

Owasso Public Schools
Owasso Board of Education Regular Meeting
Independent School District No. 11
Tulsa County, Oklahoma

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Independent School District No. 11, Tulsa County, Oklahoma will hold Owasso Board of Education Regular Meeting on Monday, July 17, 2023, at 6:30 PM, Board of Education Conference Room of the Dale C. Johnson Education Service Center, 1501 N Ash St., Owasso, Oklahoma 74055

Meeting live stream link: https://youtube.com/live/BezaqhE_Fgs

- I. **Call to Order and Roll Call**
- II. **Pledge of Allegiance**
- III. **Special Recognition** - Director Tyler Simmons - OHS Percussion Ensemble
- IV. **Reports to the Board**
 - A. Superintendent - Dr. Margaret Coates
 - B. Teaching and Learning - Mr. Mark Officer
 - C. District Services - Mr. Kerwin Koerner
 - D. Continuous Strategic Improvement (CSI) - Mr. Mark Officer
- V. **Comments from the Public Regarding Agenda Items**

Each individual will have five (5) minutes to share their remarks related to the specific agenda item identified by the individual when signing up to speak. The total time allotted to comments from the public regarding the agenda will not exceed fifteen (15) minutes.
- VI. **Consent Agenda:** Board to consider and take possible action on the following consent agenda items. (Dr. Coates)
 - A. Minutes of June 12, 2023 Regular Meeting
 - B. Minutes of July 11, 2023 Special Meeting
 - C. Teaching and Learning
 - i. Out of State Student Activity Trips
 - ii. Memorandum of Understanding with Tulsa Community College for Owasso HS students to participate in the Concurrent Enrollment Program for the 2023-2024 school year at a cost of \$0 to the school district, as outlined in the attachment and authorize the Superintendent or designee to execute the MOU
 - iii. License Agreement with Acellus Educational Services for Virtual Acellus Pilot Support Licenses for the 2023-2024 school year at a cost of \$30,000.00, as outlined in the attachment and authorize the Superintendent or designee to execute the License Agreement
 - iv. Student Enrollment Verification Letter for the 2023-2024 school year for our 3 year agreement with Amplified IT for Google Workspace for Education, as outlined in the attachment and authorize the Superintendent or designee to execute the letter
 - D. District Services

- i. Contract with Tulsa Tech for transportation services for the 2023-2024 school year as outlined in the attachment and authorize the Superintendent or designee to execute the Contract
 - ii. Agreement with Imperial for vending services for the 2023-2024 school year as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement
 - iii. Proposed 2023-2024 Owasso Public Schools meal prices as outline in the attachment
 - E. Technology
 - i. Surplus of items listed on the attachment titled Technology Surplus July 2023
 - F. Finance
 - i. Purchase orders (encumbrances) and changes to encumbrances for June 2023
 - ii. Activity Financial Report for June 2023
 - iii. Activity Account Budgets
 - iv. Advertising Agreement with TTCU Federal Credit Union for the 2023-2024 school year at a donation of \$5,000, as outlined in the attachment and authorize the Superintendent or designee to execute the Advertising Agreement
 - v. Advertising Agreement with Robertson Tire for the 2023-2024 school year at a donation of \$2,000, as outlined in the attachment and authorize the Superintendent or designee to execute the Advertising Agreement
 - vi. Advertising Agreement with First Bank of Owasso for the 2023-2024 school year at a donation of \$30,000, as outlined in the attachment and authorize the Superintendent or designee to execute the Advertising Agreement
 - vii. Lease agreement with Quadient Leasing USA for postage machine and postage meter rental for the 2023-2024 fiscal year at a cost of \$495.12 per month as outlined in the attachment and authorize the superintendent or designee to execute the agreement
 - G. Human Resources
 - i. Transitions
- VII. **Communications/Superintendent** - Dr. Margaret Coates
 - A. 2023-2024 Education Service Center Representatives for Owasso Public Schools
- VIII. **Teaching and Learning** - Mark Officer
 - A. Discussion regarding instructional materials to be purchased within the current adoption cycle 23/24. This year's adoption cycle includes the following subject areas: Math and Early Childhood
 - B. Board to consider and take possible action on a Quote from Move This World for District Professional Development for August, October and January of the 2023/2024 school year at a cost of \$10,500.00, as outlined in the attachments and authorize the Superintendent or designee to purchase
 - C. Board to consider and take possible action on the proposed edits, changes, and additions to the 2023-2024 Student Handbooks; Elementary, 6th,7th,8th Grade,

Owasso Ram Academy, and Owasso High School, as outlined in the attachments

- D. Board to consider and take possible action on the proposed addition of a stipend for Owasso Sports Network Video Broadcasting - this position is needed because the district Live Streams multiple events throughout the school year. The person will be responsible for the students and equipment needed to livestream each of these events. The stipend for this position will be \$7500
- IX. **District Services - Kerwin Koerner**
- A. Board to consider and take possible action on the Master Agreement with GH2 Architects LLC for architectural services as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement
- B. Board to consider and take possible action on the Supplemental Agreement with GH2 Architects LLC for architectural services for the Hodson Saferoom and expansion as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement
- C. Board to consider and take possible action on an agreement with Government Property Loss Management, LLC for Large Loss Management Services for the 2023-2024 school year as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement
- X. **Finance - Phillip Storm**
- A. Board to consider and take possible action on the Treasurer's Report for June 2023
- B. Board to consider and take possible action on a School Site Statutory Waiver Application to be submitted to the State Department of Education
- XI. **Executive Session**
- A. Vote to convene or not to convene in to executive session for the following purposes:
- hiring an Assistant Principal for Owasso High School as authorized by Okla.Stat.Tit.25§307(B)(1).
 - to consider the appeal of a denied student transfer with a review of confidential educational records and transfer requests of students whereby disclosure of any additional information could potentially violate FERPA as authorized by Okla.Stat.Tit25§307(B)(7)
- B. Acknowledge return to Open Session
- C. Statement of Executive Session Minutes
- XII. Board to consider and take possible action to hire one individual for High School Assistant Principal
- XIII. Board to consider and take possible action to accept or overturn decision of Superintendent to deny transfer request of Student A
- XIV. **New Business**
- XV. **Comments from the Public Regarding Non-Agenda Items**
Each individual will have five (5) minutes to share their remarks related to the specific non-agenda item received in writing by the board minutes clerk seven (7) days prior to the board meeting date. The total time allotted to comments from the public regarding non-agenda items will not exceed fifteen (15) minutes.
- XVI. **Vote to Adjourn**

This agenda was posted prior to 6:30p.m. on Friday, July 14, 2023, at the entrance of the Board of Education Room, located in the Dale C. Johnson Education Service Center, Owasso Public Schools, 1501 N. Ash, Owasso, Oklahoma.

OWASSO PUBLIC SCHOOL BOARD OF EDUCATION
Renaë Klein, Clerk

Owasso Board of Education Regular Meeting
Monday, June 12, 2023 6:30 PM Central

Board of Education Room of the Dale C. Johnson Education Service Center
1501 N Ash St.
Owasso, Oklahoma 74055

I. Call to Order and Roll Call

Attendance Taken at 6:30 PM.

Brent England: Present

Neal Kessler: Present

Rhonda Mills: Present

Stephanie Ruttman: Absent

Forrest Turpen: Absent

Present: 3, Absent: 2.

II. Pledge of Allegiance

III. Reports to the Board

A. Superintendent - Dr. Margaret Coates

Dr. Coates gave a brief recap of the funding package approved through the 2023 legislative session. Owasso Public schools will receive an additional 7.4 million dollars in funding that will provide funding for 34 new positions. She shared that the OWEA Negotiations went well and they had great team work to make changes to compensation packages, provide leader raises, additional maternity leave, and additional steps on the salary scale.

B. Teaching and Learning - Mr. Mark Officer

Mr. Officer reported that summer school was off to a great start with decent attendance. Adoption materials are beginning to arrive for the 23-24 school year. Great Expectations will be hosted at the High School East Campus next week. Extended School year for Special Needs students will begin next week as well. Fine Arts continues through the summer with marching band, colorguard and summer band camp. The new art installation in the back of the boardroom are the winners of the Best of Show art show.

C. District Services - Mr. Kerwin Koerner

Mr. Koerner stated that the District Services department is currently working on various projects throughout the district. Painting and flooring at several sites and several sites with construction. Buses are transporting students for summer school, team camps and summer leagues.

D. Continuous Strategic Improvement (CSI) - Dr. Margaret Coates

Dr. Coates reported on our Continuous Strategic plan, explaining a bit about the cycle of constant accountability and communication beginning with the Board of Education, moving onto the Superintendent, then Goal Area Chairs to Directors and finally to Teacher Leaders. Each month we will be reporting on objectives and initiatives from each of 4 goal areas.

IV. Comments from the Public Regarding Agenda Items

Each individual will have five (5) minutes to share their remarks related to the specific agenda

item identified by the individual when signing up to speak. The total time allotted to comments from the public regarding the agenda will not exceed fifteen (15) minutes. There were no comments from the public regarding agenda items.

V. Consent Agenda: Board to consider and take possible action on the following consent agenda items. (Dr. Coates)

Motion to approve Consent Agenda Items V.A. through V.G.ii. This motion, made by Neal Kessler and seconded by Rhonda Mills, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Absent

Forrest Turpen: Absent

Yea: 3, Nay: 0, Absent: 2

A. Minutes of May 8, 2023 Regular Meeting

B. Communications/Superintendent

i. Annual Subscription Renewal with Oklahoma State School Boards Association for Assemble Meetings for the 2023-2024 school year at a cost of \$3,000.00, as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement

ii. Contract with Edlio LLC for website hosting for the 2023-2024 school year at a cost of \$14,600.00, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract

C. Teaching and Learning

i. Out of State Student Activity Trips

ii. Contract with Integrative Physical Therapy, P.C. for the 2023-2024 school year at a cost outlined in the attachment and authorize the Superintendent or designee to execute the Contract

iii. Contract with Function 1st Therapies for the 2023-2024 school year at a cost outlined in the attachment and authorize the Superintendent or designee to execute the Contract

iv. Contract with Sherry Hutchinson, Hearing Impaired Consultant for the 2023-2024 school year at a cost outlined in the attachment and authorize the Superintendent or designee to execute the Contract

v. Memorandum of Understanding with Oklahoma Baptist University for college education majors to complete their student teaching portion of their education in traditional student internships for the 2023-2024 school year at no cost, as outlined in the attachment and authorize the Superintendent or designee to execute the MOU

vi. Memorandum of Understanding with Cameron University to provide on-site educational experiences to candidates enrolled in educator preparation courses for the 2023-2026 school year at no cost, as outlined in the attachment and authorize the Superintendent or designee to execute the MOU

vii. Contract with Tulsa Tech Career Center Academy Program (TTCA) (A Dropout Recovery/Dropout Prevention Program) or Tulsa Tech Aerospace Academy Program (TTAA) for the 2023-2024 school year at a cost of \$1,750.00 per student accepted for the TTAA or TTCA program as outlined in the attachment and authorize the Superintendent or designee to execute the Contract

viii. Site Reading License Quote with Istation for 9 elementary sites to access screener/diagnostic tool for the 2023-2024 school year at a cost of \$101,001.00, as outlined in the attachment and authorize the Superintendent or designee to execute the Quote License

ix. License agreement with Istation for IR - Student - Istation Reading (Student Account) for the Owasso 6th, 7th and 8th Grade Centers and High School and IM - Student - Istation Math (Student Account) for all District Elementary Sites, the Owasso 6th, 7th and 8th Grade Centers and High School for the 2023-2024 school year at a cost of \$10,550.00, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement

x. Agreement with CREOKS Behavioral Health Services, Inc., to provide group and individual counseling and other services for the 2023-2024 school year at a cost outlined in the attachment and authorizes the Superintendent or designee to execute the Agreement

xi. Memorandum Of Understanding with CREOKS Behavioral Health Services, Inc., to deliver behavioral health support services to students for the 2023-2024 school year at a cost outlined in the Agreement to the District and authorize the Superintendent or designee to execute the MOU

xii. Contract with Pre-Employment Transition Services Coordination (Pre-ETS) for Transition Services for the 2023-2024 school year at no cost to the District, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract

xiii. Contract with Beth Anne Manipella, O.T., to provide Occupation Therapy Services for the 2023-2024 school year at a cost outlined in the attachment and authorize the Superintendent or designee to execute the Contract

xiv. License Quote with Imagine Learning for 10 Purpose Prep Concurrent user licenses for Owasso High School for the 2023-2024 school year at a cost of \$3,300.00, as outlined in the attachment and authorize the Superintendent or designee to execute the Quote License

xv. Agreement with Grand Mental Health to provide group and individual counseling and other services for the 2023-2024 school year at no cost to the District and authorizes the Superintendent or designee to execute the Agreement

xvi. Contract with Soliant Health, LLC for Speech Pathology Services for ESY from June 21, 2023 through July 18, 2023 at a cost outlined in the attachment and authorize the Superintendent or designee to execute the Contract

D. District Services

- i. Service agreement with American Waste Control for trash removal services for the 2023-2024 school year at a cost of \$5,123.04 per month as outlined in the attachment, and authorize the Superintendent or designee to execute the Contract
- ii. Service Agreement with TEAM Professional Services, Inc. for drug testing services for the 2023-2024 school year at a cost as outlined in the attachment and authorize the Superintendent or designee to execute the agreement
- iii. Current Capacity numbers for Transfer Students

E. Technology

- i. Surplus of items listed on the attachment titled Technology Surplus June 2023
- ii. Contract with CRW Consulting E-rate Services, LLC for renewal of E-rate consulting services for program year 2024, school year 2024-2025, at a cost of \$4,500 for Category 1 filings and 3% of the total funded amount of Category 2 filings as outlined in the attachment and authorize the Superintendent or designee to execute the contract

F. Finance

- i. Purchase orders (encumbrances) and changes to encumbrances for May 2023
2022-2023 General Fund #1401-1459 (Vendors) \$70,385.01
2022-2023 General Fund Net Change Orders \$200.00
2022-2023 Building Net Change Orders \$10,193.34
2022-2023 Child Nutrition Fund #44 (Vendors) \$1,500.00
2022-2023 Bond Fund 31 #243-254 (Vendors) \$444,111.04
2022-2023 Bond Fund 31 Net Change Orders \$1,185.13
2022-2023 Bond Fund 39 #97 (Vendors) \$45,000.00
2022-2023 Bond Fund 04-BOK #22 (Vendors) \$3,000.00
- ii. Activity Financial Report for May 2023
- iii. Activity Account Budgets
- iv. Sanctioning Applications
- v. Contract with Integrated Register Systems (In Touch) for activity fund receipting and online payment software applications for the 2023-2024 school year at a cost of \$9,662.05 as outlined in the attachment and authorize the superintendent or designee to execute the contract
- vi. Renewal of sub-lease agreement dated 3-1-18 between the District and Tulsa County Industrial Authority for the fiscal year ending June 30, 2024 as required under the provisions of the agreement
- vii. Advertising Agreement / Contract with Owasso Summit as a Volleyball sponsor for the 2023-2024 school year at a donation of \$1,000, as outlined in the attachment and authorize the Superintendent or designee to execute the Advertising Agreement
- viii. Advertising Agreement / Contract with Jeffrey Ahlert, DDS as a Volleyball sponsor for the 2023-2024 school year at a donation of \$1,000, as outlined in the attachment and authorize the Superintendent or designee to execute the Advertising Agreement

G. Human Resources

i. Transitions

ii. Contract with Frontline for Human Resources software applications for the 2023-2024 school year at a cost of \$68,800.91 as outlined in the attachment and authorize the superintendent or designee to execute the contract

VI. Communications/Superintendent - Dr. Margaret Coates

A. Board to consider and take possible action on an agreement with CCOSA for membership services for the 2023 - 2024 school year at a cost of \$2,500.00, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement

Motion to approve an agreement with CCOSA for membership services for the 2023 - 2024 school year at a cost of \$2,500.00, as outlined in the attachment and authorize the Superintendent or designee to execute the agreement. This motion, made by Rhonda Mills and seconded by Neal Kessler, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Absent
Forrest Turpen: Absent
Yea: 3, Nay: 0, Absent: 2

B. Board to consider and take possible action on the 2023-2024 Negotiated Agreement pending OWEA ratification

Motion to approve the 2023-2024 Negotiated Agreement pending OWEA ratification. This motion, made by Neal Kessler and seconded by Rhonda Mills, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Absent
Forrest Turpen: Absent
Yea: 3, Nay: 0, Absent: 2

C. Board to consider and take possible action on a Memorandum Of Understanding (MOU) with the Owasso Education Association (OWEA) for an adjustment to the personal leave section of the negotiated agreement for the 2023-2024 school year as outlined in the attachment and authorize the Superintendent or designee to execute the MOU

Motion to approve a Memorandum Of Understanding (MOU) with the Owasso Education Association (OWEA) for an adjustment to the personal leave section of the negotiated agreement for the 2023-2024 school year as outlined in the attachment and authorize the Superintendent or designee to execute the MOU. This motion, made by Neal Kessler and seconded by Rhonda Mills, passed.

Brent England: Yea
Neal Kessler: Yea

Rhonda Mills: Yea
Stephanie Ruttman: Absent
Forrest Turpen: Absent
Yea: 3, Nay: 0, Absent: 2

VII. Teaching and Learning -Mark Officer

A. Board to review Handbooks for the 2023/2024 school year: Elementary, 6th, 7th, 8th Grade, Owasso Ram Academy, and Owasso High School for first reading. Edits, changes, and additions to the policy are outlined in the attachments

B. Board to consider and take possible action on an Agreement with Mobilized Vision, LLC to provide orientation and mobility services to students as indicated on an Individualized Education Plan or 504 Accommodation Plan for Owasso Public Schools for the 2023-2024 school year at a cost to the District as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement

Motion to approve an Agreement with Mobilized Vision, LLC to provide orientation and mobility services to students as indicated on an Individualized Education Plan or 504 Accommodation Plan for Owasso Public Schools for the 2023-2024 school year at a cost to the District as outlined in the attachment and authorize the Superintendent or designee to execute the Agreement. This motion, made by Rhonda Mills and seconded by Neal Kessler, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Absent
Forrest Turpen: Absent
Yea: 3, Nay: 0, Absent: 2

C. Board to consider and take possible action on a Quote from Tulsa Tours for administrator retreat on Monday, July 31, 2023 from 2:00-3:30 pm at a cost of \$15.00 person x 50 people for a total of \$750.00, as outlined in the attachment and authorize the Superintendent or designee to purchase

Motion to approve a Quote from Tulsa Tours for administrator retreat on Monday, July 31, 2023 from 2:00-3:30 pm at a cost of \$15.00 person x 50 people for a total of \$750.00, as outlined in the attachment and authorize the Superintendent or designee to purchase. This motion, made by Rhonda Mills and seconded by Neal Kessler, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Absent
Forrest Turpen: Absent
Yea: 3, Nay: 0, Absent: 2

D. Board to consider and take possible action on a Quote from Vocabulary.com for the ELA adoption for 6th-12th grade at a cost of \$22,380.00 annually, as outlined in the attachments and authorize the Superintendent or designee to purchase
Motion to approve a Quote from Vocabulary.com for the ELA adoption for 6th-12th grade at a cost of \$20,995.00 annually, as outlined in the attachments and authorize the Superintendent or designee to purchase. This motion, made by Neal Kessler and seconded by Rhonda Mills, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Absent
Forrest Turpen: Absent
Yea: 3, Nay: 0, Absent: 2

VIII. District Services - Kerwin Koerner

A. Board to consider and take possible action on the proposed edits, changes, and additions to Policy #3.26 Armed School Security Officer, as outlined in the attachment
Motion to approve the proposed edits, changes, and additions to Policy #3.26 Armed School Security Officer, as outlined in the attachment. This motion, made by Rhonda Mills and seconded by Neal Kessler, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Absent
Forrest Turpen: Absent
Yea: 3, Nay: 0, Absent: 2

B. Board to consider and take possible action on the proposed edits, changes, and additions to Policy #5.59 Concussion Management Protocol, as outlined in the attachment
Motion to approve the proposed edits, changes, and additions to Policy #5.59 Concussion Management Protocol, as outlined in the attachment. This motion, made by Neal Kessler and seconded by Rhonda Mills, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Absent
Forrest Turpen: Absent
Yea: 3, Nay: 0, Absent: 2

C. Board to consider and take possible action on the Contract with JD Young for Copier and Printing Maintenance Services for the 2023- 2024 school year at a cost outlined in the attachment and authorize the Superintendent or designee to execute the Contract
Motion to approve the Contract with JD Young for Copier and Printing Maintenance Services for the 2023- 2024 school year at a cost outlined in the attachment and authorize the

Superintendent or designee to execute the Contract. This motion, made by Rhonda Mills and seconded by Neal Kessler, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Absent
Forrest Turpen: Absent
Yea: 3, Nay: 0, Absent: 2

D. Board to consider and take possible action on a contract with MowTown Outdoors for mowing and lawn maintenance services for the 2023-2024 school year at a cost of \$219,620.85, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract

Motion to approve a contract with MowTown Outdoors for mowing and lawn maintenance services for the 2023-2024 school year at a cost of \$219,620.85, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract. This motion, made by Neal Kessler and seconded by Rhonda Mills, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Absent
Forrest Turpen: Absent
Yea: 3, Nay: 0, Absent: 2

E. Board to consider and take possible action on a contract with Sodexo for Food Management Services for the 2023-2024 school year at a cost as outlined in the attachment and authorize the Superintendent or designee to execute the Contract

Motion to approve a Contract with Sodexo for Food Management Services for the 2023-2024 school year at a cost as outlined in the attachment and authorize the Superintendent or designee to execute the Contract. This motion, made by Rhonda Mills and seconded by Neal Kessler, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Absent
Forrest Turpen: Absent
Yea: 3, Nay: 0, Absent: 2

F. Board to consider and take possible action on a contract with OSSBA for Enrollment Forecasting for the 2023-2024 school year at a cost of \$29,406, as outlined in the attachment and authorize the Superintendent or designee to execute the Contract

Motion to approve a contract with OSSBA for Enrollment Forecasting for the 2023-2024 school year at a cost of \$29,406, as outlined in the attachment and authorize the

Superintendent or designee to execute the Contract. This motion, made by Rhonda Mills and seconded by Neal Kessler, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Absent
Forrest Turpen: Absent
Yea: 3, Nay: 0, Absent: 2

IX. Finance - Phillip Storm

A. Board to consider and take possible action on the Treasurer's Report for May 2023
Motion to approve the Treasurer's Report for May 2023. This motion, made by Neal Kessler and seconded by Rhonda Mills, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Absent
Forrest Turpen: Absent
Yea: 3, Nay: 0, Absent: 2

B. Board to consider and take possible action on the Supplemental Appropriation Form 307 for the General Fund for the 2022-2023 school year as outlined in the attachment and authorize the superintendent or designee to execute the document
Motion to approve the Supplemental Appropriation Form 307 for the General Fund for the 2022-2023 school year as outlined in the attachment and authorize the superintendent or designee to execute the document. This motion, made by Neal Kessler and seconded by Rhonda Mills, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Absent
Forrest Turpen: Absent
Yea: 3, Nay: 0, Absent: 2

C. Board to consider and take possible action on the support salary scales for Fiscal Year 2023-2024

Motion to approve the support salary scales for Fiscal Year 2023-2024. This motion, made by Neal Kessler and seconded by Rhonda Mills, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Absent
Forrest Turpen: Absent

Yea: 3, Nay: 0, Absent: 2

D. Board to consider and take possible action on the administrative salary scales for Fiscal Year 2023-2024

Motion to approve the administrative salary scales for Fiscal Year 2023-2024. This motion, made by Rhonda Mills and seconded by Neal Kessler, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Absent
Forrest Turpen: Absent

Yea: 3, Nay: 0, Absent: 2

E. Board to consider and take possible action to change per diem rates to \$55 in state and \$60 out of state and to approve corresponding change to policy 4.01 as per attached

Motion to approve the change in per diem rates to \$55 in state and \$60 out of state and to approve corresponding change to policy 4.01 as per attached. This motion, made by Neal Kessler and seconded by Rhonda Mills, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Absent
Forrest Turpen: Absent

Yea: 3, Nay: 0, Absent: 2

F. Board to consider and take possible action on a renewal quote and resolution for property, casualty, and liability insurance for fiscal year 2023-2024 at a total cost of \$1,257,544 with Oklahoma Schools Insurance Group (OSIG)

Motion to approve a renewal quote and resolution for property, casualty, and liability insurance for fiscal year 2023-2024 at a total cost of \$1,257,544 with Oklahoma Schools Insurance Group (OSIG). This motion, made by Neal Kessler and seconded by Rhonda Mills, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Absent
Forrest Turpen: Absent

Yea: 3, Nay: 0, Absent: 2

G. Board to consider and take possible action on a renewal quote and resolution for workers compensation insurance for fiscal year 2023-2024 at a total cost of \$215,028 with Oklahoma Schools Assurance Group (OSAG)

Motion to approve the renewal quote and resolution workers compensation insurance for fiscal year 2023-2024 at a total cost of \$215,028 with Oklahoma Schools Assurance Group (OSAG). This motion, made by Rhonda Mills and seconded by Neal Kessler, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Absent
Forrest Turpen: Absent
Yea: 3, Nay: 0, Absent: 2

X. Executive Session

A. Vote to convene into executive session for the purpose of hiring one Assistant Director of Communications as authorized by Okla.Stat.Tit.25§307(B)(1)

Motion at 7:46p.m to convene into executive session for the purpose of hiring one Assistant Director of Communications as authorized by Okla.Stat.Tit.25§307(B)(1). This motion, made by Neal Kessler and seconded by Rhonda Mills, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Absent
Forrest Turpen: Absent
Yea: 3, Nay: 0, Absent: 2

B. Acknowledge return to Open Session

Acknowledge return to Open Session at 7:57p.m.

C. Statement of Executive Session Minutes

During the executive session, the members of the Board of Education who were present were Brent England, Neal Kessler and Rhonda Mills. Also present during the executive session was Dr. Margaret Coates and Mr. Jordan Korphage. During the executive session, the board members discussed the hiring of one Assistant Director of Communications. Nothing else was discussed and no votes were taken. This will constitute the minutes of the executive session.

XI. Board to consider and take possible action to hire one Assistant Director of Communications
Motion to hire Mr. Brock Crawford as the Assistant Director of Communications. This motion, made by Neal Kessler and seconded by Rhonda Mills, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Absent
Forrest Turpen: Absent
Yea: 3, Nay: 0, Absent: 2

XII. New Business

There was no New Business.

XIII. Comments from the Public Regarding Non-Agenda Items

Each individual will have five (5) minutes to share their remarks related to the specific non-

agenda item received in writing by the board minutes clerk seven (7) days prior to the board meeting date. The total time allotted to comments from the public regarding non-agenda items will not exceed fifteen (15) minutes.

There were no comments from the public regarding non-agenda items.

XIV. Vote to Adjourn

Motion to adjourn at 8:00p.m. This motion, made by Neal Kessler and seconded by Rhonda Mills, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Absent

Forrest Turpen: Absent

Yea: 3, Nay: 0, Absent: 2

Owasso Board of Education Special Meeting
Tuesday, July 11, 2023 8:00 AM Central

Board of Education Room of the Dale C. Johnson Education Service Center
1501 N Ash St.
Owasso, Oklahoma 74055

I. Call to Order and Roll Call

Attendance Taken at 8:00 AM.

Brent England: Present
Neal Kessler: Present
Rhonda Mills: Present
Stephanie Ruttman: Present
Forrest Turpen: Present
Present: 5.

II. Pledge of Allegiance

III. Approximately at 8:10a.m. the board of education will be moving to Shangrila Resort, located at 57301 E, OK-125, Afton, OK 74331
Motion to reconvene at 9:45a.m. at Shangrila Resort, located at 57301 E. Ok-125, Afton, OK 744331. This motion, made by Stephanie Ruttman and seconded by Neal Kessler, passed.

Brent England: Yea
Neal Kessler: Yea
Rhonda Mills: Yea
Stephanie Ruttman: Yea
Forrest Turpen: Yea
Yea: 5, Nay: 0

IV. Call to Order and Roll Call

Attendance Taken at 9:46 AM.

Brent England: Present
Neal Kessler: Present
Rhonda Mills: Present
Stephanie Ruttman: Present
Forrest Turpen: Present
Present: 5.

V. Approximately at 10:00a.m. - 12:30p.m. Board to participate in Oklahoma State School Board Association professional development
Board members participated in board training led by Dr. Shawn Hime and Dr. Joe Siano of Oklahoma State School Board Association.

VI. Approximately at 12:30p.m. - 2:30p.m. Lunch and Team Building Activity
Board members had lunch on site and participated in team building activities led by The Anchor Olympics.

VII. Approximately at 2:30 - 5:00p.m. Superintendent and Board Discussion

The board discussed a review of the 5 Voices, communication, Continuous Strategic Improvement, reviewed and established goals and discussed meeting dates for 2024.

VIII. Approximately at 5:00p.m. the board of education will be returning to the Owasso Public Schools Education Service Center, located at 1501 N Ash, Owasso, OK

Motion to reconvene at 6:15p.m. at the Owasso Public Schools Education Service center, located at 1501 N Ash, Owasso, OK, 74055. This motion, made by Rhonda Mills and seconded by Neal Kessler, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Yea

Yea: 5, Nay: 0

IX. Call to Order and Roll Call

Attendance Update Taken at 6:22 PM.

Forrest Turpen: Absent

Present: 4, Absent: 1.

X. Vote to Adjourn

Motion to adjourn at 6:23p.m. This motion, made by Neal Kessler and seconded by Stephanie Ruttman, passed.

Brent England: Yea

Neal Kessler: Yea

Rhonda Mills: Yea

Stephanie Ruttman: Yea

Forrest Turpen: Absent

Yea: 4, Nay: 0, Absent: 1

July 2023 Overnight/Out of State Student Activity Requests

- **August 30, 2023-September 2, 2023 - Francis Howell Softball Tournament - OHS Softball - St. Louis, MO**
- **September 21-23, 2023 - Softball Tournament - OHS Softball - Kansas City, MO**

AY 2023-2024

Memorandum of Understanding
Tulsa Community College

And

Owasso Public Schools

This Memorandum of Understanding (“MOU”) between Owasso Public Schools, Owasso, Oklahoma, (“partner”), and Tulsa Community College (“TCC”), an agency of the State of Oklahoma. Its purpose is to set forth the responsibilities and obligations of the parties with regard to dual credit programs. Tulsa Community College is dedicated to serving high school students while helping to develop a seamless and accessible transition to higher education. Tulsa Community College is a member of the National Alliance of Concurrent Enrollment Partnerships (NACEP). Established in 1999, NACEP provides standards of academic excellence, research, and advocacy. TCC has developed partnership guidelines based on NACEP standards in order to provide a valuable and credible academic experience. The TCC guidelines are available on request from the TCC Office of Dual Credit Programs. NACEP standards can be viewed at www.nacep.org.

TCC enrollment provides high school students an opportunity to earn transferable college credits while also satisfying high school course requirements through dual credit as well as an introduction to college academics and rigor. Additionally, this program provides an economical head-start through the tuition waiver program and reduced fee schedules for courses taught at community campuses, approved off-campus sites, or high school campuses during the regular school day. Through the program, students gain access to TCC writing labs, math labs, academic advisement, career advisement, libraries, clubs, organizations, and fitness centers.

1. Purpose

The purpose of this agreement is to foster increased access to college courses for high school students who have demonstrated the academic ability to complete a rigorous course of study. By using partner facilities to offer TCC courses, eligible students have an opportunity to participate in college courses during regular high school hours in a familiar environment. Students will earn high school academic credit and college credit, referred to as dual credit, as established by the Oklahoma Legislature in 70 O.S. §628.13. Any addendum shall be governed by the terms, provisions, and conditions set forth in this agreement.

2. Term

The agreement will be in continuous effect beginning in the semester in which the memorandum of understanding is signed unless terminated in writing by either institution. Either party shall have the right to terminate this MOU with or without cause by giving ninety (90) days prior written notice of intention to terminate at the end of the college semester during which the notice was provided. If the notice to terminate is received less than 90 days from the end of the college semester, then the agreement will conclude at the end of the following college semester. The parties agree to work in good faith to avoid any such termination. The rationale for the requested termination should be stated with the request, and the parties will attempt to resolve

AY 2023-2024

any disputes in a mutually satisfactory way. Any future agreements will be subject to their own terms for termination, which may differ from this memorandum of understanding.

3. Operations

A. TCC will ensure the following conditions:

- Admit high school students to the college according to the Oklahoma State Regents for Higher Education requirements.
- Offer 1000 level and 2000 level courses to a minimum of fourteen (14) pre-enrolled students.
- Hold courses open and accept enrollments to meet required minimum fourteen enrollments: minimums must be met by December 15 for spring courses and May 15 for fall courses.
- Accept course enrollments in addition to the minimum fourteen (14) students until the section fills or until the first class meeting.
- Post the Dual Credit Student Enrollment Portal and instructional video on the TCC Dual Credit Programs' web pages for participating high school districts.
- Counsel students on issues concerning academic success and higher education goals including course transferability, college majors, and pathways to Associates Degrees, or workforce certifications.
- Conduct annual training for high school counselors.
- Provide online, online live, blended, and classroom delivered instruction for courses as agreed upon by TCC, the partner, attending districts, and appropriate external authorities.
- Endeavor to provide instructors and courses; however, TCC cannot guarantee course availability at the site.
- Provide curriculum and instructors for all TCC courses.
- Comply with the policies, practices, and procedures as outlined in the TCC faculty handbook at all times.
- Administer courses to follow a sixteen (16) week format and students will follow the established TCC calendar as it relates to add/drop dates, withdrawal dates, holidays, and unscheduled closings.
- Provide high schools with due dates for the course scheduling process. See addendums for specific program timelines.
- Provide TCC student ID cards to each concurrently enrolled student who presents a TCC ID number and photo identification at TCC Student Activities Centers. The ID card will provide students with access to all four (4) TCC libraries and online library access. Students are billed \$5.00 per semester.
- Allow students to enroll in additional courses on TCC campuses as well as in the courses taught at the off-campus sites.
- All enrollments beyond the tuition waiver will be charged full TCC tuition.
- Send a password encrypted, electronic end of term grade spreadsheet to the district registrar or staff authorized to receive FERPA information.

AY 2023-2024

- Provide dual credit student orientations. Partners may attend scheduled orientations on TCC campuses, online, or students may view the dual credit orientation electronically from www.tulsacc.edu/dualcredit in the high school counselor's office.
 - Provide an early alert system via email to the district's high school counselor and/or administrator authorized to receive student information.
 - Provide ADA accommodations: TCC requires students to self-identify and submit appropriate professional documentation in accordance with the guidelines established by the Accessibility Resources Center located at 909 S. Boston Ave Room MC 331B.
 - The Director of Dual Credit Programs, TCC faculty department chairs, TCC Deans and Associate Deans, and the Associate Vice-President of Academic Affairs will review all course requests from participating high schools. Courses will be approved based on the program scope, collective resources, and available support for each course.
- B. The partner high school will ensure the following conditions:
- Ensure that each student has textbooks and instructional materials as required for each course and that no student is denied an opportunity to participate due to the inability to purchase textbooks and instructional materials.
 - Comply with the one hour and fifty minute TCC semester finals schedule.
 - Designate a representative as the liaison between the partner and TCC. The partner liaison provides program information and guidance to students, parents, and high school faculty.
 - Establish a process to confirm eligibility.
 - Support and help guide the development and integrity of the program through the partner high school principal and counselor(s).
 - Advise concurrently enrolling students on all issues concerning high school education, graduation, and college application requirements.
 - Distribute for signatures and retain the signed district's student/parent MOU (if used).
 - Communicate clearly to the parent and student regarding financial responsibilities and the college environment.
 - Ensure that students have an opportunity to enroll in courses necessary for high school graduation. TCC courses may not be available or convenient for some students so should not be depended on as the sole source for completing high school graduation requirements.
 - Include TCC courses in the high school course catalog.
 - Display TCC brochures, guides, posters, and other promotional materials that TCC provides in a designated area such as the high school guidance office.
 - Allow compliance with the TCC student policies and resources handbook during TCC class time. Note: Any student suspended or expelled from the high school will be expected to continue participating in his or her TCC class(es).
 - Provide program information and enrollment due dates to parents and students prior to registration periods.
 - Support the instructor and the student through standards set by TCC.

AY 2023-2024

- TCC campuses, including community campuses, do not close as frequently as high schools. If the high school closes and TCC does not, students will be expected to complete any homework or assigned readings and may be required to complete an online assignment, using Blackboard. Even when TCC is closed, students should keep up with the course agenda and check Blackboard for updated assignment schedules.
- Provide an orientation for TCC faculty prior to the start of the semester if the district or partner campus is hosting TCC faculty. The orientation should include a tour of the campus, information about parking, keys to rooms, introductions to appropriate personnel, computer network passwords, IDs, and other information that may be unique to the site that faculty will need to teach their classes.
- Provide students with adequate time to travel to and participate fully in courses and time to return to their home high school if applicable.
- Provide, when course delivery model requires, qualified (per TCC standards) facilitators in classrooms, access to computer labs, and access to tutoring services. See addenda for specific program requirements.
- Request all course additions or program changes in writing to the TCC Dual Credit Programs office.
 - Fall semester requests should be submitted by January 15th. Spring semester requests should be submitted by August 15th.
 - English courses require a minimum of 14 enrollments and a maximum of 20 enrollments per section. All other courses require a minimum of 14 and a maximum set by the discipline and faculty. All enrollment maximums are additionally based on the ability to provide a collegiate environment.
 - Course change requests and program requests should include the rationale for the additional course, any extenuating circumstances surrounding the request; the number of students qualified and expected to enroll in the course, and the availability of specialized equipment/labs if appropriate. The requests will be reviewed and newly approved courses may be offered in the following semester.

C. Obligations of both TCC and Partner:

- Attend an annual senior leadership meeting.
- Collaborate to provide program information, communication, promotional materials, and activities.
- Collaborate to articulate curricula between the high school and the college.
- Collaborate to develop a two-year pathway of academic course offerings. The course schedule will be reviewed annually.
- Collaborate when advising a concurrently enrolled student to ensure that the student is apprised of all education options.
- Attend operations meetings as required.

D. High School Concurrently Enrolled Students Will:

AY 2023-2024

- Meet the minimum requirements as set forth by the Oklahoma State Regents for Higher Education. Admission and enrollment requirements are posted at www.tulsacc.edu and accompany the enrollment form.
- Complete the online TCC college admission application one week prior to enrollment.
- Enroll using the Dual Credit Student Enrollment Portal www.tulsacc.edu/dualcredit .
- Pay course fees and materials used via Bb for all courses at any TCC Bursar office or online via MYTCC.
- Pay full tuition incurred beyond the maximum tuition waiver amount.
- Assume responsibility for course materials.
- Complete a student orientation in person, online, or with a high school counselor via TCC's orientation presentations and materials.
- Assume all responsibility for personal actions during transportation to the course delivery sites and during the return to the home high school including driving or riding in personal vehicles and district transportation on roads or in parking lots.
- Comply with the TCC student policies and resources as outlined in the TCC Student Code of Conduct (<http://www.tulsacc.edu/student-resources/student-handbook>) during TCC class time.
- Behave in the same manner as any student enrolled and participating in a college course as written in the TCC Student Code of Conduct available on the TCC website.
- Assume responsibility for any malicious destruction of property, equipment and materials belonging to the host concurrent delivery site and/or TCC.
- Read the district's student/parent MOU if required by the district (to be retained at the high school counselor's office).
- Participate as required and outlined in the course syllabus.
- Check the television, radio, and TCC Alerts for class cancellations due to unforeseen situations (weather), and log onto TCC Blackboard to complete any assignments.
- Assume responsibility for reporting grades to appropriate high school staff.

4. Financial Arrangements

- Students will pay the one-time admission fee of \$20.00 with the first semester enrollment.
- TCC will waive tuition via the state of Oklahoma and TCC's tuition waiver programs.
- TCC Financial Aid will apply the juniors' tuition waiver for a maximum of twelve (12) credit hours per semester beginning the summer after the 10th grade. The student must meet all OSRHE policy regulations for high school student early enrollment including being on track for graduation from high school in the spring of their senior year.
- TCC Financial Aid will apply the seniors' tuition waiver for a maximum of eighteen (18) credit hours during the three senior semesters of concurrent eligibility beginning the summer after 11th grade. The student must meet all OSRHE policy regulations for high school student early enrollment including being on track for graduation from high school in the spring of their senior year.

AY 2023-2024

- All courses are charged Oklahoma State Regents for Higher Education mandatory course fees regardless of delivery mode or location. Other courses’ fees vary.
- Partners may set up third-party billing with the TCC bursar to eliminate student barriers.
 - Participating third-party billing high schools will be billed for all students on the TCC rosters after the semester drop date. Consult the TCC academic calendar for semester dates.
 - Students are not eligible to receive a federal T-1098 tuition statement for education credit for any amounts remitted by the district via 3rd party billing

5. Liability

Each party to this Agreement will be responsible for its own negligent acts or omissions and those of its employees, officers, volunteers or agents in the performance of this Agreement. Neither party will be considered the agent of the other nor does either party assume any responsibility to the other party for the consequences of any act or omission of any person or entity not a party to this Agreement. The terms of this provision shall survive the termination of the Agreement.

Both parties recognize that this is a programmatic agreement and does not afford TCC control of over any District property, therefore the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act does not apply to District property utilized under this agreement.

6. Independent Capacity

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

Official Signatures

We agree to the conditions and responsibilities and indicate by our signatures our commitment to provide quality dual credit enrollment courses for our students.

DocuSigned by:

 D69EBC39220A495

Dr. Kristopher Copeland, Assoc. Vice-
 President Academic Affairs
 Tulsa Community College
 6/14/2023 | 3:19 PM CDT
 Date:

School Board President or Superintendent
 Participating school or district
 Date:

MOU Addendum:

Precalculus Learning Community (PCLC)

In cooperation with the high school mathematics department, Tulsa Community College is offering eligible high school juniors and seniors the opportunity to earn three hours of college Mathematics (transferable to state universities) while at the same time satisfying their high school Mathematics requirement. The goal is for all students who take the College Preparatory Math (PCLC) class to successfully complete a TCC Pre-Calculus I Math 1513 course the following semester.

Tulsa Community College Responsibilities

- Meet with the district and high school administrations to review the MOU and addendums.
- Provide the high school with PCLC curriculum and objectives, which will be used during the fall semester to prepare students for the pre-calculus I course.
- Provide a TCC Dual Credit Coordinator to administrate and liaison with the student, teacher, and counselor (See DC procedural timeline).
- Conduct an on-site or virtual information session during the first week(s) of the PCLC class.
- Provide a TCC Math faculty liaison to review the PCLC course materials with the high school math teacher and to provide support throughout the semester.
- Provide a 16-week online section of Pre-Calculus I Math 1513, taught by a TCC faculty who will communicate with the high school support instructor throughout the semester.
- Reserve seats for the PCLC students who meet (1) admissions and (2) enrollment criteria, who earn a C or better in PCLC, and who enroll by January 3 for spring semester.
- Process the high school junior or senior tuition waiver for all eligible high school students as applicable.

High School District Responsibilities

- Follow the PCLC procedural timeline.
- Meet with the TCC dual credit director and high school administrations to review the MOU and addendum before offering the class for the first time.
- Work with high school English faculty to identify students who can meet the admission requirements (see below), who want to go to college, and who have a strong work ethic but who don't yet have the academic and/or study skills needed succeed in a college-level Math class.
- Send the parent letter to students interested in the PCLC program
- Communicate student deadlines for admission, enrollment, and payment to students.
- Provide a qualified math teacher to deliver the preparatory curriculum *and* to provide support for the online MATH 1513 class the following semester.
- Provide a dedicated class period and space for both PCLC and online MATH 1513.
- Send the math teacher's name and contact information to the Director of Dual Credit Programs by June 1.
- Immediately notify the Director of Dual Credit Programs of any personnel changes during the semester and arrange for the new teacher to meet with the TCC faculty liaison.
- Provide a high school counselor to complete the college prep enrollment forms with the TCC Dual Credit Coordinator. (October)
- Only enroll PCLC students in designated sections until the deadline has passed. On January 3rd, other Math 1513 students may be added to PCLC sections if room is available in the online section.
- Make sure students participate in/watch the video of the dual credit student orientation.

- Provide students with computers and Internet access during the dedicated class period. Note: IT departments will need to assist students with technology issues when they take MATH 1513.
- Ensure that qualified students have access to course material, software, and textbooks.
- Encourage students to stay in the course (C or Better); assist with students who need to withdraw in week 12.
- The high school is responsible for monitoring the progress of and providing academic support for any student who temporarily pivots to virtual attendance, either fall or spring semester.

High School Teacher responsibilities

- Write a letter of intent to the Director of Dual Credit Programs, explaining his/her commitment to supporting the TCC instructor and plans for providing support.
- Teach the PCLC math class.
 - Meet with the TCC faculty liaison before the semester to review course curriculum, materials, and updates.
 - Attend TCC math faculty meeting/professional development activity, when offered.
 - Communicate regularly with the TCC faculty liaison throughout the semester
 - ADMISSION: Provide the TCC Dual Credit Coordinator 20 minutes to conduct College admission workshop (week 7- late September) NOTE: Admission does not guarantee enrollment.
 - ENROLLMENT: Collect the College Prep Math Enrollment Forms from students and sign the teacher recommendation if the student is/will complete the course with a C or better and is recommended by the teacher for college enrollment. Any student who is recommended, but fails to earn a C by January cannot be enrolled on this criteria. (Other scores for enrollment listed below.)
- Become familiar with Blackboard and other TCC technology.
- View the TCC orientation video links (emailed to the teacher) with the class and send any questions to the TCC Dual Credit Coordinator.
- Provide supplemental instruction and or individual tutoring to reinforce the course's learning outcomes.
- Monitor student progress by taking attendance during both semesters' dedicated class periods.
- Check Bb grades throughout the semester.
- Alert the student and the high school counselor if the students' grade drops below 70%.
- Encourage students to stay in the course (C or Better); assist with students who need to withdraw in week 12.
- Counsel failing students into an on-level high school class.
- Support the TCC Student handbook, the TCC professor's syllabus, and the grading standards.
- Enforce the course etiquette policy and ensure that the classroom environment is conducive to studying. If necessary, the high school teacher will work with the TCC professor to dismiss students who consistently disrupt the designated study time.
- Avoid intervening in the student's day-to-day assignments. Although the course is taking place at a high school, students are expected to work independently during the dedicated class period and to behave as responsible college students.
- Assist with time management, study skills, and technology issues.
- Communicate regularly with the MATH 1513 professor
- Follow best practices for tutoring.

Student Responsibilities

- By week 6 (Mid-September) of the preparatory semester, students will apply for TCC admission within the class period with the TCC Coordinator. Eligibility for admission may be demonstrated in *one* of the following ways:
- ADMISSION to the college:
 - ACT, Pre-ACT composite of 19 or above [ACT college code #3441]
 - **OR** SAT, PSAT10, PSAT -NMSQ composite of at least 990 [SAT college code # 6839]
 - **OR** H.S. GPA of 3.0 or above for an Oklahoma accredited high school.
 - **OR** take the on-campus/residual ACT at TCC's Northeast Campus testing center. Call 918-595-7594 for information and guidelines.
- By week 10 (Mid-October) of the preparatory semester, students will return completed enrollments via the College Prep Math Enrollment form. Forms will be handed out at the admission date (week 7). Students will return the form to the high school math PCLC teacher. Forms will be picked up from the high school teacher by the TCC Coordinator who will complete the form with the high school counselor(s).
- ENROLLMENT in the course:

Acceptance into the college credit program requires:

1. Completed Admission (see above)
 2. Junior or Senior status in high school
 3. On-track for high school graduation with peer group
 4. Enrolled in no more than 19 credit hours combined high school and college classes per semester
- AND Demonstrate enrollment eligibility one of the following ways:
 - C or better in the PCLC and recommendation of instructor
 - **OR** ACT Math score of 19 or above
 - **OR** SAT Math score of 510 or above
 - **OR** Accuplacer range (see testing center)
 - **OR** unweighted High School GPA 3.4 (Jrs. 4 sem. transcript; Srs. 5 sem. transcript)
 - Successfully complete PCLC math course. Students earning a C or better in PCLC meet the placement criteria to enroll in the instructor designated section of online MATH 1513 only; the grade does not work for placement in any other section of MATH 1513. MUST have PCLC teacher signature on the College Prep enrollment form to us this placement method.
 - Enroll in the designated section by January 3rd for spring semester. ***After this deadline, the MATH 1513 will be open to other high school students.***
 - Sign the FERPA release provided on the enrollment form to allow communication between TCC and the high school instructor.
 - Complete course syllabus including mid-term and final (locations vary: TCC campus, remote, high school campus as determined).
 - Attend the TCC dual credit student orientation
 - Attend the high school class regularly while taking the TCC online course.
 - Students who need to temporarily pivot to virtual attendance must meet virtually with the high school teacher a minimum of three times a week.

Precalculus Learning Community

Example: Parent / guardian letter

Your student has been identified as a candidate for the Precalculus Learning Community course, a high school class that prepares students to succeed in a Tulsa Community College MATH 1513 course. This letter is to inform you about this opportunity.

Precalculus Learning Community is a class developed by college and high school math faculty with the goal of ensuring high school students are prepared for college-level mathematics. Many high school graduates do not meet the criteria to take a college-level math class and therefore have to take developmental studies or remedial classes during their first year at college. While taking Precalculus Learning Community does not guarantee that a student will be able to take MATH 1513 the following semester, students who take the class will be challenged to improve their math skills so they can avoid costly developmental studies courses.

