AGENDA
Board of Education Regular Meeting
Monday, August 11, 2014 at 6:00 PM
Canyon Ridge Intermediate Center 3600 South Sara Road Oklahoma City, OK 73099, 12400 SW 15th St., Yukon, Oklahoma 73099

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Independent School District Number I-069 of Canadian County, Oklahoma will hold a Board of Education Regular Meeting on Monday, August 11, 2014 at 6:00 PM. The place and street of the meeting will be Canyon Ridge Intermediate Center 3600 South Sara Road Oklahoma City, OK 73099, 12400 SW 15th St., Yukon, Oklahoma 73099.
The Board of Education may discuss, make motions, and vote upon all matters appearing on this agenda. Such votes may be to approve, reject, table, reaffirm, rescind, or take no action on any agenda matter.

A. Invocation and Flag Salute

B. Roll Call (may be silent)

C. Superintendent's Report

1. Above & Beyond - Chief Foley
2. Back to School Kick Off Celebration
3. Construction Update
4. Board Correspondence

D. Deputy Superintendent Report

1. Enrollment
2. Status of Buildings
3. Staffing Breakdown

E. Board Reports

F. Standing and Financial Resolutions

1. Chief Financial Officer Report

a. Vote to approve or not approve the Schedule of Encumbrances and Monthly Financial Reports:

G. Public Participation

H. Consent Agenda

1. Board of Education Minutes:

a. July 14, 2014 Regular Board Meeting Minutes

b. August 5, 2014 Special Board Meeting Minutes

2. Acceptance of Donation:

a. Approval of donation of thirty-five (35) gallons of paint donated by H.I.S. Paint MFG. Co., in Oklahoma City in the amount of $566.79.

3. Out-of-District Overnight Travel:

a. Approval for JROTC to attend the Top of the Texas Team Competition in Wichita Falls, Texas on October 4, 2014 held at S.H. Rider High School.

b. Approval for MHS Varsity Softball team along with three (3) sponsors to participate in the Broken Arrow High School Softball Tournament in Broken Arrow, Oklahoma on August 14-16th, 2014.

4. Use of Facilities:

a. Approval for OK Swish Basketball (Robert Foreman) the use of Lakehoma Elementary's gymnasium every Monday, Tuesday and Thursday night from 6:00 - 9:00 p.m. starting August 14, 2014 - May 21, 2015 for team practices.

b. Optimist Club of Mustang requests use of Creek Elem. and Horizon Intermediate's Auxiliary gymnasiums for practice for the 2014-15 basketball leagues. They will need the gyms every Monday, Tuesday, Thursday and Friday from August 18, 2014 - Feb.27th 2015 from 6:00 pm - 9:00 pm. Sponsor-Ray Meier.

c. Optimist Club of Mustang requests use of Horizon Int. main gym for games for the 2014-15 basketball leagues. Saturdays from 9:00 am - 8:00 pm and Sundays from 1:00 pm - 5:00 pm beginning August 23, 2014 and ending March 8th 2015.

d. Optimist Club of Mustang requests the use of MMS & MNMS main gymnasiums for games for the 2014-15 basketball leagues. Saturdays from 1:00-9:00 pm and Sundays from 1:00-5:00 pm beginning October 25th, 2014 and ending on March

8th, 2015.

e. Optimist Club of Mustang requests the use of Centennial and Trails Elem. gymnasiums for practice for the 2014-15 basketball leagues. Needing the gyms every Monday, Tuesday, Thursday and Friday beginning November 3rd, 2014-February 27th, 2015 from 6:00 pm - 9:00 pm. Sponsor is Ray Meier.

f. Optimist Club of Mustang requests the use of Canyon Ridge Inter. gym for games for the 2014-15 basketball league. Needing gym Friday nights from 6:00 pm – 9:00 p.m. Saturdays from 9:00 a.m. – 9:00 p.m. and Sundays from 1:00 pm -5:00 pm beginning Nov. 20th - March 8, 2015. Sponsor is Ray Meier.

