with the policy of the board of education, the following regulation shall govern the release of student records to students and members of the student's family, legal custodian, or legal guardian.

DEFINITIONS

For the purpose of this regulation, the school district has used the following definitions of terms:

Student

Any person who attends or has attended a program of instruction sponsored by the board of education of this school district.

Eligible Student

A student or former student who has reached age 18 or is attending a post-secondary school, and who is no longer a dependent of the parent for federal tax purposes.

Parent

Either natural parent of a student unless his or her rights under the Family Educational Rights and Privacy Act (FERPA) have been removed by a court order; an adopted parent; a guardian; or an individual acting as a parent or guardian in the absence of the student's parent or guardian.

Education Records

Any item of information or record (in handwriting, print, computer media, video or audio tape, film, microfilm, microfiche, or other medium) maintained by the school district, an employee of the district, or an agent of the district which is directly related to an identifiable student except:

1. A personal record, including informal notes, kept by a school staff member, which meets the following tests:

   A. It was made as a personal memory aid;

   B. It is in the sole possession of the individual who made it; or

   C. Information contained in it has never been revealed or made available to any other person except the maker's temporary substitute;

2. An employment record which is used only in relation to a student's employment by the school district (employment for this purpose does not include activities for which a student receives a grade or credit in a course); or

3. Alumni records that relate to the student after the student no longer attends classes provided by the school district and the records do not relate to the person as a student.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

Personal Identifier

Any data or information that makes the subject of a record known. This includes the student's name, the student's parents or other family member's name, the student's address, the student's social security number, a student number, a list of personal characteristics, or any other information that would make the student's identity known.

ANNUAL NOTIFICATION

Within the first three weeks of each school year, the school district will publish a notice to parents and eligible students of their rights under the FERPA and this policy. The district will also send home with each student a bulletin listing these rights and the bulletin will be included with a packet of material provided parents or an eligible student when the student enrolls during the school year.

The notice will include the following:

1. The right of a student's parent or eligible student to inspect and review the student's education records;
2. The intent of the school district is to limit the disclosure of information contained in a student's education records except: (1) by the prior written consent of the student's parent or the eligible student, (2) as directory information, or (3) under certain limited circumstances, as permitted by the FERPA;
3. The right of a student's parent or an eligible student to seek to correct parts of the student's education records which he or she believes to be inaccurate, misleading, or in violation of student rights (this right includes the right to a hearing to present evidence that the record should be changed if the district decides not to alter it according to the parent's or eligible student's request and the right to insert in the student's permanent records an explanatory statement giving reasons for disagreeing with the decision);
4. The right of any person to file a complaint with the Department of Education if the school district violates the FERPA; and
5. The procedure that a student's parent or an eligible student should follow to obtain copies of this policy and the locations where copies may be obtained.

The district will arrange to provide translations of this notice to non-English speaking parents in their native language.

STATEMENT OF RIGHTS

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and this policy:

1. The right to inspect and review the student's education record;

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

2. The right to exercise a limited control over other people's access to the student's education record;
3. The right to seek to correct the student's education record, in a hearing, if necessary;
4. The right to report violations of the FERPA to the Department of Education; and
5. The right to be informed about FERPA rights.

All rights and protections given parents under the FERPA and this policy transfer to the student when the student reaches 18 or enrolls in a post-secondary school.

LOCATIONS OF EDUCATION RECORDS

TYPES	LOCATION	CUSTODIAN
Cumulative School Records	Individual School Sites	School Principal
Cumulative School Records (Former Students)	Administration Building	Enrollment Center
Health Records	Individual School Site	School Principal
School Transportation Records	Individual School Site	School Principal
Speech Therapy Records	Special Education Office	Special Education Director
Psychological Records	Individual School Site	School Principal

PROCEDURE TO INSPECT EDUCATION RECORDS

The parent of a student or an eligible student may inspect the student's education records upon request. In some circumstances, it may be mutually more convenient for the record custodian to provide copies of records. See the schedule of fees for copies below.

Since a student's records may be maintained in several locations, the school principals will offer to collect copies of records or the records themselves from locations other than a student's school, so they may be inspected at one site. However, if a parent or eligible student wishes to inspect records where they are maintained, school principals will make every effort to accommodate the wishes.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The parent or eligible student should submit to the student's school principal a written request that identifies, as precisely as possible, the record or records he or she wishes to inspect.
The principal (or other record custodian) will contact the parent of the student or the eligible student to discuss how access will be best arranged (copies, at the exact location, or records brought to a single site).
The principal (or other record custodian) will make the needed arrangements as promptly as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed in 45 days or less from the receipt of the request for access.
If for any valid reason, such as working hours, distance between record location sites, or health, a parent or eligible student cannot personally inspect and review a student's education record, the school district will arrange for the parent or eligible student to obtain copies of the record. See below for information regarding fees for copies of records.
When a record contains information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students.

FEES FOR COPIES OF RECORDS

The school district will not deny parents or eligible students any rights to copies of records because of the following published fees. Where the fee represents an unusual hardship, it may be waived in part, or in whole, by the record custodian. However, the district reserves the right to charge for copies, such as transcripts, it forwards to potential employers or to colleges and universities for employment or admission purposes. The school district may deny copies of records to third parties (not parents or students) in the following situations:

1. The student has an unpaid financial obligation to the school.
2. There is an unresolved disciplinary action against the student that warrants the denial of copies.