The Precalculus Learning Community class helps prepare students for MATH 1513 by asking students to practice some of the same math concepts they will be asked to complete in MATH 1513. High school teachers will also

- Enforce strict deadlines for late work
- Require students spend time studying outside of class
- Review challenging learning outcomes from the precalculus curriculum
- Focus on time management skills
- Consult with a TCC math professor about learning outcomes and student progress

The high school instructor will continue to help students succeed in an online MATH 1513 class the following semester by providing tutoring, technology support, and encouragement. Although students will have a dedicated class period to work on MATH 1513, they are expected to work independently and to behave as responsible college students. The professor will follow college policies regarding attendance, academic freedom, and grades, and the high school teacher will reinforce college policies (including the professor's syllabus policies), take daily attendance, and ensure that the classroom environment is conducive to studying. Students will be required to take the mid-term and final exam (locations vary: college campus, remote, or high school campus as determined). Students who complete MATH 1513 successfully will have three hours of college credit, transferable to most colleges and universities and required of almost all degree programs.

If you would like your student to participate in this opportunity, please discuss the overview of student responsibilities and the project timeline with him or her. If he or she is interested, please sign and return this letter to your high school counselor.

_____ Parent _____ Date

_____ Student _____ Date

The Precalculus Learning Community Timeline

February-April

- High schools indicate interest in offering/continuing to offer PCLC fall semester the following academic year
 - Schools offering the course for the first time will meet with the Dual Credit faculty chair and/or the Dual Credit Program director
 - High schools who have offered the course for at least one semester may discuss curriculum changes with the PCLC Math lead Professor.
- High schools identify students
 - High school math faculty should recruit current sophomores and juniors during the high school scheduling period.
 - High school sends letters to parents about the PCLC class
- High schools offering a spring semester PCLC class provide number of students earning a C or better in March. (For scheduling purposes, Dual Credit needs to know approximately how many students will be enrolling in Math 1513 fall sections).

May-August:

- High school sends the math teacher's name(s), contact information, and letter(s) of intent to the Director of Dual Credit Programs **no later than June 1.**
- HS math teacher meets with TCC faculty liaison and Dual Credit Coordinator to review curriculum and college process.

August-October:

- HS teacher sends Dual Credit office a roster and headcount—names and number of students enrolled in PCLC when high school starts
- TCC faculty liaison or Dual Credit Coordinator meets with PCLC students, virtually or in person.
- HS math teacher communicates regularly with TCC faculty liaison.

September:

- Mid-month: Dual Credit Coordinator meets with class for college admission workshop and explains College Prep enrollment process
 - Bring College Prep enrollment forms for students.
 - Guide admission process with high school counselors and students.
- Students complete additional testing, if necessary.
- HS math teacher signs enrollment forms for students using the "C or better and teacher recommendation" enrollment eligibility option.
- HS math teacher communicates regularly with TCC faculty liaison.

October:

- Week 2: Dual Credit Coordinator meets with high school teacher and class. Picks up signed forms.
- Dual Credit Coordinator meets with high school counselor(s) to complete student enrollment forms.

November:

- Week 2: HS teacher contacts Dual Credit Coordinator for pick-up of any additional eligible students, any change in headcount of students eligible, no later than **December 1**.
- Week 2: Dual Credit Coordinator meets with high school teacher and class. Picks up signed forms
- Dual Credit Coordinator meets with high school counselor(s) to complete student enrollment forms

January-February

- HS sends fall semester transcript by January 10th for each Math 1513 student to demonstrate all students meet placement criteria for Math 1513; TCC will de-enroll students who were projected to earn a C but did not.
- HS teacher will view the Dual Credit student orientation and PCLC orientation with the class when HS reconvenes in January (this is prior to TCC spring semester) and send any student questions to the DC Coordinator.
 - Professors may also meet virtually or in person with students.
- PCLC faculty provide DC Coordinator a list of students not logged into college math weeks 1 and 2, prior to WN date.
 - DC Coordinator contacts HS teacher and counselor. Troubleshoot technology issues.
- HS math teacher helps students adjust to the professor's expectations.
- DC Programs send early alerts to HS counselors who contact student and HS teacher

March - May

- DC Programs send early alerts to HS counselors who contact student and HS teacher
- Students pay Bursar.
- Students will complete mid-terms and finals (location varies: TCC campus, remote, High School campus)
- Professors communicate with HS teacher on student success or challenges.
- DC Programs sends End-of-Term grades to District Registrar.

AY 2023-2024

MOU Addenda

TCC Online Courses Embedded into the high school schedule and supported by a high school staff as coach.

In cooperation with the high school, Tulsa Community College (TCC) is offering eligible high school juniors and seniors the opportunity to earn college credit while at the same time satisfying their high school graduation requirements. The goal of this collaboration is for all students involved to successfully complete (grade of C or above) a TCC online general education course(s).

TCC Responsibilities

- Meet with the district and high school administrations to review the MOU and addenda.
- Provide the high school with TCC admissions qualifications for concurrent students.
- Provide the high school with TCC qualifications for course enrollment.
- Provide an annual dual credit student orientation at a TCC campus.
- Conduct an on-site student information session, at the beginning of the semester.
- Provide 16-week online sections of general education college courses provided minimum enrollment requirements are met.
- Provide a TCC professor to deliver the online course(s).
- Provide early alerts to high school counselors authorized to receive FERPA information (early alerts sent when faculty reply to bi-weekly early alert requests).
- Provide semester grades to the district staff authorized to accept electronic FERPA reports.
- Meet with potential students and parents at Dual Credit to College Degree information meetings organized by the high school.

TCC Professor Responsibilities:

- Meet with high school instructor and/or faculty liaison prior to the beginning of the semester to review the course curriculum and materials.
- Communicate with the high school instructor frequently throughout the semester—once a week the first four weeks of the semester, less frequently after.
- Follow college syllabus template and departmental standards.
- Provide grade updates after every major graded assignment.
- Grade and return work in a reasonable amount of time (no more than two weeks for essays, less for other assignments).
- Incorporate best practices for engaging students in online classes.
- Create a column in Blackboard called “Grade to Date” or “Eligibility.” This column will help students demonstrate eligibility for extracurricular activities. (Note: this saves faculty time, is not a violation of FERPA, and ensures the high school has accurate information about grades).
- Update the grade book either by indicating each student’s letter grade (A, B, C, D, F) or by indicating the student is passing (P) or in danger of failing (F). High school students taking college classes must maintain a C average to continue taking college classes, so high school students earning below a C may be in danger of failing.
- Report students who are in danger of failing (i.e. whose grade drops below a 70%) either by responding to the Early Alert email from the CE office and/or by following college protocol.

AY 2023-2024

High School District Responsibilities

- Meet with the TCC concurrent enrollment director and high school administrations to review the MOU and addenda.
- Identify students who express a desire to go to college, who have sufficient time to complete assignments outside of class time (minimum 9 hours a week per 3 credit hour online course) and who meet admission and enrollment qualifications for concurrent students.
- Communicate student deadlines for admission, enrollment, and payment to students.
- Commit by June 1 to a support instructor for the full year.
- Provide a qualified high school teacher or support staff to work with students during scheduled class meeting times.
 - English courses require support instructors with strong writing skills.
 - Math courses require a certified high school math teacher (B.S. in Mathematics).
- Notify the director of concurrent enrollment of any personnel changes and arrange for the new instructor to come to TCC for orientation and training.
- Provide the support instructor with the required textbooks and/or ancillary materials (e.g., MyMathLab or Lumen)
- Ensure high school support instructor communicates regularly with TCC faculty and follows the requirements for effective student support.
- Provide adequate safety and security while faculty and students are at the site. This includes posting and practicing emergency evacuation as well as collaboration with TCC police.
- Provide a dedicated space for 20 to 30 students to support students in the online class during the TCC academic semester.
- Provide a dedicated class period within the regular school day and ensure that students attend the scheduled class time.
- Display physical evidence in a designated area such as outside the door to the TCC classroom that identify the site as a TCC course site. TCC provides brochures, guides, posters, and promotional materials.
- Provide students with computers and Internet access during the dedicated class period.
- Provide internet access, including website access, TCC library and database access, computer hardware, and software at the site as is required for the college courses' delivery and instruction.
- Provide a collegiate environment free from classroom interruptions. This includes announcements, staff entering the classroom, classroom orderliness, and room changes, and faculty access to the facility at least 20 minutes prior to class start times.
- Comply with the one hour and fifty-minute TCC semester finals schedule.
- Designate a representative as the liaison between the partner and TCC. The partner liaison provides marketing, program information, and notification to potential students in all area districts.
- Support and help guide the development and integrity of the program.
- Support the instructor and the student through standards set by TCC.
- Allow the concurrently enrolled students to comply with the TCC student policies and resources handbook during TCC class time. Note: Any student suspended or expelled from the high school will be expected to continue participating in his or her TCC class(es).

AY 2023-2024

- Ensure that qualified students have access to course materials. Note: Photocopying portions of a textbook is a copyright violation. Students should be responsible for purchasing, printing, and/or borrowing assigned texts.
- Grant dual credit for all college courses per OK SB290.
- Optional: Set up third party billing with the TCC Bursar.

High School Support Instructor Responsibilities All Courses

- Attend TCC faculty's meeting/professional development activity.
- Become familiar with Blackboard and other TCC technology.
- Meet with TCC professor and/or full-time faculty liaison prior to the beginning of the semester to review the course curriculum and materials.
- Take attendance each class period and let the course instructor know if students miss more than three hours of class.
- Provide supplemental instruction and/or individual tutoring to reinforce the course's learning outcomes.
- Assist with time management, study skills, and technology issues
- Read the texts students are required to read and study the professor's handouts and assignment sheets.
- Avoid intervening in the student's day-to-day work. Although the course is taking place at a high school, students are expected to work independently and to behave as responsible college students.
- Monitor student progress by checking Bb grades throughout the semester.
- Provide impromptu tutoring and instruction on an as-needed basis.
- Alert the student and the high school counselor if the student's grade drops below 70%.
- Counsel failing students into an on-level high school class.
- Support the TCC professor's syllabus and TCC student Handbook.
- Communicate regularly with course instructor.
- Enforce the course etiquette policy and ensure that the classroom environment is conducive to studying. If necessary, work with the course instructor to dismiss students who consistently disrupt the designated study time.
- When appropriate, facilitate group discussions, study sessions, or workshops.

Additional English teacher responsibilities

- During the first three weeks of the semester, spend several class periods re-enforcing the online instruction, reviewing grammar and mechanics, assisting students with time management and study skills, and helping with any technology issues. After the first few weeks of the semester, the instructor can intervene less in the students' day-to-day progress in the class.
- Monitor student progress by collecting copies of students' graded essays and summaries. *Students who earn less than a C on an assignment should be required to meet with the support instructor for additional tutoring.*
- Follow the TCC tutorial best practices guidelines and provide individual tutoring to each student at least twice semester.
- Provide tutoring in thirty-minute sessions (to prevent some students from monopolizing tutoring time).
- Provide Blackboard access to the high school instructor.

Additional Math teacher responsibilities

AY 2023-2024

- Assist with time management and course pace to ensure all assignments are completed in time for the scheduled exams.
- Assist with Lumen technology.

Student Responsibilities All courses:

- Apply for admissions into the Tulsa Community concurrent enrollment program. For admission requirements and to apply for admission see <https://www.tulsacc.edu/admissions-aid/admissions/college-courses-high-school-students>
- Acceptance into the dual credit enrollment program requires:
 - Junior or Senior status in high school
 - On-track for high school graduation with peer group
 - Enrolled in no more than 19 credit hours combined high school and college classes per semester
 - Admission score or GPA
 - ACT, Pre-ACT composite of 19 or above [ACT college code #3441]
 - **OR** SAT, PSAT10, PSAT -NMSQ composite of at least 990 [SAT college code # 6839]
 - **OR** H.S. GPA of 3.0 or above.
 - If the student's national ACT exam score does not meet the acceptance or enrollment criteria, the student may take the Residual ACT at TCC's Northeast Campus testing center. Dual Credit students may take the residual ACT one time between November 1 and October 31. 918-595-7594 for information and guidelines.
- Qualify for course enrollment in TCC's off-campus dual credit enrollment program in the spring semester (for fall enrollment). See <https://www.tulsacc.edu/dualcredit> for the dual credit programs' college enrollment policy. Multiple placement options are available for students including ACT, Pre-ACT, SAT, PSAT10, PSAT-NMSQ, unweighted High School GPA (accredited schools).
- Read and sign the faculty association welcome letter within the enrollment portal (students and their parents), indicating that they understand the requirements of Dual Credit Programs.
- Enrollment is filled on a first-come, first-served basis and is not guaranteed After the first day of the semester, students will not be allowed to enroll in a class, even if the class is not at capacity.
- Attend a Dual Credit Programs' student orientation in person, zoom, or access the recorded orientation via the website.
- Purchase required course materials (students or high schools); students (not the support instructor) are responsible for obtaining the required materials. Check with your high school counselor.
- Complete a FERPA Student Records Release Form to allow communication between TCC and the high school instructor (See below).
- Students should be prepared to complete required assignments on the first day of the TCC semester.
- Note assignment deadlines, follow course policies as outlined in the syllabus, and seek additional help from the high school support instructor, as needed.
- Devote a minimum of 6 hours a week per course to studying, completing assignments, and revising and editing written work.
- Provide Blackboard grade report to the high school support instructor every 2-3 weeks and to your high school counselor weekly.
- Pay the appropriate TCC course fees and any tuition if applicable.
- Attend the high school's dedicated class period throughout the entire semester.

AY 2023-2024

- Communicate any concerns or issues (e.g., questions about grades) with the TCC professor.

Additional responsibilities for English courses:

- Print graded essays and summaries to give to the high school support instructor for review.
- Participate in at least two tutoring sessions with the high school support instructor OR meet with a TCC writing consultant at one of the TCC writing centers.
- Students (not the support instructor) will be expected to find articles from the TCC library databases.
- Complete all English departmental requirements for Composition I and II (see TCC Composition I and II Guidebook).

Additional responsibilities for Math courses:

- Purchase required textbooks/ Lumen or MyMATHLab Student Access Kit (students or high schools)
- Take a proctored midterm and final exam (These exams may be scheduled at the high school, a TCC campus, or online depending on the student's distance).

TCC student FERPA waiver

The link below may be executed online or printed and completed. **Please release academic records only to the high school support teacher.** You may return printed forms via your student TCC email account, fax w/ photo ID, or in person to the TCC West Campus enrollment services office. West Campus Enrollment Services, 7505 W. 41st Street, Tulsa, OK, FAX 918-595-8130.

<http://www.tulsacc.edu/sites/default/files/FERPA%20revised%2010-23-14.pdf>



Tulsa Community College
Dual Credit Programs
MOU AY 2023-2024
June 1, 2023

Dear partner,

Thank you for your collaboration with Tulsa Community College's Dual Credit Programs this year. We value your partnership and dedication to students. Your students benefit from your passion for education and partnership with Tulsa Community College.

Your AY 2023-2024 primary MOU agreement and supplemental addenda for the TCC transition Math, transition English, or online embedded programs that you may participate in have not had substantive additions or changes this year, minor clarifications are not listed. Your dual credit MOU agreement will be in continuous effect beginning in the semester in which the memorandum of understanding is signed unless terminated in writing by either institution (see Term).

Dual Credit Programs Update

1. We expanded our High School Plus One program. In addition to the 30/31 credit hour *General Education pathway for all majors*, we are launching High School Plus One Concentrated pathways in *American Sign Language, Spanish, and Psychology*. <https://www.tulsacc.edu/programs-courses/dual-credit-programs/high-school-plus-one>
2. We provided access for any Oklahoma high school student to our degree program, Dual Credit to College Degree. This program provides a path to complete an Associate Degree during the last six semesters of high school -- fully online.
3. In conjunction with the Oklahoma State Regents for Higher Education, Melissa Steadley, Dual Credit Programs Director, and Professor Mary Cantrell, GKFF Dual Credit Faculty Chair, led an effort to establish an Oklahoma affiliated chapter of National Alliance of Concurrent Enrollment Partnerships (NACEP), and on May 16, those efforts paid off: NACEP voted to approve the Oklahoma Alliance of Dual Credit Partnerships (OADCP) as an official NACEP-affiliated state chapter. With support from NACEP, state chapters work with colleges, universities, high school districts, and state agencies to advance quality dual enrollment for high school students. While NACEP will provide OADCP's chapter websites, listserv, and event publicity via its website, OADCP will provide opportunities to network, develop leadership, advocate for dual credit, and provide professional development around common topics of interest. OADCP will invite all districts to participate in the coming months.

Here to serve,

Melissa Steadley
Director, Dual Credit Programs
dualcredit@tulsacc.edu



Approval Form

SCHOOL

Gold School Pilot Program

The Acellus Gold School Initiative is a comprehensive program aimed at helping schools improve student performance and achieve Gold School status, which recognizes exceptional achievement. The program offers schools resources and expert support. Schools with 75% or more of their students demonstrating academic excellence are recognized as Gold Schools.

More information can be found here: <https://acellus.com/for-your-school/>

Acellus is the Sole Source for these items.

Date Issued: 07/10/2023
Proposal Number: 961289

School: Owasso Public Schools
District: Owasso Public Schools
State: OK

[Edit](#)

Contact: Ms. Charlene Duncan, Director of Special Education
Phone: 918-272-5367 -8146
Email: charlene.duncan@owassops.org

QTY	DESCRIPTION	PRICE	EXTENDED PRICE
100	Acellus Pilot-Support License - \$300/student/course • License valid for 12 months.	\$ 300.00	\$ 30,000.00
Amount to be Paid by School:			\$ 30,000.00

Upon acceptance of this quote your school will be given access to Acellus and an invoice will be sent.

Click here to indicate that you have read and agree to the [Standard Purchase and License Terms](#).

ACCEPTED BY:

NAME:

TITLE:

EMAIL:

DELAY INVOICE DATE TO: Immediate 

PO NUMBER:

Accept this Proposal



Owasso Public Schools

July 17, 2023

Our institution would like to purchase Education Plus and our primary Google Workspace for Education Domain is @owassops.org.

This letter verifies the purchase of 10,000 licenses, which is equal to or greater than our current full-time student enrollment of 9,700 (we can update this number closer to the meeting).

We understand that:

- This product is licensed on a per user basis, meaning that student and staff licenses will need to be assigned to individual users in the Google domain.
- Our institution will receive 1 free faculty license for every 4 paid student licenses.
- If the 1:4 ratio above doesn't meet our needs, additional licenses can be purchased to provide a buffer for changes in enrollment or for part-time students, alumni, or others.
- We may add student licenses at any time during the subscription term by purchasing more through our reseller.

Sincerely,

Owasso Public Schools
Board President



June 28, 2023

Billy Oliver, Transportation
Owasso Public Schools
1501 North Ash Street
Owasso, OK 74055

Re: TTC Student Transportation Contract for 2023/2024 School Year

Dear Mr. Oliver,

Looking ahead to the new school year, you will find enclosed two original copies of the 2023/2024 Student Transportation Contract. Please schedule the contract to be signed. Once the originals are fully executed please return an original to Tulsa Tech as soon as possible.

This contract does reflect about 12% increase going from \$2.60 to \$2.91 per mile.

Tulsa Tech students will begin class on August 14, 2023. The school year is scheduled to end on May 23, 2024, unless make up days are required for inclement weather to total 176 instructional days. Enclosed you will find a copy of Tulsa Tech's School Calendar for the 2023/2024 school year.

If you have any questions, please call me at 918.828.5135.

Respectfully,

David Rosier
Transportation Tech
Tulsa Technology Center
david.rosier@tulsatech.edu

Encl:
Contract (two)
School Calendar 2023/2024

Broken Arrow Campus 4000 W. Florence St. Broken Arrow, OK	Owasso Campus 10800 N. 137th E. Ave Owasso, OK	Peoria Campus 3850 N. Peoria Ave. Tulsa, OK	Riverside Campus 801 E. 91 St. Tulsa, OK	Sand Springs Campus 924 E. Charles Page Blvd. Sand Springs, OK
Lemley Memorial Campus				
Client Service Center 3638 S. Memorial Dr. Tulsa, OK	Health Sciences Center 3350 S. Memorial Dr. Tulsa, OK	Industry Training Center 3610 S. Memorial Dr. Tulsa, OK	Lemley Campus 3420 S. Memorial Dr. Tulsa, OK	

STUDENT TRANSPORTATION CONTRACT

between
TULSA TECHNOLOGY CENTER SCHOOL DISTRICT NO. 18
and
OWASSO PUBLIC SCHOOL DISTRICT NO. 11

This Contract is made and entered into this 14th day of August, 2023, by and between TULSA TECHNOLOGY CENTER SCHOOL DISTRICT NO. 18 (“TTC”) and OWASSO PUBLIC SCHOOL DISTRICT NO. 11, commonly known as Owasso Public Schools (“District”).

Recitals:

(1) TTC desires to enter into this Contract with District whereby District will provide transportation equipment (“buses”) and bus operators (“drivers”) to transport district students who are enrolled in TTC’s programs from District’s campus (“District Students”) to a TTC campus and return to a District campus.

(2) District has available sufficient buses and drivers to provide the transportation.

NOW THEREFORE, in consideration of the mutual covenants and agreements herein contained and intending to be legally bound, the parties agree as follows:

1. **TRANSPORTATION DATES:** The transportation to be furnished by District under this Contract will commence on August 14, 2023, the date for beginning of classes for TTC students for the 2023-2024 School Year (the “School Year”) and will terminate the last day of TTC classes for the School Year, unless terminated for cause earlier by TTC as provided in this Contract.

2. **COMPENSATION:** TTC agrees to compensate the District for provided transportation services at the rate of \$2.91 per mile driven under this Contract, provided the total amount invoiced for transportation services during the School

Year shall not exceed \$328,089.70 (which is an amount equal to the mileage rate computed at 112,745.6 miles driven by the District over 176 school days) regardless of the actual mileage performed under this Contract. The amount paid shall constitute complete compensation for all costs and fees incurred, including any expenses for labor, materials, equipment, maintenance of equipment, and rentals, if applicable. The amount may be modified on the basis of a written request for route change or other modifications submitted by TTC and agreed to by the District. Any modifications or additional services must be authorized in writing by TTC prior to performance.

Mileage incurred under this Contract during the first semester will be invoiced to TTC by District at the end of the first semester of the School Year, and the remaining mileage incurred will be invoiced at the end of the second semester of the School Year. Compensation will be paid only to the extent that District presents documented evidence of mileage incurred during the period for which payment is requested. District's invoices will be paid within 15 days after receipt by TTC.

3. **BUSES:** All buses provided by District for the performance of this Contract will comply with all federal and state laws, rules and regulations applicable to transportation equipment used to transport school children, including, but not limited to, the rules of the Oklahoma State Department of Education ("OSDE").

4. **DRIVERS:** All drivers operating the buses will have current unrestricted licenses to operate transportation equipment used to transport school children and will be in compliance with all federal and state laws, rules and regulations, including, but not limited to the rules and regulations of the Oklahoma Department of Public Safety, OSDE,

including but not limited to, the requirement for satisfactory annual physical examination, and the rules and regulations of the Federal Department of Transportation (“DOT”), including drug/alcohol testing. The District will provide TTC with documentation of such licensure and compliance upon request.

5. **OBJECTIONS TO DRIVERS:** District will not permit any driver to operate a bus used in connection with the performance of this Contract if TTC reasonably objects to that driver. Any request for removal of a driver shall be submitted by TTC to the District’s designated liaison in writing and will specify TTC’s objections. The District will promptly remove any driver reasonably objected to by TTC from providing services under this Contract. If any drivers are removed by the District upon TTC’s request, the District shall replace them with drivers approved by TTC.

If TTC has any concerns about any driver’s performance under this Contract, it will submit those concerns in writing to the District’s designated liaison. Any differences concerning TTC’s concerns will be resolved between TTC’s designated representative and District’s designated representative.

6. **INSURANCE:** At all times during this Contract, District will maintain and have in force at its expense public liability and property damage insurance to cover the negligent acts of District’s employees with limits equal to District’s limits of liability under the Oklahoma Governmental Tort Claims Act. In the event of a claim, District’s insurance will be primary over similar insurance carried by TTC.

7. **RESPONSIBILITY FOR ACTIONS:** Each party shall be responsible for its own acts and omissions and the acts and omissions of its employees, officers, and agents. A party shall not be liable for any claims, demands, actions, costs expenses and liabilities —

including reasonable attorneys' fees which may arise in connection with the failure of the other party or its employees, officers, or agents to perform any of their obligations under this Contract. Both TTC and the District are political subdivisions of the State of Oklahoma, and their liability shall be governed by the Oklahoma Governmental Tort Claims Act.

8. **EMPLOYEES OF THE DISTRICT:** The District, and not TTC, shall be the employer of the District's designated representative and the drivers. The District shall be responsible for (a) the compensation and benefits payable and made available to the District's designated representative and the drivers, (b) withholding any applicable federal and state taxes and other payroll deductions as required by law, and (c) any workers' compensation obligations.

9. **DISCLAIMER OF INTENT TO BECOME PARTNERS:** TTC and the District shall not by virtue of this Contract be deemed to be partners or otherwise engaged in a joint venture. Neither party shall incur any financial obligation on behalf of the other.

10. **DESIGNATED REPRESENTATIVES:** TTC's designated representative under this Contract shall be Glenn Michalski, Assistant Director. The District's designated representative under this Contract shall be Billy Oliver, Transportation Director. In the event either party wishes to alter the representative designated under this Contract, it shall promptly submit to the other party a written designation of a new representative.

11. **NOTICES:** Any notices from one party to the other party concerning the Contract shall be in writing and shall be given by certified mail, return receipt requested, or confirmed telecopy or private courier to the parties as follows:

If to TTC:

Tulsa Technology Center School District No. 18
ATTN: Glenn Michalski, Assistant Director
5647 South 122nd East Avenue
P.O. Box 477200
Tulsa, OK 74147-7200
FAX: (918) 828-5149

If to the District:

Owasso Public School District No. 11
ATTN: Billy Oliver, Transportation Director
1501 North Ash Street
Owasso, OK 74055
FAX: (918) 274-3016

12. **TERMINATION FOR CAUSE:** TTC may immediately terminate this Contract for cause upon notice to the District upon the occurrence of any of the following events:
- (i) the failure of the District to maintain insurance coverage as required by this Contract;
- or (ii) the District fails to remove a driver from performing services under this Contract after TTC has submitted reasonable objections to the driver's performance.
13. **FORCE MAJEURE:** Neither party shall be liable under this Contract nor shall such party be considered in breach of this Contract, for days on which the District is unable to provide transportation services under this Contract through no fault of either party, such as the occurrence of adverse weather conditions, any act of God or a public enemy or terrorist, act of any military, civil or regulatory authority, or a change in any law or regulation. Additionally, neither the District nor TTC shall be liable under this Contract or considered in breach of such contract when it is impossible or impractical to perform transportation services due to the cessation or limitation of in-person classes either at the District or at TTC's campuses. Within a reasonable time period following the occurrence of an event that makes performance under this contract impossible or impractical, the

affected party shall notify the other party of the occurrence by sending either (i) an e-mail message, or (ii) a fax message, to the other party.

14. **GOVERNING LAW:** This Contract shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

15. **SEVERABILITY:** The invalidity or unenforceability of any provision of this Contract shall not affect the validity or enforceability of any other provision.

16. **MISCELLANEOUS:** This instrument represents the entire understanding between the parties concerning the subject matter hereof and may be modified on the mutually executed written agreement of the parties, which refers to this instrument. Neither party may assign this Contract.

IN WITNESS WHEREOF, the parties have executed this Student Transportation Contract as of the date first above written.

TTC:

TULSA TECHNOLOGY CENTER SCHOOL DISTRICT NO. 18

By: Shan Whelpley
President, Board of Education
Tulsa Technology Center

DISTRICT:

OWASSO PUBLIC SCHOOL DISTRICT NO. 11

By: _____

President, Board of Education
Owasso Public Schools



IMPERIAL

VENDING • FOODSERVICE • COFFEE

Vending Service Agreement

This Agreement is made this 1st day of July 2023, by and between Owasso Public Schools (the Client), 1501 N. Ash St., Owasso, Oklahoma, 74055 and Imperial, LLC, 2020 N. Mingo, Tulsa, OK 74116.

1. The Client agrees to allow Imperial to provide vending machines upon Client's business premises subject to the terms and conditions of this agreement.
2. Imperial shall be responsible for installing and maintaining vending equipment which reasonably meets the Location's needs.
3. Client grants Imperial the exclusive rights to provide snack products as limited to vending services. Imperial will provide merchandise through its vending machines that is reasonably priced and offered in reasonably sized portions. Any change in the wholesale price may result in a change in the selling price. Vending Prices and Products will be determined by Imperial as agreed upon by Client.
4. Imperial will maintain workers compensation insurance, general liability insurance and vehicle insurance at all times. Certificates available upon request.
5. Imperial agrees to obtain and display all applicable Federal, State and local licenses.
6. Imperial's personnel will at all times be dressed in clean, neat uniforms and will observe all regulations in effect of premises.
7. Either party may terminate this agreement with cause upon thirty (30) days written notice to the other party.
8. This (1) Year Agreement will become effective July 1st, 2023 and will remain in force for this period.
9. Client agrees to notify Imperial of any alteration that will affect any of the areas where services are performed. Alterations may include increased workflow, labor hours, holiday employment or special functions.
10. Should Client feel that Imperial failed to provide proposed service levels; Client will notify Imperial in writing of failure to supply service. Service failures will be limited to equipment or service levels. If within thirty (30) days of the notice of service failure the problem has not been corrected, the Client may cancel the agreement.
11. Imperial will operate and maintain all vending machines and other equipment in a clean, sanitary condition in accordance with recognized standards for such machines and in accordance with all applicable laws and regulations.

- 12. This agreement will be made and construed in accordance with the Laws of the State of Oklahoma.
- 13. The parties agree to negotiate the removal or relocation of *underperforming machines*. For the purpose of this Agreement, an *underperforming machine* shall be defined as a machine which has gross sales of less than \$250.00 per month.
- 14. The Parties mutually agree to add additional vending machines without requiring an amendment to the Agreement.

Elaine Slaughter
Imperial, LLC.
Customer Engagement

Brent England
Owasso Public Schools
President, Board of Education

Elaine Slaughter
Signature
5/15/2023
Date

Signature

Date

2023 - 2024 Pricing

Healthy Set– Student Access:

- LSS Chips \$1.50
- Pastry \$1.75

2023-2024 Commission

- Healthy Set -- Student Access 11%

OWASSO SCHOOLS MEAL PRICE

2023 - 2024



ELEMENTARY

Breakfast, Full Price	\$2.20
Breakfast, Reduced Price	\$.30
Second Breakfast	\$2.45
Lunch, Full Price	\$3.20
Lunch, Reduced Price	\$.40
Second Lunch Price	\$3.80

HIGH SCHOOL

Breakfast, Full Price	\$2.50
Breakfast, Reduced Price	\$.30
Second Breakfast	\$2.65
Premium Breakfast, Full Price	\$3.00
Lunch, Full Price	\$3.45
Lunch, Reduced Price	\$.40
Premium Lunch Meal, Full Price	\$4.45
Second Lunch Price	\$4.05

MIDDLE SCHOOL

Breakfast, Full Price	\$2.45
Breakfast, Reduced Price	\$.30
Second Breakfast	\$2.65
Lunch, Full Price	\$3.40
Lunch, Reduced Price	\$.40
Second Lunch Price	\$4.05

DISTRICT WIDE

Adult Breakfast	\$2.55
Adult Lunch	\$4.85
Milk, 1/2 Pint	\$.75



For more information please contact the Owasso Child Nutrition office at 918-272-8034

To apply for free or reduced meal benefits visit Owassops.org

This institution is an equal opportunity provider.



Technology Surplus July, 2023

Technology Surplus July, 2023			
	Carts		
Asset Type	Manufacturer	Model	Quantity
Top-Load Charge Cart	Lock & Charge	Unknown	2
Front-Load Charge Cart	Unknown	Unknown	6
Overhead Projector Cart	Unknown	Unknown	1
	PCs		
Asset Type	Manufacturer	Model	Quantity
Workstation Computer	Dell	7010	280
	Monitors		
Asset Type	Manufacturer	Model	Quantity
Workstation Monitor	Multiple	Multiple	493

CERTIFICATE OF APPROVAL

July 17, 2023

Purchase Orders to be approved by the Board of Education:

2023-2024 General Fund

<i>VENDORS</i>		<u>P.O. Nos.</u>	
<i>VENDORS</i>		1-310	4,023,940.67
<i>VENDORS</i>	Change Orders		
			<u>\$ 4,023,940.67</u>

2023-2024 Building Fund

<i>VENDORS</i>		<u>P.O. Nos.</u>	
<i>VENDORS</i>		1-60	4,583,658.00
<i>VENDORS</i>	Change Orders		
			<u>\$ 4,583,658.00</u>

2023-2024 Child Nutrition Fund

<i>VENDORS</i>		<u>P.O. Nos.</u>	
<i>VENDORS</i>		1-30	2,125,550.00
<i>VENDORS</i>	Change Orders		0.00
			<u>\$ 2,125,550.00</u>

2023-2024 Bond Fund 31

<i>VENDORS</i>		<u>P.O. Nos</u>	
<i>VENDORS</i>		1-169	7,565,044.78
<i>VENDORS</i>	Change Orders		
			<u>\$ 7,565,044.78</u>

2023-2024 Bond Fund 33

		<u>P.O. Nos</u>	
<i>VENDORS</i>			0.00
<i>VENDORS</i>	Change Orders		0.00
			<u>\$ -</u>

2023-2024 Bond Fund 35

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		1-3	9,409,000.00
<i>VENDORS</i>	Change Orders		0.00
			<u>\$ 9,409,000.00</u>

2023-2024 Bond Fund 39

		<u>P.O. Nos.</u>	
<i>VENDORS</i>		1-14	495,468.00
<i>VENDORS</i>	Change Orders		0.00
			<u>\$ 495,468.00</u>

2023-2024 Bond Fund 04-BOK

		<u>P.O. Nos</u>	
<i>VENDORS</i>		1	3,400.00
<i>VENDORS</i>	Change Orders		0.00
			<u>\$ 3,400.00</u>

Purchase Order Register

Options: Year: 2023-2024, Fund: GENERAL FUND, Date Range: 7/1/2023 - 7/11/2023, PO Range: 1 - 310

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2023	14449	VERIZON WIRELESS	Hotspot Data Services	20,000.00
2	07/01/2023	17498	T-MOBILE USA INC	Data Services for Tech Hotspots	1,200.00
3	07/01/2023	4999	OFFICE DEPOT	Blanket PO for Office Supplies	1,000.00
4	07/01/2023	9615	MAIL THIS! COPY THAT!	Blanket PO for Shipping Services	800.00
5	07/01/2023	7682	MORROW MECHANICAL OF TULSA	Blanket PO for General Plumbing Maintenance	3,000.00
6	07/01/2023	13355	KDR ENTERPRISES INC	Blanket PO for Appliance Repair	1,500.00
7	07/01/2023	112	MURRAY WOMBLE, INC.	Blanket PO for Bldg Maintenance Supplies	12,000.00
8	07/01/2023	118	OKLAHOMA LIGHTING DISTRIBUTORS	Blanket PO for Lighting Supplies	3,000.00
9	07/01/2023	1786	OVERHEAD DOOR COMPANY	Blanket PO for Overhead Door Repair	5,000.00
10	07/01/2023	8028	OWASSO FENCE CO LLC	Blanket PO for Fence Supplies	2,000.00
11	07/01/2023	557	P & K EQUIPMENT, INC.	Blanket PO for Equipment Upkeep/Parts	2,500.00
12	07/01/2023	19230	BEN HURT	Wrapping of District Property	3,000.00
13	07/01/2023	166	QUILL CORPORATION	Blanket PO for Office Supplies	600.00
14	07/01/2023	11343	OKLA DEPT OF LABOR	Blanket PO for Boiler / Water Heater	1,000.00
15	07/01/2023	10483	SAM'S CLUB	District Wide Supplies	10,000.00
16	07/01/2023	10483	SAM'S CLUB	IceMelt	6,000.00
17	07/01/2023	4504	SHERWIN-WILLIAMS	Blanket PO for Paint and Supplies	5,000.00
18	07/01/2023	3718	AMAX SIGNS	District Wide Marquee & Scoreboard Repairs	5,000.00
19	07/01/2023	11868	COX COMMUNICATION	Blanket PO for cable repair services	500.00
20	07/01/2023	16138	ASSOCIATED THEATRICAL CONTRACTORS	Lecture Area Curtain Repair at the PAC	2,500.00
21	07/01/2023	13689	SKYADD, LLC	Blanket PO for Port-a-Johns	5,000.00
22	07/01/2023	2058	ATWOODS	District Wide for Maintenance Supply Needs	3,000.00
23	07/01/2023	12013	UNITED FORD SOUTH LLC	Blanket PO for Maintenance on service vehicles	2,000.00
24	07/01/2023	3163	BROWN FARMS L.L.C.	Blanket PO for sod for the District	550.00
25	07/01/2023	2941	BUMPER TO BUMPER	Blanket PO for Equipment Upkeep Supplies	200.00
26	07/01/2023	16378	C & C SUPPLY AND SERVICE CO INC	Blanket PO for Custodial Supplies	10,000.00
27	07/01/2023	71418	Cintas Corporation 063	Blanket PO for Uniforms / Mats	10,000.00
28	07/01/2023	16343	ELM CREEK GRAVEL, LLC	Blanket PO for playground mulch district wide	13,000.00
29	07/01/2023	14367	CORNERSTONE HARDWARE	Blanket PO for Hardware	800.00
30	07/01/2023	9236	ENVIRONMENTAL HAZARD CONTROL	Asbestos Projects & Training	2,000.00
31	07/01/2023	1227	EQUIPMENT ONE RENTAL/SALES INC	Blanket PO for Rental Equipment	800.00
32	07/01/2023	1227	EQUIPMENT ONE RENTAL/SALES INC	Blanket PO for Propane	600.00
33	07/01/2023	6247	FULLERTON WELDING SUPPLY	Blanket PO for Welding Supplies	1,500.00
34	07/01/2023	16642	GENERAC POWER SYSTEMS INC	Yearly Fee for Backup Generator	100.00
35	07/01/2023	3156	GENERAL BINDING CORPORATION	Lamination Film for the district	7,000.00

Purchase Order Register

Options: Year: 2023-2024, Fund: GENERAL FUND, Date Range: 7/1/2023 - 7/11/2023, PO Range: 1 - 310

PO No	Date	Vendor No	Vendor	Description	Amount
36	07/01/2023	225	GRAINGER, INC.	Blanket PO for Bldg. Maintenance Supplies	3,000.00
37	07/01/2023	18807	MOWTOWN OUTDOORS LLC	Blanket PO for Mowing / Weed Control Services	10,000.00
38	07/01/2023	18807	MOWTOWN OUTDOORS LLC	Blanket PO for CONTRACT for Mowing/Weed Control	220,000.00
39	07/01/2023	2781	HEATWAVE SUPPLY CO.	Blanket PO for Plumbing Supplies	3,000.00
40	07/01/2023	767	HOLLY MATERIAL HANDLING & EQUIP INC	Blanket Po for Forklift Service	2,000.00
41	07/01/2023	15	H&R LIFTING & BUCKET SERVICE	Blanket PO for Crane Lifts	3,000.00
42	07/01/2023	15842	HD SUPPLY FACILITIES MAINTENANCE	Blanket PO for General Supplies	10,000.00
43	07/01/2023	13070	INTERSTATE ALL BATTERY CTR OWASSO	Blanket PO for Batteries	3,000.00
44	07/01/2023	12419	JOHNSTONE SUPPLY OF OWASSO	HVAC Parts & Repairs District Wide	3,500.00
45	07/01/2023	16997	KAL-AN ASPHALT INC	Blanket PO for Dirt Work & Supplies	4,000.00
46	07/01/2023	7281	LOCKE SUPPLY CO	Blanket PO for Bldg Maintenance Supplies	5,000.00
47	07/01/2023	6650	LOWE'S HOME CENTER, INC.	Blanket PO for Bldg Maintenance Supplies	20,000.00
48	07/01/2023	1817	SHREDDERS, INC.	Blanket PO for Shredding Services	2,500.00
49	07/01/2023	193	STANDARD SUPPLY LAWN & GARDEN	Blanket PO for Equipment Supplies	250.00
50	07/01/2023	13327	STAPLES INC	Paper and Supplies	45,000.00
51	07/01/2023	11061	ULINE	Supplies for District Wide Use	2,500.00
52	07/01/2023	7832	VOSS LIGHTING	Lighting Supplies	4,000.00
53	07/01/2023	7843	WARREN CAT	Blanket PO for Bobcat Parts and Service	5,000.00
54	07/01/2023	1432	OSSBA	Facility Planning Services	29,406.00
55	07/01/2023	4999	OFFICE DEPOT	Blanket PO for office supplies	500.00
56	07/01/2023	1270	CITY OF OWASSO	School Resource Officers	160,000.00
57	07/01/2023	1270	CITY OF OWASSO	K-9 Services-District Wide	10,000.00
58	07/01/2023	195	FELKINS ENTERPRISES, LLC	Nurse Forms	1,000.00
59	07/01/2023	8658	YOUTH SERVICES OF TULSA	Blanket PO for Substance Abuse Prevention	5,000.00
60	07/01/2023	18133	TEAM PROFESSIONAL SERVICES INC	Drug Testing Grades 7-12	8,000.00
61	07/01/2023	9771	VIZAVANCE	Vision Screening for 9 Elementary Sites	900.00
62	07/01/2023	276	WALMART #168	Blanket for Nurse Supplies	1,000.00
63	07/01/2023	10483	SAM'S CLUB	Blanket -Nurse Health Supplies	1,000.00
64	07/01/2023	11351	AMAZON	Blanket for nurse supplies-district wide	3,000.00
65	07/01/2023	3095	WILLIAM V. MACGILL & CO	District Nursing Supplies	7,500.00
66	07/01/2023	16561	TONYA JEAN JORDAN	Basic Life Support(BLS) Instructor Class	800.00
67	07/01/2023	243	SCHOOL HEALTH ALERT	School Health Alert for District Nurses	180.00
68	07/01/2023	14855	GORDAN N STOWE AND ASSOCIATES	Calibration/Repair of District Audiometers	702.00
69	07/01/2023	3714	NASN	NASN Memberships	980.00

Owasso Public Schools**Purchase Order Register****Options:** Year: 2023-2024, Fund: GENERAL FUND, Date Range: 7/1/2023 - 7/11/2023, PO Range: 1 - 310

PO No	Date	Vendor No	Vendor	Description	Amount
70	07/01/2023	15534	CDW LLC	Spark Program Google Voice Licenses	2,010.84
71	07/01/2023	336	BSN SPORTS	SPARK Program Equipment	4,250.00
72	07/01/2023	19308	TESOL TRAINERS	ELD Professional Development-9/8/23	2,250.00
73	07/01/2023	5612	GREAT EXPECTATIONS-NSU	Great Expectations July 25-28, 2023 Bixby, OK	10,000.00
74	07/01/2023	17034	SMARTKETER LLC	Flipsnack-1 yr Digital Publishing Subscription	288.00
75	07/01/2023	17590	FORM APPROVALS LLC	Google Form Workflow Subscription-2 years	888.00
76	07/01/2023	18364	AWESOME GAPPS INC	Google Form Publisher Subscription	599.00
77	07/01/2023	16323	GLOBAL COMPLIANCE NETWORK	Online Professional Development-District Wide	1,200.00
78	07/01/2023	9608	HOBBY LOBBY #25	Blanket-Professional Development Supplies	200.00
79	07/01/2023	15900	HOLIDAY INN EXPRESS-BRICKTOWN	Hotel-TLE New Administrator Training - 4 Admins	476.00
80	07/01/2023	18751	IMAGINE LEARNING LLC	10 Concurrent Licenses - OHS	3,300.00
81	07/01/2023	14978	MIDWEST BIOSERVICE CO LLC	6GC Repair/Service Science Equipment	1,251.00
82	07/01/2023	14978	MIDWEST BIOSERVICE CO LLC	7GC Repair/Service Science Equipment	1,067.00
83	07/01/2023	14978	MIDWEST BIOSERVICE CO LLC	8GC Repair/Service Science Equipment	622.00
84	07/01/2023	14978	MIDWEST BIOSERVICE CO LLC	OHS Repair/Service Science Equipment	3,781.00
85	07/01/2023	11351	AMAZON	SPARK Program Supplies	85.00
86	07/01/2023	276	WALMART #168	SPARK Program Blanket	1,000.00
87	07/01/2023	276	WALMART #168	Blanket for Professional Development	300.00
88	07/01/2023	19309	MANAGE MINDFULLY INC	District PD for 23/24 SY-August, October, January	10,500.00
89	07/01/2023	19312	THE CELEBRATION COMPANY	NAGC Conference November 9-12, 2023	3,226.56
90	07/01/2023	12982	AMBER MCMATH	Per Diem CCOSA New Admin TLE Training	82.50
91	07/01/2023	1980	CCOSA	CCOSA Registrations/Trainings Blanket	20,000.00
92	07/01/2023	13071	COMMITTEE FOR CHILDREN	Second Step Subscription/Bully Prevention Unit	27,986.08
93	07/01/2023	86129	DANIELLE D PETTY	Per Diem CCOSA New Admin Training	82.50
94	07/01/2023	85544	KELLY A MURPHY JR	Per diem CCOSA New Admin TLE Training	82.50
95	07/01/2023	86383	MITCHELL JAMES HAUN	Per Diem CCOSA New Admin TLE Training	82.50
96	07/01/2023	4999	OFFICE DEPOT	Blanket for Professional Development Supplies	300.00

Purchase Order Register

Options: Year: 2023-2024, Fund: GENERAL FUND, Date Range: 7/1/2023 - 7/11/2023, PO Range: 1 - 310

PO No	Date	Vendor No	Vendor	Description	Amount
97	07/01/2023	276	WALMART #168	Blanket-Homeless School Supplies/Personal Hygiene	2,000.00
98	07/01/2023	17543	OWASSO EXPRESS LAUNDRY LLC	Vouchers for Homeless Families Cleaning/Laundry	200.00
99	07/01/2023	166	QUILL CORPORATION	Blanket for Professional Development Supplies	300.00
100	07/01/2023	3066	READ NATURALLY	Read Live 1 year License-Reading Intervention	3,515.00
101	07/01/2023	195	FELKINS ENTERPRISES, LLC	Long Note Pads for New Teacher Orientation/PD	235.00
102	07/01/2023	11613	OK SOCIETY FOR TECHNOLOGY IN EDU	District OK Society for Technology Membership	750.00
103	07/01/2023	18824	TRINIDAD BALLOON CO	New Teacher Orientation and PD Decorations	500.00
104	07/01/2023	86909	NAOMI ANN WOLFE JAYNES	OKSTE Parking Reimbursement	30.00
105	07/01/2023	11613	OK SOCIETY FOR TECHNOLOGY IN EDU	OKSTE Registration Fee-Nov.1-2, 2023-Naomi Jaynes	170.00
106	07/01/2023	10501	TULSA TECHNOLOGY CENTER	Aerospace/Career Academy Tuition	5,250.00
107	07/01/2023	16538	WONDER WORKSHOP	Class Connect Renewal-Elementary Computer Science	10,000.00
108	07/01/2023	15917	SPEARS TRAVEL - BARTLESVILLE	District Air Travel-Blanket	5,000.00
109	07/01/2023	18152	CHASE/STAFF TRAVEL EXPENSES	Blanket-District Emergency Staff Travel Expenses	500.00
110	07/01/2023	14593	NATIONAL ASSN FOR GIFTED CHILDREN	Registration-NAGC Conference November 9-12, 2023	2,276.00
111	07/01/2023	16138	ASSOCIATED THEATRICAL CONTRACTORS	Rigging Certifications	2,600.00
112	07/01/2023	1738	OWASSO CHAMBER OF COMMERCE	Annual Membership	1,495.00
113	07/01/2023	1432	OSSBA	District Memberships	8,927.00
114	07/01/2023	1738	OWASSO CHAMBER OF COMMERCE	Leadership Owasso	2,200.00
115	07/01/2023	1738	OWASSO CHAMBER OF COMMERCE	Open P.O. Chamber Business Event Tickets	2,000.00
116	07/01/2023	195	FELKINS ENTERPRISES, LLC	Open P.O. District Wide Printing	4,500.00
117	07/01/2023	1432	OSSBA	Open P.O. OSSBA Registrations for 2023-2024	5,000.00
118	07/01/2023	276	WALMART #168	Open P.O. General Office Supplies	500.00
119	07/01/2023	10483	SAM'S CLUB	Open P.O. General Office Supplies	1,000.00
120	07/01/2023	11351	AMAZON	Open P.O. General Office Supplies	500.00
121	07/01/2023	2234	SHANGRI-LA RESORT	Team Building Retreat for School Board Members	1,000.00
122	07/01/2023	70073	CCOSA OF OKLAHOMA CITY	CCOSA District Level Services Membership 23-24	2,500.00
123	07/01/2023	4091	UNION PUBLIC SCHOOLS	District Supplies	1,000.00
124	07/01/2023	18152	CHASE/STAFF TRAVEL EXPENSES	Blanket-Staff Travel Emergency Expenses	1,000.00
125	07/01/2023	11351	AMAZON	Bluetooth Speakers for Grade Levels	300.00
126	07/01/2023	18915	AMERICAN BUS SALES LLC	Bus Repairs	20,000.00
127	07/01/2023	2058	ATWOODS	Transportation shop supplies	1,000.00

Purchase Order Register

Options: Year: 2023-2024, Fund: GENERAL FUND, Date Range: 7/1/2023 - 7/11/2023, PO Range: 1 - 310