5. Approval for the following new Activity Accounts for Prairie View Elementary School. Media PE Music

6. Approval for new Activity Account for MHS:

   a. Crafts II

7. Approval for the following new Activity Accounts for Canyon Ridge Intermediate School. Sixth (6th) Grade Team Fifth (5th) Grade Team Elective/Life App Science Department Math Department Social Studies Department

8. Approval of Open Transfer requests to attend MPS for the 2014-2015 school year, as listed:

9. Approval of Revisions of Policies and Procedures:

   a. Policy #1010 District Mission Statement and Goals

   b. Policy #3030 - Teacher Evaluation

   c. Policy #3030P - Teacher Evaluation Procedures

   d. Policy #5070 - Student Promotion/Retention

   e. Policy #5075 Graduation

   f. Policy# 5110 - Hazing, Harassment, Intimidation

10. Approval of the renewal of agreement with Oklahoma City Community College to provide clinical experiences for health profession students for the entire district.

11. Approval of the renewal of IEP Service Agreement with Putnam City Public Schools to serve students who are identified as deaf for SY 2014-2015.

12. Approval of the renewal of contract with Imperial Vending for SY 2014-2015.

13. Approval of the renewal of contract with Great Plains Coca Cola as vendor for SY 2014-2015.

14. Approval to approve Phyllis Walta with Walta & Walta to provide legal services on an "as needed" basis for SY2014-2015.

15. Approval to approve Rosenstein, Fist & Ringold to provide legal services on an "as needed" basis for SY2014-2015.

16. Approval to approve McAfee & Taft law firm as hearing officers for SY 2014-2015.

17. Approval of the renewal of contract with Canadian County Sheriff's Department for two (2) officers for SY2014-2015.

18. Approval of the MPS Student Handbooks for SY 2014-2015.

19. Approval for the ability to employ a certified Mustang teacher when a home bound or home-based teacher is needed at the rate of $18.00 per hour for the SY 2014-2015.

20. Approval of the revisions to the Lease Agreement with R.K. Black, Inc. for the SY 2014-2015. Addition of 21 additional machines in district.

21. Approval of renewal of continuing agreement with Oklahoma Protection Group Security to provide security for the parking lot at MHS for SY 2014-2015.

22. Approval of list of surplus:

23. Approval of Change Order #9 for Prairie View Elementary, this will be a net decrease to the contingency of $5,318.22.

24. Approval of Change Order #1 on Valley Elementary Gym, this will be a net decrease to the contingency of $7,184.28.

25. Approval of Change Order #1 for MNMS HVAC. This will be a net increase of $19,370.65. WSHP ceiling units, and automatic air vents.

26. Approval of Change order #2 for MNMS HVAC. This will be a net decrease to the contingency by $48,994.07.

I. Business

1. The Board will consider and may vote to approve the contract with Shelly Neeley to provide occupational therapy for identified students for SY 2014-2015. This contract

will be paid from federal funds.

J. New Business:

K. Executive Session The Board of Education will consider and may vote to convene in Executive Session.

1. Oklahoma Statutes Title 25, § Section 307(B)(1): Discuss employment, hiring, appointment, promotion, demotion, disciplining, or resignation of an employee.

    a. Schedule "A"

    b. Schedule "B"

2. Oklahoma Statutes Title 25, Section 307 § (B)(2): Discussing negotiations concerning employees and representatives of employee groups.

3. Oklahoma Statutes Section 307 (B) (3): Discussing the purchase or appraisal of real property

L. Acknowledge Return to Open Session

M. Statement of Executive Session Minutes by Board Clerk

N. Vote to approve or not approve the Superintendent's Recommendation concerning employment as listed on Schedule "A".

O. Vote to approve or not approve the Superintendent recommendation concerning employment as listed on Schedule "B".

P. Vote to approve or not approve the Agreement between MEA and Mustang Board of Education for Teacher Contract for SY 2014-2015.