The FERPA requires the school district to provide copies of records:

1. When the refusal to provide copies effectively denies access to the records by a parent or eligible student;
2. At the request of the parent or eligible students when the school district has provided the records to third parties by the prior consent of the parent or eligible student; or
3. At the request of the parent or eligible student when the school district has forwarded the records to another school where the student seeks or intends to enroll.

The fee for copies provided under the FERPA may not include the costs for search and retrieval. The fee will be from no cost to ten cents per page. (Actual copying cost, less hardship factor.)

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

The fee for all other copies, such as copies of records forwarded to third parties with prior consent or those provided to parents as a convenience, will be from ten cents to thirty-five cents per page (actual search, retrieval, and copying cost) plus postage, if incurred.

DIRECTORY INFORMATION

The school district proposes to designate the following personally identifiable information contained in a student's education record as "directory information":

1. The student's name;
2. The student's class designation (i.e., first grade, tenth grade, etc.);
3. The student's extracurricular participation;
4. The student's achievement awards or honors;
5. The student's weight and height if a member of an athletic team;
6. The student's photograph.

(NOTE: A district may designate all, some, or none of this information as directory information.)

Within the first three weeks of each school year, the school district will publish the above list, or a revised list, of items of directory information it proposes to designate as directory information. For students enrolling after the notice is published, the list will be given to the student's parent or the eligible student at the time and place of enrollment. After the parent or eligible student has been notified, he or she will have two weeks to advise the school district in writing (a letter to the school superintendent's office) of any or all of the items they refuse to permit the district to designate as directory information about the student.

At the end of the two-week period, each student's record will be appropriately marked by the record custodian to indicate the items the district will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent or the eligible student.

The school district has created a limited directory information policy and will not fulfill directory information requests for commercial purposes or for marketing purposes.

USE OF STUDENT EDUCATION RECORDS

To carry out their responsibilities, school officials will have access to student education records for legitimate educational purposes. The school district will use the following criteria to determine who are school officials. An official is:

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

1. A person duly elected to the school board;
2. A person certified by the state and appointed by the school board to an administrative or supervisory position;
3. A person certified by the state and under contract to the school board as an instructor;
4. A person employed by the school board as a temporary substitute for administrative, supervisory, or instructional personnel for the period of his or her performance as a substitute; or
5. A person employed by, or under contract to, the school board to perform a special task such as a secretary, a clerk, the school board attorney or auditor, for the period of his or her performance as an employee or contractor.

School officials who meet the criteria listed above will have access to a student's records if they have a legitimate educational interest in doing so. A "legitimate educational interest" is the person's need to know in order to:

1. Perform an administrative task required in the school employee's position description approved by the school board;
2. Perform a supervisory or instructional task directly related to the student's education; or
3. Perform a service or benefit for the student or the student's family such as health care, counseling, student job placement, or student financial aid.

The school district will only release information from, or permit access to, a student's education record with a parent's or eligible student's prior written consent except that the school superintendent, or a person designated in writing by the superintendent, may permit disclosure:

1. When a student seeks or intends to enroll in another school district or a post-secondary school (the district will not further notify the parent or eligible student prior to such a transfer of records; the parent or eligible student has a right to obtain copies of records transferred under this provision);
2. When certain federal and state officials need information in order to audit or enforce legal conditions related to federally supported education programs in the district;
3. The parties who provide or may provide financial aid to a student to:

   A. Establish the student's eligibility for the aid,
   B. Determine the amount of financial aid,
   C. Establish the conditions for the receipt of the financial aid, or
   D. Enforce the agreement between the provider and the receiver of financial aid;

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

4. When the school district has entered into a written agreement or contract for an organization to conduct studies on the school district's behalf to develop tests, administer student aid, or improve instruction;
5. To accrediting organizations to carry out their accrediting functions;
6. To comply with a judicial order or lawfully issued subpoena (the district will make a reasonable effort to notify the student's parent or the eligible student before making a disclosure under this provision);
7. If the disclosure is an item of directory information, and the student's parent or eligible student has not refused to allow the district to designate that item as directory information for the student;
8. or In response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

The school district will permit any of its officials to make the needed disclosure from student education records in a health or safety emergency if:

1. He or she deems it is warranted by the seriousness of the threat to the health or safety of the student or other persons;
2. The information is necessary and needed to meet the emergency;
3. The persons to whom the information is to be disclosed are qualified and in a position to deal with the emergency;
4. or Time is an important and limiting factor in dealing with the emergency.

The school district officials may release information from a student's education record if the student's parent or the eligible student gives prior written consent for disclosure. The written consent must include at least:

1. A specification of the records to be released;
2. The reasons for the disclosure;
3. The person, organization, or the class or organizations to whom the disclosure is to be made;
4. The parent's or eligible student's signature; and
5. The date of the consent and, if appropriate, a date when the consent is to be terminated.