PO No	Date	Vendor No	Vendor	Description	Amount
128	07/01/2023	6590	B & M CUSTOM EXHAUST	Bus Repairs	2,000.00
129	07/01/2023	5355	BEAR COMMUNICATIONS INC	Bus Radios	15,000.00
130	07/01/2023	16029	BEST CHOICE AUTO GLASS LLC	Auto glass replacement/repair	8,000.00
131	07/01/2023	19129	UAG TULSA LLC	Bus Repairs/ Collison	15,000.00
132	07/01/2023	12013	UNITED FORD SOUTH LLC	Vehicle Parts and Repairs	15,000.00
133	07/01/2023	4621	BUCK'S WHEEL & EQUIPMENT CO.	Bus Seats/Cover's & Part's	20,000.00
134	07/01/2023	2941	BUMPER TO BUMPER	Bus Parts	7,000.00
135	07/01/2023	361	CLASSIC CHEVROLET-GEO	Vehicle Parts and Repairs	10,000.00
136	07/01/2023	9410	CUMMINS SOUTHERN PLAINS LLC	Bus Parts	5,000.00
137	07/01/2023	12052	FASTENAL	Bus Parts	500.00
138	07/01/2023	18215	DEPARTMENT OF TRANSPORTATION	Queries for all CDL drivers for the district	250.00
139	07/01/2023	17590	FORM APPROVALS LLC	Disciplinary Forms	500.00
140	07/01/2023	18373	RED HAWK COLLISION INC	Body Work- Repairs	5,000.00
141	07/01/2023	11859	HIBDON TIRES PLUS	Vehicle Tires	15,000.00
142	07/01/2023	186	HI-LINE ELECTRIC COMPANY INC	Bus Parts	8,000.00
143	07/01/2023	18614	HOLT TRUCK CENTERS OF OKLAHOMA LLC	Bus Repairs and Vehicle Parts	200,000.00
144	07/01/2023	14537	THEODORE REA	Camera Equipment/Repairs	10,000.00
145	07/01/2023	17301	J.A.M. DISTRIBUTING COMPANY	Oil	10,000.00
146	07/01/2023	18204	JIM GLOVER CDJR LLC	Bus Repairs	5,000.00
147	07/01/2023	18965	JJB TRANSPORTATION LLC	Bus Repairs	20,000.00
148	07/01/2023	189	LENOX WRECKER SERVICE	Vehicle-Main Towing	12,000.00
149	07/01/2023	6650	LOWE'S HOME CENTER, INC.	Bus supplies	8,000.00
150	07/01/2023	18227	MATT'S ATV & OFFROAD LLC	Part's/Supplies for Lawn Equipment/ATV's	1,500.00
151	07/01/2023	18814	MOBILITY ONE TRANSPORTATION INC	Equipment services for sped buses	5,000.00
152	07/01/2023	18446	OFFEN PETROLEUM LLC	Diesel & Unleaded Fuel for Buses	300,000.00
153	07/01/2023	4999	OFFICE DEPOT	Office Supplies	1,000.00
154	07/01/2023	679	OKLA CORPORATION COMMISSION	Fuel Tank Storage Reg Fee	150.00
155	07/01/2023	14920	OKLAHOMA SCHOOLS INSURANCE GROUP	Auto/Bus Liability Insurance Deductible	15,000.00
156	07/01/2023	1401	OTA PIKEPASS CUSTOMER SERVICE	Pike pass Fees	8,000.00
157	07/01/2023	6564	O'REILLY AUTOMOTIVE, INC.	Bus Parts	45,000.00
158	07/01/2023	408	OWASSO TAG AGENCY	Tags for new Buses	2,000.00
159	07/01/2023	1174	D&H UNITED FUELING SOLUTIONS INC	Tank Tests and repairs for pumps	8,000.00
160	07/01/2023	18966	PERFORMANCE POWERSPORTS LLC	Service and Parts	5,000.00
161	07/01/2023	6859	PREMIER TRUCK GROUP	Bus Parts	35,000.00
162	07/01/2023	195	FELKINS ENTERPRISES, LLC	Paperwork reorders	2,000.00
163	07/01/2023	14274	247 SECURITY, INC	Camera/DVR/Equipment Repairs	2,500.00
164	07/01/2023	17521	SEON SYSTEMS SALES INC	Internet & Hard drives for the buses	2,500.00
165	07/01/2023	11060	SOUTHERN TIRE MART, LLC	Bus Tires	50,000.00
166	07/01/2023	10207	FDR & CP SERVICES LLC	Fuel tank testing	500.00
167	07/01/2023	3412	TACENERGY LLC	Diesel/Unleaded Fuel	300,000.00
168	07/01/2023	212	ER FOR TRUCKS INC	Bus Parts/repairs	20,000.00

Purchase Order Register

Options: Year: 2023-2024, Fund: GENERAL FUND, Date Range: 7/1/2023 - 7/11/2023, PO Range: 1 - 310

PO No	Date	Vendor No	Vendor	Description	Amount
169	07/01/2023	2903	TULSA CLEANING SYSTEMS	Soap/parts/repairs for power washer	10,000.00
170	07/01/2023	9914	USED OIL SERVICE CO., INC.	Used oil disposal	2,500.00
171	07/01/2023	276	WALMART #168	Bus Supplies	1,500.00
172	07/01/2023	16142	W&B SERVICES	Bus Repair	20,000.00
173	07/01/2023	19115	EMPLOYEE SCREENING SVCS OF MISSOURI	Yearly Physicals/drug screenings and randoms	20,000.00
174	07/01/2023	19313	LIMITLESS PRODUCTIONS LLC	Auto repairs	30,000.00
175	07/01/2023	18100	OWASSO AUTO CARE	bus parts	30,000.00
176	07/05/2023	11351	AMAZON	Transportation supplies	1,000.00
177	07/05/2023	10423	OMECORP, LLC	POSTAGE MACHINE SERVICE AND SUPPLIES	3,000.00
178	07/05/2023	11351	AMAZON	OFFICE SUPPLIES-BUSINESS OFFICE-BLANKET PO	200.00
179	07/05/2023	13882	IDEMIA	EMPLOYMENT BACKGROUND/FINGERPRINT FEES	20,000.00
180	07/05/2023	14920	OKLAHOMA SCHOOLS INSURANCE GROUP	LIABILITY INSURANCE	212,186.00
181	07/05/2023	1536	TULSA WORLD	LEGAL NOTICES/DIGITAL SUBSCRIPTIONS	2,750.00
182	07/05/2023	156	ROSENSTEIN FIST & RINGOLD INC	LEGAL FEES	70,000.00
183	07/05/2023	15806	MCDANIEL ACORD, PLLC	LEGAL FEES	1,000.00
184	07/05/2023	166	QUILL CORPORATION	OFFICE SUPPLIES - ESC	4,000.00
185	07/05/2023	17055	PENSION SOLUTIONS INC	CONSULTING SERVICES FOR 403B AND 457B	500.00
186	07/05/2023	17124	COMMUNITY CARE EAP	DISTRICT WIDE EMPLOYEE ASSISTANCE PROGRAM	9,636.00
187	07/05/2023	17302	ASBO INTERNATIONAL	DISTRICT MEMBERSHIP	499.00
188	07/05/2023	17589	AMERICAN FIDELITY ADMIN SVCS	CONTRACT SVC FOR COMPLIANCE OF ACA/1095	24,995.00
189	07/05/2023	17696	QUADIENT LEASING USA INC	POSTAGE MACHINE RENTAL	5,941.44
190	07/05/2023	1861	MUNICIPAL ACCOUNTING SYSTEMS	WENGAGE TRAINING - BLANKET PO	3,000.00
191	07/05/2023	1861	MUNICIPAL ACCOUNTING SYSTEMS	W2 FORMS AND ENVELOPES	1,500.00
192	07/05/2023	2300	TULSA COUNTY ELECTION BOARD	ELECTION SERVICES	25,000.00
193	07/05/2023	246	BLUE RIBBON FORMS	WARRANT AND ACTIVITY CHECKS	1,800.00
194	07/05/2023	257	OKLAHOMA ASBO	MEMBERSHIP - OKASBO	375.00
195	07/05/2023	267	ROGERS COUNTY TREASURER	RE-EVALUATION COST	85,000.00
196	07/05/2023	3234	UNITED STATES POSTAL SERVICE	POSTAGE	15,000.00
197	07/05/2023	354	KERRY JOHN PATTEN CPA	AUDIT SERVICES/PREP ESTIMATE OF NEEDS	21,000.00
198	07/05/2023	4999	OFFICE DEPOT	OFFICE SUPPLIES - ESC	1,000.00
199	07/05/2023	57	BILL KELLEY & ASSOC.	SURETY BOND/NOTARY LICENSE FEES - ESC	5,000.00
200	07/05/2023	622	TULSA COUNTY ASSESSOR	RE-EVALUATION COST	110,000.00
201	07/05/2023	70076	OWASSO PUBLIC SCHOOLS-OTRS WITHHELD	TRS CORRECTIONS-PAYROLL	5,000.00
202	07/05/2023	70062	OMES-EGID	EMPLOYEE BENEFITS ADJUSTMENTS - BLANKET PO	2,000.00

Purchase Order Register

Options: Year: 2023-2024, Fund: GENERAL FUND, Date Range: 7/1/2023 - 7/11/2023, PO Range: 1 - 310

PO No	Date	Vendor No	Vendor	Description	Amount
203	07/05/2023	1432	OSSBA	UNEMPLOYMENT COMPENSATION SERVICE	25,000.00
204	07/05/2023	9238	OSAG	WORKER COMPENSATION INSURANCE	215,028.00
205	07/06/2023	5641	ROGERS STATE UNIVERSITY	Blanket for CPR Training E-Cards	800.00
206	07/06/2023	16561	TONYA JEAN JORDAN	Blanket for CPR Training E-Cards	800.00
207	07/06/2023	19249	GILL REPROGRAPHICS INC.	Scan, copy and print large blue print documents	3,000.00
208	07/06/2023	17239	AEL INC	Annual Safety Test	1,300.00
209	07/06/2023	19144	INTEGRITY FIRE LLC	Fire Alarm Testing/Parts	8,000.00
210	07/06/2023	18826	BURGESS BUILDING COMPANY LLC	Fire Door Inspections	2,500.00
211	07/06/2023	11345	MATLOCK SECURITY SERVICES	Security Monitoring	17,000.00
212	07/06/2023	18814	MOBILITY ONE TRANSPORTATION INC	Service for Handicap Lifts	2,000.00
213	07/06/2023	11343	OKLA DEPT OF LABOR	Inspections	1,000.00
214	07/06/2023	12728	OTIS ELEVATOR COMPANY	Elevator Repairs	5,000.00
215	07/06/2023	13070	INTERSTATE ALL BATTERY CTR OWASSO	Batteries	3,000.00
216	07/06/2023	11345	MATLOCK SECURITY SERVICES	Blanket PO for inspections and service	15,000.00
217	07/06/2023	18614	HOLT TRUCK CENTERS OF OKLAHOMA LLC	Non-CDL Activity Lift Bus	115,974.00
218	07/06/2023	11351	AMAZON	Physical Therapy items for 7th GC	164.55
219	07/06/2023	11351	AMAZON	Adaptive Supplies - Nelson @ Smith Elem	207.00
220	07/06/2023	12697	CRISIS PREVENTION INSTITUTE, INC.	CPI Training for School Psychologists	11,596.00
221	07/06/2023	84319	LAURA J HAYES	Per Diem for Confratute Conference	500.00
222	07/06/2023	85842	MELYSSA A HAYS	Per Diem for Confratute Conference	500.00
223	07/06/2023	19016	SOLIANT HEALTH LLC	Speech Services for Extended School Year	1,162.50
224	07/06/2023	1400	INTEGRATIVE PHYSICAL THERAPY P.C.	Physical Therapy Services	141,300.00
225	07/06/2023	3228	FUNCTION 1ST THERAPIES	Occupational Therapy Services	101,275.00
226	07/06/2023	7821	BETH ANNE MANIPELLA	Occupational Therapy Services	167,100.00
227	07/06/2023	15833	CREOKS MENTAL HEALTH SERVICES INC	Counseling Services	20,000.00
228	07/06/2023	18654	CE LEARNING LLC	ADOS-2 Clinical Workshop	1,250.00
229	07/06/2023	5612	GREAT EXPECTATIONS-NSU	Professional Development Training	750.00
230	07/06/2023	11351	AMAZON	Supplies and Materials - Zlomke/Hodson	178.75
231	07/06/2023	11351	AMAZON	Supplies for Anderson's class @ 7th GC	34.95
232	07/06/2023	17461	CARRIE A KOURI	Folding Mats and Theraband @ 7th GC	1,496.72
233	07/06/2023	9873	LAKESHORE LEARNING MATERIALS	Supplies & Materials - Collins - Hodson Elementary	255.46
234	07/06/2023	457	PRO-ED INC	Basic Math - Stone Canyon	243.10
235	07/06/2023	4243	SOUTHPAW ENTERPRISES	Adaptive Supplies for 7th Grade Center	256.50
236	07/06/2023	15917	SPEARS TRAVEL - BARTLESVILLE	Airfare for the CASE Conference	1,186.23

Purchase Order Register

Options: Year: 2023-2024, Fund: GENERAL FUND, Date Range: 7/1/2023 - 7/11/2023, PO Range: 1 - 310

PO No	Date	Vendor No	Vendor	Description	Amount
237	07/06/2023	18959	OKLAHOMA ASSOCIATION FOR PERSONS	OTI 2023 Conference	500.00
238	07/06/2023	19310	IX LIBERTY CENTER OWNER, L.P.	Hotel Reservations for CASE Conference	2,039.94
239	07/06/2023	18192	COUNCIL OF ADMIN OF SPECIAL ED	CASE Conference	1,610.00
240	07/06/2023	11351	AMAZON	Adaptive Supplies - K. Smith - Morrow	458.77
241	07/06/2023	11816	PEARSON CLINICAL ASSESSMENT	Q-Interactive Licenses for School Psychologists	1,500.00
242	07/06/2023	18152	CHASE/STAFF TRAVEL EXPENSES	Blanket - District Emergency Staff Travel Expenses	1,000.00
243	07/06/2023	792	JOHANNA WOODARD	Per Diem/Travel Reimbursement-NAGC Nov 9-12	310.00
244	07/06/2023	85842	MELYSSA A HAYS	Per Diem/Travel Reimbursement-NAGC-Nov 9-12	310.00
245	07/06/2023	84319	LAURA J HAYES	Per Diem/Travel Reimbursement-NAGC Nov 9-12	310.00
246	07/06/2023	87257	KAITLIN ELIZABETH WOOLMAN	Per Diem/Travel Reimbursement NAGC Nov 9-12	310.00
247	07/08/2023	16444	SCOTT HEBERLING	Green - OPEN PO - Lighting Service/Tech	500.00
248	07/08/2023	17267	HOME DEPOT USA INC	Green - OPEN PO - Batteries	200.00
249	07/08/2023	6650	LOWE'S HOME CENTER, INC.	Green - OPEN PO - PAC Upkeep	500.00
250	07/08/2023	6472	INTEGRATED LIGHTING SYSTEMS	Green - Repair Stage Lights	55.93
251	07/08/2023	16468	BRIGHT MARKET LLC	Green - DVS Software	30.00
252	07/08/2023	6650	LOWE'S HOME CENTER, INC.	Bratcher - Basic Art classroom Supplies	500.00
253	07/08/2023	315	BLICK ART MATERIALS	Bratcher - HS Basic Classroom Supplies	4,000.00
254	07/08/2023	276	WALMART #168	Bratcher - Replenish Basic Classroom Supplies	500.00
255	07/08/2023	315	BLICK ART MATERIALS	Bratcher - 6th Basic Classroom Supplies	2,000.00
256	07/08/2023	315	BLICK ART MATERIALS	Bratcher - 7th Basic Classroom Supplies	2,000.00
257	07/08/2023	315	BLICK ART MATERIALS	Bratcher - 8th Basic Classroom Supplies	2,000.00
258	07/09/2023	14704	RANK ONE SPORT	Barber - Subscription Software	700.00
259	07/09/2023	14661	JENKINS PIANO COMPANY LLC	Barber - OPEN PO - District Piano Tuning	3,625.00
260	07/09/2023	18850	LAUREN D LUNSFORD	Barber - OPEN PO - Artist in Residence	6,000.00
261	07/09/2023	154	SAIED MUSIC CO	Barber - OPEN PO - District Honor Choir Music	2,000.00
262	07/09/2023	120	OKLA SEC. SCHOOLS ACT. ASSOC.	Barber - Fine Arts Membership Fees	80.00
263	07/09/2023	8140	AMERICAN CHORAL DIRECTORS	Barber - District ACDA Memberships	625.00
264	07/09/2023	13418	NATIONAL ASSOCIATION FOR	Barber - District NafME Memberships	2,970.00

Purchase Order Register

Options: Year: 2023-2024, Fund: GENERAL FUND, Date Range: 7/1/2023 - 7/11/2023, PO Range: 1 - 310

PO No	Date	Vendor No	Vendor	Description	Amount
265	07/09/2023	18248	NATIONAL ART EDUCATION ASSOCIATION	Barber - OPEN PO - OAEA Memberships	340.00
266	07/09/2023	7825	MTI ENTERPRISES, INC	King - OPEN PO - Musical Rights Royalties	5,500.00
267	07/09/2023	18695	KEYBOARDTEK LLC	King - Musical Midi Sound	425.00
268	07/09/2023	15120	NATIONAL FORENSIC LEAGUE	King - NSDA Memberships	300.00
269	07/09/2023	11212	EDUCATIONAL THEATRE ASSOC	King - Thespian Membership	129.00
270	07/09/2023	6650	LOWE'S HOME CENTER, INC.	King - OPEN PO - Set Construction Materials	2,000.00
271	07/10/2023	82953	CHARLENE D DUNCAN	Per Diem for CASE Conference	440.00
272	07/10/2023	84393	KATHLEEN WEHMEYER	Per Diem for CASE Conference	440.00
273	07/10/2023	85149	CHRISTINA L HUMES	Per Diem for CASE Conference	440.00
274	07/10/2023	166	QUILL CORPORATION	Office Supplies - SPED	2,000.00
275	07/10/2023	14855	GORDAN N STOWE AND ASSOCIATES	Annual Calibration/Repair of Audiometers	255.75
276	07/10/2023	14394	LANGUAGE LINE SERVICES	Interpreting Services	32,000.00
277	07/10/2023	16240	SEBASTIAN LANTOS, LLC	Interpreting and Translating Services	5,000.00
278	07/10/2023	2111	TULSA SPEECH & HEARING ASSOC.	Deaf Interpretation Services for Parents	2,000.00
279	07/10/2023	18040	SHERRY HUTCHINSON	Hearing Impaired Consultant	12,000.00
280	07/10/2023	17943	SUPERIOR VISION CONSULTING LLC	Visually Impaired Consulting Services	30,000.00
281	07/10/2023	18472	Connected Kids	Blanket for Therapeutic and Consultation Fees	70,200.00
282	07/10/2023	10440	SOLUTION TREE	Professional Development August 24-25, 2023	13,000.00
283	07/10/2023	18792	OKLAHOMA STATEWIDE VIRTUAL	Virtual Learning Secondary	40,800.00
284	07/10/2023	8190	HOME DEPOT	Elementary Adoption - Containers - Room #602	0.00
285	07/10/2023	86393	PHILLIP S STORM	PER DIEM - CATALYST WS - JULY 16-18	137.50
286	07/10/2023	86477	LISA M JOHNSON	PER DIEM - CATALYST WS - JULY 16-18	137.50
287	07/10/2023	86660	SHERYL LYNNE MANSARD	PER DIEM - CATALYST WS - JULY 16-18	137.50
288	07/10/2023	80602	RENEE D ATKINSON	PER DIEM - CATALYST WS - JULY 16-18	137.50
289	07/10/2023	83477	EVELYN R BRYAN	PER DIEM - CATALYST WS - JULY 16-18	137.50
290	07/10/2023	86798	KASEY L SUTTLE	PER DIEM - CATALYST WS - JULY 16-18	137.50
291	07/10/2023	87173	KELSEY RENAE SNYDER	PER DIEM - CATALYST WS - JULY 16-18	137.50
292	07/10/2023	85147	SHEA L SWOFFORD	PER DIEM - CATALYST WS - JULY 16-18	137.50
293	07/10/2023	87466	JENNIFER IBIYE OBENE	PER DIEM - CATALYST WS - JULY 16-18	137.50
294	07/10/2023	86831	HOLLIE SARRACINO	PER DIEM - CATALYST WS - JULY 16-18	137.50

Owasso Public Schools**Purchase Order Register****Options:** Year: 2023-2024, Fund: GENERAL FUND, Date Range: 7/1/2023 - 7/11/2023, PO Range: 1 - 310

PO No	Date	Vendor No	Vendor	Description	Amount
295	07/10/2023	84092	TONYA D GOFF	PER DIEM - CATALYST WS - JULY 16 -18	137.50
296	07/10/2023	82469	ANDREA K ECHOLS	PER DIEM - CATALYST WS - JULY 16 -18	137.50
297	07/10/2023	4999	OFFICE DEPOT	JOM Student Special Project Supplies	2,900.00
298	07/10/2023	10483	SAM'S CLUB	JOM Student Special Project Supplies	1,400.00
299	07/10/2023	487	EDUCATIONAL PRODUCTS INC	JOM Student Basic School Supply Assistance	19,000.00
300	07/10/2023	487	EDUCATIONAL PRODUCTS INC	JOM Student Basic School Supply Assistance	5,000.00
301	07/10/2023	5273	OKLAHOMA BANDMASTERS	Barber - District Membership & Convention Reg	180.00
302	07/10/2023	1543	J.W. PEPPER & SON, INC	Bettridge - OPEN PO - Choral Music/Supplies	4,000.00
303	07/10/2023	3344	ALAN MUEGGENBORG	Harris - OPEN PO - Drill Design	15,000.00
304	07/10/2023	18472	Connected Kids	Summer Therapeutic and Consultation Fees	10,500.00
305	07/10/2023	18326	OMNI OKC LLC	HOTEL - CATALYST WORKSHOP - FINANCE/PAYROLL/HR	2,496.00
306	07/10/2023	18326	OMNI OKC LLC	HOTEL - CATALYST WORKSHOP - FINANCE/PAYROLL/HR	0.00
307	07/10/2023	9608	HOBBY LOBBY #25	DAY/COUNSELING OFFICE WEST DECOR.	500.00
308	07/11/2023	13070	INTERSTATE ALL BATTERY CTR OWASSO	Batteries	1,000.00
309	07/11/2023	3095	WILLIAM V. MACGILL & CO	Nursing Supplies for the district	1,242.60
310	07/11/2023	11351	AMAZON	Blanket Po for Accreditation Office Supplies	500.00

Non-Payroll Total:	\$4,023,940.67
Payroll Total:	\$0.00
Report Total:	\$4,023,940.67

Purchase Order Register

Options: Year: 2023-2024, Fund: BUILDING FUND, Date Range: 7/1/2023 - 7/11/2023, PO Range: 1 - 60

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2023	11343	OKLA DEPT OF LABOR	Blanket PO for Boiler / Water Heater	1,000.00
2	07/01/2023	118	OKLAHOMA LIGHTING DISTRIBUTORS	Blanket PO for Lighting Supplies	3,000.00
3	07/01/2023	4504	SHERWIN-WILLIAMS	Blanket PO for Paint Supplies	5,000.00
4	07/01/2023	7832	VOSS LIGHTING	Blanket PO for Lighting Supplies District Wide	15,000.00
5	07/01/2023	3718	AMAX SIGNS	Blanket PO for Digital Sign Repair District Wide	5,000.00
6	07/01/2023	5824	AMERICAN WASTE CONTROL INC.	Blanket PO for Disposal Services	100,000.00
7	07/01/2023	16285	BRIDGEPOINT ELECTRIC INC	Blanket PO for Lighting Repairs and Services	30,000.00
8	07/01/2023	20	C & C TILE AND CARPET COMPANY	Blanket PO for Carpet and Tile Supplies	5,000.00
9	07/01/2023	248	C & J ELECTRIC COMPANY	Blanket PO for Electrical Services	10,000.00
10	07/01/2023	18721	COMMERCIAL POWER SOLUTIONS LLC	Generator Maintenance	3,000.00
11	07/01/2023	292	CORE & MAIN LP	Blanket PO for Plumbing Supplies	1,000.00
12	07/01/2023	18400	COX ENVIRONMENTAL LLC	Air Quality Testing District Wide	3,000.00
13	07/01/2023	18844	WAYNE PHILIP DAVIS III	Exterminating Services	28,000.00
14	07/01/2023	11404	DECKER EQUIPMENT	Blanket PO for Furniture & Fixtures	10,000.00
15	07/01/2023	18637	ECT SERVICES INC	Blanket PO for HVAC Service Contract	550,000.00
16	07/01/2023	18637	ECT SERVICES INC	Blanket PO for Non-Contract HVAC Repairs	25,000.00
17	07/01/2023	18713	ENVIRONMENTAL RESOURCE	District Water Samples	1,500.00
18	07/01/2023	8800	WADE SISCO	Blanket PO for Glass/Window Repair	3,500.00
19	07/01/2023	225	GRAINGER, INC.	Blanket PO for Maintenance	3,000.00
20	07/01/2023	2781	HEATWAVE SUPPLY CO.	Blanket PO for Plumbing Supplies	10,000.00
21	07/01/2023	18178	HONEYWELL INTERNATIONAL INC	Blanket PO for Service to HVAC Controls	25,000.00
22	07/01/2023	18035	JT PAINT & DESIGN LLC	District Wide Small Paint Jobs & Repairs	5,000.00
23	07/01/2023	3273	K & M SHILLINGFORD, INC.	Blanket PO for Boiler Repair	5,000.00
24	07/01/2023	7281	LOCKE SUPPLY CO	Blanket PO for Maintenance Supplies	7,000.00
25	07/01/2023	6650	LOWE'S HOME CENTER, INC.	Blanket PO for Maintenance Supplies	20,000.00
26	07/01/2023	15933	NORTHWEST CRANE SERVICE	BlanketPO for Crane Services for HVAC Installation	8,000.00
27	07/01/2023	18819	OKIE PACKAGING &	District Wide Supplies	20,000.00
28	07/01/2023	17274	OLD RULE SERVICES, LLC	Gym Floor Repair / Refinishing	38,000.00
29	07/01/2023	18405	RESET RESTORATION SERVICES LLC	Restoration for District Needs	10,000.00
30	07/01/2023	5868	INDUSTRIAL COMMERCIAL ENTERPRISES	Blanket PO for Plumbing Repairs	5,000.00
31	07/01/2023	1468	SEWELL MECHANICAL INC	Blanket PO for Ice Machine Repairs	1,500.00
32	07/01/2023	14939	SMITH-TEK REMODELING, LLC	District Wide Mill Work & Repair	8,000.00
33	07/01/2023	17293	SPECTRUM PAINT COMPANY INC	Blanket PO for Paint & Supplies	5,000.00

Owasso Public Schools**Purchase Order Register****Options:** Year: 2023-2024, Fund: BUILDING FUND, Date Range: 7/1/2023 - 7/11/2023, PO Range: 1 - 60

PO No	Date	Vendor No	Vendor	Description	Amount
34	07/01/2023	913	STEEL SERVICE COMPANY, INC.	Blanket PO for District Wide Steel Projects	1,500.00
35	07/01/2023	18072	STEVE'S MECHANICAL	Blanket PO for Ice Machine Repair	1,500.00
36	07/01/2023	11950	TES PRODUCTIONS, INC	BlanketPO for Audio & Screen Projector Repair	5,000.00
37	07/01/2023	7009	TRANE	HVAC Parts / Repairs	20,000.00
38	07/01/2023	6552	TURNER ROOFING & SHEET METAL	Blanket PO for Roof Patching District Wide	10,000.00
39	07/01/2023	382	UNITED LABORATORIES	Blanket PO for Cleaning Supplies	3,000.00
40	07/01/2023	13835	UNITED REFRIGERATION	Blanket PO for Refrigerator/Ice Machine Repair	500.00
41	07/01/2023	112	MURRAY WOMBLE, INC.	Blanket PO for Hardware Supplies	12,000.00
42	07/01/2023	18550	PAUL DAVIS RESTORATION	District Wide Restoration	10,000.00
43	07/01/2023	18438	HARNESS ROOFING INC	Blanket PO for roof repairs District Wide	10,000.00
44	07/05/2023	19268	FREEDOM ALARMS LLC	Elevator Alarm Systems Service	800.00
45	07/05/2023	19268	FREEDOM ALARMS LLC	Elevator Service at the ESC	1,000.00
46	07/05/2023	11345	MATLOCK SECURITY SERVICES	Security Repairs	10,000.00
47	07/05/2023	19205	OKLAHOMA ELECTRONIC SECURITY	Repairs on Security Equipment	12,500.00
48	07/05/2023	19144	INTEGRITY FIRE LLC	Fire Sprinkler/Extinguisher Repair/Replacement	15,000.00
49	07/05/2023	81	JD YOUNG	Copier Machine Service	135,000.00
50	07/05/2023	17960	ALPHA DYNAMIC LIFE SAFETY SYSTEMS	Site Security Repairs	7,000.00
51	07/05/2023	12406	SCHINDLER ELEVATOR CORP	Blanket PO Elevator Maintenance	12,000.00
52	07/05/2023	12406	SCHINDLER ELEVATOR CORP	Blanket PO for Elevator Yearly Contract	8,000.00
53	07/05/2023	168	AMERICAN ELECTRIC POWER	ELECTRIC SERVICE	1,800,000.00
54	07/05/2023	119	OKLAHOMA NATURAL GAS	NATURAL GAS	104,000.00
55	07/05/2023	12145	CLEARWATER ENTERPRISES, LLC	THIRD PARTY NATURAL GAS	140,000.00
56	07/05/2023	131	CITY OF OWASSO	WATER SEWER SERVICE	108,000.00
57	07/05/2023	6521	RURAL WATER DIST #3	WATER SERVICE FOR BARNES/NORTHEAST/MORROW	25,000.00
58	07/05/2023	12202	RURAL WATER DISTRICT NO. 3	WATER SERVICE FOR STONE CANYON	17,000.00
59	07/05/2023	11868	COX COMMUNICATION	TELEPHONE SERVICE	100,000.00
60	07/05/2023	14920	OKLAHOMA SCHOOLS INSURANCE GROUP	PROPERTY INSURANCE	1,045,358.00

Non-Payroll Total:	\$4,583,658.00
Payroll Total:	\$0.00
Report Total:	\$4,583,658.00

Owasso Public Schools

Purchase Order Register

Options: Year: 2023-2024, Fund: CHILD NUTRITION FUND, Date Range: 7/1/2023 - 7/11/2023, PO Range: 1 - 30

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/10/2023	1433	SODEXO, INC & AFFILIATES	Food Service Contract Services	2,000,000.00
2	07/10/2023	740	OWASSO ACT. C.N. REF. SUBACCT	Sub-Account for Refunds	5,000.00
3	07/10/2023	83772	SABRINA J KALLIO	Change Fund	2,500.00
4	07/10/2023	11351	AMAZON	Kitchen equipment, parts and smallwares	2,000.00
5	07/10/2023	979	ASSOCIATED PARTS & SUPPLY, INC	Equipment Repair Parts	250.00
6	07/10/2023	57	BILL KELLEY & ASSOC.	Security Bonds	250.00
7	07/10/2023	336	BSN SPORTS	Employee Uniforms	5,000.00
8	07/10/2023	16795	GLOBAL PAYMENTS INC	Mosaic POS System & My School Apps	12,000.00
9	07/10/2023	2281	HAGAR RESTAURANT SERVICE, INC.	Kitchen Equipment Repairs	12,000.00
10	07/10/2023	421	HOBART CORPORATION	Equipment Repairs	7,000.00
11	07/10/2023	146	JRW, INC.	Service Contract for Coin and Currency Machines	1,000.00
12	07/10/2023	12419	JOHNSTONE SUPPLY OF OWASSO	Equipment Repair Parts	500.00
13	07/10/2023	7281	LOCKE SUPPLY CO	Equipment Repair Parts	500.00
14	07/10/2023	6650	LOWE'S HOME CENTER, INC.	Misc Repair Supplies	1,500.00
15	07/10/2023	13882	IDEMIA	Background Check for New Employees	2,000.00
16	07/10/2023	1489	OKLA DEPARTMENT OF HUMAN SVC	Assessment Fees fpr Commodity Handling	10,000.00
17	07/10/2023	4999	OFFICE DEPOT	Misc Office Technology Supplies	500.00
18	07/10/2023	4999	OFFICE DEPOT	Office Furniture	750.00
19	07/11/2023	18149	PARTS TOWN LLC	Equipment Repair Parts	5,000.00
20	07/11/2023	2668	PLATINUM VENTURES, INC	Kitchen Equipment and Supplies	5,000.00
21	07/11/2023	1468	SEWELL MECHANICAL INC	Kitchen Equipment Repairs	10,000.00
22	07/11/2023	13835	UNITED REFRIGERATION	Kitchen Equipment Repair and Parts	1,000.00
23	07/11/2023	15816	THE VENT KING	Vent Hood Cleaning Services	4,200.00
24	07/11/2023	18844	WAYNE PHILIP DAVIS III	Pest Control Services	5,000.00
25	07/11/2023	18236	MICHAEL SHAWN WRIGHT	Kitchen Repairs and Parts	12,000.00
26	07/11/2023	421	HOBART CORPORATION	Kitchen Equipment	7,000.00
27	07/11/2023	225	GRAINGER, INC.	Equipment Repair parts	1,000.00
28	07/11/2023	16651	OKLAHOMA CHILLER CORPORATION	Repairs for freezer	500.00
29	07/11/2023	17390	HOMETOWNISMS LLC	Advertising for job employment	100.00
30	07/11/2023	19139	ADVANCED MICROBIAL SERVICES INC	Quarterly Grease Trap Cleaning	12,000.00

Non-Payroll Total: \$2,125,550.00

Payroll Total: \$0.00

Report Total: \$2,125,550.00

Purchase Order Register

Options: Year: 2023-2024, Fund: FD 31 - 2022 BOND, Date Range: 7/1/2023 - 7/11/2023, PO Range: 1 - 169

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/01/2023	1124	BEST BUY GOV/ED LLC	Blanket PO for Technology Supplies	5,000.00
2	07/01/2023	10115	LIGHTSPEED TECHNOLOGIES, INC.	Blanket PO for Technology Supplies	2,000.00
3	07/01/2023	11351	AMAZON	Blanket PO for Technology Supplies	50,000.00
4	07/01/2023	13112	VIP TECHNOLOGY SOLUTIONS GROUP, LLC	Blanket PO for Technology Support Services	5,000.00
5	07/01/2023	13331	TECHSICO ENTERPRISE SOLUTIONS INC	Blanket PO for Technology Support Services	2,000.00
6	07/01/2023	13331	TECHSICO ENTERPRISE SOLUTIONS INC	Blanket PO for Technology Supplies	5,000.00
7	07/01/2023	15663	IMAGENET CONSULTING LLC	XMedius Cloud Renewal, 1 Year	0.00
8	07/01/2023	17281	SIGNAL COMMUNICATIONS INC	Blanket PO for Board room Crestron System repairs	2,000.00
9	07/01/2023	17716	TELECOMP HOLDINGS INC	Blanket PO for Technology Supplies	10,000.00
10	07/01/2023	17716	TELECOMP HOLDINGS INC	Blanket PO for Technology Support Services	2,000.00
11	07/01/2023	18835	LINEAR COMMUNICATIONS INC	Tripp Lite Ups	25,000.00
12	07/01/2023	18836	DEALERS ELECTRICAL SUPPLY CO	Blanket PO for Technology Supplies	3,000.00
13	07/01/2023	5486	CDW COMPUTER	Blanket PO for Technology Supplies	10,000.00
14	07/01/2023	6197	CRW CONSULTING, LLC	Consulting Fee - Category 1 Erate	4,500.00
15	07/01/2023	6197	CRW CONSULTING, LLC	Consulting Fee - Category 2 Erate	7,500.00
16	07/01/2023	10100	DYNASIGN CORPORATION	Dynasign indoor signage software renewal 1 year	2,800.00
17	07/01/2023	10637	COMUTER POWER SOLUTIONS OF ILLINOIS	CPSI Renewal, 1 Year	3,000.00
18	07/01/2023	12030	SOLARWINDS	Network monitoring and remote software 1 year	7,978.36
19	07/01/2023	12591	POWERSCHOOL GROUP, LLC	Powerschool Renewals, 1 Year	105,455.13
20	07/01/2023	13112	VIP TECHNOLOGY SOLUTIONS GROUP, LLC	ESET Antivirus renewal 1 year	16,000.00
21	07/01/2023	14094	SHI INTERNATIONAL CORP	Virtual Server Backups Renewal 1 Year	1,609.47
22	07/01/2023	15534	CDW LLC	Little SIS Renewal, 1 Year	3,750.00
23	07/01/2023	15534	CDW LLC	Gopher software renewal, 1 year	2,700.00
24	07/01/2023	15663	IMAGENET CONSULTING LLC	LaserFiche Renewal, 1 Year	6,570.00
25	07/01/2023	15663	IMAGENET CONSULTING LLC	XMedius Cloud Renewal, 1 Year	4,500.00
26	07/01/2023	15819	GAGGLE.NET INC	Gaggle Renewal, 1 Year	54,450.00
27	07/01/2023	15821	STONEWARE INC	LANSchool Renewal, 1 Year	2,000.00
28	07/01/2023	16041	TRANSFINDER	Bus routing software renewal 1 year	12,875.00
29	07/01/2023	16288	BIGWEBAPPS	Sherpa Renewal, 1 Year	8,791.20
30	07/01/2023	17294	INFORMATICS HOLDINGS INC	WASP Renewal, 1 Year	4,320.00
31	07/01/2023	17325	MARCIA BRENNER ASSOCIATES LLC	PS plug-in for creating report cards 1 year	1,272.00

Purchase Order Register

Options: Year: 2023-2024, Fund: FD 31 - 2022 BOND, Date Range: 7/1/2023 - 7/11/2023, PO Range: 1 - 169

PO No	Date	Vendor No	Vendor	Description	Amount
32	07/01/2023	17716	TELECOMP HOLDINGS INC	Phone Warranty/Support Renewal	24,370.54
33	07/01/2023	18716	ALIAS FORENSICS	PRTG Systems Monitoring Sensors 500	1,725.00
34	07/01/2023	18827	MATTHEW E FREUND	sqlReports Subscription for PowerSchool, 1 Year	594.00
35	07/01/2023	2010	UNITED SYSTEMS	MDM Filewave licensing renewal 1 year	23,017.44
36	07/01/2023	2010	UNITED SYSTEMS	Lightspeed Filter & Classroom renewal, 1 Year	72,300.00
37	07/01/2023	2010	UNITED SYSTEMS	SonicWall SMA 410 Support Renewal - 1 Year	650.94
38	07/01/2023	2010	UNITED SYSTEMS	Aerohive-Extreme Licensing, 1 Year	78,668.72
39	07/01/2023	3699	DELL DIRECT SALES L.P.	Adobe software site licensing 1 year	6,020.00
40	07/01/2023	3699	DELL DIRECT SALES L.P.	Microsoft volume licensing 1 year	59,448.56
41	07/01/2023	6650	LOWE'S HOME CENTER, INC.	Blanket PO for Technology Supplies	2,000.00
42	07/01/2023	7607	B & H FOTO & ELECTRONICS	Blanket PO for Technology Supplies	2,000.00
43	07/01/2023	2010	UNITED SYSTEMS	Blanket PO for Network Support Services	5,000.00
44	07/01/2023	2010	UNITED SYSTEMS	RE-OPEN E RATE CAT 2 Project	23,680.71
45	07/01/2023	8501	PROQUEST CSA LLC	Subscription License SIRS	4,122.49
46	07/01/2023	8232	WORLD BOOK, INC	World Book Online Subscription	8,643.60
47	07/01/2023	19300	MIRA CANION	World Language Adoption - Leslie Wright -OHS	607.00
48	07/01/2023	19300	MIRA CANION	World Language Adoption - Leslie Wright - OHS	607.00
49	07/01/2023	19299	THERESA MARRAMA	World Language Adoption - Leslie Wright - OHS	203.00
50	07/01/2023	19298	WOOLY LEARNING INC	World Language Adoption - Leslie Wright -OHS	973.46
51	07/01/2023	10636	GUTENBERG INC	Ator Handwriting Books	3,356.25
52	07/01/2023	10636	GUTENBERG INC	Bailey Handwriting Books	2,407.55
53	07/01/2023	10636	GUTENBERG INC	Barnes Handwriting Workbooks	3,669.50
54	07/01/2023	10636	GUTENBERG INC	Hodson Handwriting Workbooks	4,063.30
55	07/01/2023	10636	GUTENBERG INC	Mills Handwriting Workbooks	3,490.50
56	07/01/2023	10636	GUTENBERG INC	Morrow Handwriting Handbooks	4,967.25
57	07/01/2023	10636	GUTENBERG INC	Northeast Handwriting Workbooks	3,445.75
58	07/01/2023	10636	GUTENBERG INC	Smith Handwriting Workbooks	2,470.20
59	07/01/2023	10636	GUTENBERG INC	Stone Canyon Writing Handbooks	3,714.25
60	07/01/2023	12395	THINKMAP, INC	ELA Adoption 6-12- Vocabulary.com license	22,380.00
61	07/01/2023	17027	EDPUZZLE INC	District EdPuzzle Subscription	22,912.50
62	07/01/2023	19288	AQUILA COMMUNICATIONS INC	World Language Adoption-French Grade 8-12	1,598.00

Purchase Order Register

Options: Year: 2023-2024, Fund: FD 31 - 2022 BOND, Date Range: 7/1/2023 - 7/11/2023, PO Range: 1 - 169

PO No	Date	Vendor No	Vendor	Description	Amount
63	07/01/2023	9205	FOLLETT SCHOOL SOLUTIONS, INC	Destiny District Online and Chrome Mgmt Service	34,057.50
64	07/01/2023	13869	CENGAGE LEARNING	Subscription Renewal-Gale Student Resources	7,416.34
65	07/01/2023	3807	GOODHEART/WILCOX	FACS Workbooks - OHS East - Karah Whiddon	1,155.24
66	07/01/2023	17276	IMAGINATION STATION INC	Istation License 23/24 SY-1 year	101,001.00
67	07/01/2023	13989	TEACHERS SYNERGY	World Language Adoption Grade 8 -12	3,000.00
68	07/01/2023	10753	WAYSIDE PUBLISHING	World Language Adoption-OHS-Gr 10-12-J. Couch	1,770.40
69	07/01/2023	10753	WAYSIDE PUBLISHING	World Language Adoption-Gr 10-12-J Couch	2,065.45
70	07/01/2023	18402	AMPLIFY EDUCATION INC	Science Adoption Refills-Mills	621.60
71	07/01/2023	18402	AMPLIFY EDUCATION INC	Science Adoption Refills-Stone Canyon	621.60
72	07/01/2023	15534	CDW LLC	Google Workspace For Education-Yr 2 of 3	42,500.00
73	07/01/2023	12073	ARCHWAY - OKLAHOMA BOOK DEPOSITORY	ELA Adoption 6-12 - 6GC, 7GC, 8GC, OHS	634,021.65
74	07/01/2023	18964	SYNERGY 1 GROUP INC	Book Taco District Subscription	32,237.78
75	07/01/2023	12844	BRAINPOP	Brainpop District Renewal	32,345.90
76	07/01/2023	3974	COUGHLAN COMPANIES LLC	District Subscription-Pebble Go	20,511.81
77	07/01/2023	18057	CODEHS INC	Site License for OHS, 6GC, 7GC, 8GC	15,000.00
78	07/01/2023	16841	EDCLUB INC	Typing Club Software-Elementary Sites	10,177.20
79	07/01/2023	17278	NOREDINK CORP	Writing Adoption Renewal 6-12	39,620.76
80	07/01/2023	18354	SCHOOL SPECIALTY LLC	7th Grade Live Material Cards-Kay Wilburn	2,162.10
81	07/01/2023	17322	THE WOMEN'S CENTER OF TARRANT CTY	3rd Grade Child Abuse Prevention Subscription	270.00
82	07/01/2023	206	THOMPSON SCHOOL BK. DEPOSITORY	ELA AP Adoption-OHS-Kim Derby	5,854.38
83	07/01/2023	206	THOMPSON SCHOOL BK. DEPOSITORY	ELA Adoption AP-OHS-Sherri Beeson	5,557.44
84	07/01/2023	206	THOMPSON SCHOOL BK. DEPOSITORY	Science Adoption Refill Kits - Ator	2,081.42
85	07/01/2023	206	THOMPSON SCHOOL BK. DEPOSITORY	Science Adoption Refill Kits-Barnes	1,527.24
86	07/01/2023	206	THOMPSON SCHOOL BK. DEPOSITORY	Science Adoption Refill Kits-Mills	3,131.85
87	07/01/2023	206	THOMPSON SCHOOL BK. DEPOSITORY	Science Adoption Refill Kits-Northeast	3,099.58
88	07/01/2023	206	THOMPSON SCHOOL BK. DEPOSITORY	Science Adoption Refill Kits-Smith	1,572.34
89	07/01/2023	206	THOMPSON SCHOOL BK. DEPOSITORY	Science Adoption Refill Kits-Stone Canyon	1,018.16
90	07/01/2023	19291	MARTINA BEX	World Language Adoption-Spanish Online-Gr 8-12	7,176.00
91	07/01/2023	15689	REALLY GREAT READING	RGR Instructional Materials-K-5- A Parks	65,718.30
92	07/01/2023	8190	HOME DEPOT	Elementary Adoption - Containers - Morrow Rm 602	500.00

Purchase Order Register

Options: Year: 2023-2024, Fund: FD 31 - 2022 BOND, Date Range: 7/1/2023 - 7/11/2023, PO Range: 1 - 169

PO No	Date	Vendor No	Vendor	Description	Amount
93	07/01/2023	19078	CARDIO PARTNERS INC	AED Trainers and Adult training electrode pads	2,000.00
94	07/01/2023	151	SCHOOL HEALTH CORPORATION	SNAP Subscription License	21,000.00
95	07/01/2023	19078	CARDIO PARTNERS INC	CS Electrodes and Batteries for Powerheart G5	7,216.31
96	07/01/2023	81	JD YOUNG	Papercut Software Annual Renewal- District Wide	5,292.00
97	07/01/2023	12579	SHAW INDUSTRIES, INC.	District Wide Carpet Needs	250,000.00
98	07/01/2023	17293	SPECTRUM PAINT COMPANY INC	District Wide Painting Needs	10,000.00
99	07/01/2023	13645	ARCHITECTURAL FLOORING	District Wide Tile and Carpet Jobs	100,000.00
100	07/01/2023	12013	UNITED FORD SOUTH LLC	Vehicles for VoAg	69,000.00
101	07/01/2023	248	C & J ELECTRIC COMPANY	District Wide Electrical Service & Repairs	5,000.00
102	07/01/2023	11404	DECKER EQUIPMENT	District Wide Furniture & Fixture Needs	15,000.00
103	07/01/2023	15842	HD SUPPLY FACILITIES MAINTENANCE	Blanket PO for Equipment	20,000.00
104	07/01/2023	16997	KAL-AN ASPHALT INC	Blanket PO for District Wide Parking Lot Projects	100,000.00
105	07/01/2023	16327	EDLIO LLC	District Website Content Management System	14,600.00
106	07/03/2023	18818	GARLAND/DBS INC	8th Grade Roof Restoration and Replacement	1,490,000.00
107	07/05/2023	16468	BRIGHT MARKET LLC	Park Bench Visual PST for PS edits, 1 year	395.00
108	07/06/2023	18274	MECHANICAL AIR SYSTEMS INC	OHS Retrofit Fitting AHU Mechanical Work	40,000.00
109	07/06/2023	16860	L&M OFFICE FURNITURE LLC	District Wide for New Furniture	12,000.00
110	07/06/2023	19049	SWIFT OFFICE SOLUTIONS	District Wide for New Office Chairs	8,500.00
111	07/06/2023	2668	PLATINUM VENTURES, INC	Sinks and Equipment for District Needs	5,000.00
112	07/06/2023	19317	CTS TRUCK SALES	Truck Accessories	36,000.00
113	07/06/2023	19314	R&R SYSTEM SERVICES	District Wide & OHS AHU Control Upgrades	100,000.00
114	07/06/2023	17050	INTEGRATED REGISTER SYSTEMS, INC.	INTOUCH ONLINE RECEIPTING SYSTEM	12,000.00
115	07/06/2023	1861	MUNICIPAL ACCOUNTING SYSTEMS	ACCOUNTING SOFTWARE USAGE FEE	35,000.00
116	07/06/2023	9921	FRONTLINE TECHNOLOGIES, INC.	ABSENCE/SUB MGMT-TIME/HR SOFTWARE	115,000.00
117	07/06/2023	16490	MCCOLLOUGH ENTERPRISES, INC	Detect leak in office at the ESC	3,000.00
118	07/06/2023	112	MURRAY WOMBLE, INC.	Hardware	4,849.00
119	07/06/2023	14362	WINDOR SUPPLY &	Wellness Center Wood Doors	3,183.00
120	07/06/2023	18995	KEISER CORPORATION	Functional Trainer Package	7,500.00
121	07/06/2023	17990	PLAE VERTICAL INC	Misc Equipment for Wellness	13,808.00
122	07/06/2023	7823	HENRY SCHEIN	Taping table and accessories	62,000.00
123	07/06/2023	19060	M-F ATHLETIC CO INC	Weight Racks	3,248.75
124	07/06/2023	112	MURRAY WOMBLE, INC.	Lockers for the Wellness Center	6,600.00
125	07/06/2023	18973	ALTERG INC	Equipment for the Wellness Center	52,117.00

Purchase Order Register

Options: Year: 2023-2024, Fund: FD 31 - 2022 BOND, Date Range: 7/1/2023 - 7/11/2023, PO Range: 1 - 169