Q. Adjournment.

Report Options: As Of Date: 7/31/2014

Cash By Account and Fund

AC 0100	MAPS TRUST			
2014	24	OKC MAPS TRUST		$75,749.98
2015	24	OKC MAPS TRUST		$2.21
			Total AC 0100	$75,752.19
AC 0101	BANK OF OKLAHOMA, N.A.			
2013	11	General Fund		$5,348.38
2014	11	General Fund		$5,096,395.92
2015	11	General Fund		($91,277.61)
2014	21	Building Fund		$302,951.65
2015	21	Building Fund		($54,274.92)
2013	22	Child Nutrition Programs Fund		$643.66
2014	22	Child Nutrition Programs Fund		$462,718.50
2015	22	Child Nutrition Programs Fund		($8,416.39)
2014	31	Bond Fund #31		$203,208.15
2014	32	Bond Fund #32		$8,265,879.96
2014	33	Bond Fund #33		$65,926.76
2014	34	Bond Fund #34		$173,508.51
2014	35	Bond Fund #35		$341,340.56
2014	36	Bond Fund #36		$547,749.32
2014	37	Bond Fund #37		$1,084,419.47
2014	38	Bond Fund #38		$960,000.00
2014	39	Bond Fund #39		$6,886,284.02
2014	41	Sinking Fund		$3,952,270.64
2015	41	Sinking Fund		$21,853.81
			Total AC 0101	$28,216,530.39
AI 0103	YUKON NATIONAL			
2014	41	Sinking Fund		$245,000.00
			Total AI 0103	$245,000.00
AI 0110	BANK OF COMMERCE			
2014	41	Sinking Fund		$240,000.00
			Total AI 0110	$240,000.00
AI 0111	CORNERSTONE BANK			
2014	11	General Fund		$240,000.00
			Total AI 0111	$240,000.00
AI 0112	FIRST NATL BANK OF CHICKASHA			
2014	11	General Fund		$245,000.00
			Total AI 0112	$245,000.00
AI 0113	SOONER STATE BANK			
2014	11	General Fund		$245,000.00
			Total AI 0113	$245,000.00
AI 0114	BANK OF MIZUHO (BROKERED BOSC)			
2014	11	General Fund		$249,000.00
			Total AI 0114	$249,000.00
AI 0120	BANK OF THE WEST			
2014	41	Sinking Fund		$1,000,000.00
			Total AI 0120	$1,000,000.00
				$30,756,282.58

MUSTANG PUBLIC SCHOOLS
Cash Balances

Report Options: As Of Date: 7/31/2014

Cash By Account and Fund

Cash By Fund

2013	11	General Fund	$5,348.38
2014	11	General Fund	$6,075,395.92
2015	11	General Fund	($91,277.61)
2014	21	Building Fund	$302,951.65
2015	21	Building Fund	($54,274.92)
2013	22	Child Nutrition Programs Fund	$643.66
2014	22	Child Nutrition Programs Fund	$462,718.50
2015	22	Child Nutrition Programs Fund	($8,416.39)
2014	24	OKC MAPS TRUST	$75,749.98
2015	24	OKC MAPS TRUST	$2.21
2014	31	Bond Fund #31	$203,208.15
2014	32	Bond Fund #32	$8,265,879.96
2014	33	Bond Fund #33	$65,926.76
2014	34	Bond Fund #34	$173,508.51
2014	35	Bond Fund #35	$341,340.56
2014	36	Bond Fund #36	$547,749.32
2014	37	Bond Fund #37	$1,084,419.47
2014	38	Bond Fund #38	$960,000.00
2014	39	Bond Fund #39	$6,886,284.02
2014	41	Sinking Fund	$5,437,270.64
2015	41	Sinking Fund	$21,853.81
			$30,756,282.58