The student's parent or the eligible student may obtain a copy of any records disclosed under this provision.
The school district will not release information contained in a student's education records, except directory information, to any third parties except its own officials, unless those parties agree that the information will not be redisclosed without the parent's or eligible student's prior written consent.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

RECORDS OF REQUESTS FOR ACCESS AND DISCLOSURES MADE FROM EDUCATION RECORDS

The school district will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of information it discloses and access it permits with some exceptions listed below. This record will be kept with, but will not be a part of, the student's cumulative school records. It will be available only to the record custodian, the eligible student, the parent of the student, or to federal, state, and local officials for the purpose of auditing or enforcing federally supported educational programs.

The record will include at least:

1. The name of the person or agency that made the request;
2. The interest the person or agency had in the information;
3. The date the person or agency made the request; and
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made.

The district will maintain this record as long as it maintains the student's education record.

The record will not include:

1. Requests for access or access granted to the parent of the student or to an eligible student;
2. Request for access granted to officials of the school district who have a legitimate educational interest in the student;
3. Requests for, or disclosures of, information contained in the student's education record if the request is accompanied by the prior written consent of a parent of the student or the eligible student or if the disclosure is authorized by such prior consent;
4. Requests for, or disclosure of, directory information designated for that student; or for
5. Requests for, or disclosure of, information contained in the student's education record if the request is in response to an ex parte order of the Attorney General of the United States or his/her designee in connection with the investigation or prosecution of terrorism crimes.

PROCEDURES TO SEEK TO CORRECT EDUCATION RECORDS

The parent of a student or an eligible student has a right to seek to change any part of the student's record believed to be inaccurate, misleading, or in violation of student rights. (NOTE: under the FERPA, the district may decline to consider a request to change the grade a teacher assigns for a course.)

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

For the purpose of outlining the procedure to seek to correct education records, the term "incorrect" will be used to describe a record that is inaccurate, misleading, or in violation of student rights. The term "correct" will be used to describe a record that is accurate, not misleading, and not in violation of student rights. Also, in this section, the term "requester" will be used to describe the parent of a student or the eligible student who is asking the school district to correct a record.

To establish an orderly process to review and correct an education record for a requester, the district may make a decision to comply with the request for change at several levels in the procedure.

First Level Decision

When a parent of a student or an eligible student finds an item in the student's education record that he or she believes is inaccurate, misleading, or in violation of student rights, he or she should immediately ask the record custodian to correct it. If the record is incorrect because of an obvious error and it is a simple matter to make the record change at this level, the record custodian will make the correction. However, if the record is changed at this level, the method and result must satisfy the requester.

If the record custodian cannot change the record to the requester's satisfaction, or if the record does not appear to be obviously incorrect, the record custodian will:

1. Provide the requester a copy of the questioned record at no cost;
2. Ask the requester to initiate a written request for the change; and
3. Follow the procedure for a second level decision.

Second Level Decision

The written request to correct a student's education record through the procedure at this level should specify the correction the requester wishes the district to make. It should at least identify the item the requester believes is incorrect and state whether he or she believes the item:

1. Is inaccurate and why;
2. Is misleading and why; and/or
3. Violates student rights and why.

The request will be dated and signed by the requester.

Within two weeks after the record custodian receives a written request, he or she will: study the request, discuss it with other school officials (the person who made the record or those who may have a professional concern about the district's response to the request), make a decision to comply or decline to comply with the request, and complete the appropriate steps to notify the requester or move the request to the next level for a decision.

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

If, as a result of this review and discussion, the record custodian decides the record should be corrected, he or she will effect the change and notify the requester in writing that the change has been made. Each such notice will include an invitation for the requester to inspect and review the student's education record to make certain the record is in order and the correction is satisfactory.

If the record custodian decides the record is correct, he or she will make a written summary of any discussions with other officials and of the findings in the matter. The record custodian will transmit this summary and a copy of the written request to the school superintendent.

Third Level Decision

The school superintendent will review the material provided by the record custodian and, if necessary, discuss the matter with other officials such as the school attorney, or the school board (in executive session). The superintendent will then make a decision concerning the request and complete the steps at this decision level.

Ordinarily, this level of the procedure should be completed within two weeks. If it takes longer, the superintendent will notify the requester, in writing, of the reasons for the delay and a date when the decision will be made.

If the superintendent decides the record is incorrect and should be changed, he or she will advise the record custodian to make the changes. The record custodian will advise the requester of the change as at the second level.

If the superintendent decides the record is correct, he or she will prepare a letter to the requester, which will include:

1. The school district's decision that the record is correct and the basis for the decision;
2. A notice to the requester that he or she has a right to ask for a hearing to present evidence that the record is incorrect and that the district will grant such a hearing;
3. Instructions for the requester to contact the superintendent, or an official he or she designates, to discuss acceptable hearing officers, convenient times, and a satisfactory site for the hearing (the district will not be bound by the requester's positions on these items, but will, so far as possible, arrange the hearing as the requester wishes); and
4. Advise that the request may be represented or assisted in the hearing by other parties, including an attorney at the requester's expense.

Fourth Level Decision

After the requester has submitted (orally, or in writing) his or her wishes concerning the hearing officer and the time and place for the hearing, the superintendent will, within a week, notify the requester when and where the district will hold the hearing and who it has designated as the hearing officer.

At the hearing, the hearing officer will provide the requester a full and reasonable opportunity to present material evidence and testimony to demonstrate that the questioned part of the student's education record is incorrect as shown in the requester's written request for a change in the record (second level).