PO No	Date	Vendor No	Vendor	Description	Amount
126	07/06/2023	8837	LOWRY CONSTRUCTION SERVICES INC	Wellness Renovation	918,126.64
127	07/06/2023	112	MURRAY WOMBLE, INC.	Hollow Metal	8,590.00
128	07/06/2023	9446	THE STACY GROUP	Wellness Center Architect Services	12,000.00
129	07/06/2023	18985	HYDROWORX INTERNATIONAL INC	Thrive Transportable Combo Plunge Pool	15,549.00
130	07/06/2023	18971	WOODWAY USA INC	Workout Equipment	64,477.50
131	07/06/2023	18818	GARLAND/DBS INC	8GC Roof	222,566.00
132	07/06/2023	19026	EEL GROUP LLC	Roof Top Unit	70,000.00
133	07/06/2023	9446	THE STACY GROUP	: High School Track Architectural Services	201,000.00
134	07/06/2023	19205	OKLAHOMA ELECTRONIC SECURITY	Axis Wall Mount Cameras, Body Cameras and Misc	19,000.00
135	07/06/2023	17221	SCHOOL SAFE ID LLC	Software for Annual Site License	7,984.00
136	07/06/2023	5355	BEAR COMMUNICATIONS INC	Hand Held Radios	25,000.00
137	07/06/2023	9927	KNOX	Key Lock Boxes	1,500.00
138	07/06/2023	15663	IMAGENET CONSULTING LLC	RE-Open LaserFiche Implementation Project 22-23	39,388.75
139	07/06/2023	19213	LENOVO (UNITED STATES) INC	RE-Open Windows Labs Refresh Proj Dist wide 22-23	608,259.15
140	07/10/2023	11950	TES PRODUCTIONS, INC	Green - Vocal Portable Sound System Mixer	2,000.00
141	07/10/2023	336	BSN SPORTS	BOND 31: SOFTBALL FP/SP UNIFORMS	19,467.00
142	07/10/2023	336	BSN SPORTS	BOND 31: CROSS COUNTRY BOY/GIRL UNIFORMS	4,278.00
143	07/10/2023	336	BSN SPORTS	BOND 31: BOYS BASKETBALL UNIFORMS	5,600.00
144	07/10/2023	336	BSN SPORTS	BOND 31: VOLLEYBALL UNIFORMS	3,758.00
145	07/10/2023	336	BSN SPORTS	BOND 31: GIRLS BASKETBALL UNIFORMS	5,600.00
146	07/10/2023	16793	SWAY OPERATIONS, LLC	BOND: ATHLETE BASELINE CONCUSSION RENEWAL	1,914.00
147	07/10/2023	9905	VARSITY SPIRIT FASHIONS	BOND: CHEER UNIFORMS	3,500.00
148	07/10/2023	15736	SKYCOACH, LLC	BOND: FB ANNUAL SUBSCRIPTION	500.00
149	07/10/2023	13861	AGILE SPORTS TECHNOLOGIES INC	BOND: VB HUDL SUBSCRIPTION RENEWAL	1,349.00
150	07/10/2023	13861	AGILE SPORTS TECHNOLOGIES INC	BOND: FOOTBALL HUDL SUBSCRIPTION RENEWAL	3,499.00
151	07/10/2023	17319	HOOTSUITE INC.	BOND: SOCIAL MEDIA PLATFORM SUBSCRIPTION RENEW.	588.00
152	07/10/2023	18922	Integrated Bionics, Inc.	BOND: ATHLETE GPS SENSOR SUBSCRIPTION RENEW.	1,920.00
153	07/10/2023	13861	AGILE SPORTS TECHNOLOGIES INC	BOND: GIRLS BASKETBALL HUDL SUBSCRIPTION RENEW.	2,149.00
154	07/10/2023	13861	AGILE SPORTS TECHNOLOGIES INC	BOND: BOYS BASKETBALL HUDL SUBSCRIPTION RENEW.	1,449.00
155	07/10/2023	17348	BLAST MOTION, INC.	BOND: BSB ANNUAL SUBSCRIPTION RENEWAL	3,289.50

Owasso Public Schools

Purchase Order Register

Options: Year: 2023-2024, Fund: FD 31 - 2022 BOND, Date Range: 7/1/2023 - 7/11/2023, PO Range: 1 - 169

PO No	Date	Vendor No	Vendor	Description	Amount
156	07/10/2023	9205	FOLLETT SCHOOL SOLUTIONS, INC	GALLAGHER/NON-FICTION LIBRARY BOOKS	1,500.00
157	07/10/2023	9205	FOLLETT SCHOOL SOLUTIONS, INC	GALLAGHER/GRAPHIC NOVELS FOR LIBRARY	3,000.00
158	07/10/2023	9205	FOLLETT SCHOOL SOLUTIONS, INC	GALLAGHER/FICTION BOOKS FOR THE LIBRARY	3,000.00
159	07/10/2023	10500	JUNIOR LIBRARY GUILD	GALLAGHER/JUNIOR LIBRARY MONTHLY BOOK SUBSCRIPTION	2,500.00
160	07/10/2023	175	HERTZBERG-NEW METHOD, INC.	GALLAGHER/FICTION & NON-FICTION LIBRARY BOOKS	2,200.00
161	07/10/2023	18614	HOLT TRUCK CENTERS OF OKLAHOMA LLC	New Buses	463,976.00
162	07/10/2023	17276	IMAGINATION STATION INC	Online Subscription for Assessment of Instruction	10,550.00
163	07/10/2023	12022	NCS PEARSON	Online License Non-Verbal Ability Test	3,717.16
164	07/11/2023	14121	WHITE RIVER SERVICES	Epson Projector/Mount	193,240.00
165	07/11/2023	18114	VIVACITY TECH PBC	30 Unit Smart Charging Cart -4	2,596.00
166	07/11/2023	7607	B & H FOTO & ELECTRONICS	Projector and Mount	3,108.31
167	07/11/2023	8190	HOME DEPOT	Elementary Adoption-Storage-Morrow Rm 602	575.00
168	07/11/2023	18039	INTERNATIONAL ACADEMY OF SCIENCE	Acellus-Virtual Learning / Credit Recovery	30,000.00
169	07/11/2023	11345	MATLOCK SECURITY SERVICES	ADDRESSABLE VOICE-EVACUATION FIRE ALARM SYSTEM	99,500.00

Non-Payroll Total: \$7,565,044.78

Payroll Total: \$0.00

Report Total: \$7,565,044.78

Owasso Public Schools**Purchase Order Register****Options:** Year: 2023-2024, Fund: FD 35 - 2017 BOND, Date Range: 7/1/2023 - 7/11/2023, PO Range: 1 - 3

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/06/2023	15327	CARRIER ENTERPRISE, LLC	HVAC Parts	3,000.00
2	07/06/2023	7281	LOCKE SUPPLY CO	Hot Water Tank Replacements	4,000.00
3	07/10/2023	244	BANK OF OKLAHOMA, N.A.	LEASE PURCHASE ACQUISITION/RENTAL PAYMENT	9,402,000.00
Non-Payroll Total:					\$9,409,000.00
Payroll Total:					\$0.00
Report Total:					\$9,409,000.00

Owasso Public Schools

Purchase Order Register

Options: Year: 2023-2024, Fund: FD 39 - 2020 BOND, Date Range: 7/1/2023 - 7/11/2023, PO Range: 1 - 14

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/05/2023	2781	HEATWAVE SUPPLY CO.	District Wide & 6th grade New Fixtures	16,768.00
2	07/05/2023	17274	OLD RULE SERVICES, LLC	Gym Floor Sand/RePaint & LongTerm Refinishing	50,000.00
3	07/05/2023	13645	ARCHITECTURAL FLOORING	Blanket PO for Small Remodel Projects	20,000.00
4	07/05/2023	16285	BRIDGEPOINT ELECTRIC INC	Blanket PO for LED Upgrades	100,000.00
5	07/05/2023	19026	EEI GROUP LLC	Gym Handler Air Units	81,000.00
6	07/05/2023	18438	HARNESS ROOFING INC	Stand Alone PO for Roof Scan of 7th Grade	3,500.00
7	07/05/2023	18438	HARNESS ROOFING INC	Blanket PO for Roof Projects	20,000.00
8	07/05/2023	12419	JOHNSTONE SUPPLY OF OWASSO	District Wide Unit Replacements	10,000.00
9	07/05/2023	18035	JT PAINT & DESIGN LLC	Large Building Painting Projects	30,000.00
10	07/05/2023	112	MURRAY WOMBLE, INC.	Lockers	6,000.00
11	07/05/2023	557	P & K EQUIPMENT, INC.	Building Maintenance Equipment	2,000.00
12	07/05/2023	13327	STAPLES INC	Coffee Equipment for Plant Ops/Transportation	1,200.00
13	07/05/2023	7009	TRANE	District Wide Unit Replacements	150,000.00
14	07/05/2023	11061	ULINE	Blanket PO for District Wide Fixture Needs	5,000.00

Non-Payroll Total:	\$495,468.00
Payroll Total:	\$0.00
Report Total:	\$495,468.00

Owasso Public Schools

Purchase Order Register

Options: Year: 2023-2024, Fund: 2018 BOND/BOK, Date Range: 7/1/2023 - 7/11/2023

PO No	Date	Vendor No	Vendor	Description	Amount
1	07/05/2023	18916	PERRY WEATHER LLC	Safety- Weather Service software	3,400.00
Non-Payroll Total:					\$3,400.00
Payroll Total:					\$0.00
Report Total:					\$3,400.00

CERTIFICATE OF APPROVAL

July 17, 2023

Purchase Orders to be approved by the Board of Education:

2022-2023 General Fund

		<u>P.O. Nos.</u>	
<i>VENDORS</i>			
<i>VENDORS</i>	Change Orders		1,443.04
			<u>\$ 1,443.04</u>

2022-2023 Building Fund

		<u>P.O. Nos.</u>	
<i>VENDORS</i>			0.00
<i>VENDORS</i>	Change Orders		9,362.95
			<u>\$ 9,362.95</u>

2022-2023 Child Nutrition Fund

		<u>P.O. Nos.</u>	
<i>VENDORS</i>			
<i>VENDORS</i>	Change Orders		0.00
			<u>\$ -</u>

2022-2023 Bond Fund 31

		<u>P.O. Nos</u>	
<i>VENDORS</i>			
<i>VENDORS</i>	Change Orders		3,336.82
			<u>\$ 3,336.82</u>

2022-2023 Bond Fund 33

		<u>P.O. Nos</u>	
<i>VENDORS</i>			0.00
<i>VENDORS</i>	Change Orders		0.00
			<hr/>
		\$	-
			<hr/> <hr/>

2022-2023 Bond Fund 35

		<u>P.O. Nos.</u>	
<i>VENDORS</i>			0.00
<i>VENDORS</i>	Change Orders		0.00
			<hr/>
		\$	-
			<hr/> <hr/>

2022-2023 Bond Fund 39

		<u>P.O. Nos.</u>	
<i>VENDORS</i>			
<i>VENDORS</i>	Change Orders		0.00
			<hr/>
		\$	-
			<hr/> <hr/>

2022-2023 Bond Fund 04-BOK

		<u>P.O. Nos</u>	
<i>VENDORS</i>			
<i>VENDORS</i>	Change Orders		0.00
			<hr/>
		\$	-
			<hr/> <hr/>

Owasso Public Schools

Change Order Listing

Options: Fund: GENERAL FUND, Year: 2022-2023, ReferenceDate: PO Date, Date Range: 6/8/2023 - 6/30/2023, Minimum Percentage Change: 20.00%, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
1165	03/06/2023	84948	MILTON DENNY	ISTE 2023 Per Diem/Baggage/Ground Travel	500.97
1216	03/23/2023	86963	RUSSELL ANDREW THORNTON	ISTE Event-Meals, Baggage, Ground Transportation	57.07
1289	04/10/2023	84148	TIFFANI N COOPER	Per Diem CCOSA Summer Conference June 14-16, 2023	75.00
1290	04/10/2023	84682	KENNETH RYAN COOPER	Per Diem CCOSA Summer Conference June 14-16, 2023	75.00
1291	04/10/2023	86425	KATHARINE MCBRIDE GIFFHORN	Per Diem CCOSA Summer Conference June 14-16, 2023	75.00
1292	04/10/2023	82457	JONATHAN ERIC NANTOIS	Per Diem CCOSA Summer Conference June 14-16, 2023	75.00
1342	04/12/2023	87192	KEVIN R DOTSON	Per Diem CCOSA Leadership Conference June 14-16	75.00
1343	04/12/2023	84527	SAMI DUFFIELD	Per Diem CCOSA Leadership Conference June 14-16	20.00
1344	04/12/2023	7364	CORRIE MEISSNER	Per Diem CCOSA Leadership Conference June 14-16	20.00
1346	04/12/2023	86611	KARAH NICHOLE WHIDDON	Per Diem CCOSA Summer Conference June 14-16	75.00
1376	04/20/2023	81953	MARGARET M COATES	Per Diem CCOSA Leadership Conference June 14-16	35.00
1377	04/20/2023	86756	JORDAN SAMUEL KORPHAGE	Per Diem CCOSA Leadership Conference June 14-16	75.00
1378	04/20/2023	83750	KERWIN E KOERNER	Per Diem CCOSA Leadership Conference June 14-16	55.00
1379	04/20/2023	86477	LISA M JOHNSON	Per Diem CCOSA Leadership Conference June 14-16	75.00
1380	04/20/2023	16346	MARK OFFICER	Per Diem CCOSA Leadership Conference June 14-16	35.00
1381	04/20/2023	86393	PHILLIP S STORM	Per Diem CCOSA Leadership Conference June 14-16	75.00
1383	04/20/2023	86963	RUSSELL ANDREW THORNTON	Per Diem CCOSA Leadership Conference June 14-16	45.00

Non-Payroll Total:	\$1,443.04
Payroll Total:	\$488,900.89
Report Total:	\$490,343.93

Owasso Public Schools

Change Order Listing

Options: Fund: BUILDING FUND, Year: 2022-2023, ReferenceDate: PO Date, Date Range: 6/12/2023 - 6/30/2023, Minimum Percentage Change: 20.00%, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
45	07/01/2022	5868	INDUSTRIAL COMMERCIAL ENTERPRISES	Plumbing Repairs	9,362.95
Non-Payroll Total:					\$9,362.95
Payroll Total:					\$0.00
Report Total:					\$9,362.95

Owasso Public Schools

Change Order Listing

Options: Fund: FD 31 - 2022 BOND, Year: 2022-2023, ReferenceDate: PO Date, Date Range: 6/12/2023 - 6/30/2023,
Minimum Percentage Change: 20.00%, Include Negative Changes: False

PO No	Date	Vendor No	Vendor	Description	Amount
171	12/07/2022	18226	CONTINENTAL ATHLETIC SUPPLY, INC.	BOND: FB - VICIS HELMET RECONDITIONING	3,336.82
Non-Payroll Total:					\$3,336.82
Payroll Total:					\$0.00
Report Total:					\$3,336.82

Owasso Public Schools

Cash Balances

Options: Fiscal Years: 2023, Funds: 60, As Of Date: 6/30/2023, Account Types: AC

Cash By Account and Fund

AC 0110	ROGERS COUNTY BANK				
2023	60	SCHOOL ACTIVITY FUND			\$2,313,370.45
			Total AC	0110	\$2,313,370.45
					\$2,313,370.45

Cash By Fund

2023	60	SCHOOL ACTIVITY FUND			\$2,313,370.45
					\$2,313,370.45

Owasso Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2022 - 6/30/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
801 GENERAL FUND	\$0.00	\$73,285.79	\$60,279.88	\$32,569.47	\$100,996.20	\$0.00	\$100,996.20
802 GEN FD REFUND SUB ACCT	\$0.00	\$15.99	\$0.00	\$15.99	\$0.00	\$0.00	\$0.00
804 CH NUTRITION REF SUB ACCT	\$0.00	\$6,541.40	\$0.00	\$6,541.40	\$0.00	\$0.00	\$0.00
805 OHS ACTIVITY	\$0.00	\$26,030.20	\$52,206.80	\$17,546.45	\$60,690.55	\$0.00	\$60,690.55
806 HS AP	\$0.00	\$32,398.56	\$61,509.85	\$57,315.68	\$36,592.73	\$0.00	\$36,592.73
807 HS NATIONAL HONOR SOCIETY	\$0.00	\$4,906.00	\$33,638.31	\$9,111.12	\$29,433.19	\$0.00	\$29,433.19
808 HS STUDENT COUNCIL	\$0.00	\$46,395.54	\$17,014.51	\$49,292.48	\$14,117.57	\$0.00	\$14,117.57
809 HS SPEECH/DEBATE	\$0.00	\$3,346.00	\$1,854.66	\$2,263.61	\$2,937.05	\$0.00	\$2,937.05
810 OHS - TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$6,021.87	\$3,852.93	\$2,168.94	\$0.00	\$2,168.94
811 HS YOUTH ALIVE	\$0.00	\$0.00	\$805.69	\$0.00	\$805.69	\$0.00	\$805.69
812 HS YEARBOOK	\$0.00	\$6,665.68	\$5,112.03	\$7,031.83	\$4,745.88	\$0.00	\$4,745.88
814 HS ACADEMIC BOWL	\$0.00	\$0.00	\$328.43	\$0.00	\$328.43	\$0.00	\$328.43
815 HS EQUALITY CLUB	\$0.00	\$0.00	\$178.43	\$0.00	\$178.43	\$0.00	\$178.43
816 HS BAND	\$0.00	\$257,298.40	\$278,916.21	\$269,792.35	\$266,422.26	\$0.00	\$266,422.26
817 5TH GRADE HONOR CHOIR-DISTRICTWIDE	\$0.00	\$2,772.00	\$3,513.18	\$1,913.36	\$4,371.82	\$0.00	\$4,371.82
818 HS FFA	\$0.00	\$154,417.45	\$39,471.06	\$165,376.35	\$28,512.16	\$0.00	\$28,512.16
820 HS STEM CLUB	\$0.00	\$0.00	\$79.25	\$0.00	\$79.25	\$0.00	\$79.25
821 HS COUNSELORS	\$0.00	\$0.00	\$4,886.88	\$738.05	\$4,148.83	\$0.00	\$4,148.83
822 HS ART	\$0.00	\$5,364.00	\$697.30	\$4,623.26	\$1,438.04	\$0.00	\$1,438.04
824 HS STAGECRAFT	\$0.00	\$0.00	\$405.18	\$0.00	\$405.18	\$0.00	\$405.18
825 HS LIBRARY	\$0.00	\$34,146.38	\$10,220.23	\$34,910.72	\$9,455.89	\$0.00	\$9,455.89
826 HS SENIOR CLASS	\$0.00	\$60,608.28	\$10,411.35	\$47,303.86	\$23,715.77	\$0.00	\$23,715.77
827 HS UNIFIED CLUB	\$0.00	\$1,699.00	\$684.48	\$1,534.00	\$849.48	\$0.00	\$849.48
828 HS JUNIOR CLASS	\$0.00	\$45,590.00	\$15,928.00	\$24,200.92	\$37,317.08	\$0.00	\$37,317.08
830 SPARK	\$0.00	\$53,846.00	\$0.00	\$2,475.74	\$51,370.26	\$0.00	\$51,370.26
831 E-SPORTS	\$0.00	\$5,715.95	\$0.00	\$4,765.70	\$950.25	\$0.00	\$950.25
834 HS FCA - FELLOWSHIP OF CHRISTIAN ATHLETES	\$0.00	\$115.00	\$0.00	\$0.00	\$115.00	\$0.00	\$115.00
835 HS HISTORY CLUB	\$0.00	\$1,050.00	\$0.62	\$150.00	\$900.62	\$0.00	\$900.62
836 HS WORLD TRAVEL CLUB	\$0.00	\$1,406.50	\$0.00	\$937.19	\$469.31	\$0.00	\$469.31
837 HS ROBOTICS	\$0.00	\$0.00	\$1,018.72	\$0.00	\$1,018.72	\$0.00	\$1,018.72
838 OHS LARP CLUB	\$0.00	\$305.00	\$0.00	\$74.61	\$230.39	\$0.00	\$230.39
839 HS DRAMA/PRODUCTIONS	\$0.00	\$16,579.19	\$7,747.29	\$12,964.02	\$11,362.46	\$0.00	\$11,362.46
840 8GC TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,726.06	\$1,284.91	\$441.15	\$0.00	\$441.15
841 EIGHTH GRADE ACTIVITY	\$0.00	\$11.23	\$3,755.31	\$420.06	\$3,346.48	\$0.00	\$3,346.48
842 EIGHTH GRADE STUDENT COUNCIL	\$0.00	\$5,906.00	\$5,809.10	\$5,693.64	\$6,021.46	\$0.00	\$6,021.46
844 EIGHTH GRADE HOME EC	\$0.00	\$1,840.00	\$2,116.58	\$2,393.08	\$1,563.50	\$0.00	\$1,563.50
845 EIGHTH GRADE YEARBOOK	\$0.00	\$7,410.80	\$4,001.13	\$1,537.01	\$9,874.92	\$0.00	\$9,874.92
848 EIGHTH GRADE ART	\$0.00	\$2,165.00	\$755.79	\$1,470.45	\$1,450.34	\$0.00	\$1,450.34
849 EIGHTH GRADE FOREIGN LANGUAGE	\$0.00	\$1,390.00	\$1,467.85	\$821.03	\$2,036.82	\$0.00	\$2,036.82
851 EIGHTH GRADE ROBOTICS	\$0.00	\$0.00	\$24.62	\$0.00	\$24.62	\$0.00	\$24.62
853 EIGHTH GRADE COMPUTER	\$0.00	\$330.00	\$1,159.44	\$170.47	\$1,318.97	\$0.00	\$1,318.97
855 EIGHTH GRADE ENGLISH	\$0.00	\$0.00	\$447.79	\$333.27	\$114.52	\$0.00	\$114.52
856 EIGHTH GRADE TEACHERS WELFARE	\$0.00	\$771.15	\$511.98	\$138.66	\$1,144.47	\$0.00	\$1,144.47
857 7TH GRADE STEM	\$0.00	\$1,315.00	\$457.99	\$1,556.67	\$216.32	\$0.00	\$216.32
858 EIGHTH GRADE FCCLA	\$0.00	\$4,557.80	\$484.14	\$4,343.69	\$698.25	\$0.00	\$698.25
859 EIGHTH GRADE STRENGTH & CONDITIONING / PE	\$0.00	\$590.00	\$4,627.99	\$3,817.75	\$1,400.24	\$0.00	\$1,400.24
860 EIGHTH GRADE STEM	\$0.00	\$640.00	\$72.98	\$122.20	\$590.78	\$0.00	\$590.78
861 SEVENTH GRADE ACTIVITY	\$0.00	\$415.80	\$12,990.93	\$1,011.17	\$12,395.56	\$0.00	\$12,395.56
862 SEVENTH GRADE YEARBOOK	\$0.00	\$1,095.00	\$2,032.35	\$384.14	\$2,743.21	\$0.00	\$2,743.21
863 SEVENTH FOREIGN LANGUAGE	\$0.00	\$1,170.00	\$864.25	\$1,525.68	\$508.57	\$0.00	\$508.57
864 SEVENTH GRADE STUDENT COUNCIL	\$0.00	\$0.00	\$174.79	\$0.00	\$174.79	\$0.00	\$174.79
866 SEVENTH GRADE SCIENCE	\$0.00	\$0.00	\$282.46	\$145.35	\$137.11	\$0.00	\$137.11
868 SEVENTH GRADE PHYS ED	\$0.00	\$4,965.00	\$3,022.60	\$3,494.01	\$4,493.59	\$0.00	\$4,493.59

Owasso Public Schools Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2022 - 6/30/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
870 7GC TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,350.00	\$958.56	\$391.44	\$0.00	\$391.44
871 SEVENTH GRADE TEACHERS WELFARE	\$0.00	\$251.96	\$491.39	\$575.79	\$167.56	\$0.00	\$167.56
872 SEVENTH GRADE NATL JR HON SOC	\$0.00	\$1,440.00	\$1,634.05	\$1,477.25	\$1,596.80	\$0.00	\$1,596.80
873 SEVENTH GRADE CREATIVE STUDIES	\$0.00	\$0.00	\$219.54	\$0.00	\$219.54	\$0.00	\$219.54
874 SEVENTH GRADE LIBRARY	\$0.00	\$6,602.30	\$2,530.84	\$6,844.08	\$2,289.06	\$0.00	\$2,289.06
875 BARNES ACTIVITY	\$0.00	\$6,873.08	\$14,485.98	\$9,297.20	\$12,061.86	\$0.00	\$12,061.86
876 BARNES ALL IN	\$0.00	\$0.00	\$1,465.21	\$992.60	\$472.61	\$0.00	\$472.61
877 BARNES LIBRARY	\$0.00	\$12,047.82	\$14,976.70	\$9,347.06	\$17,677.46	\$0.00	\$17,677.46
878 BARNES TACK	\$0.00	\$0.00	\$265.50	\$237.69	\$27.81	\$0.00	\$27.81
879 SEVENTH GRADE ART	\$0.00	\$5,015.00	\$2,787.42	\$5,502.88	\$2,299.54	\$0.00	\$2,299.54
880 BARNES TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,361.07	\$650.10	\$710.97	\$0.00	\$710.97
881 BARNES MUSIC	\$0.00	\$322.00	\$225.77	\$238.64	\$309.13	\$0.00	\$309.13
882 ATOR LIBRARY	\$0.00	\$12,373.60	\$11,781.03	\$12,264.29	\$11,890.34	\$0.00	\$11,890.34
883 ATOR ACTIVITY	\$0.00	\$1,297.00	\$12,242.41	\$4,323.74	\$9,215.67	\$0.00	\$9,215.67
884 ATOR PHYSICAL EDUCATION	\$0.00	\$0.00	\$3,723.60	\$237.41	\$3,486.19	\$0.00	\$3,486.19
885 ATOR MUSIC	\$0.00	\$1,215.00	\$1,622.37	\$1,841.64	\$995.73	\$0.00	\$995.73
886 ATOR TEACHERS WELFARE	\$0.00	\$17.39	\$638.07	\$655.46	\$0.00	\$0.00	\$0.00
887 MILLS ACTIVITY	\$0.00	\$12,820.82	\$13,069.53	\$16,092.65	\$9,797.70	\$0.00	\$9,797.70
888 STUDENT LEADERSHIP	\$0.00	\$0.00	\$1,561.50	\$0.00	\$1,561.50	\$0.00	\$1,561.50
889 MILLS TEACHER WELFARE	\$0.00	\$197.01	\$4,038.07	\$107.87	\$4,127.21	\$0.00	\$4,127.21
890 MILLS TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$2,081.72	\$681.72	\$1,400.00	\$0.00	\$1,400.00
891 MILLS LIBRARY	\$0.00	\$9,010.20	\$6,763.77	\$10,853.12	\$4,920.85	\$0.00	\$4,920.85
892 SMITH TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$110.00	\$1,495.00	\$628.88	\$976.12	\$0.00	\$976.12
893 SMITH ACTIVITY	\$0.00	\$27,906.00	\$9,259.33	\$19,687.74	\$17,477.59	\$0.00	\$17,477.59
894 SMITH LIBRARY	\$0.00	\$11,407.35	\$9,637.45	\$10,194.77	\$10,850.03	\$0.00	\$10,850.03
897 SMITH TEACHERS WELFARE	\$0.00	\$2,184.83	\$598.62	\$1,017.41	\$1,766.04	\$0.00	\$1,766.04
898 HODSON ACTIVITY	\$0.00	\$9,661.40	\$44,717.86	\$31,071.02	\$23,308.24	\$0.00	\$23,308.24
899 HODSON TEACHER WELFARE	\$0.00	\$677.26	\$642.12	\$601.50	\$717.88	\$0.00	\$717.88
900 HODSON TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,563.86	\$1,037.50	\$526.36	\$0.00	\$526.36
901 HODSON LIBRARY	\$0.00	\$12,111.96	\$19,908.42	\$16,873.00	\$15,147.38	\$0.00	\$15,147.38
902 HODSON PHYS ED	\$0.00	\$0.00	\$948.21	\$0.00	\$948.21	\$0.00	\$948.21
903 HODSON MUSIC	\$0.00	\$2,842.00	\$1,125.99	\$3,050.21	\$917.78	\$0.00	\$917.78
904 NORTHEAST TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,600.00	\$469.83	\$1,130.17	\$0.00	\$1,130.17
905 NORTHEAST ACTIVITY	\$0.00	\$12,347.98	\$27,437.88	\$12,719.92	\$27,065.94	\$0.00	\$27,065.94
906 NORTHEAST TEACHERS WELFARE	\$0.00	\$37.63	\$2,413.02	\$817.45	\$1,633.20	\$0.00	\$1,633.20
907 NORTHEAST LIBRARY	\$0.00	\$46,250.73	\$15,260.77	\$48,644.26	\$12,867.24	\$0.00	\$12,867.24
911 BAILEY ACTIVITY	\$0.00	\$4,261.85	\$16,733.69	\$7,408.70	\$13,586.84	\$0.00	\$13,586.84
912 BAILEY TEACHERS WELFARE	\$0.00	\$0.00	\$514.06	\$323.50	\$190.56	\$0.00	\$190.56
914 BAILEY LIBRARY	\$0.00	\$9,282.73	\$7,304.75	\$8,843.93	\$7,743.55	\$0.00	\$7,743.55
915 BAILEY TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,722.49	\$1,391.41	\$331.08	\$0.00	\$331.08
917 JONES FAMILY GIFT 2016	\$0.00	\$0.00	\$61.56	\$53.20	\$8.36	\$0.00	\$8.36
924 EIGHTH GRADE LIBRARY	\$0.00	\$2,461.79	\$2,767.40	\$2,153.75	\$3,075.44	\$0.00	\$3,075.44
926 EIGHTH GRADE NATL JR HONOR SOC	\$0.00	\$3,865.75	\$3,552.12	\$4,926.71	\$2,491.16	\$0.00	\$2,491.16
927 EIGHTH GRADE SCIENCE	\$0.00	\$0.00	\$400.48	\$22.45	\$378.03	\$0.00	\$378.03
929 SPECIAL ED PROGRAMS	\$0.00	\$0.00	\$251,368.97	\$13,904.91	\$237,464.06	\$0.00	\$237,464.06
930 ATOR TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,708.98	\$793.37	\$915.61	\$0.00	\$915.61
932 SPEC OLYMPICS - DIST WIDE	\$0.00	\$77,509.90	\$47,954.40	\$30,712.12	\$94,752.18	\$0.00	\$94,752.18
933 RAM ACADEMY	\$0.00	\$2,408.50	\$12,831.63	\$4,945.58	\$10,294.55	\$0.00	\$10,294.55
934 INDIAN EDUCATION ACTIVITY	\$0.00	\$6,449.90	\$8,305.44	\$7,400.31	\$7,355.03	\$0.00	\$7,355.03
936 GRANTS - (OEF ONLY)	\$0.00	\$68,500.00	\$0.00	\$68,500.00	\$0.00	\$0.00	\$0.00

Owasso Public Schools

Revenue/Expenditure Summary

Options: Fund: 60, Date Range: 7/1/2022 - 6/30/2023

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
937 GRANTS (EXCEPT OEF-SEE 936)	\$0.00	\$15,450.00	\$4,221.45	\$17,051.25	\$2,620.20	\$0.00	\$2,620.20
938 STAFF APPRECIATION-DISTRICT SERVICES-FOOD ONLY	\$0.00	\$0.00	\$3,000.00	\$1,044.53	\$1,955.47	\$0.00	\$1,955.47
941 ATHLETICS	\$0.00	\$772,722.20	\$335,494.86	\$683,970.26	\$424,246.80	\$0.00	\$424,246.80
942 RAM PARTNERS	\$0.00	\$165,328.00	\$81,092.01	\$154,671.04	\$91,748.97	\$0.00	\$91,748.97
944 VIRTUAL/SUMMER SCHOOL	\$0.00	\$14,125.00	\$0.00	\$300.00	\$13,825.00	\$0.00	\$13,825.00
946 PERFORMING ARTS CENTER	\$0.00	\$709,401.31	\$504,260.03	\$1,123,752.31	\$89,909.03	\$0.00	\$89,909.03
947 OPERATIONS WELFARE FUND	\$0.00	\$131.31	\$256.12	\$172.75	\$214.68	\$0.00	\$214.68
949 HEALTH SERVICES	\$0.00	\$0.00	\$445.79	\$59.50	\$386.29	\$0.00	\$386.29
951 RAM TEACHER WELFARE	\$0.00	\$425.67	\$4,179.65	\$372.00	\$4,233.32	\$0.00	\$4,233.32
953 HS FAC	\$0.00	\$7,415.00	\$4,471.18	\$5,829.45	\$6,056.73	\$0.00	\$6,056.73
957 HS VOCAL	\$0.00	\$92,848.53	\$50,074.99	\$95,552.63	\$47,370.89	\$0.00	\$47,370.89
960 STEM - 6GC	\$0.00	\$1,990.00	\$1,731.97	\$1,464.28	\$2,257.69	\$0.00	\$2,257.69
962 STUDENT HOLDING ACCOUNT	\$0.00	\$21,483.67	\$61,233.96	\$0.00	\$82,717.63	\$0.00	\$82,717.63
963 HS LIBERTY COMMITTEE	\$0.00	\$6,070.15	\$4,441.12	\$8,180.60	\$2,330.67	\$0.00	\$2,330.67
965 HS TEACHERS WELFARE	\$0.00	\$7,278.21	\$4,164.79	\$1,700.26	\$9,742.74	\$0.00	\$9,742.74
968 MORROW ACTIVITY	\$0.00	\$4,863.90	\$13,011.24	\$4,113.75	\$13,761.39	\$0.00	\$13,761.39
969 MORROW TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,244.50	\$235.12	\$1,009.38	\$0.00	\$1,009.38
970 RAM ACADEMY TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$637.55	\$341.47	\$296.08	\$0.00	\$296.08
971 HS FCCLA	\$0.00	\$4,283.50	\$1,336.75	\$3,720.95	\$1,899.30	\$0.00	\$1,899.30
972 MORROW TEACHER WELFARE	\$0.00	\$1,393.00	\$0.00	\$25.97	\$1,367.03	\$0.00	\$1,367.03
973 HS FOREIGN LANGUAGE CLUB	\$0.00	\$3,742.90	\$13,829.72	\$3,076.56	\$14,496.06	\$0.00	\$14,496.06
974 MORROW LIBRARY	\$0.00	\$11,210.72	\$7,633.45	\$9,300.90	\$9,543.27	\$0.00	\$9,543.27
975 SIXTH GRADE ACTIVITY	\$0.00	\$1,103.64	\$10,143.49	\$1,603.92	\$9,643.21	\$0.00	\$9,643.21
976 SIXTH GRADE PHYS ED	\$0.00	\$110.00	\$736.98	\$0.00	\$846.98	\$0.00	\$846.98
977 SIXTH GRADE STUDENT COUNCIL	\$0.00	\$2,007.00	\$17,249.00	\$10,764.48	\$8,491.52	\$0.00	\$8,491.52
978 SIXTH GRADE YEARBOOK	\$0.00	\$1,974.00	\$17,231.71	\$1,137.57	\$18,068.14	\$0.00	\$18,068.14
979 SIXTH GRADE COMPUTER	\$0.00	\$0.00	\$22.00	\$0.00	\$22.00	\$0.00	\$22.00
980 6GC TEACHER/STAFF APPRECIATION- FOOD ONLY	\$0.00	\$0.00	\$1,000.00	\$901.52	\$98.48	\$0.00	\$98.48
982 SIXTH GRADE SCIENCE	\$0.00	\$0.00	\$5,210.23	\$2,299.22	\$2,911.01	\$0.00	\$2,911.01
983 SIXTH GRADE ART	\$0.00	\$6,575.00	\$856.45	\$6,594.16	\$837.29	\$0.00	\$837.29
984 SIXTH GRADE TEACHERS WELFARE	\$0.00	\$873.79	\$2,066.41	\$0.00	\$2,940.20	\$0.00	\$2,940.20
986 SIXTH GRADE MATH	\$0.00	\$0.00	\$969.53	\$842.84	\$126.69	\$0.00	\$126.69
988 SIXTH GRADE SOCIAL STUDIES	\$0.00	\$0.00	\$4,170.82	\$1,242.78	\$2,928.04	\$0.00	\$2,928.04
989 SIXTH GRADE LIBRARY	\$0.00	\$8,197.56	\$14,421.44	\$7,944.93	\$14,674.07	\$0.00	\$14,674.07
990 STONE CANYON TEACHER/STAFF APPRECIATION-FOOD ONLY	\$0.00	\$0.00	\$1,564.91	\$987.55	\$577.36	\$0.00	\$577.36
993 SIXTH GRADE E.S.C.	\$0.00	\$0.00	\$1,572.00	\$0.00	\$1,572.00	\$0.00	\$1,572.00
994 STONE CANYON ACTIVITY	\$0.00	\$12,250.37	\$7,757.92	\$12,589.84	\$7,418.45	\$0.00	\$7,418.45
995 STONE CANYON TEACHERS WELF	\$0.00	\$900.43	\$620.57	\$639.00	\$882.00	\$0.00	\$882.00
997 STONE CANYON LIBRARY	\$0.00	\$37,712.23	\$22,457.34	\$36,459.68	\$23,709.89	\$0.00	\$23,709.89
998 CHROMEBOOK INS/ACCESORIES	\$0.00	\$58,040.00	\$53,791.28	\$42,557.48	\$69,273.80	\$0.00	\$69,273.80
Total	\$0.00	\$3,214,738.92	\$2,509,469.59	\$3,410,838.06	\$2,313,370.45	\$0.00	\$2,313,370.45

ACTIVITY ACCOUNT CHANGE REQUEST

ACCOUNT NUMBER 801

SITE: Education Service Center

ACCOUNT NAME ESC Activity Fund

I would like to:

REVISE ACCOUNT BUDGET: Proposed new budget attached.

I am adding/deleting: Professional Development Activities

ADD A NEW ACCOUNT: I would like to **add** a new activity account.

Account Name: _____

The purpose of this account is: _____

DELETE AN ACCOUNT: I would like to **delete** a current activity account.

Account Number/Name: _____

Reason for deletion: _____

Margaret Coates
Principal

6/27/23
Date

Phillip Storm
Phillip Storm, CFO

6/28/23
Date



ACTIVITY FUND ACCOUNT BUDGET

School Name Education Service Center Site # 050
 Account Name ESC Activity Fund Account # 801
 Fiscal Year 2024

RESOURCES:

<u>Beginning cash balance</u>	\$ <u>71,716.62</u>
<u>Sources of revenue:</u>	
<u>Interest/RCB Accounts</u>	<u>20,000.00</u>
<u>Commission</u>	<u>3,000.00</u>
<u>Donations</u>	<u>5,000.00</u>
<u>Frontstream (online payment system)</u>	<u>25,000.00</u>
<u>Transfers from SPARK program</u>	<u>10,000.00</u>
<u>Total resources</u>	<u>\$ 134,716.62</u>

USES OF FUNDS:

<u>Budgeted expenditures:</u>	
<u>Staff Appreciation - Campus Allocations/District</u>	<u>\$ 19,000.00</u>
<u>Meals/Refreshments for Meetings/Professional Development</u>	<u>4,000.00</u>
<u>TOY Program Expenditures</u>	<u>6,000.00</u>
<u>Supplies and Materials</u>	<u>1,000.00</u>
<u>Staff Recognition</u>	<u>2,500.00</u>
<u>Memberships and Subscriptions</u>	<u>1,000.00</u>
<u>Frontstream (online payment system)</u>	<u>25,000.00</u>
<u>Staff Uniforms</u>	<u>12,000.00</u>
<u>Professional Development Activities</u>	<u>5,000.00</u>
<u>Total budgeted expenditures</u>	<u>\$ 75,500.00</u>

RESOURCES OVER (UNDER) USES (cannot be less than zero) \$ 59,216.62

Signature of Teacher/Sponsor

Berna Klein

Signature of Principal

Margaret Coates

Date

6/27/23

ADD →

REQUEST TO TRANSFER FUNDS

Site: various

From Account Name & No. 937-grants (not OEF)

to Account Name & No: Amount: \$620.20

- \$ 60.57 to 934-Indian Education
- \$430.10 to 805-HS Activity Account
- \$ 13.22 to 875-Barnes Activity Account
- \$ 21.73 to 883-Ator Activity Account
- \$ 31.47 to 893-Smith Activity Account
- \$ 23.63 to 911-Bailey Activity Account
- \$ 16.69 to 905-Northeast Activity Account
- \$ 3.94 to 968-Morrow Activity Account
- \$ 18.85 to 841-8g Activity Account

For the following reason:

These are leftover funds from previous years' local grants. We would like to transfer them into each site's student activity account.



Phillip Storm, CFO

7-6-23

Date



SCOREBOARD ADVERTISING AGREEMENT Ram Club - 15

THIS AGREEMENT is made and entered into by and between the OWASSO ATHLETIC DEPARTMENT of THE INDEPENDENT SCHOOL DISTRICT NO. 11 OF TULSA COUNTY, OKLAHOMA, a/k/a Owasso Public Schools (the "District") and TTCU FEDERAL CREDIT UNION (the "Sponsor").

In consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

- 1. Scoreboard Advertising.** The District hereby designates the Sponsor as a Bronze sponsor and leases to the Sponsor an advertisement on the **digital sign rotation in the OHS football stadium and the OHS gym, a static sign on the baseball and softball outfield walls, and a banner in the south end zone at all home Varsity Football games in Owasso, Oklahoma.**
- 2. Term.** The term of this Agreement shall extend for a period of one (1) year beginning on 7/1/2023 of the current year and ending 6/30/24 .
- 3. Consideration.** The Sponsor agrees to pay the Athletic Department \$5,000, in advance and paid in full by 30 days after receipt of invoice of the current year, in consideration for the advertising rights granted to the Sponsor during the term of this Agreement. **Logo on Athletic Web Site, digital logo on the gym lobby live stream feed TVs and a full-page ad in the Owasso Rams seasonal media guides.**
- 4. Installation and Maintenance.** The Sponsor will bear the responsibility and expense for the fabrication and submission of said Sponsor's logo for the Sponsor's advertising panel to the Athletic Department of the District. All such activities will be coordinated with the District. Sponsor agrees to submit an artwork and advertising copy to the District for approval prior to the installation on the scoreboard. The District may reject, in whole or in part, any artwork or advertising copy which the District, in its sole discretion, determines to be objectionable in appearance or subject matter, offensive, controversial, contrary to the educational mission of the District, or which interferes with existing marketing programs or contracts. The Athletic Department of the District will bear the responsibility for all expenses of fabricating and maintaining Sponsor's advertising panel.
- 5. Location.** The District will, in its sole discretion, determine the specific location on the scoreboard/message center where the Sponsor's advertising panel will be displayed.
- 6. Intellectual Property Rights.** The Sponsor represents and warrants to the District that all marks, logos and advertising copy is owned by the Sponsor or that the Sponsor has the authority to make use of such property in the manner contemplated by the Agreement. The Sponsor agrees to indemnify and hold the District harmless from and against all claims,



SCOREBOARD ADVERTISING AGREEMENT
Ram Club - 2

THIS AGREEMENT is made and entered into by and between the OWASSO ATHLETIC DEPARTMENT of THE INDEPENDENT SCHOOL DISTRICT NO. 11 OF TULSA COUNTY, OKLAHOMA, a/k/a Owasso Public Schools (the "District") and ROBERTSON TIRE (the "Sponsor").

In consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

1. **Scoreboard Advertising.** The District hereby designates the Sponsor as a Ram Club - 2 Sponsor and leases to the Sponsor **one trifold end zone sign on home football Friday nights at the Owasso Stadium and a digital sign in the OHS gym.**
2. **Term.** The term of this Agreement shall extend for a period of three (3) years beginning on 7/1/2023 of the current year and ending the third year from the date of the contract.
3. **Consideration.** The Sponsor agrees to pay the Athletic Department \$2,000 per year, in advance and paid in full by receipt of invoice of the current year, and 2 oil change certificates per home game (10 total certificates) in consideration for the advertising rights granted to the Sponsor during the term of this Agreement. **The Sponsor will receive a logo on the Athletic website. The Sponsor will also receive two (2) radio spots in all of the Owasso Rams Radio Broadcasts.**
4. **Installation and Maintenance.** The Sponsor will bear the responsibility and expense for the fabrication and submission of said Sponsor's logo for the Sponsor's advertising panel to the Athletic Department of the District. All such activities will be coordinated with the District. Sponsor agrees to submit an artwork and advertising copy to the District for approval prior to the installation on the scoreboard. The District may reject, in whole or in part, any artwork or advertising copy which the District, in its sole discretion, determines to be objectionable in appearance or subject matter, offensive, controversial, contrary to the educational mission of the District, or which interferes with existing marketing programs or contracts. The Athletic Department of the District will bear the responsibility for all expenses of fabricating and maintaining Sponsor's advertising panel.
5. **Location.** The District will, in its sole discretion, determine the specific location on the scoreboard/message center where the Sponsor's advertising panel will be displayed.

6. **Intellectual Property Rights.** The Sponsor represents and warrants to the District that all marks, logos and advertising copy is owned by the Sponsor or that the Sponsor has the authority to make use of such property in the manner contemplated by the Agreement. The Sponsor agrees to indemnify and hold the District harmless from and against all claims, damages, costs and expenses, including attorneys' fees, arising from any claims for trademark or copyright infringement or violation of other intellectual property rights.
7. **Termination.** The District may terminate this Agreement by written notice of the Sponsor if the Sponsor fails to pay rental payments within (10) days after notice of nonpayment or for material breach by the Sponsor of any other term or condition contained herein.
8. **Assignment.** The Agreement may not be assigned by Sponsor, in whole or in part, without the prior written consent of the District.
9. **Entire Agreement.** This Agreement sets forth the entire agreement of the parties and replaces and supersedes all other agreements. This Agreement cannot be modified, terminated or otherwise amended except by written instrument signed by both parties.

Dated:

Owasso Athletic Department

by: _____
BOE President

by: 
Athletic Director

Owasso Public Schools

By: 
Owner / Representative

STAN E ROBERTSON



SCOREBOARD ADVERTISING AGREEMENT

Ram Club - Gold

THIS AGREEMENT is made and entered into as of 7-1-23 by and between the OWASSO ATHLETIC DEPARTMENT of THE INDEPENDENT SCHOOL DISTRICT NO. 11 OF TULSA COUNTY, OKLAHOMA, a/k/a Owasso Public Schools (the "District") and FIRST BANK OF OWASSO (the "Sponsor").

In consideration of the mutual covenants and conditions contained herein, the parties agree as follows:

- 1. Scoreboard Advertising.** The District hereby designates the Sponsor as a Ram Club - Gold Sponsor and leases to the Sponsor **one advertising static panel to be located on the scoreboard/message center of the OHS baseball and softball fields. And a digital sign rotation at the OHS Stadium and OHS gym.**
- 2. Term.** The term of this Agreement shall extend for a period of three (3) years beginning on 7/1/2023 of the current year and ending on third year from the date of the contract.
- 3. Consideration.** The Sponsor agrees to pay the Athletic Department \$30,000 per year, in advance and paid in full by 30 days after receipt of invoice of the current year, in consideration for the advertising rights granted to the Sponsor during the term of this Agreement. The Sponsor will receive the following:
These elements in the Stadium and on the Radio: 1st Down sponsor with a 1st down banner.
These elements in the Stadium: In Game Commercials and Stadium video banners.
These elements on the Radio and live stream: :30 second radio spots and on Air mentions.
These elements on Social media: Final Score of the game sponsor and bi-weekly sponsor graphic.
Logo sponsor on our Athletic gym lobby monitors and on our website.
Six passes to the Ram Room for all home Varsity football games.
A full page premium ad presence in the Owasso Rams seasonal media guides.
- 4. Installation and Maintenance.** The Sponsor will bear the responsibility and expense for the fabrication and submission of said Sponsor's logo for the Sponsor's advertising panel to the Athletic Department of the District. All such activities will be coordinated with the District. Sponsor agrees to submit an artwork and advertising copy to the District for approval prior to the installation on the scoreboard. The District may reject, in whole or in part, any artwork or advertising copy which the District, in its sole discretion, determines to be objectionable in appearance or subject matter, offensive, controversial, contrary to the educational mission of the District, or which interferes with existing marketing programs or contracts. The Athletic Department of the District will bear the responsibility for all expenses of fabricating and maintaining Sponsor's advertising panel.

5. **Location.** The District will, in its sole discretion, determine the specific location on the scoreboard/message center where the Sponsor's advertising panel will be displayed.
6. **Intellectual Property Rights.** The Sponsor represents and warrants to the District that all marks, logos and advertising copy is owned by the Sponsor or that the Sponsor has the authority to make use of such property in the manner contemplated by the Agreement. The Sponsor agrees to indemnify and hold the District harmless from and against all claims, damages, costs and expenses, including attorneys' fees, arising from any claims for trademark or copyright infringement or violation of other intellectual property rights.
7. **Termination.** The District may terminate this Agreement by written notice of the Sponsor if the Sponsor fails to pay rental payments within (10) days after notice of nonpayment or for material breach by the Sponsor of any other term or condition contained herein.
8. **Assignment.** The Agreement may not be assigned by Sponsor, in whole or in part, without the prior written consent of the District.
9. **Entire Agreement.** This Agreement sets forth the entire agreement of the parties and replaces and supersedes all other agreements. This Agreement cannot be modified, terminated or otherwise amended except by written instrument signed by both parties.