MUSTANG PUBLIC SCHOOLS
Balance Sheet

Report Options: As Of Date: 7/31/2014; Include sub-totals by Fund: Yes

Assets		
Cash & Investments		
11 2013 General Fund		$5,348.38
11 2014 General Fund		$5,096,395.92
11 2015 General Fund		($91,277.61)
	Fund 11 Total	$5,010,466.69
21 2014 Building Fund		$302,951.65
21 2015 Building Fund		($54,274.92)
	Fund 21 Total	$248,676.73
22 2013 Child Nutrition Programs Fund		$643.66
22 2014 Child Nutrition Programs Fund		$462,718.50
22 2015 Child Nutrition Programs Fund		($8,416.39)
	Fund 22 Total	$454,945.77
24 2014 OKC MAPS TRUST		$75,749.98
24 2015 OKC MAPS TRUST		$2.21
	Fund 24 Total	$75,752.19
31 2014 Bond Fund #31		$203,208.15
	Fund 31 Total	$203,208.15
32 2014 Bond Fund #32		$8,265,879.96
	Fund 32 Total	$8,265,879.96
33 2014 Bond Fund #33		$65,926.76
	Fund 33 Total	$65,926.76
34 2014 Bond Fund #34		$173,508.51
	Fund 34 Total	$173,508.51
35 2014 Bond Fund #35		$341,340.56
	Fund 35 Total	$341,340.56
36 2014 Bond Fund #36		$547,749.32
	Fund 36 Total	$547,749.32
37 2014 Bond Fund #37		$1,084,419.47
	Fund 37 Total	$1,084,419.47
38 2014 Bond Fund #38		$960,000.00
	Fund 38 Total	$960,000.00
39 2014 Bond Fund #39		$6,886,284.02
	Fund 39 Total	$6,886,284.02
41 2014 Sinking Fund		$3,952,270.64
41 2015 Sinking Fund		$21,853.81
	Fund 41 Total	$3,974,124.45
	Cash & Investments Total	$28,292,282.58
Investments		

Report Options: As Of Date: 7/31/2014; Include sub-totals by Fund: Yes

Assets		
Investments		
11 2014 General Fund		$979,000.00
	Fund 11 Total	$979,000.00
41 2014 Sinking Fund		$1,485,000.00
	Fund 41 Total	$1,485,000.00
	Investments Total	$2,464,000.00
Revenue Receivable		
11 2014 General Fund		($61,387,103.09)
11 2015 General Fund		($771,191.48)
	Fund 11 Total	($62,158,294.57)
21 2014 Building Fund		($3,163,370.53)
21 2015 Building Fund		($4,591.50)
	Fund 21 Total	($3,167,962.03)
22 2014 Child Nutrition Programs Fund		($4,292,169.21)
22 2015 Child Nutrition Programs Fund		($825.10)
	Fund 22 Total	($4,292,994.31)
24 2014 OKC MAPS TRUST		($500,038.65)
24 2015 OKC MAPS TRUST		($2.21)
	Fund 24 Total	($500,040.86)
31 2013 Bond Fund #31		$344,272.50
31 2014 Bond Fund #31		($580,515.67)
	Fund 31 Total	($236,243.17)
32 2013 Bond Fund #32		$22,475.76
32 2014 Bond Fund #32		($8,318,238.89)
	Fund 32 Total	($8,295,763.13)
33 2013 Bond Fund #33		$13,345.98
33 2014 Bond Fund #33		($182,598.54)
	Fund 33 Total	($169,252.56)
34 2014 Bond Fund #34		($218,986.75)
	Fund 34 Total	($218,986.75)
35 2014 Bond Fund #35		($606,555.20)
	Fund 35 Total	($606,555.20)
36 2014 Bond Fund #36		($1,091,790.58)
	Fund 36 Total	($1,091,790.58)
37 2014 Bond Fund #37		($8,211,056.86)
	Fund 37 Total	($8,211,056.86)
38 2014 Bond Fund #38		($971,034.27)
	Fund 38 Total	($971,034.27)

Report Options: As Of Date: 7/31/2014; Include sub-totals by Fund: Yes

Assets		
Revenue Receivable		
39 2014 Bond Fund #39		($7,000,012.84)
	Fund 39 Total	($7,000,012.84)
41 2014 Sinking Fund		($15,865,005.64)
41 2015 Sinking Fund		($21,853.81)
	Fund 41 Total	($15,886,859.45)
	Revenue Receivable Total	($112,806,846.58)
	Assets Total	($82,050,564.00)
Liabilities Reserves and Fund Balance		
Fund Balance/Appropriations		
11 2013 General Fund		$0.38
11 2014 General Fund		($59,592,114.86)
11 2015 General Fund		($1,083,174.34)
	Fund 11 Total	($60,675,288.82)
21 2014 Building Fund		($2,864,601.09)
21 2015 Building Fund		($78,090.46)
	Fund 21 Total	($2,942,691.55)
22 2014 Child Nutrition Programs Fund		($4,017,373.26)
22 2015 Child Nutrition Programs Fund		($13,725.42)
	Fund 22 Total	($4,031,098.68)
24 2014 OKC MAPS TRUST		($424,288.67)
	Fund 24 Total	($424,288.67)
31 2013 Bond Fund #31		$344,272.50
31 2014 Bond Fund #31		($377,307.52)
	Fund 31 Total	($33,035.02)
32 2013 Bond Fund #32		$22,475.76
32 2014 Bond Fund #32		($52,358.93)
	Fund 32 Total	($29,883.17)
33 2013 Bond Fund #33		$13,345.98
33 2014 Bond Fund #33		($116,671.78)
	Fund 33 Total	($103,325.80)
34 2014 Bond Fund #34		($45,478.24)
	Fund 34 Total	($45,478.24)
35 2014 Bond Fund #35		($265,214.64)
	Fund 35 Total	($265,214.64)
36 2014 Bond Fund #36		($544,041.26)
	Fund 36 Total	($544,041.26)
37 2014 Bond Fund #37		($7,126,637.39)
	Fund 37 Total	($7,126,637.39)