COMPLIANCE WITH FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974, REGULATION (Cont.)

Within a week after the hearing, the hearing officer will submit to the school superintendent a written summary of the evidence submitted at the hearing. Along with the summary, the hearing officer will submit his or her recommendation, based solely on the evidence presented at the hearing, that the record should be changed or remain unchanged.

The school superintendent will prepare the district's decision within two weeks of the hearing. The decision will be based on the summary of the evidence presented at the hearing and the hearing officer's recommendation. However, the district's decision will be based solely on the evidence presented at the hearing. Therefore, the superintendent may overrule the hearing officer if the superintendent believes the hearing officer's recommendation is not consistent with the evidence presented. As a result of the district's decision, the superintendent will take one of the following actions:

1. If the decision is that the district will change the record, the superintendent will instruct the record custodian to correct the record. The record custodian will correct the record and notify the requester as at the second level decision.

2. If the decision is that the district will not change the record, the superintendent will prepare a written notice to the requester that will include:

   A. The school district's decision that the record is correct and will not be changed;

   B. A copy of a summary of the evidence presented at the hearing and a written statement of the reasons for the district's decision; and

   C. Advice to the requester that he or she may place in the student's education record an explanatory statement which gives the reasons he or she disagrees with the school district's decision and/or the reasons he or she believes the record is incorrect.

PARENT PARTICIPATION IN THE SCHOOL DISTRICT

The board of education, in consultation with parents, teachers, and administrators, has developed and adopted this policy to promote and encourage the involvement of parents and guardians of children within the school district.

1. Parent participation in the schools is encouraged to improve parent and teacher cooperation in such areas as homework, attendance and discipline. At the beginning of each school year each teacher shall provide parents with contact information so that a parent has the opportunity to contact the teacher or administration to address concerns related to homework, attendance and discipline.
2. Parents may request additional information from the administration to learn about the course of study for their children and review learning materials, including the source of any supplemental educational materials.
3. Parents who object to any learning material or activity on the basis that it is harmful may withdraw their children from the activity or from the class or program in which the material is used. Objection to a learning material or activity on the basis that it is harmful includes objection to a material or activity because it questions beliefs or practices in sex, morality or religion. Parents are hereby informed that the withdrawal of a child from any state mandated courses could prevent their child from being eligible to receive a high school diploma.
4. If the school district offers any sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes or pursuant to any rules adopted by the State Board of Education, parents may opt their child out of sex education instruction if the child's parent provides written objection to the child's participation in the sex education curricula.
5. Parents are hereby notified and given the opportunity to withdraw their children from any instruction or presentations regarding sexuality in courses other than formal sex education curricula pursuant to Section 11-105.1 of Title 70 of the Oklahoma Statutes.
6. Parents may learn about the nature and purpose of clubs and activities that are part of the school curriculum, as well as extracurricular clubs and activities that have been approved by the school. A list of school clubs that have been approved by the board of education is available from the administration upon request.
7. Specific parent rights and responsibilities provided under the laws of this state, include the following:

    a. the right to opt out of a sex education curriculum if one is provided by the school district.
    b. open enrollment rights.
    c. the right to opt out of assignments.
    d. the right to be exempt from the immunization laws of the state pursuant to Section 1210.192 of Title 70 of the Oklahoma Statutes,
    e. the promotion requirements prescribed in Section 1210.508E of Title 70 of the Oklahoma Statues,
    f. the minimum course of study and competency requirements for graduation from high school prescribed in Section 11-103.6 of Title 70 of the Oklahoma Statutes,
    g. the right to opt out of instruction on the acquired immune deficiency syndrome pursuant to Section 11-103.3 of Title 70 of the Oklahoma Statutes,

PARENT PARTICIPATION (Cont.)

h. the right to review test results,
i. the right to participate in gifted programs pursuant to Sections 1210.301 through 1210.308 of Title 70 of the Oklahoma Statutes,
j. the right to inspect instructional materials used in connection with any research or experimentation program or project pursuant to Section 11-106 of Title 70 of the Oklahoma Statutes,
k. the right to receive a school report card,
l. the attendance requirements prescribed in Section 10-106 of Title 70 of the Oklahoma Statutes,
m. the right to public review of courses of study and textbooks,
n. the right to be excused from school attendance for religious purposes,
o. policies related to parental involvement pursuant to this section,
p. the right to participate in parent-teacher associations and organizations that are sanctioned by the board of education of a school district, and
q. the right to opt out of any data collection instrument at the district level that would capture data for inclusion in the state longitudinal student data system except what is necessary and essential for establishing a student's public school record.

Parents may submit a written request for information during regular business hours to either the school principal at the school site or the superintendent at the office of the school district. Within ten (10) days of receiving the request for information, the school principal or superintendent, shall deliver the requested information to the parent or provide a written explanation of the reasons for the denial of the requested information. If the request is denied or the parent does not receive the requested information within fifteen (15) days after submitting the request, the parent may submit a written request for the information to the board of education. The board of education shall formally consider the request at the next scheduled public meeting if the request can be properly noticed on the agenda. If the request cannot be properly noticed on the agenda, the board of education shall formally consider the request at the next subsequent meeting of the board of education.