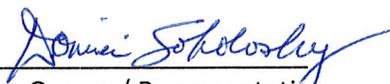
Dated:

Owasso Athletic Department

by: _____
BOE President

by: 
Athletic Director

Owasso Public Schools

By: 
Owner / Representative

First Bank of Owasso
Dominic Sokolovsky, CEO

OWASSO PUBLIC SCHOOLS
 202 E BROADWAY ST
 OWASSO, OK 74055

**NASPO - PURCHASE ORDER – LEASE
 OKLAHOMA STATE CONTRACT SW1008N**

NASPO:

To:
 QUADIENT LEASING USA INC.
 478 Wheelers Farms Road
 Milford, CT 06461
 800-881-6245

SHIP TO:
 OWASSO PUBLIC SCHOOLS
 202 E BROADWAY ST
 OWASSO, OK 74055

P.O. DATE	REQUISITIONER	SHIPPED VIA	F.O.B. POINT	TERMS

QTY	PRODUCT ID	DESCRIPTION	UNIT PRICE	TOTAL
1		IX-7 DIGITAL MAILING SYSTEM WITH DYNAMIC SCALE & E-CERTIFY		\$495.12

*PRICING PROVIDE VIA STATE OF OKLAHOMA STATE CONTRACT, SW1008N
 BILLED QUARTERLY
 \$495.12 PER MONTH, 12 MONTHS WITH 4 RENEWAL PERIODS, PRICING BASED ON 60 MONTH LEASE.
**INCLUDES:RENTAL OF MACHINE, METER RENTAL, MAINTENANCE, INSTALLTION, SHIPPING AND TRAINING
 OVERAGES NOT INCLUDED***

SUBTOTAL	\$495.12 PER MONTH
SALES TAX	n/a
SHIPPING & HANDLING	n/a
TOTAL	\$495.12 PER MONTH

- Order is governed under the terms and conditions of the NASPO Master Price Agreement Contract Number ADSP016-169901 Enter this order in accordance with the prices, terms, delivery method, and specifications listed above.
- Payments will be sent to:
 QUADIENT LEASING USA INC.
 Dept. 3682
 PO Box 123682
 Dallas, TX 75312-3682
 Federal ID Number: 94-2984524

Send all correspondence to:
 QUADIENT LEASING USA INC.
 478 Wheelers Farms Road
 Milford, CT 06461
 Phone 203-301-3400 Fax: 203-301-2600

 Authorized by Date

 Print Name and Title

2023-2024 ESC Representatives

Board of Education Minute Clerk	Renae Klein
Board of Education Deputy Minute Clerk	Rachelle Roberts
Treasurer	Phillip Storm
Assistant Treasurer	Sheryl Mansard
Encumbrance Clerk	Renee Atkinson
Acitivity Fund Custodian	Evelyn Bryan
Purchasing Agents	Margaret Coates, Phillip Storm, Kerwin Koerner, Mark Officer
E-Rate Agent	Russell Thornton
Receiving Agents	Phillip Storm, Brad Yokley, Kerwin Koerner
Residency Officers	Kerwin Koerner, Mark Officer
Title IX Compliance Officer	Mark Officer
ADA Representative	Mark Officer, Kerwin Koerner
Federal Programs	Mark Officer, Ashley Hearn
Section 504/Title II of the ADA	Charlene Duncan, Ashley Hearn
Age Act Coordinator	Lisa Johnson, Andrea Echols



Move This World
 16 Court St Ste 504
 Brooklyn, New York 11241
 United States
 Phone: (917) 261-6452

ORDER for Owasso
 Order: SO-230614-0000282
 Date: 6/14/2023
 Prepared by: Brendan Huddy

Order

Address Information

Bill To:
 Owasso
 1501 North Ash Street
 Owasso, Oklahoma 74055
 United States

Account Name: Owasso
Billing Contact: Ashley Hearn
Billing Email: ashley.hearn@owassops.org

Billing Phone: (918) 272-5367

Terms and Conditions

Payment Method: Invoice
Payment Terms: Net 30 Days

Delivery Terms: FOB Origin
Billing Method: Email

Remittance Information

Remit To:
 Move This World
 16 Court St Ste 504
 Brooklyn, New York 11241
 United States

Please reference order number SO-230614-0000282 with your payment.

Product & Service Lines

Product/Service	Product Code	Date(s)	Quantity	Term	Sales Price	Amount
Move This World Educators Wellness- Full Day	MTW_PD_Live_SY23	7/1/2023 - 6/30/2024	3	1 Day	\$3,500.00	\$10,500.00

Services Total: \$10,500.00

Net Amount: \$10,500.00

Balance Due Amount: \$10,500.00

+ The unit price shown above has been rounded to two decimal places for display purposes.

Specific Terms

This Content and Services Agreement (this "Agreement") is entered into as of the date of signature, by and between Manage Mindfully, Inc, a New York corporation (the "Provider"), and ("Client") (collectively, the "Parties") shall be effective as of the date of mutual execution by the Parties.

This Agreement shall be subject to the Move This World Terms of Use and Service Agreement below.

1. Content and Services. Manage Mindfully, Inc agrees to provide certain digital content and services listed above to the Client during the term of the Agreement.
2. Term. The term of the Agreement shall begin on [Start Date] and conclude on [End Date].
3. Fees. As compensation for the above content and services, Client shall pay to Manage Mindfully, Inc the fees and charges set forth above. Client shall pay all fees and charges 30 days from the date of Manage Mindfully, Inc invoice.

SERVICES AGREEMENT

This Master Educational Products and Services Agreement ("Agreement" or "Order"), dated as of date of the signed order form (the "Order Effective Date"), is between Customer as indicated on Order Form and Manage Mindfully, Inc (d/b/a Move This World, "MTW"), a New York company located at 16 Court St, Brooklyn, NY 11241.

This Order incorporates and is in all respects subject to the Move This World Products and Services Agreement Terms (the "Terms") that is published at <https://www.movethisworld.com/term-of-use/> on the date that this Order bears the signatures of both Customer and MTW. All capitalized terms that are not defined in this Order will have the meanings assigned in the Terms and supersedes and replaces all prior agreements between the parties as well as the individual school board ("School") served by Customer, further delineated in the subsequent addenda attached hereto. The undersigned is authorized by Customer to enter into this Order for the products, services and licenses indicated herein, at the prices set forth in the Order and pursuant to the Terms.

1. Term.

The contract term is indicated on the signed Order form, and shall be eligible for renewal upon the mutual written agreement of Customer and Move This World.

2. Description of Educational Products.

The customer will be provided with the Educational Products specified in the Order, which may include but is not limited to:

Move This World Digital Curriculum: With more than 300 video and audio offerings, Move This World is ideal for all learning and support programs. The evidence-based curriculum allows you to meet each student at his or her point of need while building a foundation for lifelong learning. The widely adopted Move This World curriculum for Pre-K through high school has been crafted based on extensive education research. It features a rich multimedia format with interactive elements, including discussion boards, ePortfolios, personal journal, videos, and audio, which help keep students engaged and motivated to deepen their self-awareness and emotional well-being.

Move This World may, from time to time, in its sole discretion, deliver or otherwise make available to Customer certain updated courseware, which such updates shall also be subject to all of the Terms.

Move This World Visioning Labs: Our Visioning Labs are virtual or in person workshops designed to imbue educators with tools and practices that will sustain and support them as they traverse the changed world of teaching - and teaching SEL - in the school year.

Visioning Labs must be implemented within the contract Term set forth in the Order.

3. Description of Services.

Customer will be provided the following Services under this Order:

Move This World Hosting Solution: The set-up, configuration and hosting of the applicable courseware for the delivery of Move This World Digital Program, solely for the provision of educational services to its students in the Territory enrolled in Customer's educational programs.

Program Support: The Customer will be provided with the following training and support under this order.

Service Support & Training: Your dedicated Program Manager will guide you through the onboarding process and will be your implementation lifeline throughout the year. As your primary point of contact, they are available for any questions or support needs.

4. Billing Terms.

For the Services and/or Products provided under this Order, the Customer shall pay to Move This World the Fees indicated in the Order.

The Customer shall be invoiced for the Educational Products and Services ordered hereunder in accordance with the Terms unless otherwise specified on the Order. Customer shall be invoiced yearly, unless otherwise stated in the order, and all invoices shall be payable Net 30 days from Customer's receipt of invoice.

5. Special Terms.

General Provisions:

a. The following provisions in this Section 5 shall control in the event of a conflict between the Terms and this Section 5.

b. The Customer represents and warrants that it has the authority to order products and services hereunder on behalf of the schools and/or End Users named in this Order.

Non-Solicitation: To the extent permitted by law and during the Period of this Order and for a period of twelve (12) months after the latter of its termination or expiration, the parties agree not to directly or indirectly solicit for hire or hire any employee of the other party that worked under this Order without the express written consent of the other party, and the payment to that party of a direct hiring conversion fee equal to fifty percent (50%) of that person's base starting salary as an employee of the hiring party. A party's general solicitation of employees (through, for example, employment websites or advertisements in newspapers, magazines or trade journals) will not be a violation of this provision nor will a party's hiring of personnel of the other party who corresponds to such a general solicitation be a violation of this provision.

Exclusive Curriculum Provider: During the contract Term of this Agreement, Move This World shall be the exclusive provider of social emotional wellness curriculum, training and support to Customers and any programs.

Termination: Notwithstanding anything to the contrary in the Terms, Move This World shall have the right to terminate this Master Services Agreement (i) for convenience with a 90-day written notice to Customer; or (ii) immediately for cause, including for reasons of breach, fraud, or malfeasance, as determined in Move This World's sole discretion, as well as all other reasons delineated in the Terms. Upon notice of termination, no additional users shall be accepted and termination shall be effective 90 days thereafter. Move This World, in its sole discretion, may extend timelines for content completion upon request. Termination of the Master Order shall terminate all addenda, although each member school, as identified by an executed addendum attached hereto, may have the option, at Move This World's discretion, to execute a contract under similar terms.

Confidentiality: Move This World and Customer (each a Party and collectively Parties) shall use the same degree of care in protecting Confidential Information of the other Party as it uses in protecting its own information of a similar nature, but in no event less than a commercially reasonable degree of care. "Confidential Information" of a Party means any non-public information that either Party designates as confidential or that ought to be treated as confidential given the circumstances of disclosure. Confidential Information includes, without limitation, information relating to student data, teacher data, clients, customers, finances, pricing, software, business plans and marketing strategies. The Parties agree that, in their capacity as a Party receiving Confidential Information from the other Party under this Agreement, during the Period and for a period of two (2) years thereafter (but with respect to any personally identifiable information, on a perpetual basis), neither will disclose such Confidential Information to any third party without prior written permission from the other Party, with an exception for legal and financial advisors, and those contractors performing on behalf of a Party who have a bona fide need to know and who are bound by terms of confidentiality at least as restrictive as those used herein. Confidential Information shall not include any information which: (a) was known to the receiving Party without obligation of confidentiality prior to the disclosing Party's disclosure, or (b) becomes publicly known or otherwise ceases to be secret or confidential, except through a breach of this agreement or wrongful act of the receiving Party. Nothing in this section precludes either Party from disclosing Confidential Information when and as legally required under operation of law, rule, legal or judicial process. Notwithstanding the foregoing, either Party may use general, anonymized student data and results (i.e., that do not contain personally identifiable information) for aggregated reporting and statistical reporting purposes.

Payment: Customer shall be responsible for ordering and payment for each school it serves as described by the products' Price and Payment terms above and as set forth in the Order Terms and as outlined above for all products & services ordered or consumed by such schools who have completed & executed an Order.

Customer: Owasso

Signature _____

Name _____

Title _____

Date _____

All rights reserved. Copyright Move This World



Elementary Handbook

2023-2024

This handbook contains helpful information, guidelines, and procedures that correspond with state law and the Owasso School Board Policies. The purpose of this handbook is to assist parents and students with navigating the school years as students learn and grow to become independent, responsible, *Respectful Rams*. We welcome the partnership of parents as we support the success of our students.

SCHOOL DISTRICT MISSION STATEMENT

Our mission is to provide a safe environment that equips, educates, and empowers students on their journey toward outstanding character and success.

Table of Contents

ARRIVAL/DISMISSAL PROCEDURES	5
ELEMENTARY SCHEDULE GRADES PreK-5	5
ASSIGNMENTS	5
MAKE-UP WORK	5
ATTENDANCE MATTERS	5
ATTENDANCE PROCEDURES/POLICY	6
BULLYING	6
CAFETERIA	6
BREAKFAST/LUNCH	6
LUNCH PAYMENTS/CHARGES	7
MY SCHOOL BUCKS	7
CANCELLATIONS	7
DIRECTORY INFORMATION	7
DRESS CODE PROTOCOL	8
EMERGENCY PROCEDURES	8
FIRE DRILL PROCEDURES	8
TORNADO DRILL PROCEDURES	8
SECURITY DRILLS	8
ENROLLMENT and REGISTRATION	9
FERPA	9
GRADES	9
PROGRESS REPORTS & REPORT CARDS	9
HEALTH SERVICES	10
BED BUGS GUIDELINES	10
MEDICATION	10
MENINGITIS INFORMATION	10
LIBRARY BOOKS	11
TEXTBOOK/LIBRARY	11
LOST AND FOUND PROCEDURES	11
MONEY	11

NON-SCHOOL ACTIVITIES	11
OPEN TRANSFERS	11
PARENTS’ BILL OF RIGHTS	11
PARTIES	12
PHYSICAL EDUCATION	12
PRE-K GENERAL PARENT INFORMATION	12
PROTECTION OF PUPIL RIGHTS (PPRA)	12
RESIDENCY	13
SEARCH AND SEIZURE	13
SEXUAL HARASSMENT	13
STUDENT INTERNET USAGE AGREEMENT	14
STUDENT SUSPENSION APPEALS PROCESS	14
DUE PROCESS AND STUDENT SUSPENSIONS	14
SHORT TERM OUT OF SCHOOL SUSPENSIONS (10 or fewer school days)	14
LONG-TERM OUT-OF-SCHOOL SUSPENSIONS (In excess of 10 School Days)	14
TELEPHONE	15
TESTING	15
TEXTBOOKS/CHROMEBOOKS	15
TOBACCO POLICY	16
TRANSPORTATION	16
BICYCLES	16
BUSES	16
RULES FOR BUS RIDERS	16
WALKERS AND CAR RIDERS	17
VISITORS	17
VOLUNTEER GUIDELINES	17
WITHDRAWALS	18

NONDISCRIMINATION

There will be no discrimination in the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the district's non-discrimination policies * Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability) * Director of Special Services Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-8021 * Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin) * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

Athletic Director Owasso Public Schools 12901 E. 86th St. N., Owasso, OK 74055 918-272-1867 * Age Act Coordinator (for questions or complaints based on age) * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact: * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Outside Assistance may be obtained from: * U.S. Department of Education Office for Civil Rights One Peticcoat Lane 1010 Walnut Street, Suite 320 Kansas City, MO 64106 (816) 268-0550 (816) 268-0599 (Fax) (877) 521-2172 (TTY) E-mail: OCR.KansasCity@ed.gov
[Policy 1.22a](#)

ARRIVAL/DISMISSAL PROCEDURES

The elementary school day begins at 9:00 a. m. and ends at 3:45 p. m.

ELEMENTARY SCHEDULE GRADES PreK-5

- **ARRIVAL:** After students arrive at school they are not permitted to leave school property during school hours, except in the company of the adult guardian.
- **EARLY DISMISSAL:** If it becomes necessary for you to pick up your child before regular school dismissal, go to the office to sign out your child. Early dismissals will be counted as a tardy or absence depending on the time of day. No student will be dismissed from the classroom until the teacher receives appropriate notification. Only persons listed in PowerSchool will be allowed to pick up a child. This is a protective measure both for your child and school personnel.
- **PUNCTUALITY:** It is important for students to arrive at school **on time**, so the class can begin promptly. If children arrive late, they start the day already behind in their instructional day . It can also be a disruption to the teaching/learning process.
- **DISMISSAL:** Dismissal procedures are specific to each school site. Please make arrangements with your child regarding their after school plans for transportation. If there is a change to your child's transportation or dismissal plans, please call the school office and communicate those plans by 2:00 p.m.

ASSIGNMENTS

MAKE-UP WORK

1. When a student is absent longer than two (2) days, the parent may call the school to request assignments on the third day.
2. When students are absent, they have the number of school days they were absent plus one school day to complete assignments. (Example: If a student is absent 3 days, the student has 4 days to complete the homework.)

ATTENDANCE MATTERS

Encouraging regular attendance is one of the most powerful ways you can prepare your child for success in school. When school attendance is a priority, children get better grades, develop healthy life habits, avoid dangerous behavior and have a better chance of graduating high school. When students are absent for fewer days, their grades and reading skills often improve. Students who attend school regularly also feel more connected to their community, develop important social skills and friendships, and are significantly more likely to graduate from high school, setting them up for a strong future. Regular attendance at school is required by state law. Under school law, parents are responsible for their child's

attendance until graduation from high school or the age of 18. When students are absent just two days per month - even when the absences are excused - it can have a negative impact. **This adds up to being absent 18 times during the year, which is considered chronically absent. Over the course of a student's school career, this equals 234 days, which is almost 1 ½ years of school missed.**

"A student who is absent from instruction without excuse for ten (10) consecutive days is to be recorded as absent each day. On day eleven (11), the pupil is to be exited from the roll" Okla. Admin. Code § 210:10-1-5. Re-enrollment will be required if the student returns to the district.

As a parent, you can prepare your child for a lifetime of success by making regular school attendance a priority. By figuring out the reasons for your child's absences, whether they're physical or emotional, and taking advantage of support services, such as tutoring and student mentoring, we can partner with you to set your child on the path to success.

ATTENDANCE PROCEDURES/POLICY

Pre-K instructional time is equal to 2.5 hours for the morning and 2.5 hours for the afternoon. Please go to your school's web page for specific starting and ending times.

- If your child is absent from school, please call the attendance number of your child's school to report the absence between 8:15 a.m. and 9:30 a.m. each day he/she is absent.
- Half-Day: In order for a student to be credited for a half-day of attendance, a student must be in attendance two of the first three hours of the school day to be recorded present for one-half day. Likewise, a student must be in attendance two of the final three hours to be recorded present for one-half day. (Per Accreditation of Oklahoma Schools)
- Any student who is not at school will be charged with an absence, whether it is excused or unexcused. An absence is considered unexcused until a parent calls the attendance office.
- Excessive tardiness causes students to miss out on valuable instruction. Excessive tardies may result in consequences.
- Any child running a fever is not permitted to be at school. **Children MUST be fever free for 24 hours without the aid of fever reducing medication before returning to school.**
- Scheduled medical appointments will be viewed as excused tardies with a note showing verification from a medical professional. **Early dismissal will be considered unexcused unless written documentation is provided from the appointment.**
- In the event of absences occurring due to a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition, including diagnosis is required, per [5.03](#)

BULLYING

Bullying is any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed towards 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. Owasso Public Schools strives to ensure a safe environment for every student. If you have witnessed or received a report of a bullying situation, please provide information to an administrator, teacher, or counselor so the school and district can take appropriate action. Students may make a report and all information will be confidential, and if you wish

you have the right to submit the report anonymously. Please refer to the Owasso Public Schools Board of Education Policy link for more information on Bullying. POLICY [5.13](#), [5.45](#)

CAFETERIA

BREAKFAST/LUNCH

1. A hot breakfast and lunch program is provided in the cafeteria for the benefit and convenience of both the student and parent.
2. Students may bring their breakfast or lunch.
3. If a parent wishes to have lunch with their child, they must sign them out of the building and back in upon return.
4. Breakfast/Lunch times vary by site.

LUNCH PAYMENTS/CHARGES

Students should have funds in their accounts before they attempt to purchase a meal or a la carte items on their account. Occasionally, a student may need to “charge” a breakfast or lunch on account; this means the student’s account is placed in the negative in order to allow for the meal, a la carte items are not allowed to be charged. Students are only allowed to do this until their account reaches a negative balance of ten dollars (-\$10.00) before money is required to be deposited to pay off the charges and provide for more meals. If a student has reached a balance of negative ten dollars (-\$10.00), and still does not have money to pay for lunch, he or she will be asked to call home to make arrangements for lunch. Once a student reaches the maximum negative balance an alternative meal of a Cheese Sandwich, Fruit, and Milk will be provided for lunch and Toast and fruit juice will be provided for breakfast. Please call your cafeteria manager or the child nutrition offices if you find you are in a difficult situation; they may be able to work with you. Should your child have outstanding charges on the date they are approved for free or reduced price meals, you are still responsible for paying off those charges. Low balance notices are sent home with the students at least twice a week. All parents/guardians are encouraged to complete a free/reduced meal [application](#). If you should need one during the school year, forms are available [online](#) and at the school offices.

MY SCHOOL BUCKS

For your convenience, you may pay with a credit/debit card using the My School Bucks application to load money on your child’s account. [My School Bucks application](#) information can be found on the Owasso Public Schools website. If you have questions or need further assistance, please call the Child Nutrition Department at [\(918\)272-8034](#).

CANCELLATIONS

Announcements about school cancellations will be shared via the district’s social media and will be broadcast on local radio and television stations.

DIRECTORY INFORMATION

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

- Student’s Name
- Photograph

- Athletic Information, including height and weight
- Grade Level (i.e., first grade, tenth grade, etc.)
- Participation in officially recognized activities and sports
- Degrees, Honors, & Awards received

Within the first three weeks of each school year, the school district will publish the above list of directory information it proposes to designate as directory information for the school year. 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. Parents or eligible students have two weeks following this publication or notice 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 their student. POLICY [5.28](#)

DRESS CODE PROTOCOL

The student policies are determined by the administration. Students will not wear clothing or accessories that display pictures, lettering or numbering that is profane, vulgar, repulsive, obscene, or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, drugs, drug-related items or paraphernalia. The following dress code applies at school, while on school vehicles or going to or from or attending school events.

1. Students are **not** permitted to wear tank tops or shirts with spaghetti straps.
2. Wearing pants below the waistline (sagging and bagging clothes) or wearing caps, bandanas, handkerchiefs, shoestrings or items associated with gang related behavior are not permitted.
3. The wearing of shorts of appropriate length is permitted.
4. All students are required to wear shoes. It is recommended for safety reasons that no strapless shoes be worn. Shoes with wheels are not to be worn on school property.
5. T-shirts, designed for street wear, and school sponsored organization shirts may be worn. Shirts with advertisements of alcoholic beverages or objectionable slogans/pictures may not be worn. Midriffs will be covered at all times.
6. Students will not wear hats or caps in the building. Exceptions will be made for medical reasons and/or for special events.

Building Administrators will have total authority for the interpretation of the dress code to all students. If there are situations that arise that are not specifically covered in this code, the administrator in charge will interpret the situation in light of the basic intent of this policy and that ruling will be final until such time that the policy is revised or changed to cover the situation.

EMERGENCY PROCEDURES

FIRE DRILL PROCEDURES

1. Each building is equipped with its own fire alarm signal and procedure.
2. Students will know and use the proper exit from anywhere in the school building.
3. Students will evacuate the building immediately in a proper manner.
4. Teachers will assure all students on his/her roster are present and accounted for once clear of danger.
5. Fire Drills are practiced on a regular basis.

TORNADO DRILL PROCEDURES

1. Each building is equipped with its own tornado alarm signal and procedure.

2. Students will “duck and cover” in areas designated by the building principal.
3. Tornado Drills are practiced on a regular basis.

SECURITY DRILLS

- Security drills are practiced on a regular basis.
 - a. lockdown drills - security threat inside the building
 - b. lockout drills - security threat outside the building

In the event of an emergency, parents or guardians are encouraged NOT to initially respond to the school during a crisis. This will allow city and school officials to assess the situation and activate the school's crisis plan. Should there be an emergency (national, local or school), **parents are asked to:**

- Cooperate with safety and school officials.
- Wait for notification of how and when to respond. This notification will come via the Owasso Public School’s communication tools and local media. ***It is imperative that you refrain from using cell phones to contact your student as the overload will impair emergency personnel from performing their duties.***

ENROLLMENT and REGISTRATION

NEW STUDENTS: Enrollment information for students new to Owasso is available on the district website.

RETURNING STUDENTS: Students with continual enrollment in Owasso schools must go through an annual registration process through their school site in order to verify residency.

FERPA

FERPA NOTICE

The Board of Education intends to comply with the Family Educational Rights and Privacy Act (FERPA). Questions regarding the district policy and FERPA may be directed to the principal at the school site or the Owasso Public School Education Service Center at 1501 N. Ash, 918-272-5367.

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on student Records. POLICY [5.28](#)

GRADES

PROGRESS REPORTS & REPORT CARDS

- Owasso Public Schools want to have strong communication with parents about their child's academic progress.
- Parents have a right to be updated about their child's academic progress and Owasso Public Schools has provided various tools for that purpose.
- Academic progress will be recorded in a timely manner.
- The electronic grade book is available to parents online, 24 hours a day, to accommodate a variety of schedules.
 - For Grades 3-5, a parent will be able to see individual grades for each assignment as well as their child's average in each subject.
 - Grades are recorded to reflect academic progress. In shorter weeks, holidays, or when special projects may occur, fewer grades may be recorded.
 - If there are challenges in accessing grades online, the teacher and/or office staff at their child's school is available to help parents.

- Regular academic reports will be shared with the parents on the following schedule:
 - Report of Progress (End of 1st Nine Weeks)
 - Report Card (End of 1st Semester)
 - Report of Progress (End of 3rd Nine Weeks)
 - Report Card (End of 2nd Semester)
- Classroom teachers will utilize parent conferences to visit with parents to discuss their child's progress.
- Parents may request or receive information about your child's grades any time during the school year.
- Teachers will respond as quickly as possible to parents, but the first priority is always serving the children in the classroom. Therefore, it may be the next business day before a grading question is answered.

HEALTH SERVICES

The Health Services Department serves our students and schools in a variety of areas. Please see the [health services](#) page on our district website for specific information regarding:

- COVID
- Flu
- Immunizations
- Lice
- Meningitis
- MRSA
- Pink Eye

BED BUGS GUIDELINES

While inconvenient and a nuisance, bed bugs do not cause disease and can be effectively eradicated. A diagnosis of bed bug bites or exposure should not disrupt the educational process.

Upon discovering bed bugs, known exposure or a suspected bite, a child's parent should be notified by the nurse and treatment options discussed. It is not necessary or effective to do school-wide or classroom-wide checks. Anyone that has had known close contact may be checked as well. The ultimate responsibility for bed bug checks, treatment and control lies with the parents. Children who have known bed bug exposure and/or bites can be checked at the nurse's discretion or if a parent requests. The school nurse's goals are to facilitate an accurate assessment of the problem, provide appropriate resources for treatment and prevention, and minimize school absences. References: National Association of School Nurses (NASN); Center for Disease Control (CDC).

MEDICATION

Except for provisions allowed in the district Medication Administration Policy, **students may not retain possession of or self-administer any medication.** Student's requiring medication at school must report to the School Nurse's office for appropriate paperwork and storage of medication. **Narcotic medication will not be stored or administered at school by school personnel.** The Medication Administration Policy is available in the Nurse's office and on the school website. **Violation of this policy may result in discipline, including out of school suspension.** [POLICY 5.01](#)

MENINGITIS INFORMATION

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called *Neisseria meningitis*. The disease causes either meningitis, severe swelling of the brain and spinal cord or meningococemia, a serious infection of the blood.

Vaccines can prevent many types of meningococcal disease, but not all types. This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing. For more information, contact your healthcare provider, local county health department or visit the National Meningitis Association website at www.nmaus.org. Please refer to the following Owasso Public School website link for more information about Meningitis. [OPS Health Services/Meningitis](#)

LIBRARY BOOKS

TEXTBOOK/LIBRARY

Each student is responsible for the care of his or her textbooks and/or library books. We do not charge any fines for overdue books, however, lost, damaged or destroyed books will need to be paid for by the end of the nine-week period or check out periods will be suspended. Store-bought replacements will not be accepted because our copies are purchased from companies that specialize in library-bound books.

LOST AND FOUND PROCEDURES

1. Please use name labels or some form of identification on items of clothing, lunch boxes and other personal items.
2. All articles found are to be placed in the lost and found areas. Articles not claimed will be given to a local charitable organization on a regular basis.

MONEY

When sending money to school, please send the correct change or a check in a labeled envelope specifying the child's name, teacher, and purpose of the money.

NON-SCHOOL ACTIVITIES

The school assumes no responsibility for information or management of non-school activities such as scouts, soccer, wrestling, cheerleading, gymnastics, and other such activities not provided by Owasso Public Schools.

OPEN TRANSFERS

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or denied in accordance with district policy. Priority for space and resources is assigned to resident students and the children of Owasso Public Schools staff. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on open transfers. POLICY [5.20](#)

PARENTS' BILL OF RIGHTS

Owasso Public Schools is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent. 25 O.S. Section 2001 Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Parents' Bill of Rights POLICY [1.69](#)

PARTIES

During the year there will be only two school-wide parties, Winter Holiday and Valentine's Day. Any refreshments brought to school for these parties must be store-bought. **Parents may not bring birthday treats for the class, and please do not send party invitations to the school to be distributed.** Any visitor attending a party must check in at the safe school identification system.

PHYSICAL EDUCATION

1. Students not taking physical education are to have a statement from the doctor. Before a student who is under a physician's care will be allowed to resume physical activity, a written release from the doctor must be presented to the physical education teacher.
2. Students not participating in physical education due to a short-term illness must have a note dated and signed by a parent. This is to be given to the school nurse.
3. Students do not change clothes for physical education in elementary school. We encourage shoes and clothing that are appropriate for both physical education and recess.

PRE-K GENERAL PARENT INFORMATION

Pre-K is an exciting time as children embark upon new adventures in the world of learning. We look forward to providing the best possible learning environment to educate the "whole" child. Each child will progress at his/her own rate, acquiring skills as he/she is developmentally ready. Maintaining each child's self-esteem and building a secure foundation for future growth will always remain a priority. With teamwork and cooperation among parents, teachers, and students, we will have a successful year!

- Please send a change of clothes, including underwear, socks, shirt and pants in a Ziploc bag with your child's name. Extra shoes are also acceptable but not required.
- Students may go outside to recess each day weather permitting. Please send appropriate outerwear with your child daily when the weather gets colder. Please write your child's name in the jacket or coat.
- Students are expected to be fully potty trained and able to take care of their toileting needs and routines. Students requiring pull ups are not considered to be potty trained. Your child will be coached to change their clothes when accidents occur. Parents will be called to assist in changing clothes when a bowel movement accident occurs.

PROTECTION OF PUPIL RIGHTS (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes and certain physical exams. Please refer to the following Owasso Public Schools

Board of Education Policy link for more information on Protection of Pupil Rights Amendment.

POLICY [1.38](#)

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue,

SW Washington, D.C. 20202-5920

1-800-872-5327

RESIDENCY

Oklahoma law provides a definition of “residence” for children attending school at 70 O.S. Section 1-113. If a child is between the ages of five and twenty-one, they are entitled to attend school free of charge in the district of residence. State law provides that a child’s residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence. Children may also establish residency if their attorney-in-fact is a resident of the district. Owasso Public Schools does not permit students to establish residency based on the affidavit of a person who has assumed permanent care and custody of the child under Okla. Stat. tit. 70 O.S. Section 1-113. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on residency POLICY [5.23](#)

SEARCH AND SEIZURE

The superintendent, principal, teacher, or security personnel of Owasso Public Schools, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search 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 practicable. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on search and seizures. **Oklahoma HB 1634 (2023) allows for the search of shoes and hand and head coverings.** POLICY [5.19](#), [5.29](#)

SEXUAL HARASSMENT

All students, employees, and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, and applicant for employment, vendor representative, or patron of the School District. In the case of a student of the School District, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District’s Policy on Student Behavior. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report

all such incidents to either the superintendent, assistant superintendent, principal, assistant principal, or any Board member of the School District. If a report of an incident needs to be made after normal school hours, the above-listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete, and immediate reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee, or Board member, the person(s) being harassed, the nature, contacts and extent of the prohibited activity, the dates of the prohibited activity, and any other information necessary to a full report and investigation of the matter. The School District will investigate all reports.

STUDENT INTERNET USAGE AGREEMENT

As a part of the resources available to students, the district provides internet access at each school site. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Furthermore, students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators. It is presumed users will comply with district standards and will honor the district's policies, rules and regulations. Regarding school internet and computer, electronic, or digital usage, the following are not permitted.

- Displaying or sharing offensive messages, pictures, or site addresses.
- Damaging computers, computer systems, computer networks or computer services.
- Violating copyright laws.
- Downloading, uploading, or distributing software.
- Using obscene language.
- Harassing, attacking or insulting others.
- Cyberbullying.
- Illegally accessing content through District network applications or equipment, or bypassing software parameters set in place by the District

For more information please see the Owasso Public School [Student Technology Use Agreement](#).

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Electronic and Digital communication. POLICY [1.76](#)

STUDENT SUSPENSION APPEALS PROCESS

DUE PROCESS AND STUDENT SUSPENSIONS

Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve due process procedures.

SHORT TERM OUT OF SCHOOL SUSPENSIONS (10 or fewer school days)

A short-term out-of-school suspension may be appealed to a committee composed of administrators and/or teachers. An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student or his/her parent/guardian. The out-of-school suspension decision will become

the final and non-appealable if a request is not timely submitted. The decision of the committee shall be final and non-appealable.

LONG-TERM OUT-OF-SCHOOL SUSPENSIONS (In excess of 10 School Days)

Method of Appeal to the Superintendent of Schools or his/her Designee: An appeal can be presented by letter to the Superintendent. If no appeal is received within (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final and non-appealable. The Superintendent or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible. At the conference, the Superintendent or his/her designee will read the policy, rule, or regulation the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent or his/her designee if he/she understands the rule and the charges against the student. At the conclusion of the conference, the Superintendent or his/her designee will state whether he/she will uphold, terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the suspension reviewed by the Board of Education.

Method of Appeal to the Board of Education: An appeal can be requested by letter to the Assistant Superintendent of Schools or the Clerk of the Board of Education. If no appeal is received within five (5) days after the decision of the Superintendent or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final and non-appealable. The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable. The parent and student will be notified in writing of the date, time, and place of the hearing. The parent and student will have the right to an "open" or "closed" hearing, at their option. Reasonable efforts will be made to accommodate the work schedule of parents. Please refer to the following Owasso Public Schools Board of Education Policy links for more information on Student suspension and appeals process. POLICY [5.26](#), [5.57](#)

TECHNOLOGY: PERSONAL COMMUNICATION DEVICE USAGE

1. Personal communication device (cell phone, smartwatch or similar devices) usage is not permitted during school hours.

TELEPHONE

2. Students must have permission from a teacher and/or office personnel to use the school telephone.
3. Outgoing calls are to be made only in cases of emergency, such as illness or inclement weather. Permission to go home with a friend or change plans after school does not constitute an emergency.
4. Recommendation is made that the parent and child work out an agreement at the beginning of the term as to where the parent will meet the child during bad weather, thus saving some telephone calls.

5. Students will be called to the telephone only in cases of emergency. We discourage parents from calling their children at school and asking office personnel to deliver messages unless it is an emergency. Principals will assist their staff in managing these processes.
6. Please make arrangements with your child regarding their after school plans for transportation. Please do not hesitate to call the school office and communicate those plans by 2:00 p.m.

TESTING

All Owasso elementary schools comply with state mandated testing requirements. Your child's school will communicate site specific testing information.

TEXTBOOKS/CHROMEBOOKS

Students are responsible for the textbooks and chromebooks issued to them. Each student will be expected to pay for any textbooks or chromebooks lost or damaged. The fee for damages varies depending upon the severity of damage. Lost or damaged textbooks, library books, and chromebooks will be assessed at replacement value. Parents will be notified by school staff when materials are lost or damage occurs that results in an expense to parents.

The [Student Technology Insurance Program](#) has been established to provide parents the opportunity to purchase insurance for 1:1 student technology devices. The insurance program is voluntary, but families are highly encouraged to participate.

TOBACCO POLICY

Students are not allowed to use tobacco or be in possession of tobacco in school buildings, school vehicles, including buses, or on the school campus. Possession of tobacco will be defined as any form of tobacco being on a student's person or in his/her purse, locker, gym bag, or vehicle. Electronic cigarettes and/or vaping products are not allowed. Violation of this policy will result in disciplinary action.

TRANSPORTATION

BICYCLES

The parent should consider the following recommendations:

1. The bicycle should be in good repair and meet all safety standards.
2. The rider should know and observe all traffic laws.
3. Bicycles are to be parked at the bicycle rack upon arriving at school and not ridden again until school is dismissed.
4. The school will not be held responsible for stolen bikes. **We strongly recommend padlocks on bicycles.**
5. Students are to walk their bicycles at all times while on school grounds.

BUSES

Transportation in district-owned buses is furnished to students who reside one and one-half miles or more from the school. All buses used by the Owasso Schools meet the requirements of the State Board

of Education and operate in compliance with their regulations. All students are expected to regard the bus as a classroom and conduct themselves appropriately. Safety is stressed at all times.

The driver of the bus is a school official and has the same authority as a classroom teacher over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the bus driver and is expected to help him maintain discipline in order to prevent serious accidents. The driver has authority and is expected to look after the welfare of all students under his/her care. Any student may be removed from the bus that persists in disobeying regulations. After getting on the bus, no student is to depart from the bus until it reaches school in the morning or arrives at the designated place for him/her to leave the bus in the evening, except by special permission from the driver. **A note signed and dated by the parents would be necessary for permission to be given for the student to ride a different bus than normal.**

RULES FOR BUS RIDERS

Bring a note signed by your parent if you are to do anything other than ride your usual bus. The note is due the day of the change. An unexpected change in afternoon plans must be called in before 2:00 p.m.

1. Use a safe route in walking to and from the bus stop. Walk facing traffic, if at all possible.
2. Be on time at school bus stops. Avoid having to run to catch the bus or having the school bus wait for you.
3. Always use the handrail when getting on or off the school bus.
4. Be seated immediately.
5. Keep the aisle clear.
6. Keep all parts of your body inside the bus at all times.
7. Do not throw things out of the school bus windows.
8. Do not eat or drink while on the school bus.
9. Do not be loud or boisterous.
10. Absolutely no distracting behavior is allowed on the school bus.
11. Complete silence at railroad crossings is needed.
12. When unloading to cross the street, always walk to the front of the bus and wait for the driver to motion you across the street.
13. Do not walk behind the school bus when it is loading and unloading.
14. Do not open or close the school bus doors.

WALKERS AND CAR RIDERS

1. Walkers and car riders should NOT arrive before 8:45 a.m.
2. It is the responsibility of the parent to communicate appropriate safety measures when students are walking to and from school.
3. Parents should not leave their children at a school outside of school hours as the supervision of students is a priority.

VISITORS

Parents are welcome to visit the school. All visitors must sign in and out in the main office, and provide identification, and are required to use our school identification process. All visitors must wear a visible visitor's badge/sticker while on a school campus. Student visitors are not permitted on campus. A parent needing to see his/her child during the school day should report to the main office.

Visitors can be asked to leave by administrators at any time. Visitation privileges can and will be revoked if deemed necessary by administrators and SRO's. If you need to visit a teacher, please call the school office or email your child's teacher to make an appointment. Scheduling a visit will help to prevent disruptions to the educational process. Visitors are not permitted on the playground during school hours, nor are they permitted to stand or park near the playgrounds. The school will contact the Owasso Police Department to report loitering individuals near the property. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on visitors. [POLICY 1.44](#)

VOLUNTEER GUIDELINES

Volunteers are welcome and appreciated at school sites. Specific needs for volunteers vary from site to site. Contact your child's school for details.

- Volunteers are expected to adhere to confidentiality regarding any student information and/or situations that they may encounter.
- Any obtained information should NOT be shared on or off school grounds. Concerns should be reported to appropriate school personnel.
- Please contact the site principal, or their designee, for additional requirements, expectations, and guidelines.

WITHDRAWALS

Parents who wish to withdraw their children must follow these steps:

1. Inform the office and teacher at least one week prior to leaving.
2. Make sure all charges are paid to the cafeteria and that all textbooks, library books, and school property are returned.
3. A withdrawal slip must be completed in the school office.

Approved by Board the Board of Education on 7/18/22



Owasso

6th - 7th - 8th

Grade Handbook

2022-2023

This handbook contains helpful information, guidelines, and procedures that correspond with state law and the Owasso School Board Policies.

SCHOOL DISTRICT MISSION STATEMENT

Our mission is to provide a safe environment that equips, educates, and empowers students on their journey toward outstanding character and success.

TABLE OF CONTENTS

ATTENDANCE	4
ARRIVAL AT SCHOOL	4
ATTENDANCE MATTERS	5
ATTENDANCE PROCEDURES/POLICY	5
ATTENDANCE INCENTIVE – SEMESTER TEST EXEMPTIONS	6
BULLYING	6
CAFETERIA	6
BREAKFAST/LUNCH	6
LUNCH PAYMENTS/CHARGES	6
MY SCHOOL BUCKS	7
CANCELLATIONS	7
CELL-PHONES/TELECOMMUNICATION DEVICES	7
CLOSED CAMPUS	7
DIRECTORY INFORMATION	7
DRESS and GROOMING GUIDELINES	8
DRUGS AND ALCOHOL	9
EARLY DISMISSAL	9
EMERGENCY PROCEDURES	10
FIRE DRILL PROCEDURES	10
TORNADO DRILL PROCEDURES	10
SECURITY DRILLS	10
EXTRACURRICULAR ACTIVITIES, CLUBS AND ORGANIZATIONS	10
FERPA	11
GRADING PRACTICE	11
GRADUATION REQUIREMENTS	11
HEALTH SERVICES	12
MEDICATION	12

MENINGITIS INFORMATION	12
OPEN TRANSFERS	12
PARENT BILL OF RIGHTS	12
PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)	13
RESIDENCY	13
SCHEDULE CHANGES	13
SEARCH AND SEIZURE	13
SEXUAL HARASSMENT	14
STUDENT DISCIPLINE POLICY	14
DISCIPLINE CODE	15
DUE PROCESS AND STUDENT SUSPENSIONS	17
SHORT TERM OUT OF SCHOOL SUSPENSIONS (10 or fewer school days)	17
LONG-TERM OUT-OF SCHOOL SUSPENSIONS (In excess of 10 School Days)	18
STUDENT INTERNET USAGE AGREEMENT	18
TARDIES	19
TARDIES TO SCHOOL:	19
TELEPHONE	19
TEXTBOOKS/LIBRARY BOOKS/CHROMEBOOKS	20
TOBACCO POLICY	20
TRANSPORTATION	20
BICYCLES	20
BUSES	20
RULES FOR BUS RIDERS	21
WALKERS AND CAR RIDERS	21
TRUANCY	21
VALUABLE PROPERTY	21
VISITORS	21
WITHDRAWAL FROM SCHOOL	22

NONDISCRIMINATION

There will be no discrimination in the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the district's non-discrimination policies * Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability) * Director of Special Services Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-8021 * Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin) * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

Athletic Director Owasso Public Schools 12901 E. 86th St. N., Owasso, OK 74055 918-272-1867 * Age Act Coordinator (for questions or complaints based on age) * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact: * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Outside Assistance may be obtained from: * U.S. Department of Education Office for Civil Rights One Peticcoat Lane 1010 Walnut Street, Suite 320 Kansas City, MO 64106 (816) 268-0550 (816) 268-0599 (Fax) (877) 521-2172 (TTY) E-mail: OCR.KansasCity@ed.gov

[Policy 1.22a](#)

The goal of this handbook is to inform parents and students of school guidelines. In addition, a goal of this handbook and all school rules is to help foster fully capable, independent, young adults. We know that goal requires the support of parents and we welcome that partnership.

ATTENDANCE

ARRIVAL AT SCHOOL

Students should not arrive at school until after 7:10 a.m. The building will not be open before then. Students are to be seated in the designated areas until dismissed by the duty teachers. Classes begin at 8:00 a.m. and end at 2:45 p.m. Once at school, students may not leave campus unless checked out by a parent/guardian.

ATTENDANCE MATTERS

Encouraging regular attendance is one of the most powerful ways you can prepare your child for success in school. When school attendance is a priority, children get better grades, develop healthy life habits, avoid dangerous behavior and have a better chance of graduating high school. When students are absent for fewer days, their grades and reading skills often improve. Students who attend school regularly also feel more connected to their community, develop important social skills and friendships, and are significantly more likely to graduate from high school, setting them up for a strong future. Regular attendance at school is required by state law and encouraged by the Owasso Public School District. Under school law, parents are responsible for their child's attendance until graduation from high school or the age of 18. When students are absent just two days per month - even when the absences are excused - it can have a negative impact. This adds up to being absent 18 times during the year, which is considered chronically absent. Over the course of a student's school career, this adds up to 234 days, which is almost 1 ½ years of school missed.

As a parent, you can prepare your child for a lifetime of success by making regular school attendance a priority. By figuring out the reasons for your child's absences, whether they're physical or emotional, and taking advantage of support services, such as free tutoring, student mentoring and after school activities, we can partner with you to set your child on the path to success.

ATTENDANCE PROCEDURES/POLICY

1. Anytime a student is absent from school, a parent/guardian should call the school office for each day the student is absent. Any student who is absent is considered unexcused until a parent/guardian calls the attendance office.
2. In the event of absences occurring due to a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition, including diagnosis is required, per [5.03](#)
3. Anytime a student arrives after 8:00 a.m. he/she must check in at the attendance office before going to class. A parent/guardian should call the attendance office to report the tardy.
4. Anytime a student arrives for first period after 8:10 a.m., it will be counted as an absence for first hour.
5. **The maximum number of days that a student may be absent and still receive high school credit for the semester is nine. The maximum includes BOTH excused and unexcused absences. It**

does not include student activities. (note: this applies only to students in the 8th grade who are taking courses for high school credit)

6. Parents of students who have excessive absences will be notified in writing. Attendance is a priority for all Owasso Public School students.
7. There are two types of absences: excused and unexcused. School work missed because of an **excused** absence is to be made up by the student. It is the responsibility of the student to check with the teachers to see what work was missed and when it is due. A student going on a field trip, an activity trip, or must check before the trip with his/her teachers for his/her assignments. The student will receive full credit for the make-up work when it is turned in, on or before the specified time. For excused absences a student will receive a day for every day out. For a school activity, work is due on the due date or immediately upon return.

ATTENDANCE INCENTIVE – SEMESTER TEST EXEMPTIONS

All students are required to take each of their semester finals in the fall semester. Students may exempt Spring semester finals if they meet the following **FULL** year requirements. Classes for high school credit may require a semester test worth up to, but no more than 15% of the course grade.

1. 10 absences for the full year and an 85% in both semesters of the class.

The only type of absence that does not count against exemptions is the Student Activity (SA) absence. Students who are exempt are not required to come to school during the hour of that final.

BULLYING

Bullying is any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed towards 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. Owasso Public Schools strives to ensure a safe environment for every student. If you have witnessed or received a report of a bullying situation, please provide information to an administrator, teacher, or counselor so the school and district can take appropriate action. Students may make a report and all information will be confidential, and if you wish you have the right to submit the report anonymously. Please refer to the Owasso Public Schools Board of Education Policy link for more information on Bullying. POLICY [5.13](#), [5.45](#)

CAFETERIA

BREAKFAST/LUNCH

1. A hot breakfast and lunch program is provided in the cafeteria for the benefit and convenience of both the student and parent.
2. Students may bring their breakfast or lunch, but they will be required to eat in the cafeteria.
3. Parents may sign their children out for lunch and must sign them back in when they return.
4. Breakfast/Lunch times vary by site.

LUNCH PAYMENTS/CHARGES

Students should have funds in their accounts before they attempt to purchase a meal or a la carte items on their account. Occasionally, a student may need to “charge” a breakfast or lunch on account; this means the student’s account is placed in the negative in order to allow for the meal, a la carte items are not allowed to be charged. Students are only allowed to do this until their account reaches a negative balance of ten dollars (-\$10.00) before money is required to be deposited to pay off the charges and provide for more meals. If a student has reached a balance of negative ten dollars (-\$10.00), and still does not have money to pay for lunch, he or she will be asked to call home to make arrangements for lunch. Once a student reaches the maximum negative balance an alternative meal of a Cheese Sandwich, Fruit, and Milk will be provided for lunch and Toast and fruit juice will be provided for breakfast. Please call your cafeteria manager or the child nutrition offices if you find you are in a difficult situation; they may be able to work with you. Should your child have outstanding charges on the date they are approved for free or reduced price meals, you are still responsible for paying off those charges. Low balance notices are sent home with the students at least twice a week. All parents/guardians are encouraged to complete a free/reduced meal [application](#). If you should need one during the school year, forms are available [online](#) and at the school offices.

MY SCHOOL BUCKS

For your convenience, you may pay with a credit/debit card using the My School Bucks application to load money on your child’s account. [My School Bucks application](#) information can be found on the Owasso Public Schools website. If you have questions or need further assistance, please call the Child Nutrition Department at [\(918\)272-8034](tel:9182728034).

CANCELLATIONS

Announcements about school cancellations will be shared via the district’s social media and will be broadcast on local radio and television stations.

CELL-PHONES/TELECOMMUNICATION DEVICES

The School District desires to provide a learning environment that is free from distraction. It is the student’s responsibility to ensure that all electronic devices are not in use during class hours, unless directed by the teacher to use them for educational purposes.

Any and all electronic devices, including but not limited to cell phones, smart phones, tablets, laptops, MP3 players, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected. Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant and disciplinary consequences may occur. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on cell phones and mobile devices. POLICY [1.76](#) , [5.31](#)

CLOSED CAMPUS

The Owasso 6th, 7th, and 8th Grade Centers are closed at lunch. Students are required to eat lunch on campus. Students may bring their lunch or purchase the meals provided by the cafeteria. Students will

not be permitted to leave campus during lunch except when they are checked out by a parent/guardian. If lunch is delivered to a student, please make sure your student knows the lunch is being delivered and ensure it arrives before lunch starts. Students will not be allowed to have food and/or drink items delivered to the school by third party vendors.