Report Options: As Of Date: 7/31/2014; Include sub-totals by Fund: Yes

Liabilities Reserves and Fund Balance		
Fund Balance/Appropriations		
38 2014 Bond Fund #38		($11,034.27)
	Fund 38 Total	($11,034.27)
39 2014 Bond Fund #39		($113,728.82)
	Fund 39 Total	($113,728.82)
41 2014 Sinking Fund		($10,427,735.00)
	Fund 41 Total	($10,427,735.00)
	Fund Balance/Appropriations Total	($86,773,481.33)
Warrants Outstanding		
11 2013 General Fund		$5,348.00
11 2014 General Fund		$4,280,407.69
11 2015 General Fund		$220,705.25
	Fund 11 Total	$4,506,460.94
21 2014 Building Fund		$4,182.21
21 2015 Building Fund		$19,224.04
	Fund 21 Total	$23,406.25
22 2013 Child Nutrition Programs Fund		$643.66
22 2014 Child Nutrition Programs Fund		$187,922.55
22 2015 Child Nutrition Programs Fund		$4,483.93
	Fund 22 Total	$193,050.14
	Warrants Outstanding Total	$4,722,917.33
	Liabilities Reserves and Fund Balance Total	($82,050,564.00)

FISCAL YEAR 2015

LEASE REVENUE BOND (10) 15000638, 15000645-15000646, 15000648, 15000651, 15000653-15000655, 15000678, 15000684, 15000750-15000754, 15000787-15000788, 15000790-15000791, 15000809-15000810, 15000969, 15000971-15000972, 15000975-15000979, 15000982, 15001013-15001015, 15001018-15001019, 15001021, 15001156-15001158

GENERAL FUND (11) 15000635-15000637, 15000639-15000640, 15000659-15000662, 05000664, 15000667-15000677, 15000687-15000694, 15000697-15000698, 15000741-15000748, 15000771-15000786, 15000811-15000844, 15000985-15001011, 150001023 -15001030, 15001138, 15001150-15001155

BUILDING FUND (21) 15000658

FOOD SERVICE (22) 15001161

LEASE REVENUE BOND (23) 15000981

OKC MAPS TRUST (24)

BOND FUND (31)

BOND FUND (32) 15000650, 15000652, 15000657, 15000683, 15000685, 15000789, 15000808, 15000970, 15000974, 15001016-15001017

BOND FUND (33)

BOND FUND (34) 15000686, 15000749

BOND FUND (35) 15000980, 15001020

BOND FUND (36)

BOND FUND (37) 15000984, 15000984

BOND FUND (38) 15001159

BOND FUND (39) 15000641-15000643, 15000647, 15000649, 15000656, 15000792, 15000973, 15000983, 15001012, 15000983, 15001012, 15001022, 15001160

Report Date: 08/05/14 03:34 PM

Mustang Public Schools

Beginning Date: 07/11/14 Ending Date: 08/05/14 Purchase Order Report By Buyer Code All Purchase Orders FODET05A