LEGAL REFERENCES: 70 O.S. § 10-106 70 O.S. § 11-103.3 70 O.S. § 11-103.6 70 O.S. § 11-105.1 70 O.S. § 11-106 70 O.S. § 1210.192 70 O.S. § 1210.301 through § 1210.308 70 O.S. § 1210.508E

THIS POLICY REQUIRED BY LAW.

DIGITAL DEVICE POLICY

Introduction

Guymon Public Schools will provide your student with a digital device for consistent technology access. We are committed to offering an appropriate balance of teaching and learning tools and techniques for all of our students. Digital device use is a privilege, not a right, and device access should be respected accordingly.

RECEIVING YOUR DIGITAL DEVICE & DIGITAL DEVICE CHECK-IN

Receiving Your Digital Device

Digital devices are distributed at the beginning of each school year. Guardians and students must sign and return the Digital Device Agreement before a digital device can be issued to their child. In addition, outstanding fines and fees must be paid prior to a device being issued.

Digital Device Check-In

The assigned digital devices and power cords will be returned in full working condition at the end of each school year. Students who graduate early, withdraw, or terminate enrollment for any other reason must return their digital device immediately. If a student fails to return the digital device, that student and/or guardian will be subject to criminal prosecution or civil liability. Failure to return the digital device will result in a theft report being filed with law enforcement. The student and/or guardian will pay the full replacement cost of a new digital device based upon current pricing. The student and/or guardian will be responsible for any damage to the digital device and/or accessories. A fee will be charged for any repairs, not to exceed the replacement cost of the digital device. Final damages are assessed at the discretion of the Library Media Specialist or Technology Department.

TAKING CARE OF YOUR DIGITAL DEVICE

Students are responsible for the care and charging of the digital device they have been issued by the school. Digital devices that are broken or fail to work properly must be returned immediately for inspection and repair.

Precautions

The digital device is school property. All users will follow this policy and the Internet Usage Agreement. Digital devices will remain free of any writing, drawing, stickers, or labels that are not the property of the Guymon Public School District. A cleaning fee may be charged, if necessary.

DIGITAL DEVICE POLICY (Cont.)

PROTECTING & STORING YOUR DIGITAL DEVICE

Digital Device Identification

Student digital devices will be labeled in the manner specified by the school. If identification is removed, a fee may be charged.

Digital Device Repair, Replacement, and Cost

The following guidelines are in place:

1. Accidental Damage: Students will be responsible for care of their device and will be expected to return their device at the end of the school year in full working condition.
2. Personal Home or Homeowners Coverage: Students or guardians may wish to carry their own personal insurance to protect the digital device in case of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the digital device computer.
3. Intentional Damage: Students or guardians are responsible for 100% of the repair costs resulting from intentional damage to digital devices. Should the cost to repair the device exceed the cost of purchasing a new device, the student/guardian will pay for full replacement cost. Lost items such as chargers will be charged the full replacement cost.
4. Warranty Repairs: Warranty repairs will be completed at no cost to the student.
5. Vandalism and Theft: In cases of theft, vandalism and other criminal acts, a police report MUST be filed by the student or guardian. If a copy of the police report is not provided, the student/guardian will be held responsible for the full repair or replacement costs.

Current repair and replacement costs are listed on the Guymon Public Schools' website. Fees must be paid within 2 weeks. Fee arrangements can be made through the Library Media Specialist. Device privileges will be revoked if fees are not paid or a fee arrangement is not made.

SCHOOL RIGHTS

Guymon Public Schools network, facilities, and/or digital device are to be used in a responsible, efficient, and ethical manner. Students must abide by this policy. Failure to adhere to these standards may result in disciplinary action and/or revocation of the offender's digital device and/or network privileges. The administration and/or their designee(s) have the right to inspect any digital device, application, account, or peripheral device associated with any or all of Guymon Public Schools' technology. Guymon Public Schools reserves the right to define inappropriate use of technology and deny the use of external devices.

DIGITAL DEVICE POLICY (Cont.)

Technology Support

Technology support for digital devices will be available during the school day at Guymon Public Schools between normal school hours. After hours support will not be available.

USING YOUR DIGITAL DEVICE AT SCHOOL

Digital devices are required for use at school each day.

Digital Device Left at Home
If students leave their digital device at home, they may call their guardian to bring it, but they are responsible for getting the course work completed as if they had their digital device present. If a student repeatedly leaves their digital device at home, they will be subject to disciplinary action.

Charging Your Digital Device Battery
Digital devices are required to be charged to full capacity each day before they are brought to school. Repeat violations will result in disciplinary action up to loss of privileges.

Digital Device Connection
Digital device is not permitted to be connected to an external network during school hours.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY

The Guymon Public Schools district is pleased to make available to students and staff access to interconnected computer systems within the district and to the Internet, the worldwide network that provides access to significant educational materials and opportunities.