DIRECTORY INFORMATION

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

- Student's Name
- Photograph
- Athletic Information, including height & weight
- Grade Level (i.e., first grade, tenth grade, etc.)
- Participation in officially recognized activities and sports
- Degrees, Honors, & Awards received

Within the first three weeks of each school year, the school district will publish the above list of directory information it proposes to designate as directory information for the school year. 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. Parents or eligible students have two weeks following this publication or notice 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 their student. POLICY [5.28](#)

DRESS and GROOMING GUIDELINES

The school policies are the result of the cooperative effort of the school board and the administration. It is understandable that criteria be established to prohibit extreme styles and designs in clothing which might disrupt the education process or endanger the health and safety of pupils. The following dress and grooming policy applies at school, while on school vehicles, or going to or from or attending school events. **The principal and assistant principal have total authority in the interpretation of the dress code.** If situations arise that are not specifically covered in the guidelines, the administration will interpret the situation in light of the basic intent of the policy and that ruling will be final until such time that the policy is revised or changed to cover this situation.

1. T-shirts designed for street wear, and school sponsored organization shirts may be worn. Students will not wear clothing or accessories that display pictures, lettering or numbering that is profane, vulgar, repulsive or obscene or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, beer, drugs, drug-related items or paraphernalia.
2. Midriffs, halter tops, backless dresses, spaghetti strap shirts or dresses, and sleeveless garments resembling tank tops are not permitted. Midriffs will be covered at all times. Cleavage will be kept covered at all times.
3. Tights and leggings may be worn
4. ~~Shorts, skirts, dresses may be worn but must be at or below longest fingertip length with relaxed shoulders.~~ Shorts, skirts, dresses, and holes in pants should cover down to the upper to mid-thighs and should not expose undergarments.

5. Students will not wear hats, caps, stocking caps, or hoodies covering the head while in the building. No exceptions except for medical reasons.
6. Students will not wear clothing that has tears, holes, rips or is frayed above fingertip.
7. Writing on clothes, hands, or any other parts of the body is not permitted.

The dress and grooming policy applies to all school activities. The staff and administration believe that good grooming, cleanliness and neatness are important for a good learning environment. Those who wear clothes that do not conform to the guidelines will not return to class until proper attire is attained and discipline may be assigned as deemed appropriate by administration..

DRUGS AND ALCOHOL

1. Illegal and illicit drugs and alcohol
 - a. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. A drug detection dog is used randomly on campus. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxication alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs (any amount), or other synthetic products used as mood-altering substances at school, while on school vehicles or at any school-sponsored event. "Illicit drugs" include steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" include paint, glue, aerosol sprays, and similar substances. Violation of this rule will result in imposition of disciplinary measures, which may include suspension for the remainder of the current semester and the following semester. The length of a student suspension for violation of this rule may be shortened in some cases at the discretion of the building principal provided that:
 - i. The suspended student completes the school drug and alcohol education program counseling and
 - ii. The student is in good academic standing
 - b. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities. Drug testing policies and procedures are available in the nurse's office or online at the school's website.
2. Distribution of Information
 - a. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the principal at each student's school.
 - b. Copies of these rules shall be provided to all students and their parents at the beginning of each school year.

EARLY DISMISSAL

If it is necessary for a student to leave school before the end of the day, a verified parent/guardian must come into the office and sign the student out and the student must sign back in upon returning to school. Any student leaving campus without checking out through the office will be considered truant.

If a student should need an early dismissal with someone other than a parent/guardian, a parent/guardian must call the office, identify the person and give permission for them to pick up the student. In order to maintain student safety, notes cannot be accepted for early dismissals. Early dismissals do NOT include lunch dismissals. Students checking out for lunch may only be signed out by those that are previously identified on InfoSnap. **Notes or calls will not be accepted for lunch dismissals.**

EMERGENCY PROCEDURES

FIRE DRILL PROCEDURES

- Each building is equipped with its own fire alarm signal and procedure.
- Students will know and use the proper exit from anywhere in the school building.
- Students will **evacuate the building upon direction.**
- Teachers will check rolls once clear of danger.
- Fire Drills are practiced on a regular basis.

TORNADO DRILL PROCEDURES

- Each building is equipped with its own tornado alarm signal and procedure.
- Students will 'duck and cover' in areas designated by the building principal.
- Tornado Drills are practiced on a regular basis.

SECURITY DRILLS

- Security drills are practiced on a regular basis.
 - a. lockdown drills - security threat inside the building
 - b. lockout drills - security threat outside the building

In the event of an emergency, parents or guardians are encouraged NOT to initially respond to the school during a crisis. This will allow city and school officials to assess the situation and activate the school's crisis plan. Should there be an emergency (national, local or school), **parents are asked to:**

- Cooperate with safety and school officials.
- Wait for notification of how and when to respond. This notification will come via the Owasso Public School's communication tools and local media. ***It is imperative that you refrain from using cell phones to contact your student as the overload will impair emergency personnel from performing their duties.***

EXTRACURRICULAR ACTIVITIES, CLUBS AND ORGANIZATIONS

Clubs and other organizations are offered on a voluntary basis. Wholehearted participation in these activities is encouraged. **In order to attend practice or participate in an extracurricular activity, a student must be in attendance three hours on the day of the activity. Failure to be in attendance will result in the student being withheld from the activity.** Students participating in school activities are subject to eligibility rules. **A student who is ineligible shall not be allowed to miss school or be approved to participate in any school activity, during the school day or after the school day.** Academics come first; passing grades take priority. In the instance where the school activity is a part of a

performance-based class where participation in the activity is required for a grade, an alternative assignment may be used as a substitute for the missed school activity. Academic eligibility will be monitored on a weekly basis per Oklahoma Secondary School Activities Association guidelines. All students participating in Oklahoma Secondary Schools Athletic Association (OSSAA) sanctioned activities are subject to all residency requirements. For complete details of these requirements and guidelines, go to: www.ossaa.com. All clubs are required to maintain a charter or constitution and to function in accordance with its guidelines. A student appealing a teacher's/sponsor's/coach's decision cannot participate in extracurricular activities until the appeal process has been completed. All students involved in competitive extracurricular activities will be subject to random drug testing. Parents must submit a signed consent form **before** participation. Students are not allowed to participate until the signed consent form is submitted. A list of organizations is provided on the [OPS website](#).

FERPA

The Board of Education intends to comply with the Family Educational Rights and Privacy Act (FERPA). Questions regarding the district policy and FERPA may be directed to the principal at the school site or the Owasso Public School Education Service Center at 1501 N. Ash, 918-272-5367. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on student Records. POLICY [5.28](#)

GRADING PRACTICE

- Our schools want to have strong communication with parents about their child's academic progress. We take that responsibility seriously.
- Parents have a right to be updated about their child's academic progress and Owasso Public Schools has provided various tools for that purpose.
- The electronic grade book is available to parents on-line, 24 hours a day, to accommodate a variety of schedules.
 - A parent will be able to see individual grades for each assignment as well as their child's average in each subject.
 - We encourage our teachers to take two grades a week in each subject but shorter weeks, holidays, or special projects may affect that expectation.
 - If there are challenges in accessing grades on-line, the office staff at their child's school is more than willing to help parents.
- Regular academic progress will be up to date on PowerSchool and shared with the parents on the following schedule:
 - Report of Progress (End of 1st Nine Weeks)
 - Report Card (End of 1st Semester)
 - Report of Progress (End of 3rd Nine Weeks)
 - Report Card (End of 2nd Semester)
- Classroom teachers will utilize parent conferences to visit face-to-face with parents to discuss their child's progress.
- Should communication about grades be needed by either the parent or the teacher, that can happen at any time during the school year.
- Teachers will respond as quickly as possible to parents, but the first priority is always serving the children in the classroom. Therefore, it may be the next day before a grading question is

answered. A child's academic success is a team effort between home and school. We're serving students together!

GRADUATION REQUIREMENTS

A total of twenty-three units of credit must be earned during the four years of high school. The specific requirements for graduation are listed in the secondary course guide. The secondary course guide also provides information for students and families regarding which courses count for high school credit. High school credits are earned on a semester basis. A student receives .5 unit of credit for each semester that he/she receives a passing grade in a given subject for high school credit.

HEALTH SERVICES

The Health Services Department serves our students and schools in a variety of areas. Please see the [health services](#) page on our district website for specific information regarding:

- COVID
- Flu
- Immunizations
- Lice
- Meningitis
- MRSA
- Pink Eye

MEDICATION

Except for provisions allowed in the district Medication Administration Policy, **students may not retain possession of or self-administer any medication.** Student's requiring medication at school must report to the School Nurse for appropriate [paperwork](#) and storage of medication. **Narcotic medication will not be stored or administered at school by school personnel.** The Medication Administration Policy is available in the Nurse's office and on the school website. **Violation of this policy may result in discipline, including out of school suspension.** POLICY [5.01](#)

MENINGITIS INFORMATION

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called Neisseria meningitis. The disease causes either meningitis, severe swelling of the brain and spinal cord or meningococemia, a serious infection of the blood.

Vaccines can prevent many types of meningococcal disease, but not all types. This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing. For more information, contact your healthcare provider, local county health department or visit the National Meningitis Association website at www.nmaus.org. Please refer to the following Owasso Public School website link for more information about Meningitis. [OPS Health Services/Meningitis](#)

OPEN TRANSFERS

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or denied in accordance with district policy. Priority for space and resources is assigned to resident students and the children of Owasso Public Schools staff. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on open transfers. POLICY [5.20](#)

PARENT BILL OF RIGHTS

Owasso Public Schools are in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent.

25 O.S. Section 2001

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Parents Bill of Rights POLICY [1.69](#)

PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes and certain physical exams. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Protection of Pupil Rights Amendment. POLICY [1.38](#)

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue,

SW Washington, D.C. 20202-5920

1-800-872-5327

RESIDENCY

Oklahoma law provides a definition of "residence" for children attending school at 70 O.S. Section 1-113. If a child is between the ages of five and twenty-one, they are entitled to attend school free of charge in the district of residence. State law provides that a child's residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence. Children may also establish residency if their attorney-in-fact is a resident of the district. Owasso Public Schools does not permit students to establish residency based on the affidavit of a person who has assumed permanent care and custody of the child under Okla. Stat. tit. 70 O.S. Section 1-113.

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on residency POLICY [5.23](#)

SCHEDULE CHANGES

Schedule changes will only be made for the following school board approved reasons:

- To balance the size of classes
- Student is enrolled in a course incorrectly or if prerequisite courses have not been taken.
- Medical conditions warrant a change.
- A schedule change for any reason, other than the above, requires approval from an administrator.

SEARCH AND SEIZURE

The superintendent, principal, teacher, or security personnel of Owasso Public Schools, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search 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 practicable. Students have no reasonable expectation of privacy rights in the contents of school lockers, desks, and other school property. Students who drive a vehicle onto school property do so as a privilege afforded them by the School District and not as a right.

Accordingly, any student who drives a vehicle of any kind to school and parks that vehicle on school property is deemed to authorize a search of the vehicle by the superintendent, principal, teacher, or security personnel at any time and for any reason deemed appropriate by the school principal or the Superintendent of Schools. Any student who refuses to peaceably submit his/her vehicle to a search when requested to do so may be suspended out of school for such refusal. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on search and seizures. POLICY [5.19](#), [5.29](#)

SEXUAL HARASSMENT

All students, employees, and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, and applicant for employment, vendor representative, or patron of the School District. In the case of a student of the School District, “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District’s Student Discipline Policy. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the superintendent, assistant superintendent, principal, assistant principal, or any Board member of the School District. If a report of an incident needs to be made after normal school hours, the above-listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete, and immediate reporting of such prohibited activities, any person may report such incidents in

writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee, or Board member, the person(s) being harassed, the nature, contacts and extent of the prohibited activity, the dates of the prohibited activity, and any other information necessary to a full report and investigation of the matter. The School District will investigate all reports.

STUDENT DISCIPLINE POLICY

One of the most important phases of a person's educational development is that of learning proper behavior, cooperation, respect, and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude to develop intellectually. It is the school's responsibility as a part of the total educational process to assist the student in the development of self-discipline.

The following discipline methods may be assigned by the principal or assistant principal for a student that engages in any of the behaviors listed under the Discipline Code section while at school, while on school vehicles, or going to or from or attending school events:

1. **Counseling**- May involve the classroom teacher, counselor, or administrator.
2. **Removal from class (non-appealable)** – Students will be allowed to come to school, but will be isolated from certain class periods.
3. **Detention (non-appealable)** – Students will be required to study, complete assignments, or do other school work during detention.
4. **School Service (non-appealable)**- School service may be used in lieu of other normally assigned disciplinary actions. Service opportunities may include, but are not limited to cleaning cafeteria tables, grounds beautification, general cleaning, etc.
5. **Alternative In-School Placement (non-appealable)**- Students will be allowed to come to school, but will be isolated or restricted from the main flow of daily routine. School administrators will decide how many days of in-school placement a student serves based on the severity of the offense. In school placement stays will be communicated to the parent or guardian by the school administrator.
6. **Out of School Suspension (appealable)**-Students may be suspended out of school as a result of a major offense, multiple offenses, or repeated offenses. Length of short-term suspensions may include 1-10 school days. Length of long-term suspensions will be 11 days or more, up to or including one calendar year for long-term based on the level of offense(s).
7. **Change of Placement (non-appealable)** – Students may receive a change of placement to an alternative educational setting in lieu of an out-of-school suspension lasting more than 10 days or up to one calendar year for long-term based on the level of offense(s).

DISCIPLINE CODE

The principal or assistant principal shall have the authority to assign any of the above disciplinary options to any student who engages in the following behavior at school, on school grounds, while on school vehicles, or going to or from, or attending school events:

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin,

religion, disability, veteran status, sexual orientation, age, or genetic information by making, transmitting, causing, allowing to be transmitted, broadcasting, publishing, distributing, causing, or allowing to be broadcast, published or distributed, any message, material, telephonic, computerized or electronic message.

5. Cheating
6. Conduct that threatens or jeopardizes the safety of others
7. Cutting class or sleeping, eating or refusing to work in class
8. Disruption of the educational process or operation of the school
9. Extortion
10. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
11. Failure to comply with state immunization records
12. False reports or false calls
13. Fighting
14. Forgery, fraud, or embezzlement
15. Gambling
16. Gang related activity or action
17. Harassment, intimidation, or bullying, including gestures, written or verbal expression, electronic communication or physical acts
18. Hazing (whether involving initiations or not) in connection with any school activity, regardless of location
19. Immorality
20. Inappropriate attire, including violation of dress code
21. Inappropriate behavior or gestures
22. Indecent exposure
23. Intimidation or harassment because, of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
24. Obscene language
25. Physical or verbal abuse
26. Plagiarism
27. Possession or distribution of a caustic substance
28. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
29. Possession, without prior authorization, of a wireless telecommunication device
30. Possession, threat or use of a dangerous weapon, replica weapons, toy guns/facsimile and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
31. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended, therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating

- substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
32. Possession of illegal and/or drug related paraphernalia
 33. Possession or claimed possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval
 34. Profanity
 35. Purchasing, selling and/or attempting to purchase or sell prescription and nonprescription medicine while at school and school related functions.
 36. Sexual or other harassment of individuals including, but not limited to, students, school employees, patrons.
 37. Theft
 38. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
 39. Truancy
 40. Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.
 41. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee or the school
 42. Using racial, religious, ethnic, sexual, gender or disability-related epithets
 43. Vandalism
 44. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
 45. Vulgarity
 46. Willful damage to school property
 47. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action. Examples of immediate negative effects include, but are not limited to, electronic communication, negative reaction by the victim, overt face to face confrontations at school or school events, etc. Students found in violation of any of the above may receive disciplinary action. Any student who is determined to have brought a firearm on school grounds under the jurisdiction of the School District shall be suspended out of school for a period of not less than one calendar year. **Participation in the school's extracurricular activities is a privilege, not a right.** When a student's behavior results in an out-of-school suspension, Change of Placement (COP), or In-School Placement (ISP), the student immediately (notwithstanding the filing of an appeal) forfeits the privilege of participating in all extracurricular activities of the school. In addition, when the principal determines to impose alternative in-school placement or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the student's offense.

DUE PROCESS AND STUDENT SUSPENSIONS

Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve due process procedures.

SHORT TERM OUT OF SCHOOL SUSPENSIONS (10 or fewer school days)

A short-term out-of-school suspension may be appealed to a committee composed of administrators and/or teachers. An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student or his/her parent. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted. The decision of the committee shall be final and non-appealable.

LONG-TERM OUT-OF SCHOOL SUSPENSIONS (In excess of 10 School Days)

Method of Appeal to the Superintendent of Schools or his/her Designee: An appeal can be presented by letter to the Superintendent. If no appeal is received within (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final and non-appealable. The Superintendent or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible. At the conference, the Superintendent or his/her designee will read the policy, rule, or regulation the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent or his/her designee if he/she understands the rule and the charges against the student. At the conclusion of the conference, the Superintendent or his/her designee will state whether he/she will uphold, terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the suspension reviewed by the Board of Education.

Method of Appeal to the Board of Education: An appeal can be requested by letter to the Assistant Superintendent of Schools or the Clerk of the Board of Education. If no appeal is received within five (5) days after the decision of the Superintendent or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final and non-appealable. The Board will hear the appeal as soon as possible. The Board's decision is final and non-appealable. The parent and student will be notified in writing of the date, time, and place of the hearing. The parent and student will have the right to an "open" or "closed" hearing, at their option. Reasonable efforts will be made to accommodate the work schedule of parents. Please refer to the following Owasso Public Schools Board of Education Policy links for more information on Student suspension and appeals process. POLICY [5.26](#), [5.57](#)

STUDENT INTERNET USAGE AGREEMENT

As a part of the resources available to students, the district provides internet access at each school site. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Furthermore, students must be cognizant of the fact that

electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators. It is presumed users will comply with district standards and will honor the district's policies, rules and regulations. Regarding school internet and computer, electronic, or digital usage, the following are not permitted.

- Displaying or sharing offensive messages, pictures, or site addresses
- Damaging computers, computer systems, computer networks or computer services
- Violating copyright laws
- Downloading, uploading, or distributing software
- Using obscene language
- Harassing, attacking or insulting others
- Cyberbullying

For more information please see the Owasso Public School [Student Technology Use Agreement](#). Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Electronic and Digital communication. POLICY [1.76](#)

TARDIES

Being on time to class each hour is required.

- Four minutes are allowed for changing classes. Under normal conditions, this is enough time to get from one class to another. Students should be in their respective classroom and in their seat when the tardy bell rings. Disciplinary action will be taken for unexcused tardiness.
- Any student not in their seat at the tardy bell will be considered tardy. First hour tardy students will be directed to the office for an admit pass.
- Students arriving to school after 8:00 a.m. will be considered tardy. Students arriving after 8:10 a.m. will be counted as absent for 1st period.
- All tardies to school, including those excused by a parent/guardian, will count towards the semester limit of five. Those tardies that are accompanied with a doctor's note will be the exception.

TARDIES TO SCHOOL:

FIRST HOUR TARDIES

- 1 – 4 Tardies per semester: Tardy recorded and staff will encourage timely attendance
- 5 – 8 Tardies per semester: Detention or other consequences may be assigned for each tardy to school. Parents will be notified with each consequence
- After 9th Tardy in the Semester: Parents will be contacted to attend a parent conference and other consequences and/or counseling services may be assigned

SECOND-SIXTH HOUR TARDIES

- 1 - 4 Tardies per semesters: Teacher assigned consequences
- 5 - 8 Tardies: Detention or other consequences
- 9 + Tardies: Detention, parent conference, counseling, or other measures

TELEPHONE

Students may receive phone calls in the main office, during class, only for an emergency. Parents are asked NOT to call students at school unless it is absolutely necessary. If it is necessary, the office staff

will take a message and see that it is delivered in a timely manner. Students may only use the office phone for the following reasons:

- Emergency situations
- To return a parent/guardian call
- Need lunch or lunch money
- In violation of dress code
- Need transportation
- School activity canceled/time change

* Students are expected to make their plans prior to coming to school

TEXTBOOKS/LIBRARY BOOKS/CHROMEBOOKS

Students are responsible for the textbooks and chromebooks issued to them. Each student will be expected to pay for any textbooks or chromebooks lost or damaged. The fee for damages varies depending upon the severity of damage. Lost or damaged textbooks, library books, and chromebooks will be assessed at replacement value. Parents will be notified by school staff when materials are lost or damage occurs that results in an expense to parents.

The [Student Technology Insurance Program](#) has been established to provide parents the opportunity to purchase insurance for 1:1 student technology devices. The insurance program is voluntary, but families are highly encouraged to participate.

TOBACCO POLICY

Students are not allowed to use tobacco or be in possession of tobacco in school buildings, school vehicles, including buses, or on the school campus. Possession of tobacco will be defined as any form of tobacco being on a student's person or in his/her purse, locker, gym bag, or vehicle. Electronic cigarettes and/or vaping products are not allowed. Violation of this policy will result in disciplinary action.

TRANSPORTATION

BICYCLES

The parent should consider the following recommendations:

1. The bicycle should be in good repair and meet all safety standards.
2. The rider should know and observe all traffic laws.
3. Bicycles are to be parked at the bicycle rack upon arriving at school and not ridden again until school is dismissed.
4. The school will not be held responsible for stolen bikes. **We strongly recommend padlocks.**
5. Students are to walk their bicycles at all times while on school grounds.

BUSES

Transportation in district-owned buses is furnished to students who reside one and one-half miles or more from the school. All buses used by the Owasso Schools meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are expected to regard the bus as a classroom and conduct themselves appropriately. Safety is stressed at all times.

The driver of the bus is a school official and has the same authority as a classroom teacher over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the bus driver and is expected to help him maintain discipline in order to prevent serious accidents. The driver has authority and is expected to look after the welfare of all students under his/her care. Any student may be removed from the bus that persists in disobeying regulations. After getting on the bus, no student is to depart from the bus until it reaches school in the morning or arrives at the designated place for him/her to leave the bus in the evening, except by special permission from the driver. **A note signed and dated by the parents would be necessary for permission to be given for the student to ride a different bus than normal.**

RULES FOR BUS RIDERS

1. Bring a note signed by your parent if you are to do anything other than ride your usual bus. The note is due the day of the change. **An unexpected change in afternoon plans must be called in before 1:45 p.m.**
2. Use a safe route in walking to and from the bus stop. Walk facing traffic, if at all possible.
3. Be on time at school bus stops. Avoid running to catch the bus or having the bus wait for you.
4. Always use the handrail when getting on or off the school bus.
5. Be seated immediately.
6. Keep the aisle clear.
7. Keep all parts of your body inside the bus at all times.
8. Do not throw things out of the school bus windows.
9. Do not eat or drink while on the school bus.
10. Do not be loud or boisterous.
11. Absolutely no distracting behavior is allowed on the school bus.
12. Complete silence at railroad crossings is needed.
13. When unloading to cross the street, always walk to the front of the bus and wait for the driver to motion you across the street.
14. Do not walk behind the school bus when it is loading and unloading.
15. Do not open or close the school bus doors.

WALKERS AND CAR RIDERS

1. Walkers and car riders should NOT arrive before 7:10 a.m.
2. Parents of walkers should advise their children not to accept rides from strangers.
3. It is best if students who are walking to school have a definite route, agreed upon by parents, and children to follow to and from school.
4. Parents should not leave their children at a school outside of school hours.
5. After school, all walkers must go home and stay away from all school campuses. They cannot meet and or visit at other school sites, unless attending an authorized school activity.

TRUANCY

A truancy occurs when a student is absent without parents' knowledge or approval, or a student is not in his/her assigned area during the designated time. The policy for truancy is as follows:

1. First Offense: A student who is truant one, two, or three hours will receive two hours of detention for every hour or partial hour missed. A student truant more than three hours will receive alternative in-school placement.

2. Repeat Offenses: Alternative in-school placement or additional consequences

VALUABLE PROPERTY

We encourage students to leave valuable items at home. If a student chooses to bring a valuable item(s) to school, the student does so at his/her own risk.

VISITORS

All visitors must sign in and out in the main office, provide identification, and are required to use our school identification process. All visitors must wear a visible visitor's badge/sticker. Student visitors are not permitted on campus. A parent needing to see his/her child during the school day should report to the main office. Should anyone other than a parent request to see a student, the parent will be notified in order to grant permission. Visitors can be asked to leave by administrators at any time. Visitation privileges can and will be revoked if deemed necessary by administrators and SRO's. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on visitors. POLICY, [1.44](#)

WITHDRAWAL FROM SCHOOL

Parents who wish to withdraw their children must follow these steps:

- Parents should notify the office prior to the student's last day.
- Parents should complete all necessary paperwork to document the withdrawal.
- Fines must be paid and school property returned.
- In case of extenuating circumstances and the student is unable to follow this procedure, please contact the school administration.
- Grades and records will be sent to the student's new school, upon their request.



Owasso High School Handbook 2022-2023

This handbook contains helpful information, guidelines, and procedures that correspond with state law and the Owasso School Board Policies.

SCHOOL DISTRICT MISSION STATEMENT

Our mission is to provide a safe environment that equips, educates, and empowers students on their journey toward outstanding character and success.

Table of Contents

ARRIVAL AT SCHOOL	4
ATTENDANCE MATTERS	4
ATTENDANCE PROCEDURES/POLICY	4
ATTENDANCE NOTIFICATION	5
ATTENDANCE INCENTIVE – SEMESTER TEST EXEMPTIONS	5
BULLYING	6
CAFETERIA	6
BREAKFAST/LUNCH	6
LUNCH PAYMENTS/CHARGES	6
MY SCHOOL BUCKS	7
CANCELLATIONS	7
CARE OF SCHOOL PROPERTY	7
CELL-PHONES/TELECOMMUNICATION DEVICES	7
CLOSED CAMPUS POLICY	8
CONCURRENT ENROLLMENT	8
DELIVERIES	8
DIRECTORY INFORMATION	8
DRESS AND GROOMING POLICIES	9
DRUGS AND ALCOHOL	9
EMERGENCY PROCEDURES	10
FIRE DRILL PROCEDURES	10
TORNADO DRILL PROCEDURES	10
SECURITY DRILLS	10
EXTRACURRICULAR ACTIVITIES, CLUBS AND ORGANIZATIONS	10
FERPA	11
GRADE CLASSIFICATION REQUIREMENTS	11
GRADUATION REQUIREMENTS	11
GUIDANCE AND COUNSELING PROGRAM	11
HEALTH SERVICES	12
MEDICATION	12
MENINGITIS INFORMATION	12
LIBRARY MEDIA CENTER	12
MAKE-UP WORK	13
MOTOR VEHICLE REGISTRATION FEES	13
MOTOR VEHICLE REGULATIONS AND PENALTIES	14
OPEN TRANSFERS	14
PARENT BILL OF RIGHTS	14
PROTECTION OF PUPIL RIGHTS (PPRA)	14
RESIDENCY	15
SCHEDULE CHANGES	15
SEARCH AND SEIZURE	15
SEXUAL HARASSMENT	16
STUDENT DISCIPLINE POLICY	16
DUE PROCESS AND STUDENT SUSPENSIONS	19
SHORT-TERM OUT-OF-SCHOOL SUSPENSIONS	19
LONG-TERM OUT-OF-SCHOOL SUSPENSIONS	19

STUDENT IDENTIFICATION	20
STUDENT INTERNET USAGE AGREEMENT	20
TARDIES	21
TEXTBOOKS/LIBRARY BOOKS/CHROMEBOOKS	21
TOBACCO POLICY	21
TRANSPORTATION	21
BICYCLES	21
BUSES	21
RULES FOR BUS RIDERS	22
WALKERS AND CAR RIDERS	22
TRUANCY	22
VISITORS	23
WITHDRAWALS	23

NONDISCRIMINATION

There will be no discrimination in the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the district's non-discrimination policies * Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability) * Director of Special Services Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-8021 * Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin) * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

Athletic Director Owasso Public Schools 12901 E. 86th St. N., Owasso, OK 74055 918-272-1867 * Age Act Coordinator (for questions or complaints based on age) * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact: * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Outside Assistance may be obtained from: * U.S. Department of Education Office for Civil Rights One Petticoat Lane 1010 Walnut Street, Suite 320 Kansas City, MO 64106 (816) 268-0550 (816) 268-0599 (Fax) (877) 521-2172 (TTY) E-mail: OCR.KansasCity@ed.gov

[Policy 1.22a](#)

The goal of this handbook is to inform parents and students of school guidelines. In addition, a goal of this handbook and all school rules is to help foster fully capable, independent, young adults. We know that goal requires the support of parents, and we welcome that partnership.

ARRIVAL AT SCHOOL

Students should not arrive at school until after 7:10 a.m. The building will not be open before then. Students should report to specified areas. Classes begin at 8:00 a.m. and end at 2:45 p.m. Once at school, students may not leave campus unless checked out by a parent/guardian.

ATTENDANCE MATTERS

Encouraging regular attendance is one of the most powerful ways you can prepare your child for success in school. When school attendance is a priority, children get better grades, develop healthy life habits, avoid dangerous behaviors and have a better chance of graduating high school. When students are absent for fewer days, their grades and reading skills often improve. Students who attend school regularly also feel more connected to their community, develop important social skills and friendships, and are significantly more likely to graduate from high school, setting them up for a strong future. Regular attendance at school is required by state law and encouraged by the Owasso Public School District. Under school law, parents are responsible for their child's attendance until graduation from high school or the age of 18.

When students are absent just two days per month - even when the absences are excused - it can have a negative impact. This adds up to being absent 18 times during the year, which is considered chronically absent. Over the course of a student's school career, this is equal to 234 days, which is almost 1 ½ years of school missed.

As a parent, you can prepare your child for a lifetime of success by making regular school attendance a priority. By figuring out the reasons for your child's absences, whether they're physical or emotional, and taking advantage of support services, such as free tutoring, student mentoring, and after school activities, we can partner with you to set your child on the path to success.

ATTENDANCE PROCEDURES/POLICY

1. Anytime a student is absent from school, please call the proper attendance office each day he/she is absent: **Notes will not be accepted.**
 1. OHS Seniors: 918.272.8092
 2. OHS Juniors: 918.272.8094
 3. OHS Sophomores: 918.274.3031
 4. OHS Freshmen: 918.274.3033
2. The student must report to the attendance office, make contact with a parent to clear the absence, and receive an admit slip to class. These steps must be completed before 3:00 p.m. Consequences may be assigned for any uncleared absences. The absence is considered unexcused until parental or guardian contact is made.
3. If an absence is anticipated, please clear the absence ahead of time with the teachers and attendance office. **Parents who will be out of town and unable to contact the attendance office in case their student is absent must contact the attendance office before leaving town and**

designate the person/persons responsible for clearing their student's absence while they are unavailable.

4. There are two types of absences: excused and unexcused. School work missed because of an **excused** absence is to be made up by the student. It is the responsibility of the student to check with the teachers to see what work was missed and when it is due. A student going on a field trip or activity trip must check before the trip with his/her teachers for his/her assignments. The student will receive full credit for the make-up work when it is turned in, on or before the specified time. For excused absence a student will receive a day for every day out. For a school activity, work is due on the due date or immediately upon return. When a student receives a truancy, there is to be no make-up work.
5. In the event of absences occurring due to a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition is required, per policy [5.03](#)
6. Anytime a student leaves campus after 8:00 a.m., he/she must check out through the attendance office. If a student leaves campus without checking out, he/she will be considered truant.
7. Anytime a student arrives after 8:00 a.m., he/she must check in with the attendance office. Failure to do this will result in a disciplinary action.
8. Anytime a student arrives for first period after 8:10 a.m., it will be counted as an absence for first hour.
9. Seniors and Juniors may use two days per semester to visit a college or armed service as a school activity. An official letter must be turned into the attendance office the day the student returns to school.
10. A student who does not have a parking permit must be signed out by a parent or guardian.
11. If a student is checked out during 4th hour, lunch is a part of 4th hour, he/she will receive an absence for 4th hour.
12. **The maximum number of days that a student may be absent and still receive credit for the semester is nine.** The maximum includes **BOTH** excused and unexcused absences. It does not include student activities. . Re-enrollment will be required if the student returns to the district.

ATTENDANCE NOTIFICATION

- **As student absences accrue, a notification will be sent to inform parents** of the importance of the student being in attendance along with the number of absences per class period.
- On the tenth absence in a class, the student will lose credit in that class. A letter will be mailed home stating that the student has lost credit, due to attendance.
- If a student does lose credit, due to attendance, the parents/guardians may submit an appeal to an assistant principal, within 5 days after the last day of the semester. A decision will be made by the attendance appeals committee regarding the outstanding circumstances and determine if credit will be given for any/all classes.

ATTENDANCE INCENTIVE – SEMESTER TEST EXEMPTIONS

Classes for high school credit may require a semester test worth up to, but no more than 15% of the course grade. All students are required to take each of their semester finals in the fall semester. Students may exempt Spring semester finals if they meet the following **FULL** year requirements.

1. 10 absences for the full year and a 85% or above in both semesters of the class

The only type of absence that does not count against exemptions is the Student Activity (SA) and College Visit (CV) absences. Students who are exempt are not required to come to school during the hour of that final.

BULLYING

Bullying is any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed towards 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. Owasso Public Schools strives to ensure a safe environment for every student. If you have witnessed or received a report of a bullying situation, please provide information to an administrator, teacher, or counselor so the school and district can take appropriate action. Students may make a report and all information will be confidential. You have the right to submit the report anonymously. Please refer to the Owasso Public Schools Board of Education Policy link for more information on Bullying. POLICY [5.13](#), [5.45](#)

CAFETERIA

BREAKFAST/LUNCH

1. A hot breakfast and lunch program is provided in the cafeteria for the benefit and convenience of both the student and parent.
2. Students may bring their breakfast or lunch, but they will be required to eat in the cafeteria.
3. Breakfast/Lunch times vary by site.

LUNCH PAYMENTS/CHARGES

Students should have funds in their accounts before they attempt to purchase a meal or a la carte items on their account. Occasionally, a student may need to "charge" a breakfast or lunch on account; this means the student's account is placed in the negative in order to allow for the meal, a la carte items are not allowed to be charged. Students are only allowed to do this until their account reaches a negative balance of ten dollars (-\$10.00) before money is required to be deposited to pay off the charges and provide for more meals. If a student has reached a balance of negative ten dollars (-\$10.00), and still does not have money to pay for lunch, he or she will be asked to call home to make arrangements for lunch. Once a student reaches the maximum negative balance an alternative meal of a Cheese Sandwich, Fruit, and Milk will be provided for lunch and Toast and fruit juice will be provided for breakfast. Please call your cafeteria manager or the child nutrition offices if you find you are in a difficult situation; they may be able to work with you. Should your child have outstanding charges on the date they are approved for free or reduced price meals, you are still responsible for paying off those charges. Low balance notices are sent home with the students at least twice a week. All parents/guardians are encouraged to complete a free/reduced meal [application](#). If you should need one during the school year, forms are available [online](#) and at the school offices.

MY SCHOOL BUCKS

For your convenience, you may pay with a credit/debit card using the My School Bucks application to load money on your child's account. [My School Bucks application](#) information can be found on the

Owasso Public Schools website. If you have questions or need further assistance, please call the Child Nutrition Department at (918)272-8034.

CANCELLATIONS

Announcements about school cancellations will be shared via the district's social media and will be broadcast on local radio and television stations.

CARE OF SCHOOL PROPERTY

It is essential that a wholesome respect for public property be fostered. Students who damage or destroy school property shall be required to make complete restitution. Other disciplinary action may be taken to ensure school facilities are appropriately maintained.

CELL-PHONES/TELECOMMUNICATION DEVICES

The School District desires to provide a learning environment that is free from distraction. It is the student's responsibility to ensure that all electronic devices are not in use during class hours, unless directed by the teacher to use them for educational purposes. Any and all electronic devices, including but not limited to cell phones, smart phones, tablets, laptops, MP3 players, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected. Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant and disciplinary consequences may occur. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on cell phones and mobile devices. POLICY [1.76](#) , [5.31](#)

CLOSED CAMPUS POLICY

The campus at Owasso High School will be closed from the time a student arrives on campus until the end of the school day. **The parking lot will be off-limits to students during this time.** There are seven reasons for a student to be in the school parking lot during the day. Those reasons include:

1. **Students Arriving Late to School.** These students will report directly to the attendance office to check in. They will receive an admit and proceed to class.
2. **Students With an Early Dismissal.** These students must have an early dismissal pass signed by the attendance office.
3. **Students Arriving from Morning Tech.** These students must have their Tulsa Technology Center ID.
4. **Students Leaving for Afternoon Tech.** These students must have their Tulsa Technology Center ID.
5. **Students Involved in Sixth Hour Athletics.** These students may leave campus to report to their practice areas. If the practice area is on the HS campus students are not allowed to move their vehicles.
6. **Students Involved in Concurrent Enrollment.** These students may arrive late or leave early due to their concurrent schedule.
7. **Students Involved in Career Connections Program (Internship).** These students may arrive late or leave early due to their internship schedules.

Any other student in the parking lot during the school day will be in violation of the Closed Campus Policy. Whether the student has actually left the campus or not is irrelevant. Violation of this rule will be documented and disciplined.

CONCURRENT ENROLLMENT

Students interested in earning college credit while in high school should visit with the OHS [college and career counselor](#).

DELIVERIES

Deliveries of items to students by parents/guardians can be brought to the main office with students either being called down to the office or items being delivered to students. Parents/guardians may be asked for their ID to confirm their relationship with the student. Students will not be allowed to have food and/or drink items delivered to the school by third party vendors.

DIRECTORY INFORMATION

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

- Student's Name
- Photograph
- Athletic Information, including height and weight
- Grade Level (i.e., first grade, tenth grade, etc.)
- Participation in officially recognized activities and sports
- Degrees, Honors, & Awards received

Within the first three weeks of each school year, the school district will publish the above list of directory information it proposes to designate as directory information for the school year. 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. Parents or eligible students have two weeks following this publication or notice 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 their student. POLICY [5.28](#)

DRESS AND GROOMING POLICIES

The school policies are the result of the cooperative effort of the school board and the administration. It is understandable that criteria be established to prohibit extreme styles and designs in clothing which might disrupt the education process or endanger the health and safety of pupils. The following dress and grooming policy applies at school, while on school vehicles, or going to or from or attending school events.

1. Students will not wear clothing or accessories that display pictures, lettering, or numbering that is profane, vulgar, repulsive, obscene, or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, drugs, drug related items, or paraphernalia.

2. Midriffs, halter tops, backless dresses, and sleeveless garments resembling tank tops are not permitted. Clothing should not expose or display undergarments.
3. ~~Shorts, skirts, dresses, and holes in pants must be at or below fingertip level.~~ **Shorts, skirts, dresses, and holes in pants should cover down to the upper to mid-thighs and should not expose undergarments.**
4. All students are required to wear shoes.
5. Students will not wear hats, caps, stocking caps, or hoodies covering the head while in the building. No exceptions except for medical reasons.
6. Facial and body piercings that disrupt the educational process or endanger the health and safety of students will not be permitted.

The dress and grooming policy applies to all school activities. The staff and administration believe that good grooming, cleanliness and neatness are important for a good learning environment. Those who wear clothes that do not conform to the guidelines will not return to class until proper attire is attained and discipline may be assigned as deemed appropriate by administration.. The assistant principal and principal will have total authority in interpreting the dress code to all students. If there are situations that arise that are not specifically covered in this code, the administrator in charge will interpret the situation in light of the basic intent of this policy, and that ruling will be final until such time that the policy is revised or changed to cover that situation.

DRUGS AND ALCOHOL

Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. A drug detection dog is used randomly on campus. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxication alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs (any amount), or other synthetic products used as mood-altering substances at school, while on school vehicles or at any school-sponsored event. "Illicit drugs" include steroids, prescription and over-the-counter medications, marijuana, THC, and cannabis when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student. "Mood-altering substances" include paint, glue, aerosol sprays, and similar substances. Violation of this rule will result in disciplinary measures, which may include suspension and/or change of placement for the remainder of the current semester and the following semester. The length of a student suspension and/or change of placement for violation of this rule may be shortened in some cases at the discretion of the building principal provided that:

- a. The student completes the school drug and alcohol education program counseling and
- b. The student is in good academic standing

Students in violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities. Drug testing policies and procedures are available in the nurse's office or online at the school's website. Information for students and their parents about drug and alcohol counseling and rehabilitation and reentry programs in this geographic area is available from the principal at each student's school.

EMERGENCY PROCEDURES

FIRE DRILL PROCEDURES

- Each building is equipped with its own fire alarm signal and procedure.
- Students will know and use the proper exit from anywhere in the school building.
- Students will **evacuate the building upon direction**.
- Teachers will check rolls once clear of danger.
- Fire Drills are practiced on a regular basis.

TORNADO DRILL PROCEDURES

- Each building is equipped with its own tornado alarm signal and procedure.
- **Students will 'duck and cover'** in areas designated by the building principal.
- Tornado Drills are practiced on a regular basis.

SECURITY DRILLS

- Security drills are practiced on a regular basis.
 - a. lockdown drills - security threat inside the building
 - b. lockout drills - security threat outside the building

In the event of an emergency, parents or guardians are encouraged NOT to initially respond to the school during a crisis. This will allow city and school officials to assess the situation and activate the school's crisis plan. Should there be an emergency (national, local or school), **parents are asked to:**

- Cooperate with safety and school officials.
- Wait for notification of how and when to respond. This notification will come via the Owasso Public School's communication tools and local media. ***It is imperative that you refrain from using cell phones to contact your student as the overload will impair emergency personnel from performing their duties.***

EXTRACURRICULAR ACTIVITIES, CLUBS AND ORGANIZATIONS

Clubs and other organizations are offered on a voluntary basis. Wholehearted participation in these activities is encouraged. **In order to attend practice or participate in an extracurricular activity, a student must be in attendance three hours on the day of the activity. Failure to be in attendance will result in the student being withheld from the activity.** Students participating in school activities are subject to eligibility rules. **A student who is ineligible shall not be allowed to miss school or be approved to participate in any school activity, during the school day or after the school day.** Academics come first; passing grades take priority. In the instance where the school activity is a part of a performance-based class where participation in the activity is required for a grade, an alternative assignment may be used as a substitute for the missed school activity. Academic eligibility will be monitored on a weekly basis per Oklahoma Secondary School Activities Association guidelines. All students participating in Oklahoma Secondary Schools Athletic Association (OSSAA) sanctioned activities are subject to all residency requirements. For complete details of these requirements and guidelines, go to: www.ossaa.com. All clubs are required to maintain a charter or constitution and to function in accordance with its guidelines. A student appealing a teacher's/sponsor's/coach's decision cannot participate in extracurricular activities until the appeal process has been completed. All students involved in competitive extracurricular activities will be subject to random [drug testing-5.27](#). Parents must submit a signed consent form **before** participation. Students are not allowed to participate until the signed consent form is submitted. A list of organizations is provided on the [OPS website](#).

FERPA

The Board of Education intends to comply with the Family Educational Rights and Privacy Act (FERPA). Questions regarding the district policy and FERPA may be directed to the principal at the school site or the Owasso Public School Education Service Center at 1501 N. Ash, 918-272-5367. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on student Records. POLICY [5.28](#)

GRADE CLASSIFICATION REQUIREMENTS

To be classified as a sophomore, a student must have earned a minimum of 4.5 units of credit at the beginning of the school year. To be classified as a junior, a student must have earned a minimum of 9.0 units at the beginning of the school year. To be classified as a senior, a student must have earned a minimum of 16.0 units at the beginning of the school year. [See Course Guide](#)

GRADUATION REQUIREMENTS

A total of twenty-three units of credit must be earned during the four years of high school. Senate Bill 1792 passed by the Oklahoma Legislature and effective July 1, 2006 requires all students to be automatically enrolled in the college preparatory graduation plan unless another plan is requested by a parent/guardian. Selection of the Core Curriculum Plan requires a signed notice from a parent/guardian. The specific requirements for the graduation plans are listed in the secondary course guide located on the Owasso High School webpage. Students must meet all graduation requirements as set forth by the State Department of Education in order to obtain an Owasso High School diploma. Students must be within one credit of meeting their graduation requirements in order to participate in commencement exercises.

GUIDANCE AND COUNSELING PROGRAM

The high school [guidance and counseling offices](#) are available to support students in the areas of academic, career, social and personal issues. Students should sign up in the counseling office to see a counselor. The counselor will send for the student during the day as soon as possible. Crisis situations will be addressed immediately. Students, parents and teachers are encouraged to refer individual students to the counseling staff when they have a concern about the well-being of a particular student. Referrals for outside resources are made on an informal basis and are optional for students or parents. Small group counseling is utilized to address academic issues within the classroom. Mediation is available to high school students who are experiencing conflict with another student that has not reached a level requiring disciplinary action. Referrals to local resources are available for pregnant/parenting teens to provide health education regarding maternal/child needs. Tobacco education and group counseling is available for students who have expressed concerns regarding substance use issues. Conflict resolution training is available to high school students who have violated Owasso High School's policy regarding threatening behavior and/or bullying for the first time.

HEALTH SERVICES

The Health Services Department serves our students and schools in a variety of areas. Please see the [health services](#) page on our district website for specific information regarding:

- COVID
- Flu
- Immunizations
- Lice
- Meningitis
- MRSA
- Pink Eye

MEDICATION

Except for provisions allowed in the district Medication Administration Policy, **students may not retain possession of or self-administer any medication.** Student's requiring medication at school must report to the School Nurse for appropriate [paperwork](#) and storage of medication. **Narcotic medication will not be stored or administered at school by school personnel.** The Medication Administration Policy is available in the Nurse's office and on the school website. **Violation of this policy may result in discipline, including out of school suspension.** POLICY [5.01](#)

MENINGITIS INFORMATION

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called Neisseria meningitis. The disease causes either meningitis, severe swelling of the brain and spinal cord or meningococemia, a serious infection of the blood. Vaccines can prevent many types of meningococcal disease, but not all types. This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing. For more information, contact your healthcare provider, local county health department or visit the National Meningitis Association website at www.nmaus.org. Please refer to the following Owasso Public School website link for more information about Meningitis. [OPS Health Services/Meningitis](#)

LIBRARY MEDIA CENTER

The mission for Owasso Libraries is to provide an opportunity for students and staff to become effective users of ideas and information, to encourage the enjoyment of reading, and to promote life-long learning.

The OHS Library Media Centers have a comprehensive online card catalog, the internet, online subscriptions, periodicals, and a collection of thousands of books.

- The OHS East and **OHS** West Library Media Centers are open Monday through Friday from 7:40 a.m. until 3:00 p.m. You are welcome to use the library for study groups, individual study, to read, or to browse the various sections in the library.
- You must have your current ID to check books out from the library.
- Books are checked out for a two-week time period. Students may renew books, if they have the book(s) with them, unless a reserve has been placed on the books. Reference books are not checked out.

MAKE-UP WORK

There are two types of absences: excused and unexcused. School work missed because of an **excused** absence is to be made up by the student. It is the responsibility of the student to check with the teachers to see what work was missed and when it is due. A student going on a field trip, an activity trip, or vacation must check before the trip with his/her teachers for his/her assignments. The student will receive **up to** full credit for the make-up work when it is turned in, on or before the specified time. For excused absence a student will receive a day for every day out. For a school activity, work is due on the due date or immediately upon return. When a student receives a truancy, there is to be no make-up work.

MOTOR VEHICLE REGISTRATION FEES

Motor vehicle registration fees support the cost of security and maintenance of the parking lots and drives. For the security and well-being of our students and staff, vehicles driven to school must be registered and display the appropriate permit on the rear view mirror.

Parking Permit Fee: \$25

Parking in a No-Parking Zone, Teacher Designated Parking, Handicapped Zone

\$20 fine

Improper/Reckless Driving

\$20 (improper) \$30 (reckless) fine

No Parking Permit

\$20 fine plus permit fee, if applicable

- Students must make arrangements for paying fines with the grade-level principal. Failure to do so may result in the loss of driving privileges for a specified time period or other disciplinary action.
- Students who acquire four tickets in a year will lose their driving privileges for a specified period of time.
- Parking is a privilege and any unsafe operation or violation may result in revocation of parking privileges.
- Multiple offenses can but are not limited to vehicles being towed and parking privileges being revoked.

MOTOR VEHICLE REGULATIONS AND PENALTIES

1. All motor vehicles driven to school by students must be properly registered.
2. All students must obey the 10 MPH campus speed limit and Oklahoma traffic laws when operating a motor vehicle on campus.
3. Vehicles are to be operated in a safe and responsible manner at all times.
4. Student vehicles are to be parked in student-designated areas. Staff parking spaces are numbered, and students may not park there. All bus loops and entrances must be kept clear for buses and/or emergency vehicles.

5. In an effort to secure student vehicles, students are not permitted in the parking lots during class period or between classes. Students who go to the lots without an authorized pass to do so will be subject to disciplinary action. Please see the information above in regard to the Closed Campus Policy.
6. Any student(s) involved in an accident or who has had his/her vehicle tampered with or vandalized should **notify their** assistant principal's office immediately. School Resource Officers may be utilized to help in these situations.
7. School Resource Officers may be enlisted to help monitor appropriate parking lot behavior.
8. Parking permits must be placed on the rear view mirror for visibility purposes.

OPEN TRANSFERS

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or denied in accordance with district policy. Priority for space and resources is assigned to resident students and the children of Owasso Public Schools staff. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on open transfers. POLICY [5.20](#)

PARENT BILL OF RIGHTS

Owasso Public Schools is in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent.

25 O.S. Section 2001

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Parents Bill of Rights POLICY [1.69](#)

PROTECTION OF PUPIL RIGHTS (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes and certain physical exams. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Protection of Pupil Rights Amendment. POLICY [1.38](#)

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW Washington, D.C. 20202-5920

1-800-872-5327

RESIDENCY

Oklahoma law provides a definition of "residence" for children attending school at 70 O.S. Section 1-113. If a child is between the ages of five and twenty-one, they are entitled to attend school free of charge in the district of residence. State law provides that a child's residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence. Children may also establish residency if their attorney-in-fact is a resident of the district.