In order for the school district to ensure the continued accessibility of its computer network and the Internet, all students and staff must take responsibility for appropriate and lawful use of this access. Students and staff must understand that one person's misuse of the network and Internet access may jeopardize the ability of all students and staff to enjoy such access. While the school's teachers and other staff will make reasonable efforts to supervise
student use of network and Internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below is the Acceptable Use and Internet Safety Policy ("policy") of the school district and the Data Acquisition Site that provides Internet access to the school district. Upon reviewing, signing, and returning this policy as directed, each student and staff member agrees to follow the policy and will be given the opportunity to enjoy Internet access at school. If a student is under 18 years of age, he or she must have his or her parent or guardian read and sign the
policy. The school district shall not provide access to any student who, if 18 or older, fails to sign and submit the policy to the school as directed or, if under 18, does not return the policy as directed with the signatures of the student and his/her parent or guardian.

Listed below are the provisions of the agreement regarding computer network and Internet use. The district has designated a staff member to whom users may direct questions. If any user violates this policy, the user's access will be denied or withdrawn, and the user may be subject to additional disciplinary action.

Personal Responsibility

By signing this policy, the user agrees not only to follow the rules in this policy, but also to report any misuse of the network to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not authorized under this policy and having the effect of harming another or his or her property.

Term of the Permitted Use

A student or staff member who submits to the school, as directed, a properly signed policy and follows the policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students and staff will be asked to sign a new policy each year during which they are students or staff members in the school district before they are given an access account.

Acceptable Uses

1. **Educational Purposes Only.** The school district is providing access to its computer networks and the Internet for educational purposes only. If the user has any doubt about whether a contemplated activity is educational, the user may consult with the person(s) designated by the school to help decide if a use is appropriate.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

2. **Unacceptable Uses of Network.** Among the uses that are considered unacceptable and which constitute a violation of this policy are the following:

   A. Uses that violate the law or encourage others to violate the law. Do not transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the school district's student discipline policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials. Even if materials on the networks are not marked with the copyright symbol, the user should assume that all materials are protected unless there is explicit permission on the materials to use them.

   B. Uses that cause harm to others or damage to their property. For example, do not engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than the user is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb," or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

   C. Uses that jeopardize the security of student and staff access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

   D. Uses that are commercial transactions. Students, staff, and other users may not sell or buy anything over the Internet. The user should not give others private information about the user or others, including credit card numbers and social security numbers.

3. **Netiquette**. All users must abide by rules of network etiquette, which include the following:

   A. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

   B. Avoid language and uses that may be offensive to other users. Do not use access to make, distribute, or redistribute jokes, stories, or other material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

   C. Do not assume that a sender of e-mail is giving his or her permission for the user to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should be done only with permission or when the user knows that the individual would have no objection.

   D. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format that the recipient can open.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

4. Cyber Bullying - Cyber bullying is when one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
- Spreading rumors about others through email, IM, or text messages.
- Creating a Web site or other social networking account that targets another student or other person(s).
- Sharing fake or embarrassing photos or videos of someone with others via a cellphone or the Web.
- Stealing another person's login and password to send mean or embarrassing messages from his or her
- account.

It shall be the policy of Guymon Public Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

Internet Safety

1. General Warning; Individual Responsibility of Parents and Users. All student users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guides to materials to shun. If a student or staff member finds that other users are visiting offensive or harmful sites, he or she should report such use to the appropriate school designee.

2. Personal Safety. Be safe. In using the computer network and Internet, the user should not reveal personal information such as the user's home address or telephone number. The user should not use his/her real last name or any other information which might allow a person to locate the user without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone "met" on the computer network or Internet without a parent's permission (if the user is under 18). Regardless of the user's age, the user should never agree to meet a person the user has only communicated with on the Internet in a secluded place or in a private setting.

3. "Hacking" and Other Illegal Activities. It is a violation of this policy to use the school's computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

4. Confidentiality of Student Information. Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers. A supervising teacher or administrator may authorize the release of directory information, as defined by law, for internal administrative purposes or approved educational projects and activities.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

5. Active Restriction Measures. The school, either by itself or in combination with the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent users from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. We are using internet filtering software for our technology protection measure to ensure that users are not accessing such depictions or any other material that is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 18 and older.

The term "harmful to minors" is defined by the Communications Act of 1934 (47 USC Section 254 [h] [7]), as meaning any picture, image, graphic image file, or other visual depiction that

- taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;

- depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;

- taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

6. All students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

Privacy

Network and Internet access is provided as a tool for the user's education. The school district reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer net-work and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the school district and no user shall have any expectation of privacy regarding such materials.

Failure To Follow Policy

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the school district may refuse to reinstate for the remainder of the student's enrollment or the staff member's employment in the school district. A user violates this policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The school district may also take other disciplinary action in such circumstances.

INTERNET AND OTHER COMPUTER NETWORKS ACCEPTABLE USE AND INTERNET SAFETY POLICY (Cont.)

Warranties/Indemnification

The school district makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the Internet provided under this policy. It shall not be responsible for any claims, losses, damages, or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user (or his or her parents or guardian) arising out of the user's use of its computer networks or the Internet under this policy. By signing this policy, users are taking full responsibility for their own use, and the user who is 18 or older or the parent(s) or guardian(s) of a minor student are agreeing to indemnify and hold the school, the school district, the Data Acquisition Site that provides the computer and Internet access opportunity to the school district and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet, including but not limited to any fees or charges incurred through purchases of goods or services by the user. The user or the parent(s) or guardian(s) of a minor student agree to cooperate with the school in the event of the school's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a school computer or on another computer outside the school district's network.

Updates

Users, and if appropriate, their parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new policy reflecting developments in the law or technology or changes in district policy. Such information must be provided by the user (or his/her parents or guardian) or such new policy must be signed if the user wishes to continue to receive service. If after account information is provided, some or all of the information changes, the user must notify the person designated by the school to receive such information.

REFERENCE: 21 O.S. §1040.75, §1040.76
Children's Internet Protection Act of 2000 (HR 4577, P.L. 106-554) Communications Act of 1934, as amended (47 U.S.C. 254[h], [l]) Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

THIS POLICY REQUIRED BY LAW.

SEARCH OF STUDENTS
(REGULATION)

In accordance with the policy of the board of education, searches of students shall be conducted under the following circumstances:

The superintendent, principal, teacher, or security personnel of this school (authorized personnel) may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school only under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the student's person or property alcoholic beverages as defined in the Oklahoma Alcoholic Beverages Act, dangerous weapons, controlled dangerous substances as defined by law, stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities, or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules.

2. School lockers and school desks are the property of the school, not the student. Students have no expectation of privacy concerning lockers, desks, or other school property. The users of lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to contain any item that should not be at school. Students shall not exchange lockers or desks or use any lockers or desks other than those assigned to them by the principal.

3. Authorized personnel may search a student, within the limits of state and federal law (or this policy), whenever the student consents to such a search. However, consent obtained through threats or coercion is not considered
to be freely and voluntarily given.

4. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized.

5. Any searches of students as outlined herein will be conducted by an authorized person who is the same sex as the person being searched and shall be witnessed by at least one other authorized person who is of the same sex as the person being searched, if possible.

6. Strip searches are forbidden. No clothing except cold weather outer garments, shoes, hand coverings, and head coverings, except religious head coverings, will be removed before or during a search.

7. Items that may be seized during a lawful search - in addition to those mentioned in paragraph 1 above - shall include, but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited. For example: prescription or nonprescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or other school personnel, shall be seized, identified as to ownership if possible, and held for release to proper authority.

SEARCH OF STUDENTS, REGULATION (Cont.)

8. Any student found to be in possession of dangerous weapons, controlled dangerous substances, or other unlaw ful or prohibited items may be suspended by the superintendent for a period not to exceed the current school semester and the succeeding semester. Such suspension may be in addition to any civil or criminal liability.

9. The superintendent may designate personnel to transport items that are removed from a student to a centralized location within the school district or to local law enforcement offices for lawful disposal. While in transport, the designated school personnel shall carry their school identification and a letter from the superintendent confirming their authority to transport the items for disposal. All items transported for disposal shall be transported in a located container.

REFERENCE: **70 O.S. §24-102**
70 O.S. §24-101.3

Disposal/Removal/Transfer of School Property

Date: 6-9-26 School or Department: Prairie Elementary

Name of Person Making Request: Susan Mennis

Type of Request (Select One): (Disposal) Surplus/Removal Transfer to Gov Agency

Who do you request handle the disposal/removal/transfer? (Circle one) Maintenance (Other GPS Employee)

Name of Item	Description	Asset Tag #	Funding Source	QTY	Location
Summer Success Math	Math Curriculum			4 Boxes	cafeteria
Summer Success Reading	Reading Curriculum			4 Boxes	cafeteria

For multiple disposal/removal/transfers, please attach a list to this form. Must group by funding source of asset.

Asset status(es) have been updated in inventory software? (Check all that apply)

- ☐ Damaged
- ☒ No longer instructionally related
- ☒ Out of date
- ☐ Other
- ☐ Transfer to another school or government agency
- ☐ Surplus (remove to warehouse)

Removal Requests to which location? (Check all that apply)

- ☒ School dumpster (by building personnel unless extenuating circumstances)
- ☐ School recycle bin (by building personnel unless extenuating circumstances)
- ☐ Technology recycling
- ☐ Transfer to another school or government agency _____
- ☐ Removal to warehouse

Routing: Building Principal>Superintendent to approve>Inventory Specialist>Funding Source Administrator>Maintenance

Susan Mennis
Principal Signature

Inventory Specialist

Superintendent

Administration

Disposal/Removal/Transfer of School Property

Date: 4/27/26 **School or Department:** High School

Name of Person Making Request: Stacia Hurman

Type of Request (Select One): Disposal (Surplus/Removal) Transfer to Gov Agency

Who do you request handle the disposal/removal/transfer? (Circle one) Maintenance Other GPS Employee

Name of Item	Description	Asset Tag #	Funding Source	QTY	Location
Apple Computer Desk Top	Surplus		?? ??	2	Ag Room
Fishing Rods	1				Ag Room

For multiple disposal/removal/transfers, please attach a list to this form. Must group by funding source of asset.

For the Computers, we haven't been able to use them since we got hacked w fishing rods I never have used them.