Owasso Public Schools does not permit students to establish residency based on the affidavit of a person who has assumed permanent care and custody of the child under Okla. Stat. tit. 70 O.S. Section 1-113. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on residency POLICY [5.23](#)

SCHEDULE CHANGES

Circumstances which may warrant a schedule change are as follows:

1. Academic Misplacement
2. Schedule error
3. Adjustment to meet graduation, Oklahoma Promise or NCAA requirements
4. Completion of 1st semester activity (e.g. athletics, marching band)
5. Concurrent enrollment in a college course
6. If a student drops an AP course, they will only enroll in a concurrent or virtual course

Applications for a requested schedule change may be obtained from a Counselor and must be completed within the first ten school days . Criteria for approval or disapproval of a schedule change may include:

1. Academic record
2. Graduation plan
3. Administration Approval
4. Parent conference
5. Availability in a core course

SEARCH AND SEIZURE

The superintendent, principal, teacher, or security personnel of Owasso Public Schools, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search 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 practicable. Students have no reasonable expectation of privacy rights in the contents of school lockers, desks, and other school property. Students who drive a vehicle onto school property do so as a privilege afforded them by the School District and not as a right. Accordingly, any student who drives a vehicle of any kind to school and parks that vehicle on school property is deemed to authorize a search of the vehicle by the superintendent, principal, teacher, or security personnel at any time and for any reason deemed appropriate by the school principal or the Superintendent of Schools. Any student who refuses to peaceably submit his/her vehicle to a search when requested to do so may be suspended out of school and/or Change of Placement for such refusal. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on search and seizures. POLICY [5.19](#), [5.29](#)

SEXUAL HARASSMENT

All students, employees, and Board members are strictly prohibited from engaging in any form of sexual harassment of any student, employee, and applicant for employment, vendor representative, or patron of the School District. In the case of a student of the School District, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, and other unwelcome verbal or physical conduct of a sexual nature by any person towards a student. Any student engaging in sexual harassment is subject to any and all disciplinary action which may be imposed under the School District's Policy on Student Behavior. Any employee or student who is or has been subjected to sexual harassment or knows of any student or employee who is or has been subjected to sexual harassment shall immediately report all such incidents to either the superintendent, assistant superintendent, principal, assistant principal, or any Board member of the School District. If a report of an incident needs to be made after normal school hours, the above-listed individuals may be contacted at home. It is preferred that all such reports be made in person or in writing signed by the reporting party. However, in order to encourage full, complete, and immediate reporting of such prohibited activities, any person may report such incidents in writing and anonymously by mailing such reports to the personal attention of any of the above-designated persons. All such reports should state the name of the alleged harassing student, employee, or Board member, the person(s) being harassed, the nature, contacts and extent of the prohibited activity, the dates of the prohibited activity, and any other information necessary to a full report and investigation of the matter. The School District will investigate all reports.

STUDENT DISCIPLINE POLICY

One of the most important phases of a person's educational development is that of learning proper behavior, cooperation, respect, and self-discipline. Without these characteristics, it is difficult for a person to maintain the proper attitude to develop intellectually. It is the school's responsibility as a part of the total educational process to assist the student in the development of self-discipline.

The following discipline methods may be assigned by the principal or assistant principal for a student that engages in any of the behaviors listed under the Discipline Code section while at school, while on school vehicles, or going to or from or attending school events:

1. **Counseling**- May involve the classroom teacher, counselor, or administrator.
2. **Removal from class (non-appealable)** – Students will be allowed to come to school, but will be isolated from certain class periods.
3. **Detention (non-appealable)** – Students will be required to study, complete assignments, or do other school work during detention.
4. **School Service (non-appealable)**- School service may be used in lieu of other normally assigned disciplinary actions. Service opportunities may include, but are not limited to cleaning cafeteria tables, grounds beautification, general cleaning, etc.
5. **Alternative In-School Placement (non-appealable)**- Students will be allowed to come to school, but will be isolated or restricted from the main flow of daily routine. School administrators will decide how many days of in-school placement a student serves based on the severity of the offense. In school placement stays will be communicated to the parent or guardian by the school administrator.

6. **Out of School Suspension (appealable)**-Students may be suspended out of school as a result of a major offense, multiple offenses, or repeated offenses. Length of short-term suspensions may include 1-10 school days. Length of long-term suspensions will be 11 days or more, up to or including one calendar year for long-term based on the level of offense(s).
7. **Change of Placement (non-appealable)** – Students may receive a change of placement to an alternative educational setting in lieu of an out-of-school suspension lasting more than 10 days or up to one calendar year for long-term based on the level of offense(s).

DISCIPLINE CODE

The principal or assistant principal shall have the authority to assign any of the above disciplinary options to any student who engages in the following behavior at school, on school grounds, while on school vehicles, or going to or from, or attending school events:

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making, transmitting, causing, allowing to be transmitted, broadcasting, publishing, distributing, causing, or allowing to be broadcast, published or distributed, any message, material, telephonic, computerized or electronic message.
5. Cheating - violations of OHS Academic Honesty Policy
6. Conduct that threatens or jeopardizes the safety of others
7. Cutting class or sleeping, eating or refusing to work in class
8. Disruption of the educational process or operation of the school
9. Extortion
10. Failure to attend assigned detention, alternative school, or other disciplinary assignment without approval
11. Failure to comply with state immunization records
12. False reports or false calls
13. Fighting
14. Forgery, fraud, or embezzlement
15. Gambling
16. Gang related activity or action
17. Harassment, intimidation, or bullying, including gestures, written or verbal expression, electronic communication or physical acts
18. Hazing's (whether involving initiations or not) in connection with any school activity, regardless of location
19. Immorality
20. Inappropriate attire, including violation of dress code
21. Inappropriate behavior or gestures
22. Indecent exposure
23. Intimidation or harassment because, of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage,

- destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
24. Obscene language
 25. Physical or verbal abuse
 26. Plagiarism-violations of OHS Academic Honesty Policy
 27. Possession or distribution of a caustic substance
 28. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
 29. Possession, without prior authorization, of a wireless telecommunication device
 30. Possession, threat or use of a dangerous weapon, replica weapons, toy guns/facsimile and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
 31. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended, therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
 32. Possession of illegal and/or drug related paraphernalia
 33. Possession or claimed possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval
 34. Profanity
 35. Purchasing, selling and/or attempting to purchase or sell prescription and nonprescription medicine while at school and school related functions.
 36. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
 37. Theft
 38. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
 39. Truancy
 40. Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.
 41. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee or the school
 42. Using racial, religious, ethnic, sexual, gender or disability-related epithets
 43. Vandalism
 44. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering or in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
 45. Vulgarity

- 46. Willful damage to school property
- 47. Willful disobedience of a directive of any school official

In addition, conduct occurring outside of the normal school day or off school property that has a direct and immediate negative effect on the discipline or educational process or effectiveness of the school, will also result in disciplinary action. Examples of immediate negative effects include, but are not limited to, electronic communication, negative reaction by the victim, overt face to face confrontations at school or school events, etc. Students found in violation of any of the above may receive disciplinary action. Any student who is determined to have brought a firearm on school grounds under the jurisdiction of the School District shall be suspended out of school for a period of not less than one calendar year. **Participation in the school's extracurricular activities is a privilege, not a right.** When a student's behavior results in an out-of-school suspension, Change of Placement (COP), or In-School Placement (ISP), the student immediately (notwithstanding the filing of an appeal) forfeits the privilege of participating in all extracurricular activities of the school. In addition, when the principal determines to impose alternative in-school placement or other correctional measures against a student, the student will not be permitted to participate in any extracurricular activities offered by the school during the term of the discipline unless, in the sole judgment of the principal, such participation is appropriate given the nature of the student's offense.

DUE PROCESS AND STUDENT SUSPENSIONS

Alternative in-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out-of-school suspension and do not require or involve due process procedures.

SHORT-TERM OUT-OF-SCHOOL SUSPENSIONS (10 or Fewer School Days)

A short-term out-of-school suspension may be appealed to a committee composed of administrators and/or teachers. An appeal to a committee can be requested by letter to the school principal, which must be received within five (5) calendar days after the principal's out-of-school suspension decision is received by the student or his/her parent. The out-of-school suspension decision will become final and non-appealable if a request is not timely submitted. The decision of the committee shall be final and non-appealable.

LONG-TERM OUT-OF-SCHOOL SUSPENSIONS (In Excess of 10 School Days)

Method of Appeal to the Superintendent of Schools or his/her

Designee: An appeal can be presented by letter to the Superintendent. If no appeal is received within five (5) calendar days after the principal's decision is received by the parent or student, the principal's out-of-school suspension decision will be final and not appealable. The Superintendent or his/her designee should hold a conference with the parent or guardian as soon as possible after receipt of the appeal. The conference will be held during regular school hours, Monday through Friday, with consideration given to the hours of working parents whenever possible. At the conference, the Superintendent or his/her designee will read the policy, rule, or regulation the student is charged with having violated and will briefly outline the conduct on the part of the student. The parent should be asked by the Superintendent or his/her designee if he/she understands the rule and the charges against the student. At the conclusion of the conference, the Superintendent or his/her designee will state whether he/she will terminate or modify the out-of-school suspension. In all cases the parent will be advised of his/her right to have the suspension reviewed by the Board of Education.

Method of Appeal to the Board of Education: An appeal can be requested by letter to the Assistant Superintendent of Schools or the Clerk of the Board of Education. If no appeal is received within five (5) days after the decision of the Superintendent or his/her designee is received by the parent or student, the decision of the Superintendent or his/her designee will be final and not appealable. The Board will hear the appeal as soon as possible. The Board's decision is final and not appealable. The parent and student will be notified in writing of the date, time, and place of the hearing. The parent and student will have the right to an "open" or "closed" hearing, at their option. Reasonable efforts will be made to accommodate the work schedule of parents. Please refer to the following Owasso Public Schools Board of Education Policy links for more information on Student suspension and appeals process. POLICY [5.26](#), [5.57](#)

STUDENT IDENTIFICATION

Students must, upon request, identify themselves to any school personnel, and may be asked to provide their ID card. ID cards are not to be covered with pins, stickers, pictures or other objects, nor should they be altered in any way. Lost IDs will be replaced at a cost of \$5.

STUDENT INTERNET USAGE AGREEMENT

As a part of the resources available to students, the district provides internet-access at each school site. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Furthermore, students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators. It is presumed users will comply with district standards and will honor the district's policies, rules and regulations. Regarding school internet and computer, electronic, or digital usage, the following are not permitted.

- Displaying or sharing offensive messages, pictures, or site addresses
- Damaging computers, computer systems, computer networks or computer services
- Violating copyright laws
- Downloading, uploading, or distributing software
- Using obscene language
- Harassing, attacking or insulting others
- Cyberbullying

For more information please see the Owasso Public School [Student Technology Use Agreement](#).

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Electronic and Digital communication. POLICY [1.76](#)

TARDIES

Definition of Tardy: A student is tardy if not in the classroom when the tardy bell rings. A student who is more than ten (10) minutes late for any period may receive a truancy code for class that day. All students must check in at the appropriate attendance office for any first period tardy.

Procedure for Tardies:

1st and 2nd tardy verbal warning

3rd and 4th tardy parent contact by teacher, detention assigned

5th tardy detention assigned, admin referral

6th or more admin referral, additional consequences

TEXTBOOKS/LIBRARY BOOKS/CHROMEBOOKS

Students are responsible for the textbooks and chromebooks issued to them. Each student will be expected to pay for any textbooks or chromebooks lost or damaged. The fee for damages varies depending upon the severity of damage. Lost or damaged textbooks, library books, and chromebooks will be assessed at replacement value. Parents will be notified by school staff when materials are lost or damage occurs that results in an expense to parents.

The [Student Technology Insurance Program](#) has been established to provide parents the opportunity to purchase insurance for 1:1 student technology devices. The insurance program is voluntary, but families are highly encouraged to participate.

TOBACCO POLICY

Students are not allowed to use tobacco or be in possession of tobacco in school buildings, school vehicles, including buses, or on the school campus. Possession of tobacco will be defined as any form of tobacco being on a student's person or in his/her purse, locker, gym bag, or vehicle. Electronic cigarettes and/or vaping products/paraphernalia (including chargers) are not allowed. Violation of this policy will result in disciplinary action.

TRANSPORTATION

BICYCLES

The parent should consider the following recommendations:

1. The bicycle should be in good repair and meet all safety standards.
2. The rider should know and observe all traffic laws.
3. Bicycles are to be parked at the bicycle rack upon arriving at school and not ridden again until school is dismissed.
4. The school will not be held responsible for stolen bikes. **We strongly recommend padlocks on bicycles.**
5. Students are to walk their bicycles at all times while on school grounds.

BUSES

Transportation in district-owned buses is furnished to students who reside one and one-half miles or more from the school. All buses used by the Owasso Schools meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are expected to regard the bus as a classroom and conduct themselves appropriately. Safety is stressed at all times.

The driver of the bus is a school official and has the same authority as a classroom teacher over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the bus driver and is expected to help him maintain discipline in order to prevent serious accidents. The driver has authority and is expected to look after the welfare of all students under his/her care. Any student may be removed from the bus that persists in disobeying regulations. After getting on the bus, no student is to depart from the bus until it reaches school in the morning or arrives at the designated place for him/her to leave the bus in the evening, except by special permission from the driver. **A note signed and dated by the parents would be necessary for permission to be given for the student to ride a different bus than normal.**

RULES FOR BUS RIDERS

1. Bring a note signed by your parent if you are to do anything other than ride your usual bus. The note is due the day of the change. **An unexpected change in afternoon plans must be called in before 1:45 p.m.**
2. Use a safe route in walking to and from the bus stop. Walk facing traffic, if at all possible.
3. Be on time at school bus stops. Avoid having to run to catch the bus or having the school bus wait for you.
4. Always use the handrail when getting on or off the school bus.
5. Be seated immediately.
6. Keep the aisle clear.
7. Keep all parts of your body inside the bus at all times.
8. Do not throw things out of the school bus windows.
9. Do not eat or drink while on the school bus.
10. Do not be loud or boisterous.
11. Absolutely no distracting behavior is allowed on the school bus.
12. Complete silence at railroad crossings is needed.
13. When unloading to cross the street, always walk to the front of the bus and wait for the driver to motion you across the street.
14. Do not walk behind the school bus when it is loading and unloading.
15. Do not open or close the school bus doors.

WALKERS AND CAR RIDERS

1. Walkers and car riders should NOT arrive before 7:10 a.m.
2. Parents of walkers should advise their children not to accept rides from strangers.
3. It is best if students who are walking to school have a definite route, agreed upon by parents and child to follow to and from school.
4. Parents should not leave their children at a school outside of school hours as the supervision of students is a priority.

TRUANCY

A truancy occurs when a student is absent without parents' knowledge or approval, or a student is not in his/her assigned area during the designated time. The policy for truancy is as follows:

1. First Offense: A student who is truant one, two, or three hours will receive two hours of detention for every hour or partial hour missed. A student truant more than three hours will receive alternative in-school placement.

2. Repeat Offenses: Alternative in-school placement or additional consequences

VISITORS

All visitors must sign in and out in the main office, provide identification, and are required to use our school identification process. All visitors must wear a visible visitor's badge/sticker. Students **who do not attend Owasso High School** are not permitted on campus. ~~Visitors not on the student contact list are not allowed during lunch without prior approval by the principal.~~ A parent needing to see his/her child during the school day should report to the main office. Should anyone other than a parent request to see a student, the parent will be notified in order to grant permission. Visitors can be asked to leave by administrators at any time. Visitation privileges can and will be revoked if deemed necessary by administrators and SRO's. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on visitors. POLICY [5.19](#), [1.44](#)

WITHDRAWAL FROM SCHOOL

Any student needing to withdraw from Owasso High School must inform the appropriate attendance office. Parents will be contacted. Upon the parents' approval, the student will receive a withdrawal form to take to his/her teachers. When the form is complete, the student will receive all of his/her records if there are no holds on the student's records.



Owasso High School Ram Academy Handbook 2022-2023

This handbook contains helpful information, guidelines, and procedures that correspond with state law and the Owasso School Board Policies.

SCHOOL DISTRICT MISSION STATEMENT

Our mission is to provide a safe environment that equips, educates, and empowers students on their journey toward outstanding character and success.

TABLE OF CONTENTS

SCHOOL DISTRICT MISSION STATEMENT	1
OWASSO SCHOOL CALENDAR 2022-2023	5
ACADEMIC	6
ACADEMIC STUDY HALL	6
ACADEMIC PROBATION	6
CLASSIFICATION	6
ATTENDANCE	7
ABSENCES	7
ARRIVAL AT SCHOOL	7
ATTENDANCE PROBATION	7
CAFETERIA	8
BREAKFAST/LUNCH	8
LUNCH PAYMENTS/CHARGES	8
MY SCHOOL BUCKS	8
CANCELLATIONS	8
CELL-PHONES/WIRELESS TELECOMMUNICATIONS	9
CLOSED CAMPUS	9
DIRECTORY INFORMATION	9
DISCIPLINE	10
BULLYING	10
DANGEROUS WEAPONS	10
DETENTION	10
DISCIPLINE CODE	10
DISCIPLINARY PROBATION	12
DRESS CODE	13
DRUGS/ALCOHOL	13

EMERGENCY PROCEDURES	13
FIRE DRILL PROCEDURES	13
TORNADO DRILL PROCEDURES	14
SECURITY DRILLS	14
FERPA	14
GANG POLICY	14
GUIDANCE AND COUNSELING	15
HEALTH SERVICES	15
MEDICATION	15
MENINGITIS INFORMATION	15
OPEN TRANSFERS	16
PARENT BILL OF RIGHTS	16
PARENT/TEACHER CONFERENCES	16
PROTECTION OF PUPIL RIGHTS (PPRA)	16
RESIDENCY	16
SEARCH AND SEIZURE	17
STUDENT DRIVERS	17
STUDENT INTERNET USAGE AGREEMENT	17
TARDIES	18
TOBACCO POLICY	18
TRANSPORTATION	18
BICYCLES	18
BUSES	19
RULES FOR BUS RIDERS	19
WALKERS AND CAR RIDERS	19
VISITOR POLICY	20
TEXTBOOKS/LIBRARY BOOKS/CHROMEBOOKS	20

NONDISCRIMINATION

There will be no discrimination in the district because of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information in its programs, services, activities and employment. The district also provides equal access to the Boy Scouts of America and other designated youth groups. The following people have been designated to handle inquiries regarding the district's non-discrimination policies * Section 504/Title II of the Americans with Disabilities Act Coordinator (for questions or complaints based on disability) * Director of Special Services Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-8021 * Title VI of the Civil Rights Act Coordinator (for questions or complaints based on race, color and national origin) * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Title IX Coordinator (for questions or complaints based on sex, pregnancy, gender, gender expression or identity)

Athletic Director Owasso Public Schools 12901 E. 86th St. N., Owasso, OK 74055 918-272-1867 * Age Act Coordinator (for questions or complaints based on age) * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Any individual, who has experienced some other form of discrimination, including discrimination not listed above, may contact: * Executive Director of Elementary Student Services Assistant Superintendent of Curriculum and Instruction Owasso Public Schools 1501 N. Ash, Owasso, OK 74055 918-272-5367 * Outside Assistance may be obtained from: * U.S. Department of Education Office for Civil Rights One Petticoat Lane 1010 Walnut Street, Suite 320 Kansas City, MO 64106 (816) 268-0550 (816) 268-0599 (Fax) (877) 521-2172 (TTY) E-mail: OCR.KansasCity@ed.gov

[Policy 1.22a](#)

The goal of this handbook is to inform parents and students of school guidelines. In addition, a goal of this handbook and all school rules is to help foster fully capable, independent, young adults. We know that goal requires the support of parents and we welcome that partnership.

OWASSO SCHOOL CALENDAR 2022-2023

FIRST BLOCK:

First Day of School	August 17, 2023
Labor Day	September 4, 2022
End of First Block	October 13, 2023
Fall Break	October 16-20, 2023

SECOND BLOCK:

First Day of Second Block	October 23, 2023
Thanksgiving Break	November 20-24, 2023
End of Second Block	December 13, 2023
Winter Break	December 20, 202-January 3, 2023

THIRD BLOCK:

First Day of Third Block	January 4, 2024
Martin Luther King Holiday	January 15, 2024
Professional Development Day (no students)	January 16, 2024
President's Day Holiday	February 19, 2024
End of Third Block	March 15, 2024
Spring Break	March 18-25, 2024

FOURTH BLOCK:

First Day of Fourth Block	March 26, 2024
Last Day (Students & Teachers)	May 24, 2024**

****All Owasso Ram Academy students and parents/guardians are required to abide by the policies and procedures contained within this handbook as well as all Owasso district policies and procedures provided in the policy manual section at www.owassops.org.**

ACADEMIC

ACADEMIC STUDY HALL

Students are expected to complete all assigned work. Students are not allowed to sleep in class, to not participate in class, or to pick and choose which assignments they complete. Students who have missing assignments may be placed in study hall in order to complete their work. Academic study hall may be assigned by the teacher, counselor, or principal before school, at lunch, or after school. Failure to attend study hall may result in disciplinary consequences.

ACADEMIC PROBATION

Students who fail one or more classes will be placed on probation and will be expected to pass all of their classes for the following academic block. Students who fail to do so may be removed from the Ram Academy Program.

CLASSIFICATION

Students are assigned a grade classification based on the number of academic credits they have earned:

Freshman	0-5 credits
Sophomore	6-9 credits
Junior	10-15 credits
Senior	16-23 credits

*23 credits are required to graduate

GRADING SCALE

GRADE	AP and COLLEGE CREDIT BEARING	ACADEMIC
A (90-100)	4.4	4
B (80-89)	4.0	3
C (70-79)	3.0	2
D (60-69)	2.0	1
F (0-59)	0.0	0

Please refer to the following Owasso Public Schools Board of Education Policy link for more information on graduation. POLICY [5.34](#)

ATTENDANCE

ABSENCES

1. Students are allowed **FIVE total absences** in each class per nine-week academic block. Students who exceed the **FIVE** absence limit (excused and/or unexcused combined) will lose credit for the block and will be placed on attendance probation. Students who exhibit continued poor attendance will be removed from the Ram Academy.
2. Parents/guardians are strongly encouraged to monitor their student's attendance. Daily attendance records can be accessed through the parent portal.
3. Absences are considered excused through a parent phone call and/or medical documentation. Parents should always call the office in the morning at **918-272-8040** to notify the attendance secretary of an absence.
4. Absences are considered unexcused when not covered by a parent phone call and/or medical documentation.
5. School activities will NOT count against the **FIVE absence** limit.
6. In the event of absences occurring due to a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition, including diagnosis is required, per policy [5.03](#) Even with medical documentation, students who miss excessive days will be required to repeat the classes they have missed for educational purposes. Students who are unable to attend school due to chronic illnesses or medical conditions will be referred to Owasso Virtual School.
7. In the event of absences occurring due to a chronic or recurring illness, documentation by the student's doctor indicating the nature of the chronic or recurring condition, including diagnosis is required, per policy [5.03](#) Even with medical documentation, students who miss excessive days will be required to repeat the classes they have missed for educational purposes. Students who are unable to attend school due to chronic illnesses or medical conditions will be referred to Owasso Virtual School.
8. Medical documentation is due in the office no later than the end of the day the student returns to school. All medical documentation should be **faxed** directly from the doctor's office to our office at **918-272-0712**.

ARRIVAL AT SCHOOL

The school day is from 8:30-2:10. The school doors will open at 7:20 a.m. Once on campus property, students should come inside the building and stay. Students are not to hang out in cars or outside the building at any time during the school day.

ATTENDANCE PROBATION

Students who exceed the **FIVE** absence limit and/or have excessive tardies will be placed on attendance probation for the following academic block with the expectation that there will be no

repeat of this poor attendance behavior. Students who lose credits due to repeated violations of the attendance policy may be removed permanently from this program.

CAFETERIA

BREAKFAST/LUNCH

1. A hot breakfast and lunch program is provided in the cafeteria for the benefit and convenience of both the student and parent.
2. Students may bring their breakfast or lunch, but they will be required to eat in the cafeteria.
3. Parents may sign their children out for lunch and must sign them back in when they return.
4. Breakfast/Lunch times vary by site.

LUNCH PAYMENTS/CHARGES

Students should have funds in their accounts before they attempt to purchase a meal or a la carte items on their account. Occasionally, a student may need to “charge” a breakfast or lunch on account; this means the student’s account is placed in the negative in order to allow for the meal, a la carte items are not allowed to be charged. Students are only allowed to do this until their account reaches a negative balance of ten dollars (-\$10.00) before money is required to be deposited to pay off the charges and provide for more meals. If a student has reached a balance of negative ten dollars (-\$10.00), and still does not have money to pay for lunch, he or she will be asked to call home to make arrangements for lunch. Once a student reaches the maximum negative balance an alternative meal of a Cheese Sandwich, Fruit, and Milk will be provided for lunch and Toast and fruit juice will be provided for breakfast. Please call your cafeteria manager or the child nutrition offices if you find you are in a difficult situation; they may be able to work with you. Should your child have outstanding charges on the date they are approved for free or reduced price meals, you are still responsible for paying off those charges. Low balance notices are sent home with the students at least twice a week. All parents/guardians are encouraged to complete a free/reduced meal [application](#). If you need one during the school year, forms are available [online](#) and at the school offices.

MY SCHOOL BUCKS

For your convenience, you may pay with a credit/debit card using the My School Bucks application to load money on your child’s account. [My School Bucks application](#) information can be found on the Owasso Public Schools website. If you have questions or need further assistance, please call the Child Nutrition Department at (918)272-8034.

CANCELLATIONS

Announcements about school cancellations will be shared via the district’s social media and will be broadcast on local radio and television stations.

CELL-PHONES/WIRELESS TELECOMMUNICATIONS

The School District desires to provide a learning environment that is free from distraction. It is the student's responsibility to ensure that all electronic devices are not in use during class hours, unless directed by the teacher to use them for educational purposes.

Any and all electronic devices, including but not limited to cell phones, smart phones, tablets, laptops, MP3 players, or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a school violation be suspected. Possession and/or use of any personal electronic device is a privilege, not a right, that is extended to the student, which, at the discretion of the school, may be revoked should circumstances warrant and disciplinary consequences may occur. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on cell phones and mobile devices. POLICY [1.76](#) , [5.31](#)

CLOSED CAMPUS

Once students are on school campus property, including the parking lot, they are not allowed to leave unless a parent calls the office and gives permission for an early dismissal. Students may **NOT** check themselves out during the day unless they are on documented self-support. Students are **NOT** allowed to leave campus without permission at any time during the day. Students are **NOT** allowed to leave for lunch.

DIRECTORY INFORMATION

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

- Student's Name
- Photograph
- Athletic Information, including height and weight
- Grade Level (i.e., first grade, tenth grade, etc.)
- Participation in officially recognized activities and sports
- Degrees, Honors, & Awards received

Within the first three weeks of each school year, the school district will publish the above list of directory information it proposes to designate as directory information for the school year. 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. Parents or eligible students have two weeks following this publication or notice 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 their student. POLICY [5.28](#)

DISCIPLINE

BULLYING

Bullying is any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed towards 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. Owasso Public Schools strives to ensure a safe environment for every student. If you have witnessed or received a report of a bullying situation, please provide information to an administrator, teacher, or counselor so the school and district can take appropriate action. Students may make a report and all information will be confidential, and if you wish you have the right to submit the report anonymously. Please refer to the Owasso Public Schools Board of Education Policy link for more information on Bullying. POLICY [5.13](#), [5.45](#)

DANGEROUS WEAPONS

Possession by any student of a dangerous weapon, as that term is defined in this policy, or a replica or facsimile of a dangerous weapon, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. Furthermore, use of any item or instrumentality by a student to threaten harm to any person or which is used to harm any person, while on school property, at a school-sponsored activity, or on a school bus or vehicle, is prohibited. A dangerous weapon includes but is not limited to any type of gun, any type of knife, explosive devices, chemical protection sprays, brass knuckles, martial arts devices, etc... An additional descriptive list is provided in the district policy manual. Students who violate this policy will be subject to out of school suspension and/or permanent removal from this program.

DETENTION

Students must serve detention as scheduled through the Counselor and/or Principal. Skipping detention more than once will result in 3 days ISP. Students who owe six or more hours of detention at one time may be assigned 3 days of ISP for excessive detention hours.

DISCIPLINE CODE

The following behaviors at school, at school events, or while on school vehicles will result in disciplinary action, which may include in-school placement, out of school suspension and/or permanent removal from this program.

1. Arson
2. Altering or attempting to alter another individual's food or beverage
3. Assault (whether physical or verbal) and/or battery
4. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by making or transmitting or causing or allowing to be transmitted, any telephonic, computerized or electronic message

5. Attempting to incite or produce imminent violence directed against another person because of his or her race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information by broadcasting, publishing or distributing or causing or allowing to be broadcast, published or distributed, any message or material
6. Cheating
7. Conduct that threatens or jeopardizes the safety of others
8. Cutting class or sleeping, eating or refusing to work in class
9. Disruption of the educational process or operation of the school
10. Disruption of the educational process or operation of the school
11. Failure to attend assigned detention, alternative school or other disciplinary assignment without approval
12. Failure to comply with state immunization records
13. False reports or false calls
14. Fighting
15. Forgery, fraud, or embezzlement
16. Gambling
17. Gang related activity or action
18. Harassment, intimidation, or bullying, including gestures, written or verbal expression, electronic communication or physical acts
19. Hazing's (whether involving initiations or not) in connection with any school activity, regardless of location
20. Immorality
21. Inappropriate attire, including violation of dress code
22. Inappropriate behavior or gestures
23. Indecent exposure
24. Intimidation or harassment because, of race, color, sex, pregnancy, gender, gender expression or identity, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information, including but not limited to: (a) assault and battery; (b) damage, destruction, vandalism or defacing any real or personal property; or threatening, by word or act, the acts identified in (a) or (b)
25. Obscene language
26. Physical or verbal abuse
27. Plagiarism
28. Possession or distribution of a caustic substance
29. Possessing, distributing or viewing obscene materials, including electronic possession, distribution or viewing (sexting)
30. Possession, without prior authorization, of a wireless telecommunication device
31. Possession, threat or use of a dangerous weapon and related instrumentalities (i.e., bullets, shells, gun powder, pellets, etc.)
32. Possession, use, manufacture, distribution, sale, purchase, conspiracy to sell, distribute or possess or being in the chain of sale or distribution, or being under the influence of (a) alcoholic beverages, low-point beer (as defined by Oklahoma law, i.e., 3.2 beer), (b) any mind altering substance, except for medications taken for legitimate medical purposes pursuant to district policy, including but not limited to prescription medications for which the individual does not have a prescription, or medications used outside their intended,

- therapeutic purpose, (c) paint, glue, aerosol sprays, salts, incense and other substances which may be used as an intoxicating substance, or (d) any substance believed or represented to be a prohibited substance, regardless of its actual content.
33. Possession of illegal and/or drug related paraphernalia
 34. Possession or claimed possession of prescription and/or non-prescription medicine while at school and school related functions without prior district approval
 35. Profanity
 36. Purchasing, selling and/or attempting to purchase or sell prescription and nonprescription medicine while at school and school related functions.
 37. Sexual or other harassment of individuals including, but not limited to, students, school employees, volunteers
 38. Theft
 39. Threatening behavior, including but not limited to gestures, written, verbal, or physical acts, or electronic communications
 40. Truancy
 41. Use, possession, distribution or selling tobacco or tobacco related products in any form, including but not limited to cigarettes, cigars, loose tobacco, rolling papers, chewing tobacco, snuff, matches, lighters, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and any cartridge, container or product designed to be used in conjunction with these delivery systems, regardless of the nicotine content of the product.
 42. Use or possession of missing or stolen property if property is reasonably suspected to have been taken from a student, a school employee or the school
 43. Using racial, religious, ethnic, sexual, gender or disability-related epithets
 44. Vandalism
 45. Violation of board of education policies, rules or regulations or violation of school rules and regulations including, but not limited to, disrespect, lingering in restrooms, running in halls, bringing unauthorized items to school, inappropriate or unauthorized use of cellular phones or other electronic media, name calling, destroying or defacing school property
 46. Vulgarity
 47. Willful damage to school property
 48. Willful disobedience of a directive of any school official

In addition, **conduct occurring outside of the normal school day or off school property** that has a direct and immediate negative effect on the discipline or education process or effectiveness of the school, could also result in disciplinary action, which may include in-school placement options or out of school suspension and/or removal from this program. In-school placement, detention, and similar disciplinary options or correctional measures are not considered by law to be out of school suspensions and do not require or involve due process procedures. For out of school suspension/ due process procedures please see the building principal.

DISCIPLINARY PROBATION

Students who repeatedly violate Owasso Ram Academy and District policies will be placed on disciplinary probation. Students who violate the terms of their probation contract may be removed permanently from this program.

DRESS CODE

- ~~1. Sunglasses may not be worn inside the building. Sunglasses are to be removed immediately upon entering the building.~~
- ~~2. Hoods may not be worn up. Hoods are to be lowered immediately upon entering the building.~~
- ~~3. Clothing associated with gang/activity and behavior is not allowed. This includes but is not limited to bandannas, headbands, pocket chains, etc.~~
- ~~4. Mid-riffs and cleavage must be covered at all times.~~
- ~~5. House shoes, pajamas, pajama bottoms, and flannel pants are not allowed.~~
- ~~6. Sagging and bagging pants are not allowed.~~
- ~~7. Skirts, shorts, and dresses should be long enough to reach past the student's fingertips when standing with arms relaxed at the student's side.~~
- ~~8. Students should not wear clothing that advertises or promotes sex, weapons, tobacco, alcohol, drugs, drug related items, drug paraphernalia, obscenities, vulgarities, or violence toward a person or group.~~

1. Students will not wear clothing or accessories that display pictures, lettering, or numbering that is profane, vulgar, repulsive, obscene, or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, low-point beer, drugs, drug related items, or paraphernalia.
2. Midriffs, halter tops, backless dresses, and sleeveless garments resembling tank tops are not permitted. Clothing should not expose or display undergarments.
3. Shorts, skirts, dresses, and holes in pants should cover down to the upper to mid-thighs and should not expose undergarments.
4. All students are required to wear shoes.
5. Students will not wear hats, caps, stocking caps, or hoodies covering the head while in the building. No exceptions except for medical reasons.
6. Facial and body piercings that disrupt the educational process or endanger the health and safety of students will not be permitted.

****The building principal has the final determination in what is and what is not acceptable attire at school.**

DRUGS/ALCOHOL

1. Illegal and Illicit Drugs and Alcohol
 - a. Use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
 - b. Students are prohibited from using, being under the influence of, possessing, furnishing, distributing, selling, conspiring to sell or possess or being in the chain of sale or distribution of alcoholic beverages, non-intoxicating alcoholic beverages (as defined by Oklahoma law, i.e., 3.2 beer), illegal or illicit drugs, or other mood-altering substances at school, while on school vehicles, or at any school-sponsored event.
 - c. "Illicit drugs" includes steroids and prescription and over-the-counter medications being used for an abusive purpose, i.e., when they are not used in compliance with the prescription or directions for use and are not being used to treat a current health condition of the student.

- d. "Mood-altering substances" include, but are not limited to, paint, glue, aerosol sprays, salts, incense, and other substances which may be used as an intoxicating substance.
- e. Violation of this policy will result in imposition of disciplinary measures, which may include suspension for the remainder of the current block and the following block and/or removal from this program.
- f. Student violation of this rule which also constitutes illegal conduct will be reported to law enforcement authorities.

EMERGENCY PROCEDURES

FIRE DRILL PROCEDURES

- Each building is equipped with its own fire alarm signal and procedure.
- Students will know and use the proper exit from anywhere in the school building.
- Students will evacuate the building immediately in a proper manner.
- Teachers will check rolls once clear of danger.
- Fire Drills are practiced on a regular basis.

TORNADO DRILL PROCEDURES

- Each building is equipped with its own tornado alarm signal and procedure.
- Students will 'duck and cover' in areas designated by the building principal.
- Tornado Drills are practiced on a regular basis.

SECURITY DRILLS

- Security drills are practiced on a regular basis.
 - a. lockdown drills - security threat inside the building
 - b. lockout drills - security threat outside the building

In the event of an emergency, parents or guardians are encouraged NOT to initially respond to the school during a crisis. This will allow city and school officials to assess the situation and activate the school's crisis plan. Should there be an emergency (national, local or school), **parents are asked to:**

- Cooperate with safety and school officials.
- Wait for notification of how and when to respond. This notification will come via the Owasso Public School's communication tools and local media. ***It is imperative that you refrain from using cell phones to contact your student as the overload will impair emergency personnel from performing their duties.***

FERPA

The Board of Education intends to comply with the Family Educational Rights and Privacy Act (FERPA). Questions regarding the district policy and FERPA may be directed to the principal at the school site or the Owasso Public School Education Service Center at 1501 N. Ash, 918-272-5367. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on student Records. POLICY [5.28](#)

GANG POLICY

The following is prohibited at Owasso Public Schools at school, while on school vehicles or going to or from or attending school events (home and away):

1. Possessing, wearing, using, distributing, or displaying any sign, symbol, badge, color, or other item that is evidence of affiliation with or membership in a gang.
2. Wearing pants below the waistline (sagging and bagging) or wearing caps, bandannas, handkerchiefs, shoe strings or other items associated with gang-related behavior.
3. Participating in any act, either verbal or nonverbal, to include gestures, expression, handshakes, sign, etc. that may indicate an affiliation with or membership in a gang.
4. Participating in any act that may further the interest in a gang affiliation or gang membership such as, but not limited to, writing or inscribing of gang-related graffiti to include messages, symbols or signs on school property.
5. Wearing hats or caps inside the building.

Violation of this policy will result in disciplinary action up to and including suspension out of school for the current block and the following block and/or removal from this program and, if appropriate, the filing of criminal charges, depending on the severity of the infraction.

GUIDANCE AND COUNSELING

Students in alternative education programs are required to participate in guidance and counseling services. The school counselor will visit with each student about his/her individual graduation plan as well as career planning, post-high school education, and financial aid. The school counselor will also provide individual counseling as needed. In addition, outside agencies will provide individual and group counseling services throughout the school year. These agencies include but are not limited to Tristesse Grief Center, Youth Services of Tulsa, the Tulsa Health Department and CREOKS.

HEALTH SERVICES

The Health Services Department serves our students and schools in a variety of areas. Please see the [health services](#) page on our district website for specific information regarding:

- COVID - 19
- Flu
- Immunizations
- Lice
- Meningitis
- MRSA
- Pink Eye

MEDICATION

Except for provisions allowed in the district Medication Administration Policy, **students may not retain possession of or self-administer any medication.** Student's requiring medication at school must report to the School Nurse for appropriate [paperwork](#) and storage of medication. **Narcotic medication will not be stored or administered at school by school personnel.** The Medication Administration Policy is available in the Nurse's office and on the school website. **Violation of this policy may result in discipline, including out of school suspension.** POLICY [5.01](#)

MENINGITIS INFORMATION

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease caused by a bacterium called Neisseria meningitis. The disease causes either meningitis, severe swelling of the brain and spinal cord or meningococemia, a serious infection of the blood.

Vaccines can prevent many types of meningococcal disease, but not all types. This vaccine is not required to attend kindergarten through the 12th grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who will live in dormitories or on-campus student housing. For more information, contact your healthcare provider, local county health department or visit the National Meningitis Association website at www.nmaus.org. Please refer to the following Owasso Public School website link for more information about Meningitis. [OPS Health Services/Meningitis](#)

OPEN TRANSFERS

A request for a transfer into this district initiated by or on behalf of a nonresident student will be approved or denied in accordance with district policy. Priority for space and resources is assigned to resident students and the children of Owasso Public Schools staff. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on open transfers. [POLICY 5.20](#)

PARENT BILL OF RIGHTS

Owasso Public Schools are in compliance with the Parents' Bill of Rights. Additional information is available for parents in the school policy manual on this subject. Parents may submit written requests to obtain the specific information listed in the Parents' Bill of Rights law during regular school business hours by contacting the building principal or the superintendent.

25 O.S. Section 2001 Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Parents Bill of Rights [POLICY 1.69](#)

PARENT/TEACHER CONFERENCES

Parent/guardian/teacher conferences will be held one evening per block. Invitations will be emailed by the student's advisory teacher.

Parents/guardians may also request a conference with teachers at any time during the school year. The principal, counselor, or teachers also may request a conference as needed.

PROTECTION OF PUPIL RIGHTS (PPRA)

PPRA affords parents certain rights regarding the conduct of surveys, collection, and use of information for marketing purposes and certain physical exams. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Protection of Pupil Rights Amendment. [POLICY 1.38](#)

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue,
SW Washington, D.C. 20202-5920
1-800-872-5327

RESIDENCY

Oklahoma law provides a definition of “residence” for children attending school at 70 O.S. Section 1-113. If a child is between the ages of five and twenty-one, they are entitled to attend school free of charge in the district of residence. State law provides that a child’s residence for school purposes is the school district in which the (1) parents, (2) guardian or (3) person having legal custody of the child holds legal residence. Children may also establish residency if their attorney-in-fact is a resident of the district. Owasso Public Schools does not permit students to establish residency based on the affidavit of a person who has assumed permanent care and custody of the child under Okla. Stat. tit. 70 O.S. Section 1-113. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on residency POLICY [5.23](#)

SEARCH AND SEIZURE

The superintendent, principal, teacher, or security personnel of Owasso Public Schools, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search 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 practicable. Students have no reasonable expectation of privacy rights in the contents of school lockers, desks, and other school property. Students who drive a vehicle onto school property do so as a privilege afforded them by the School District and not as a right.

Accordingly, any student who drives a vehicle of any kind to school and parks that vehicle on school property is deemed to authorize a search of the vehicle by the superintendent, principal, teacher, or security personnel at any time and for any reason deemed appropriate by the school principal or the Superintendent of Schools. Any student who refuses to peaceably submit his/her vehicle to a search when requested to do so may be suspended out of school for such refusal. Please refer to the following Owasso Public Schools Board of Education Policy link for more information on search and seizures. POLICY [5.19](#), [5.29](#)

STUDENT DRIVERS

Students who violate any of the following requirements may be subject to disciplinary measures and/or may lose the privilege to drive to school:

1. All student drivers must register their vehicle with the office.
2. Student drivers must have a current, valid Oklahoma driver’s license and proof of insurance.
3. Reckless driving and speeding are absolutely prohibited.
4. Students are to park only in designated areas.
5. Students are not allowed to congregate in the parking lot or to hang out in cars before, during, or after school.
6. The use of tobacco products or e-cigs in the vehicle while still on school property is not permitted.

STUDENT INTERNET USAGE AGREEMENT

As a part of the resources available to students, the district provides internet access at each school site. The district intends for this resource to be used for educational purposes and not to be used for conduct which is harmful. Any individual using district resources to engage in electronic or digital communications has no expectation of privacy. Furthermore, students must be cognizant of the fact that electronic or digital communications which occur on private equipment are often permanently available and may be available to school administrators. It is presumed users will comply with district standards and will honor the district’s policies, rules and regulations. Regarding school internet and computer, electronic, or digital usage, the following are not permitted.

- Displaying or sharing offensive messages, pictures, or site addresses
- Damaging computers, computer systems, computer networks or computer services
- Violating copyright laws
- Downloading, uploading, or distributing software
- Using obscene language
- Harassing, attacking or insulting others
- Cyberbullying
- Illegally accessing content through District network applications or equipment, or bypassing software parameters set in place by the District

For more information please see the Owasso Public School [Student Technology Use Agreement](#). Please refer to the following Owasso Public Schools Board of Education Policy link for more information on Electronic and Digital communication. POLICY [1.76](#)

TARDIES

Students are to be inside their classroom when the bell rings. Students who are late to any hour will be required to get a tardy slip from the office. Any tardy consisting of 10 or more minutes will be recorded as an unexcused absence. Chronic tardiness will result in the following:

4th Tardy	1 hour of detention
5 th Tardy	2 hours of detention
6 th Tardy	Parent will be contacted

TOBACCO POLICY

Students are not allowed to use tobacco or be in possession of tobacco in school buildings, school vehicles, including buses, or on the school campus. Possession of tobacco will be defined as any form of tobacco being on a student's person or in his/her purse, locker, gym bag, or vehicle. Electronic cigarettes and/or vaping products are not allowed. Violation of this policy will result in disciplinary action.

TRANSPORTATION

BICYCLES

The parent should consider the following recommendations:

1. The bicycle should be in good repair and meet all safety standards.
2. The rider should know and observe all traffic laws.
3. Bicycles are to be parked at the bicycle rack upon arriving at school and not ridden again until school is dismissed.
4. The school will not be held responsible for stolen bikes. **We strongly recommend padlocks on bicycles.**
5. Students are to walk their bicycles at all times while on school grounds.

BUSES

Transportation in district-owned buses is furnished to students who reside one and one-half miles or more from the school. All buses used by the Owasso Schools meet the requirements of the State Board of Education and operate in compliance with their regulations. All students are expected to regard the bus as a classroom and conduct themselves appropriately. Safety is stressed at all times.

The driver of the bus is a school official and has the same authority as a classroom teacher over the students in his/her care. After a student gets on the bus, he/she is under the supervision of the bus driver and is expected to help him maintain discipline in order to prevent serious accidents. The driver has authority and is expected to look after the welfare of all students under his/her care. Any student may be removed from the bus that persists in disobeying regulations. After getting on the bus, no student is to depart from the bus until it reaches school in the morning or arrives at the designated place for him/her to leave the bus in the evening, except by special permission from the driver. **A note signed and dated by the parents would be necessary for permission to be given for the student to ride a different bus than normal.**

RULES FOR BUS RIDERS

1. Bring a note signed by your parent if you are to do anything other than ride your usual bus. The note is due the day of the change. **An unexpected change in afternoon plans must be called in before 1:00 p.m.**
2. Use a safe route in walking to and from the bus stop. Walk facing traffic, if at all possible.
3. Be on time at school bus stops. Avoid having to run to catch the bus or having the school bus wait for you.
4. Always use the handrail when getting on or off the school bus.
5. Be seated immediately.

6. Keep the aisle clear.
7. Keep all parts of your body inside the bus at all times.
8. Do not throw things out of the school bus windows.
9. Do not eat or drink while on the school bus.
10. Do not be loud or boisterous.
11. Absolutely no distracting behavior is allowed on the school bus.
12. Complete silence at railroad crossings is needed.
13. When unloading to cross the street, always walk to the front of the bus and wait for the driver to motion you across the street.
14. Do not walk behind the school bus when it is loading and unloading.
15. Do not open or close the school bus doors.

WALKERS AND CAR RIDERS

1. Walkers and car riders should NOT arrive before 7:20 a.m.
2. Parents of walkers should advise their children not to accept rides from strangers.
3. It is best if students who are walking to school have a definite route, agreed upon by parents, and child to follow to and from school.
4. Parents should not leave their children at a school outside of school hours as the supervision of students is a priority.

VISITOR POLICY

All visitors should report to the office upon arrival. For security reasons, unidentified visitors will be asked for identification, required to use the safe school identification system and may be required to leave campus. Students should not invite guests to campus without prior authorization from the building principal. Parents/ guardians who wish to meet with a teacher, counselor, or the principal should call ahead and schedule an appointment so as not to interfere with the educational process.

TEXTBOOKS/LIBRARY BOOKS/CHROMEBOOKS

Students are responsible for the textbooks and chromebooks issued to them. Each student will be expected to pay for any textbooks or chromebooks lost or damaged. The fee for damages varies depending upon the severity of damage. Lost or damaged textbooks, library books, and chromebooks will be assessed at replacement value. Parents will be notified by school staff when materials are lost or damage occurs that results in an expense to parents.

The [Student Technology Insurance Program](#) has been established to provide parents the opportunity to purchase insurance for 1:1 student technology devices. The insurance program is voluntary, but families are highly encouraged to participate.

Approved by Board the Board of Education on 7/18/22



AIA® Document B101® – 2017

Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the 17th day of July in the year 2023
(In words, indicate day, month and year.)

BETWEEN the Architect’s client identified as the Owner:
(Name, legal status, address and other information)

Independent School District No. 11, Owasso Public Schools
1501 N. Ash Street
Owasso, OK 74055
918.272.5367

and the Architect:
(Name, legal status, address and other information)

GH2 Architects, LLC
320 S. Boston Ave., Suite 100
Tulsa, OK 74103
918.587.6158

for the following Project:
(Name, location and detailed description)

Owasso Public Schools Master Agreement

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

TABLE OF ARTICLES

- 1 INITIAL INFORMATION
- 2 ARCHITECT'S RESPONSIBILITIES
- 3 SCOPE OF ARCHITECT'S BASIC SERVICES
- 4 SUPPLEMENTAL AND ADDITIONAL SERVICES
- 5 OWNER'S RESPONSIBILITIES
- 6 COST OF THE WORK
- 7 COPYRIGHTS AND LICENSES
- 8 CLAIMS AND DISPUTES
- 9 TERMINATION OR SUSPENSION
- 10 MISCELLANEOUS PROVISIONS
- 11 COMPENSATION
- 12 SPECIAL TERMS AND CONDITIONS
- 13 SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

This Agreement will serve as a master agreement for various projects to be identified by the Owner. *Initial information for each Project will be determined when Projects are identified and will be described in a Supplemental Schedule.*

(Paragraphs Deleted)

(Paragraphs Deleted)

(Paragraphs Deleted)

| (Paragraph Deleted)

| (Paragraphs Deleted)

§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:
(List name, address, and other contact information.)

Mark Knowlton
Director of Construction
Owasso Public Schools
mark.knowlton@owassops.org
o – 918.928.4008
m – 918.232.8631

| (Paragraphs Deleted)

§ 1.1.9 The Owner shall retain the following consultants and contractors:
(List name, legal status, address, and other contact information.)