Asset status(es) have been updated in inventory software? (Check all that apply)

- ☐ Damaged
- ☑ No longer instructionally related
- ☐ Out of date
- ☑ Other
- ☐ Transfer to another school or government agency
- ☐ Surplus (remove to warehouse)

Removal Requests to which location? (Check all that apply)

- ☐ School dumpster (by building personnel unless extenuating circumstances)
- ☐ School recycle bin (by building personnel unless extenuating circumstances)
- ☐ Technology recycling
- ☐ Transfer to another school or government agency _____
- ☐ Removal to warehouse

Routing: Building Principal>Superintendent to approve>Inventory Specialist>Funding Source Administrator>Maintenance

Gary Wallace
Principal Signature

Inventory Specialist

Superintendent

Administration

Items	Amount	Worth
Bows	25	
Arrows	40	
Targets	5	
Fishing Roads	25	
Goose Neck Trailer	1	15,000-25,000
Bumper Pull Trailer	1	5,000-15,000
Cattle Trimmer Table	1	500-2,000
Baler	1	800-1,000
Drill	1	200-300
Apple Desk Top Computers	2	200-500
Baler (see attached picture)	1	1500-2,000


HAYLINER 425
SPERRY NEW HOLLAND

Disposal/Removal/Transfer of School Property

Date: 4/27/26 School or Department: High School

Name of Person Making Request: Stacia Thurman

Type of Request (Select One): (Disposal) Surplus/Removal Transfer to Gov Agency

Who do you request handle the disposal/removal/transfer? (Circle one) Maintenance Other GPS Employee

Name of Item	Description	Asset Tag #	Funding Source	QTY	Location
Board	Disposal			1	Ag Room
Desk	Disposal			1	Ag Room

For multiple disposal/removal/transfers, please attach a list to this form. Must group by funding source of asset.

Asset status(es) have been updated in inventory software? (Check all that apply)

- ☐ Damaged
- ☐ No longer instructionally related
- ☑ Out of date
- ☐ Other
- ☐ Transfer to another school or government agency
- ☐ Surplus (remove to warehouse)

Removal Requests to which location? (Check all that apply)

- ☑ School dumpster (by building personnel unless extenuating circumstances)
- ☑ School recycle bin (by building personnel unless extenuating circumstances)
- ☐ Technology recycling
- ☐ Transfer to another school or government agency _____
- ☑ Removal to warehouse

Routing: Building Principal>Superintendent to approve>Inventory Specialist>Funding Source Administrator>Maintenance

Gary T. Wallace
Principal Signature

_____
Inventory Specialist

_____
Superintendent

_____
Administration

Disposal/Removal/Transfer of School Property

Date: 7-8-26 **School or Department:** Guyman Jr. High

Name of Person Making Request: Jackie Yell

Type of Request (Select One): (Disposal) Surplus/Removal Transfer to Gov Agency

Who do you request handle the disposal/removal/transfer? (Circle one) Maintenance Other GPS Employee

Name of Item	Description	Asset Tag #	Funding Source	QTY	Location
Student desks				11	main hallway by the library

For multiple disposal/removal/transfers, please attach a list to this form. Must group by funding source of asset.

Asset status(es) have been updated in inventory software? (Check all that apply)

- ☒ Damaged
- ☐ No longer instructionally related
- ☒ Out of date
- ☐ Other
- ☐ Transfer to another school or government agency
- ☐ Surplus (remove to warehouse)

Removal Requests to which location? (Check all that apply)

- ☒ School dumpster (by building personnel unless extenuating circumstances)
- ☐ School recycle bin (by building personnel unless extenuating circumstances)
- ☐ Technology recycling
- ☐ Transfer to another school or government agency _____
- ☐ Removal to warehouse

Routing: Building Principal>Superintendent to approve>Inventory Specialist>Funding Source Administrator>Maintenance

Jackie Yell
Principal Signature

Inventory Specialist

Superintendent

Administration

Appendix A

PERSONNEL REPORT

July 2026

APPOINTMENTS SUPPORT STAFF

Maria Diaz Hernandez (8/6/26)	Special Education Paraprofessional - Jr. High
Steven Hale (8/6/26)	Life 101 Teacher - Jr. High (Adjunct)/Head Baseball Coach

APPOINTMENTS CERTIFIED

Dorinda Kurtz (8/6/26)	Student Success Teacher - High School (Emergency Certified)
Timothy Claypool (8/6/26)	Social Studies Teacher - Jr. High (Emergency Certified)
Paul Tod Rieger (8/6/26)	8th Grade Science Teacher - Jr High (Emergency Certified)
William Andrew Davis (7/26)	Ag/FFA Teacher - High School (Emergency Certified)
Scott Dalton Perry (8/6/26)	English Teacher - High School (Emergency Certified)
Paula Figgs (7/30/26)	Counselor - North Park

RESIGNATIONS SUPPORT STAFF

Tatum Blanco (6/21/26)	3rd Grade Teacher - Academy (Adjunct)
Anette Puentes (7/1/26)	8th Grade Science Teacher - Jr High (Adjunct)
Micaela Garcia (7/7/26)	Child Nutrition Secretary
Keily Martinez (7/7/26)	Special Education Paraprofessional - High School

RESIGNATIONS CERTIFIED

Cortney Oakes (6/17/26)	8th Grade History Teacher - Jr. High (Emergency Certified)
Austin Jacobs (6/29/26)	Math Teacher - High School
Nicole Haught (6/30/26)	2nd Grade Teacher - Prairie

Appendix A

PERSONNEL REPORT

July 2026

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