.1 Geotechnical Engineer:

| TBD

| (Paragraph Deleted)

| (Paragraph Deleted)

| § 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:
| (List name, address, and other contact information.)

| Michelle Bergwall
| Executive Director of Facility Planning
| GH2 Architects, LLC
| 320 S. Boston Ave., Suite 100
| o – 918.587.6158
| m – 918.230.4928

| § 1.1.11 The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:
| (List name, legal status, address, and other contact information.)

| § 1.1.11.1 Consultants retained under Basic Services:

| .1 Structural Engineer:

| TBD

| .2 Mechanical Engineer:

| TBD

| .3 Electrical Engineer:

| TBD

| § 1.1.11.2 Consultants retained under Supplemental Services:

| TBD

| § 1.1.12 Other Initial Information on which the Agreement is based:

| TBD

| § 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

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§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.5.1 Commercial General Liability with policy limits of not less than (\$ 1,000,000) for each occurrence and (\$ 2,000,000) in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than (\$ 1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than (\$ 1,000,000) per claim and (\$ 2,000,000) in the aggregate.

§ 2.5.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as

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User Notes:

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an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

§ 3.1.5 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 Schematic Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

§ 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

§ 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.5 Procurement Phase Services

§ 3.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

(Paragraph Deleted)

§ 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- .4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 3.6 Construction Phase Services

§ 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect's services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor's failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect's negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect's responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect's response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect's decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect's certification for payment shall constitute a representation to the Owner, based on the Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect’s inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect’s responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

(Designate the Architect’s Supplemental Services and the Owner’s Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)

Supplemental Services	Responsibility <i>(Architect, Owner, or not provided)</i>
§ 4.1.1.1 Programming	
§ 4.1.1.2 Multiple preliminary designs	
§ 4.1.1.3 Measured drawings	
§ 4.1.1.4 Existing facilities surveys	
§ 4.1.1.5 Site evaluation and planning	
§ 4.1.1.6 Building Information Model management responsibilities	
§ 4.1.1.7 Development of Building Information Models for post construction use	
§ 4.1.1.8 Civil engineering	
§ 4.1.1.9 Landscape design	
§ 4.1.1.10 Architectural interior design	
§ 4.1.1.11 Value analysis	
§ 4.1.1.12 Detailed cost estimating beyond that required in Section 6.3	
§ 4.1.1.13 On-site project representation	
§ 4.1.1.14 Conformed documents for construction	
§ 4.1.1.15 As-designed record drawings	
§ 4.1.1.16 As-constructed record drawings	
§ 4.1.1.17 Post-occupancy evaluation	
§ 4.1.1.18 Facility support services	
§ 4.1.1.19 Tenant-related services	

§ 4.1.1.20	Architect's coordination of the Owner's consultants	
§ 4.1.1.21	Telecommunications/data design	
§ 4.1.1.22	Security evaluation and planning	
§ 4.1.1.23	Commissioning	
§ 4.1.1.24	Sustainable Project Services pursuant to Section 4.1.3	
§ 4.1.1.25	Fast-track design services	
§ 4.1.1.26	Multiple bid packages	
§ 4.1.1.27	Historic preservation	
§ 4.1.1.28	Furniture, furnishings, and equipment design	
§ 4.1.1.29	Other services provided by specialty Consultants	
§ 4.1.1.30	Other Supplemental Services	

§ 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)

To be determined by project specific Supplemental Schedule

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)

§ 4.1.3 If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™–2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

§ 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;

- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 (2) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 (TBD based on project scope and timeline) visits to the site by the Architect during construction
- .3 (2) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 (2) inspections for any portion of the Work to determine final completion.

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the

Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.7 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201–2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

| (Paragraphs Deleted)

| **§ 8.2.4** The method of binding dispute resolution shall be the following:
(Check the appropriate box.)

[] Arbitration pursuant to Section 8.3 of this Agreement

| [X] Litigation in a court of competent jurisdiction

[] Other: (Specify)

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

| *(Paragraphs Deleted)*

| *(Paragraph Deleted)*

| § 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion of the Latest Scheduled Supplemental Project or July 1, 2027, whichever is latest.

| § 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201–2017, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner’s rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect’s promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect’s materials shall not include the Owner’s confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner’s promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as “confidential” or “business proprietary,” the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose “confidential” or “business proprietary” information after 7 days’ notice to the other party, when required by law, arbitrator’s order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties’ intentions and purposes in executing the Agreement.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect’s Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum
(Insert amount)

For projects of limited scope with little or no engineering services, we may provide a stipulated sum.

.2 Percentage Basis

(Insert percentage value)

General education projects with a typical scope of work for all design consultants will be (6) % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6. If there are varying factors that play a role in the total scope of work, this may be adjust accordingly as agreed upon by the Owner and Architect.

(Paragraph Deleted)

§ 11.2 For the Architect's Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

A negotiated sum as agreed between the Owner and Architect at the same time such Supplemental Service is approved.

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:

(Insert amount of, or basis for, compensation.)

A negotiated sum as agreed between the Owner and Architect at the same time such Additional Service is approved.

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus ten percent (10 %), or as follows:

(Insert amount of, or basis for computing, Architect's consultants' compensation for Supplemental or Additional Services.)

10%

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	twenty	percent (20	%)	
Design Development Phase	twenty	percent (20	%)	
Construction Documents Phase	forty	percent (40	%)	
Procurement Phase	five	percent (5	%)	
Construction Phase	fifteen	percent (15	%)	
Total Basic Compensation		one hundred	percent (100	%)

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner's most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner's budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect's consultants are set forth below. The rates shall be adjusted in accordance with the Architect's and Architect's consultants' normal review practices. *(If applicable, attach an exhibit of hourly billing rates or insert them below.)*

Standard Hourly Rates at the time of services rendered

(Table Deleted)

§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect's consultants directly related to the Project, as follows:

.1 Transportation and authorized out-of-town travel and subsistence;
(Paragraph Deleted)

.2 Permitting and other fees required by authorities having jurisdiction over the Project;

.3 Printing, reproductions, plots, and standard form documents;

.4 Postage, handling, and delivery;

.5 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;

.6 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;

.7 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;

.8 All taxes levied on professional services and on reimbursable expenses;

.9 Site office expenses;

.10 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,

.11 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent (10 %) of the expenses incurred.

§ 11.9 **Architect's Insurance.** If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)

TBD

§ 11.10 Payments to the Architect

(Paragraph Deleted)

§ 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect’s invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.
(Insert rate of monthly or annual interest agreed upon.)

10 % per annum

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect’s compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:
(Include other terms and conditions applicable to this Agreement.)

The Architect will not knowingly allow any employee of the Architect or of any consultant to the Architect to work on school premises during normal school hours if the employee is convicted in the state, the United States, or any other state of: 1) any sex offense subject to the Sex Offenders Registration Act of this state, similar law of other state, or the federal sex offender registration provisions; or 2) any felony offense, unless (a) the person is a volunteer or (b) the person is performing community service hours under court order or (c) the person is performing services under a supervised work release program or (d) ten (10) years have elapsed since the date of the criminal conviction or the employee has received a Presidential or Gubernatorial pardon for the criminal offense.

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B101™–2017, Standard Form Agreement Between Owner and Architect
- .2 AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:

(Insert the date of the E203-2013 incorporated into this agreement.)

(Paragraphs Deleted)

(Paragraph Deleted)

(Paragraph Deleted)

4 Other documents:
(List other documents, if any, forming part of the Agreement.)

Exhibit A, Supplemental Schedule

This Agreement entered into as of the day and year first written above.



OWNER (Signature)

Brent England, Board of Education President
(Printed name and title)

ARCHITECT (Signature)

Steve Jagers, AIA, Principal
(Printed name, title, and license number, if required)



Additions and Deletions Report for AIA® Document B101® – 2017

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 16:24:03 ET on 07/11/2023.

PAGE 1

AGREEMENT made as of the 17^h day of July in the year 2023

...

Independent School District No. 11, Owasso Public Schools
1501 N. Ash Street
Owasso, OK 74055
918.272.5367

...

GH2 Architects, LLC
320 S. Boston Ave., Suite 100
Tulsa, OK 74103
918.587.6158

...

Owasso Public Schools Master Agreement

PAGE 2

TABLE OF ARTICLES

...

~~§ 1.1.1 The Owner's program for the Project:~~ This Agreement will serve as a master agreement for various projects to be identified by the

...

(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.) Owner. Initial information for each Project will be determined when Projects are identified and will be described in a Supplemental Schedule.

...

~~§ 1.1.2 The Project's physical characteristics:~~

...

(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

...

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

...

(Provide total and, if known, a line item breakdown.)

...

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

...

~~.1~~ Design phase milestone dates, if any:

PAGE 3

~~.2~~ Construction commencement date:

...

~~.3~~ Substantial Completion date or dates:

...

~~.4~~ Other milestone dates:

...

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:

...

(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)

...

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:

...

(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

...

§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™ 2017, Sustainable Projects Exhibit, into this Agreement to define the terms, conditions and services related to the Owner’s Sustainable Objective. If E204–2017 is incorporated into this agreement, the Owner and Architect shall incorporate the completed E204–2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

...

Mark Knowlton
Director of Construction
Owasso Public Schools
mark.knowlton@owassops.org
o – 918.928.4008
m – 918.232.8631

...

§ 1.1.8 The persons or entities, in addition to the Owner’s representative, who are required to review the Architect’s submittals to the Owner are as follows:

...

(List name, address, and other contact information.)

...

TBD

...

~~.2~~ Civil Engineer:

PAGE 4

~~.3~~ Other, if any:

...

(List any other consultants and contractors retained by the Owner.)

...

Michelle Bergwall
Executive Director of Facility Planning
GH2 Architects, LLC
320 S. Boston Ave., Suite 100
o – 918.587.6158
m – 918.230.4928

...

TBD

...

TBD

...

TBD

...

TBD

...

TBD

PAGE 5

§ 2.5.1 Commercial General Liability with policy limits of not less than (\$ 1,000,000) for each occurrence and (\$ 2,000,000) in the aggregate for bodily injury and property damage.

...

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than (\$ 1,000,000) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

...

§ 2.5.5 Employers' Liability with policy limits not less than (\$) each accident, (\$) each employee, and (\$) policy limit.

...

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than (\$ 1,000,000) per claim and (\$ 2,000,000) in the aggregate.

PAGE 8

§ 3.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

PAGE 12

To be determined by project specific Supplemental Schedule

PAGE 13

.1 (2) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor

...

.2 (TBD based on project scope and timeline) visits to the site by the Architect during construction

...

.3 (2) inspections for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents

...

.4 (2) inspections for any portion of the Work to determine final completion.

...

~~§ 4.2.5 If the services covered by this Agreement have not been completed within () months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.~~

PAGE 17

§ 8.2 Mediation

...

~~§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.~~

...

~~§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.~~

...

~~§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.~~

...

~~§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the The method of binding dispute resolution shall be the following:~~

...

[] Litigation in a court of competent jurisdiction

PAGE 18

~~§ 9.7~~ In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

...

(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)

...

~~.1~~ Termination Fee:

...

~~.2~~ Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

...

~~§ 9.8~~ Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion. Completion of the Latest Scheduled Supplemental Project or July 1, 2027, whichever is latest.

PAGE 20

For projects of limited scope with little or no engineering services, we may provide a stipulated sum.

...

General education projects with a typical scope of work for all design consultants will be (6) % of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6.

...

If there are varying factors that play a role in the total scope of work, this may be adjust accordingly as agreed upon by the Owner and Architect.

...

~~.3~~ Other

...

(Describe the method of compensation)

...

A negotiated sum as agreed between the Owner and Architect at the same time such Supplemental Service is approved.

...

A negotiated sum as agreed between the Owner and Architect at the same time such Additional Service is approved.

...

§ 11.4 Compensation for Supplemental and Additional Services of the Architect's consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus ten percent (10%), or as follows:

...

10%

...

Schematic Design Phase	<u>twenty</u>	percent (<u>20</u>	%)
Design Development Phase	<u>twenty</u>	percent (<u>20</u>	%)
Construction Documents Phase	<u>forty</u>	percent (<u>40</u>	%)
Procurement Phase	<u>five</u>	percent (<u>5</u>	%)
Construction Phase	<u>fifteen</u>	percent (<u>15</u>	%)

PAGE 21

Standard Hourly Rates at the time of services rendered

...

Employee or Category **Rate (\$0.00)**

...

~~.2~~ Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;

...

~~.3~~ .2 Permitting and other fees required by authorities having jurisdiction over the Project;

...

~~.4~~ .3 Printing, reproductions, plots, and standard form documents;

...

~~.5~~ .4 Postage, handling, and delivery;

...

~~.6~~ .5 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;

...

~~.7~~ .6 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;

...

~~8~~ 7 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;

...

~~9~~ 8 All taxes levied on professional services and on reimbursable expenses;

...

~~10~~ 9 Site office expenses;

...

~~11~~ 10 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,

...

~~12~~ 11 Other similar Project-related expenditures.

...

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent (10 %) of the expenses incurred.

...

TBD

...

§ 11.10.1 Initial Payments

...

§ 11.10.1.1 An initial payment of (\$) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

...

§ 11.10.1.2 If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of (\$) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.

PAGE 22

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

...

10 % per annum

...

The Architect will not knowingly allow any employee of the Architect or of any consultant to the Architect to work on school premises during normal school hours if the employee is convicted in the state, the United States, or any other state of: 1) any sex offense subject to the Sex Offenders Registration Act of this state, similar law of other state, or the federal sex offender registration provisions; or 2) any felony offense, unless (a) the person is a volunteer or (b) the person is performing community service hours under court order or (c) the person is performing services under a supervised work release program or (d) ten (10) years have elapsed since the date of the criminal conviction or the employee has received a Presidential or Gubernatorial pardon for the criminal offense.

...

3 Exhibits:

...

(Check the appropriate box for any exhibits incorporated into this Agreement.)

...

AIA Document E204™ 2017, Sustainable Projects Exhibit, dated as indicated below:

...

(Insert the date of the E204-2017 incorporated into this agreement.)

...

Other Exhibits incorporated into this Agreement:

...

(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)

PAGE 23

Exhibit A, Supplemental Schedule

...

Brent England, Board of Education President

Steve Jagers, AIA, Principal

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, , hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 16:24:03 ET on 07/11/2023 under Order No. 8244841089 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document B101™ - 2017, Standard Form of Agreement Between Owner and Architect, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)

Exhibit A

Supplemental Schedule No. 01

To Master Agreement between Owasso Public Schools Independent School District No. 11 (“Owner”) and GH2 Architects, LLC (“Architect”) dated _____ July 17, 2023 _____ (the “Master Agreement”).

This Supplemental Schedule, dated July 6, 2023 is executed and delivered pursuant to the terms and conditions contained in the Master Agreement between Owner and Architect. This Supplemental Schedule reaffirms and incorporates each of the terms and conditions of the Master Agreement and sets forth the understanding of the Owner and Architect with respect to the specific services to be performed on the project(s) described herein. Terms described in the Master Agreement shall have their defined meanings when used in this Supplemental Schedule.

INITIAL INFORMATION-PROJECT NAME

Project Description: Hodson Elementary Expansion

Project Scope: The project will consist of a new approximately 14,000 SF building addition which includes a storm shelter space for 825 occupants, a performance space with an elevated stage, and new classrooms. It also includes a partial 7,000 SF renovation of the existing interior for new classroom space.

Project Construction Budget: The construction cost budget established by the owner is \$5,400,000.00.

Owner’s Designated Representative: Mark Knowlton, Director of Construction, Owasso Public Schools,

Architect’s Designated Representatives: Michelle Bergwall, Executive Director of Facility Planning; Nicole Shay, Associate Principal; Tyler Wallace, Associate Principal.

Project Schedule: Within 15 working days of the Owner’s approval of this Agreement, the Architect shall submit a proposed schedule for the work in accordance with the Master Agreement.

ARCHITECT’S SERVICES:

The Architect’s scope of work will include basic services as outlined in the Master Agreement including Programming, Schematic Design, Design Development, Construction Documents, Bidding, and Construction Administration.

The Architect will also provide the following Additional Services (Refer to Article 4 of the Master Agreement):

4.1.1.8 Civil Engineering

4.1.1.30 Geotechnical Engineering as described in 5.5 of the Master Agreement

OWNER'S RESPONSIBILITIES:

The Owner's Responsibilities shall be defined by the Master Agreement.

COMPENSATION:

Basic Services Fee: 6% of the cost of construction as outlined in the Master Agreement.

Fee proposal for 4.1.1.8 Civil Engineering: Stipulated Sum of Twenty-One Thousand Dollars (\$21,000.00).

Fee proposal for 4.1.1.30 Geo Technical Engineering: Will obtain quotes for review by Owner.

SPECIAL TERMS:

To Be Determined.

DATED this 17th day of July, 2023.

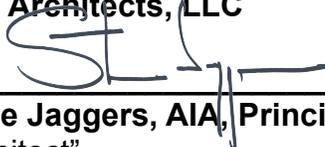
OWNER:

Owasso Public Schools

By: _____
Board President, Owasso Public Schools
"Owner"

ARCHITECT/ENGINEER:

GH2 Architects, LLC

By:  _____
Steve Jagers, AIA, Principal
"Architect"

LARGE LOSS MANAGEMENT AGREEMENT

This Large Loss Management Agreement ("Agreement") entered into on the date executed below, by and among the Client and/or Insured, Owasso Public Schools, an Oklahoma Independent School District located in the City of Owasso, Tulsa County, State of Oklahoma (hereinafter jointly referred to as "Client"), and Government Property Loss Management, LLC, an Oklahoma Limited Liability Company, located in Tulsa, Oklahoma (hereinafter "GPL") (collectively "Parties"). This agreement is regarding pre-claim and/or active insurance claims associated with Client Properties (hereinafter "Properties") legally identified in Schedule A attached.

RECITALS

WHEREAS, The Client has the authority to act on behalf of the Insured for the Properties (Attached) and has or may in the future experience a Large Loss (as defined below) (each, a "Large Loss Claim"), and represents that they or their agents are duly authorized to enter into this binding Agreement; and

WHEREAS, The Client acknowledges that the complexity of the Claims is in excess of their normal scope of work, requiring professional management services, and wishes to **engage** GPL to perform the services listed in Exhibit A and to otherwise manage the indemnification and pairs related to a Large Loss Claim; and

WHEREAS, GPL is a professional firm specializing in Large Loss insurance claims and the indemnification of its clients to return their property to pre-loss state; and

NOW, THEREFORE, in consideration of the mutual promises made herein, and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

DEFINITIONS

1. Claim Amount or Replacement Cost Value (RCV): The total amount of money paid by the Insurer to the Insured (Client) in conjunction with any and all parts or associated costs relating to the Claim, including deductibles; full or partial settlements, whether by agreement, court judgment, mediation, arbitration, appraisal, and other forms of dispute resolution.
2. Construction/Commercial Management: The activities and processes required to complete a construction project as defined by a Scope of Work, Plans, Specifications or other instrument that is commonly accepted in the construction industry.

2. Claims Administration: The act or process of managing an insurance claim for the best possible outcome for the Client, including but not limited to damage assessments, documentation, interfacing with the Carrier, Brokers, Trades, Property Managers, and others as necessary to pursue indemnification of the Client.
3. Large Loss: Any loss or damage that is greater than \$50,000 USD or a claim that the Client requests GPL to assist with due to scope and complexity.
4. Insurer/Carrier: The Insurance Company with whom the Client is insured with respect to the Claim or by whom the Client is owed indemnification.
5. Overhead and Profit (O&P) and Commercial Construction Management Fees: The Insurer line item(s) that reflects the cost of managing the construction required to indemnify the Client from their Claim; paid in addition to the trade's actual costs of labor, materials and their corporate O&P for the indemnification of the Claim.
6. Pre-event envelope assessment: The performance, and subsequent documentation, of a baseline assessment regarding the existing external conditions of the facility.

AGREEMENT

1. Consideration and Fees. The Parties agree that the fees to **be paid** to GPL for services shall be the total amount of negotiated O&P, Commercial Construction Management fees, if any, or other insurance paid items paid by the Carrier for managing the construction for each Claim that GPL manages. Fees are due and payable promptly upon receipt of funds for said paid items from the Carrier. Any additional fees for out-of-scope work must be agreed, in advance and in writing, by both Parties. GPL recognizes that it is at risk for payment from the insurance provider as it relates to an insurance claim, on a "paid, if paid" basis.
2. Term and Termination. The term of this Agreement shall be for twelve months (12) following the date of this Agreement and shall continue thereafter on a month-to-month basis unless terminated as provided in this paragraph. Notwithstanding the foregoing, either Party may terminate this agreement by giving thirty (30) days written notice to the other Party, during which time all outstanding invoices shall be paid in full based on the work in place as of the effective date of termination (but subject to receipt of funds from the Carrier in accordance with paragraph 1) and a final reconciliation of any work in place shall be conducted. GPL shall be entitled to its full fees for any and all services rendered during the period of performance. Should there be any dispute between Parties regarding close out of services for anything less than the full agreed service fee, defined in paragraph 1, GPL shall be entitled to payment of Three hundred dollars (\$300) per hour of work related to the project and actual expenses plus 10% (ten percent). The termination of this Agreement will not release either Party from any payment or other obligations accruing prior to the effective date of such termination and such obligations shall remain in effect until all payments and other obligations are made and/or performed in full and both Parties release each other.

3. Scope and Claim Identification. Scope of work shall be identified in **Exhibit A**. An active Claim shall be documented in **Exhibit B** and shall constitute a notice to proceed by the Client for GPL to begin all work identified in this Agreement. GPL shall obtain the prior written approval of Client prior to any final settlement or adjustment of a Claim. At all times during the performance of the services under this Agreement, GPL is and shall be an independent contractor, and shall act solely as agent and for the account of Client regarding each Claim.

4. Pre-event envelope assessment. Unless GPL is paid for the Pre-event assessment, the Parties agree that the Pre-event assessment is NOT work for hire and is the wholly owned IP of GPL, until such time as it is used in an actual Claim. Once the Claim has been completed, all invoices are settled and a final Acceptance of Work and Mutual Release is signed, the complete documentation package, including the Pre-event assessment shall become property of the Client. Client hereby grants a perpetual license to GPL, or its successors, to the rights and use of all documentation, construction documents, photos, video, and Claim information for the purposes of record keeping.

5. Third-Party Paymaster. In order to better facilitate the construction and indemnification process, GPL uses a Third-Party Paymaster to receive any and all funds from the Claim paid by the Carrier and including deductibles paid by Client, Client shall have the right to approve the Paymaster and any agreement with the **Paymaster** prior to its being retained, and to impose reasonable requirements to ensure that all funds are adequately protected, bonded and/or insured. The Paymaster will pay all approved invoices at the direction of the Client and GPL. The service provides a buffer between the Client and tradesmen/material suppliers and allows for full accounting of the Claim. The service includes a fully audited accounting of the Claim and a segregated accounting file for the Client's records by an independent CPA and fraud examiner. This service is provided at **NO COST** to the Client but must be selected and requires a separate contract with the Paymaster.

6. Notifications. Parties agree to notify each other of any damage to the Property before engaging or notifying any third-party, except that Client shall be permitted to notify its lender, tenants and others as may be required pursuant to any agreement or by law. This is specifically intended to prevent any third-party from complicating the Claim and potentially causing a detriment to the Client. (i.e. roofers, contractors, outside adjusters, etc.)

7. GPL is authorized to negotiate terms and conditions with all contractors and trades working on the Claim, including but not limited to, prices and fees, scheduling, materials management and disposal, site clean-up, punch lists and close out. Client, or the applicable property owner, shall be the signatory to, and shall have final approval over the terms and conditions of, any contracts for the work under each Claim, and GPL acknowledges that such contracts may be subject to lender approval as well.

8. GPL shall have no other duties to Client, contractors, subcontractors, materials suppliers

or any other party, and GPL shall have no authority to act regarding a Claim, other than as set forth herein. GPL shall have no liability for liens or other proceedings which may arise as a result of a failure to pay an invoice which has not been properly approved by the Client or for which the Carrier has not made payment. GPL shall perform its services under this Agreement in compliance with all applicable laws, rules, regulations and orders of any governing authority having jurisdiction, and in accordance with all licenses and permits issued for any work pursuant to a Claim.

9. Client and each contractor are responsible for making any regulatory, tax or other filings if any are required. GPL shall have no obligation to make such filings.

10. GPL shall indemnify, defend and hold harmless Client and its members, managers, directors, officers and employees from any and all Actions (as defined below) sustained or incurred by or asserted against any one or more of them arising from (a) the negligent or willful acts or omissions of GPL or its agents or employees, (b) a breach by GPL of its duties and obligations under this Agreement, or (c) acts by GPL outside the scope of its authority under this Agreement (each, a "GPL Indemnified Action"). "Actions" means any third-party claim, demand, cause of action, loss, damage, fine, penalty, liability, cost and expense, including attorneys' fees and court costs. Notwithstanding any other provision of this Agreement to the contrary, each party's obligation to indemnify, defend and hold harmless the other party shall survive termination of this Agreement.

11. This agreement shall be governed by the law of the State of Oklahoma, USA. Any dispute arising from or related to this agreement shall be submitted to binding arbitration before the American Arbitration Association. Any such Arbitration shall be located and conducted in Tulsa, Oklahoma, USA according to the provisions of the Federal Arbitration Act and the Commercial Rules of the American Arbitration Association.

12. The Client represents and warrants that all documents and information provided to GPL to complete its due diligence in connection with any Claim are true and accurate, and that the individuals identified as such are the authorized signatories for the Client.

13. The provisions in this agreement shall survive the expiration or completion of the duties set forth herein.

14. This is the entire agreement between the parties; any modifications of this agreement shall be in writing signed by the parties agreeing to any modification.

15. This agreement shall become effective upon the date of the last signature of the parties.

16. If any provisions within this contract are found to be unenforceable by a court of competent jurisdiction, all other provisions shall remain in full force and effect.

17. This Agreement may be executed in as many counterparts as may be necessary, including by facsimile or .pdf format, and each such counterpart so executed shall be deemed to be an original; and such counterparts together shall constitute one and the same instrument.

18. Following the voluntary termination of this agreement all provisions regarding confidentiality and trade secrets shall remain in effect.

CONFIDENTIALITY AND PROTECTION OF TRADE SECRETS

1. Parties' Obligations. Each of the parties will: (1) keep and maintain all Confidential Information of the other Party in confidence, using such degree of care as is appropriate to avoid unauthorized use or disclosure; (2) not, directly or indirectly, disclose Confidential Information of the other Party, except as set forth in paragraph 3 below or with the prior written consent of the other Party; (3) upon the expiration or termination of this Agreement and upon the request of the other Party, promptly deliver to the requesting Party or, at the requesting Party's option or in the absence of direction from the other Party, destroy, all information, data, memoranda, notes, records, reports, media and other documents and materials (and all copies thereof) regarding or including any Confidential Information of the requesting Party which the other Party may then possess or have under its control; and (4) not take any action with respect to the Confidential Information of the other Party that is inconsistent with its confidential and proprietary nature.

2. Confidential Information Defined. For purposes of this Agreement, "Confidential Information" will mean with respect to GPL, (i) trade secrets (including the identities of agents and contacts and information related to business methods and services ("Trade Secrets")), (ii) information with respect to employees, customers and strategies, (iii) confidential information of third parties with which GPL conducts business, and with respect to each Party any information marked confidential, restricted or proprietary, and the payment terms of this Agreement.

3. Permitted Disclosure. Each of the Parties will be permitted to disclose Confidential Information of the other Party: (1) to its employees, lenders and agents having a need to know such information in connection with the performance or receipt of the Services or its obligations pursuant to this Agreement; and (2) if disclosure is required by law or requested by an authorized government agency; provided, however, that the disclosing Party will notify the other Party in advance of such disclosure, and provide the Party with copies of any related information so that the Party may take appropriate action to protect its Confidential Information. With respect to this clause (1) each of the parties will instruct all such employees, agents and subcontractors of their obligations under this Agreement.

Signature Page

The above terms and conditions of this Agreement are hereby agreed:

Owasso Public Schools, an independent school district

Signature: _____ Date: _____

By:

Owasso Public Schools

Government Property Loss Management, LLC

Signature:  _____ Date: _____
Drew Rees, Manager

Approved as to form:

Signature: _____ Date: _____

By:

Schedule A

The Properties identified as under contract by GPL as agreed in this Agreement are:

Address: _____ covered by **POLICY #** _____

Exhibit A

Scope of Work. Activities vary based on each claim and includes, but are not limited to, the following:

1. GPL (if applicable) will perform a pre-event assessment of the Properties and document the findings for use in the event of subsequent claim.
2. Provide active storm tracking and alerts, if requested.
3. As part of an active claim, GPL will perform the necessary activities required to document the loss, assist with any negotiations with the Carrier, manage construction, and assist in the indemnification of the Properties, based on the agreed scope with the Carrier.
4. Recommend and vet ethical trades and contractors, including policies and procedures, appropriate liability insurance, safety plans and history and other items as necessary to retain the best available trades.
5. Review all contractor agreements for language that would cause undue risk/liability to the Client and negatively impact the Claim.
6. Management of trades including scheduling, inventory of materials and working around Property activities.
7. Review and approve trade invoices for accuracy and payment.
8. Obtain a Release of Lien for each contractor's work.
9. Distribute weekly activity and status reports to Client.
10. Address all Client concerns with the Claim and construction process.
11. Coordinate with Carrier to expedite the Claim process to the extent it is beneficial to Client.
12. Provide a full accounting of all work done by trades on the Property.
13. Create a deliverable documenting of all aspects of the claim.
14. Perform in the overall capacity of the owner's representative and advocate.
15. Other tasks as may be necessary and relevant to the best interests of the Client.

Exhibit B
Identification of Active Loss or Claim and Notice to Proceed

- 1. Client: _____
- 2. Property Address: _____
- 3. Date of Loss: _____
- 4. Carrier: _____
- 5. Claim Number: _____
- 6. Type of Loss: _____

GPL is hereby directed to begin the management of the above Claim in accordance with the Agreement between the Parties. Client authorizes the Carrier to release all information related to the Claim to GPL for the purpose of Claim and construction management, including but not limited to estimates, bids, engineering reports, complete copy of the policy and all endorsements.

Agreed and accepted:

Owasso Public Schools, an independent school district

Approved as to form:

Owasso Public Schools

Treasurers Report

as of June 30, 2023

	General Fund prior year 7/1/21 to 6/30/22	General Fund current year 7/1/22 to 6/30/23	Building Fund prior year 7/1/21 to 6/30/22	Building Fund current year 7/1/22 to 6/30/23	Child Nutrition prior year 7/1/21 to 6/30/22	Child Nutrition current year 7/1/22 to 6/30/23	Sinking Fund prior year 7/1/21 to 6/30/22	Sinking Fund current year 7/1/22 to 6/30/23
Beginning Fund Balance	7,692,263.84	9,222,088.02	1,677,855.34	3,328,034.56	1,144,882.53	2,286,586.70	16,202,175.01	4,894,011.47
Revenue								
local	22,664,213.06	27,182,024.80	3,196,520.22	3,984,462.84	237,790.41	1,700,248.75	16,609,384.91	20,827,023.62
intermediate	3,474,103.14	3,529,198.89	0.00	0.00				0.00
state	35,240,396.97	37,564,369.82	3.86	3.79	46,696.10	286,106.64	20.17	20.72
federal	5,215,231.55	6,120,468.80	2,716,313.28	1,001,698.53	4,905,789.91	2,529,957.28		
premium on bond sale							354,381.38	241,275.84
reimb/correcting entry	<u>45,525.62</u>	<u>50,422.80</u>	<u>0.00</u>	<u>424.23</u>	<u>6,306.96</u>	<u>4,249.64</u>	<u>0.00</u>	<u>0.00</u>
total revenue	66,639,470.34	74,446,485.11	5,912,837.36	4,986,589.39	5,196,583.38	4,520,562.31	16,963,786.46	21,068,320.18
Expenditures								
salary	46,439,485.53	49,198,260.84			1,394,640.90	1,659,103.96	0.00	0.00
benefits	14,832,551.33	15,807,403.99			370,357.31	533,049.36	0.00	0.00
contracted prof / tech svcs	862,216.90	1,149,024.87	21,950.94	21,835.00	11,842.50	12,484.00	0.00	0.00
property svcs	414,556.03	359,602.11	1,025,359.95	1,371,530.99	93,438.14	75,365.14	0.00	0.00
other purchased svcs	494,263.78	459,218.05	1,072,539.54	1,075,116.30	2,096,056.98	1,860,475.98	0.00	0.00
supplies	1,639,861.94	1,796,911.00	2,005,607.42	2,321,088.31	29,542.34	16,771.21	0.00	0.00
property	11,568.56	10,944.36	137,200.29	37,774.43	51,293.00	95,457.14	0.00	0.00
dues/fees/registration/tuition	397,746.07	407,707.66			1,431.25	1,150.00	0.00	0.00
bond principal & interest							28,271,950.00	23,018,800.00
other uses	<u>17,975.72</u>	<u>10,345.15</u>	<u>0.00</u>	<u>424.23</u>	<u>6,306.96</u>	<u>10,409.25</u>	<u>0.00</u>	<u>0.00</u>
total expenditures	65,110,225.86	69,199,418.03	4,262,658.14	4,827,769.26	4,054,909.38	4,264,266.04	28,271,950.00	23,018,800.00
prior year estopped warrants	579.70				30.17			
Balance as of June 30th, 2023	9,222,088.02	14,469,155.10	3,328,034.56	3,486,854.69	2,286,586.70	2,542,882.97	4,894,011.47	2,943,531.65
bank balance 6-30-23		16,110,221.95		3,690,304.65		2,550,328.25		2,943,531.65
outstanding checks		(1,641,066.85)		(203,449.96)		(7,445.28)		0.00
cash balance 6-30-23		14,469,155.10		3,486,854.69		2,542,882.97		2,943,531.65

**Owasso Public Schools
Treasurers Report**

Bond Funds Summary
as of 6-30-23

	bond 31 year to date	bond 33 year to date	bond 35 year to date	bond 39 year to date	lease 04 year to date
FY 23 Beginning Fund Balance	11,002,183.59	56,181.60	24,130,016.03	3,232,412.89	2,170,636.86
Revenue					
interest	237,477.69	270.12	225,996.61	30,956.51	0.00
correcting entry	599.99	0.00	0.00	12,603.76	0.00
bond proceeds	<u>31,000,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
total revenue	31,238,077.68	270.12	225,996.61	43,560.27	0.00
Expenditures	<u>(5,749,281.00)</u>	<u>(53,957.84)</u>	<u>(14,766,862.70)</u>	<u>(2,449,356.65)</u>	<u>(2,155,626.45)</u>
Balance as of 6-30-23	36,490,980.27	2,493.88	9,589,149.94	826,616.51	15,010.41

project	description	Bond 31 budget	Bond 31 encumbered	Bond 31 balance	Bond 33 budget	Bond 33 encumbered	Bond 33 balance	Bond 35 budget	Bond 35 encumbered	Bond 35 balance
000	non categorical	233,754.88	16,599.99	217,154.89	45,752.21	45,062.84	689.37	599,509.75	485,579.52	113,930.23
008	business svcs	48,483.04	43,083.04	5,400.00	0.00	0.00	0.00	17,816.29	17,816.29	0.00
010	lease pmts	0.00	0.00	0.00	0.00	0.00	0.00	23,377,525.00	13,975,525.00	9,402,000.00
111	copiers	58,000.00	0.00	58,000.00	0.00	0.00	0.00	0.00	0.00	0.00
112	buses	920,000.00	690,152.24	229,847.76	0.00	0.00	0.00	0.00	0.00	0.00
113	technology	3,011,700.00	1,892,537.48	1,119,162.52	0.00	0.00	0.00	0.00	0.00	0.00
114	textbooks	2,341,253.00	2,012,121.27	329,131.73	0.00	0.00	0.00	0.00		0.00
116	uniforms/equipment	103,133.00	74,633.66	28,499.34	0.00	0.00	0.00	0.00	0.00	0.00
117	safety	226,000.00	27,979.00	198,021.00	10,681.55	8,895.00	1,786.55	0.00	0.00	0.00
119	plant operations	1,559,300.00	205,332.91	1,353,967.09	0.00	0.00	0.00	311,795.49	287,941.89	23,853.60
120	fine arts uniforms/equip	250,650.00	47,782.91	202,867.09	0.00	0.00	0.00	0.00	0.00	0.00
134	roofing district wide	333,691.00	107,434.00	226,257.00						
135	wellness center	1,534,096.61	204,708.38	1,329,388.23						
136	track/band project	300,000.00	265,210.94	34,789.06						
171	nurses equipment	38,985.00	27,933.90	11,051.10	0.00	0.00	0.00	0.00	0.00	0.00
172	library budgets	<u>169,112.00</u>	<u>133,771.28</u>	<u>35,340.72</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
total		11,128,158.53	5,749,281.00	5,378,877.53	56,433.76	53,957.84	2,475.92	24,306,646.53	14,766,862.70	9,539,783.83

project	description	Bond 39 budget	Bond 39 encumbered	Bond 39 balance	Fund 04 budget	Fund 04 encumbered	Fund 04 balance	Combined Budgets All Bond and Lease Funds		
								budget	encumbered	balance
000	non categorical	342,427.02	342,427.02	0.00	1,688,497.80	1,688,497.80	0.00	2,909,941.66	2,578,167.17	331,774.49
008	business svcs	87,430.69	85,650.86	1,779.83	45,380.04	45,380.00	0.04	199,110.06	191,930.19	7,179.87
010	lease pmts	0.00	0.00	0.00	0.00	0.00	0.00	23,377,525.00	13,975,525.00	9,402,000.00
111	copiers	111,072.55	59,000.00	52,072.55	0.00	0.00	0.00	169,072.55	59,000.00	110,072.55
112	buses	76,717.76	76,717.76	0.00	0.00	0.00	0.00	996,717.76	766,870.00	229,847.76
113	technology	282,948.47	282,948.43	0.04	132,606.68	131,438.40	1,168.28	3,427,255.15	2,306,924.31	1,120,330.84
114	textbooks	44,938.81	44,513.31	425.50	0.00	0.00	0.00	2,386,191.81	2,056,634.58	329,557.23
116	uniforms/equipment	1,104.95	1,104.95	0.00	0.00	0.00	0.00	104,237.95	75,738.61	28,499.34
117	safety	0.00	0.00	0.00	300,690.84	288,140.97	12,549.87	537,372.39	325,014.97	212,357.42
119	plant operations	2,180,569.11	1,484,656.33	695,912.78	3,461.50	2,169.28	1,292.22	4,055,126.10	1,980,100.41	2,075,025.69
120	fine arts uniforms/equip	78,857.02	22,646.67	56,210.35			0.00	329,507.02	70,429.58	259,077.44
134	roofing district wide							333,691.00	107,434.00	226,257.00
135	wellness center							1,534,096.61	204,708.38	1,329,388.23
136	track/band project							300,000.00	265,210.94	34,789.06
171	nurses equipment	0.00	0.00	0.00	0.00	0.00	0.00	38,985.00	27,933.90	11,051.10
172	library budgets	<u>49,691.32</u>	<u>49,691.32</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>218,803.32</u>	<u>183,462.60</u>	<u>35,340.72</u>
total		3,255,757.70	2,449,356.65	806,401.05	2,170,636.86	2,155,626.45	15,010.41	40,917,633.38	25,175,084.64	15,742,548.74



Date: July 17, 2023

To: Oklahoma State Department of Education
Attn: Office of Accreditation
2500 North Lincoln Boulevard
Oklahoma City, OK 73105

To Whom It May Concern:

I am writing this letter to request a waiver allowing state textbook funds to be used for other general fund expenses. According to 70 O.S § 12-114a Section B, "A school district seeking flexibility in the use of state-appropriated funding allocated pursuant to this section for textbooks shall be required to demonstrate to the School Board of Education that the textbooks and instructional materials used by the district for the subject areas being considered in the current textbook adoption cycle are current and appropriate for student learning." The bullet points below should demonstrate that Owasso Public Schools (OPS) already has in place financial resources to purchase and maintain textbooks.

- Current adopted textbook/curriculum materials aligned with and/or approved on the Oklahoma approved textbooks list include the following:
 - Elementary ELA: Scholastic/Really Great Reading/Flyboy
 - Elementary Math Pearson Envision
 - Elementary Science: Savaas/Amplify
 - Elementary Social Studies Savaas
 - Secondary ELA: HMH
 - Secondary Math: Pearson Envision and Cengage
 - Secondary Social Studies HMH/Savaas

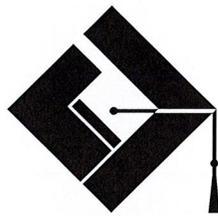
- A bond issue passed in October of 2017 approved \$2,000,000 for textbooks.
- A bond issue passed in February of 2020 provided \$2,127,900 for textbooks.
- A bond issue passed on April 9, 2022 will provide approximately 11,800,000 over the next five years for textbooks.
- Money passed in a bond issue must be spent towards the purchases promised to the voters.
- In 2018-19, OPS utilized approximately \$895,000 of Local bond funds to adopt materials for a comprehensive PK-12 Math program.
- In 2019-20, OPS utilized approximately \$650,000 of bond funds to supplement English Language Arts materials with research backed assessment and intervention software (I-Station, Read/Math 180), Universal Writing, Write Reflections, Daily Grammar Practice, and No Red Ink.
- In 2020-21, OPS dedicated another \$650,000 to update Social Studies curriculum materials PK-12.
- In 2021-22, the district spent approximately 1,250,000 from bond funds for adoption of Science, Fine Arts, AG Ed, and Family Consumer Science.
- In 2022-23 OPS has spent approximately 1.4 million from bond funds for Adoption of Elementary, ELA, Reading, Grammar, and Computer Technology.

- For 2023-24 the district has budgeted approximately 1.2 million for the adoption of secondary ELA and world languages.
- From 2018-23, OPS, with commitment to maintain quality curriculum documents and materials, spent at least \$200,000 each year on additional curriculum material. These efforts included restocking student and teacher editions across the curriculum and initial stock for opening a new additional elementary school building.
- Annually, teacher/administrator requests for purchase of new materials, replacement and “filling-in” of existing materials and supplements have been accomplished utilizing available bond fund dollars.

As you can see, Owasso Public Schools has not only found other resources but we are also obligated to use those for textbooks. While we are very thankful for the continued reinstatement of textbook funds, we are asking for your permission to use these funds for other general fund expenses. Your approval of this request would be greatly appreciated.

Sincerely,

x 
Margaret Coates, Ed.D. *Superintendent*



STATUTORY WAIVER/DEREGULATION APPLICATION INSTRUCTIONS

(Oklahoma Deregulation Act, 70 O.S. § 3-124, et seq.)

Accreditation Standards Division

2500 North Lincoln Boulevard, Suite 210 • Oklahoma City, Oklahoma 73105-4599

Statutory Waivers/Deregulations for the next year will be accepted from April 1 through October 1, with the following exceptions:

- Resignation of staff causing changes in library media service requirements after October 1.

Other waivers/deregulations such as teachers attending school to obtain library media specialist certificates, alternative school abbreviated days, and waivers of alternative school coop agreements, should all be decided and applied for by October 1st of the current school year.

(For submission of a Statutory Waiver/Deregulation after October 1, call Accreditation, (405) 521-3335.)

NOTE: Beginning July 1, 2018, waivers and deregulations can be requested for three years. *(Library Media Specialist Certificate Exemption must provide proof of enrollment for the applicant every year. Library Media Services must provide a schedule of operation every year.)*

If you need technical assistance, please discuss the application with the Accreditation Division, (405) 521-3335.

Preparing the Statutory Waiver/Deregulation

- 1 **Submit a cover letter on school letterhead**, with the superintendent's signature, with a brief explanation of the request for a statutory waiver/deregulation.
- 2 Complete entire cover page.
 - Original signatures of the Superintendent, Principals, Board President and notary with a stamp/seal are required.
 - Cite the statute/OAC number in Title 70 or the Oklahoma Administrative Code to be waived (See below).
 - **The questionnaire following the cover sheet must be answered in order to process the application.**
 - **For Library Media Specialist** (teacher obtaining their LMS degree & certification), the teacher affected must include a letter of their intent to obtain the degree/certificate and proof of their enrollment in classes at a qualified university/college for the area of study.
 - **For adjunct teacher waivers:** Application must include board minutes approving the teacher as an adjunct (For those teaching more than three hours per day, 270 hours per semester).
 - **For abbreviated day deregulation:** Application must include a schedule of hours of instruction and numbers of days taught per week.
 - **For library media services deregulation:** Application must include a schedule of operation for the library, hours the library is open and a list of who is scheduled to cover those hours.

3 A Statutory Waiver/Deregulation can be requested for the following statutes and Oklahoma Administrative Codes:

STATUTORY WAIVERS

- 70 O.S. § 1-112 - **Saturday School**
- 70 O.S. § 6-122.3 - **Adjunct Teachers** - teaching for more than three hours a day or 270 clock hours per semester.
- 70 O.S. § 3-126 - **Library Media Specialist/waive certification only** - teacher attending college/university to obtain Library Media Specialist certification.
- 70 O.S. § 1210.568 - **COOP Agreement** - When a public school wants to serve fewer than 10 students in the alt ed program instead of COOPing with other districts.

NOTE: Statute 70 O.S. § 1-111 - Two Instructional Days in a 24 Hour Period (Parent Teacher Conference) and 70 O.S. § 1-109 - Extended/Flexible Day no longer requires a statutory waiver.

DEREGULATIONS

- OAC 210:35-5-71 - **Library Media Services Elementary School** - School is changing the standard of library services for their size school.
- OAC 210:35-7-61 - **Library Media Services Middle School** - School is changing the standard of library services for their size school.
- OAC 210:35-9-71 - **Library Media Services Secondary School** - School is changing the standard of library services for their size school.
- OAC 210:35-29-2 - **Abbreviated Day Alternative Education** - Use both citations for an alternative school to operate with abbreviated hours, less than four hours and 12 minutes of instruction per day, five days a week, or 756 hours per year.
- OAC 210:35-3-46 - **Superintendent, Elementary & Secondary Principal certificate** - serve as High School and Elementary School Principal with a school enrollment more than 500 (requires a dereg.)

NOTE: OAC 210:35-5-42 & 210:35-9-43 - Planning Period Deregulations, no longer requires a deregulation.

In addition, the ***School District Empowerment Program***, 70 O.S. § 3-129.11, allows a local school district to request to the State Board of Education an exemption from all statutory requirements and State Board of Education rules from which charter schools are currently exempt.

SCHOOL SITE STATUTORY WAIVER/DEREGULATION APPLICATION

for 20 23 - 20 24 school year

Tulsa _____ Independent District # 11
 COUNTY SCHOOL DISTRICT

1501 North Ash _____ Owasso 74055
 SCHOOL DISTRICT MAILING ADDRESS CITY ZIP CODE

Owasso Public Schools _____
 NAME OF SITE

 PRINCIPAL SIGNATURE* DATE

 PRINCIPAL SIGNATURE* DATE

 PRINCIPAL SIGNATURE* DATE

 SUPERINTENDENT NAME (PLEASE PRINT)

 SUPERINTENDENT E-MAIL ADDRESS

 SUPERINTENDENT SIGNATURE* DATE

I hereby certify that this waiver/deregulation application was approved by our local board of education at the meeting on _____, 20____

 BOARD PRESIDENT SIGNATURE*

NOTARY SEAL →

 NOTARY DATE

 COMMISSION EXPIRATION DATE

Statute/Oklahoma Administrative Code to be Waived:
 (specify statute or OAC (deregulation) number: (see instructions))

*Original signatures are required. The attached questionnaire must be answered to process.**

THE WAIVER/DEREGULATION IS REQUESTED FOR:

One Year Only
 Three Years*

*Please see instruction page for additional requirements for a three year request

SDE USE ONLY

PROJECT YEARS
 _____ of _____

ENROLLMENT

_____ High School
 _____ Jr./Middle High
 _____ Elementary
0 District Total

 DATE RECEIVED

70 O.S. _____
 OAC _____

 NAME OF WAIVER

- A. Reason for the Waiver request. Please include where you intend to allocate the funds that were designated for textbooks and, what alternative means will have to be employed if your waiver was to be denied.

Bond fund resources approved and available to meet all district textbook adoption needs for fiscal year 2023-2024. Approval of this waiver request would allow the district to utilize the State Textbook Allocation funds for other General Fund needs.

- B. List alternate strategies/plans which the district/site proposes, and how this plan will best serve the students of your district, i.e., a description of the educational benefits to the students; please include textbooks and instructional materials used by the district for the subject areas being considered in the current textbook adoption cycle are current and appropriate for student learning.

Approval of this waiver would allow the district to use these resources to fund additional teaching positions in an effort to keep class sizes as low as possible.

Please refer to cover letter for specifics on textbook and instructional materials.

- C. Have you been awarded this waiver before and what was the educational impact to the district: Results of the Statutory Waiver, i.e., effect on student performance levels, impact of plan on other sites in the district.

Yes, approved for fiscal years 2020-21, 2021-22, and 2022-23. These funds were used for the same purpose as stated above to fund teaching positions in an effort to keep class sizes as low as possible.

D. Please describe any financial impact to the District (positive or negative) for the proposed waiver/deregulation?

Approval of this waiver would provide flexibility for these General Fund resources to be spent on teacher salaries for fiscal year 2023-2024

E. Describe method of assessment or evaluation of effectiveness of the plan both for staff and students, I.E., TLE, graduation rates, etc.

Student performance, TLE, graduation rates, reading screener, Oklahoma standardized tests, professional learning teams, other assessment tools used throughout the district to identify learning targets in all areas of curriculum

F. Please include with your application the signed minutes from your local board approving this waiver.

** You will be contacted if more information is needed to process this request.