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost	Qty Recved	Order Desc	
	Account No/Description		Encumbrance	Paid	Liquidated / Remaining
GEN	15000635	12719 OFFICE DEPOT	07/15/14	00003240	MILLY COOPER
1	1.00	21.9900 / .00 / 21.9900	.00	DAY MINDER ACADEMIC WEEKLY/ MONTHLY APPT. BOOK	
2	2.00	93.9900 / .00 / 187.9800	.00	HP 950 XL/ 951 BLK COLOR ORIGINAL INK CARTRIDGES	
3	1.00	9.9900 / .00 / 9.9900	.00	3M COMMAND STRIPS WIRE HOOKS PK/	
	15-11-063-2490-619-800-0000-000-705 New Account		219.96	.00	.00 / 219.96
	Total Accounts: 1		**PO Total: 219.96**	**.00**	**.00 / 219.96**
GEN	15000636	15012 DELL COMPUTER CORP	07/15/14	00003248	MILLY COOPER
1	1.00	1,229.6200 / .00 / 1,229.6200	.00	LATITUDE E5540 WITH CARRYING BAG OLP OFFICE PRO PLUS 2013 (E QUOT	
	15-11-063-1000-653-800-0000-000-705 New Account		1,229.62	.00	.00 / 1,229.62
	Total Accounts: 1		**PO Total: 1,229.62**	**.00**	**.00 / 1,229.62**
GEN	15000637	61588 MIZUNI, INC	07/15/14	00003239	
1	1.00	5,000.0000 / .00 / 5,000.0000	.00	Integration Server	
2	1.00	1,200.0000 / .00 / 1,200.0000	.00	Deployment Services	
3	1.00	4,000.0000 / .00 / 4,000.0000	.00	Adapter for Pearson Power School	
4	1.00	1,200.0000 / .00 / 1,200.0000	.00	Deployment Services	
5	1.00	4,000.0000 / .00 / 4,000.0000	.00	Adaptor for Follett Destiny	
6	1.00	1,200.0000 / .00 / 1,200.0000	.00	Deployment Services	
7	1.00	-5,620.0000 / .00 / -5,620.0000	.00	70% Dicount on Adapter Services	
8	1.00	-3,600.0000 / .00 / -3,600.0000	.00	100% Discount on Services	
	15-11-056-2230-530-000-0000-000-056 TECH - INST RELATED TEC		7,380.00	.00	.00 / 7,380.00
	Total Accounts: 1		**PO Total: 7,380.00**	**.00**	**.00 / 7,380.00**
GEN	15000639	10044 AGAR FORD JARMON & MULDROW INS	07/15/14	00003144	A Miller
1	1.00	678.1200 / .00 / 678.1200	.00	Property tax increase because of estimate	
	15-11-050-2620-523-000-0000-000-050 New Account		678.12	.00	.00 / 678.12
	Total Accounts: 1		**PO Total: 678.12**	**.00**	**.00 / 678.12**
GEN	15000640	10205 AT&T	07/15/14	00003145	ANNETTE MARSHA
1	1.00	20,000.0000 / .00 / 20,000.0000	.00	Phome Service for the district	
	15-11-056-2580-530-000-0000-000-056 TECH - ADMIN TECH SRVC		20,000.00	.00	.00 / 20,000.00
	Total Accounts: 1		**PO Total: 20,000.00**	**.00**	**.00 / 20,000.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost / Qty Recved	Order Desc		
	Account No/Description		Encumbrance	Paid	Liquidated	Remaining
GEN	15000659	16092 AIR PRODUCTS SUPPLY CO.	07/15/14	00003273	JWEST
1	1.00	166.6700 .00 166.6700 .00	CLIMATEMASTER REVERSING VALVE			
2	1.00	18.0000 .00 18.0000 .00	SHIPPING AND HANDLING			
	15-39-147-2620-618-000-0000-000-055 New Account		184.67	.00	.00	184.67
	Total Accounts: 1	**PO Total:**	**184.67**	**.00**	**.00**	**184.67**
GEN	15000660	14094 NCS/PEARSON INC	07/15/14	00003222	
1	1.00	6,000.0000 .00 6,000.0000 .00	AIMSWEB TRAINING FOR TEACHERS - Aug. 5th & 6th			
	15-39-147-2212-320-000-0000-000-050 New Account		6,000.00	.00	.00	6,000.00
	Total Accounts: 1	**PO Total:**	**6,000.00**	**.00**	**.00**	**6,000.00**
GEN	15000661	82722 AUSTIN SHAYNA DENISE	07/15/14	00002546	WCAST
1	1.00	1,500.0000 .00 1,500.0000 .00	PYSCHOLOGIST DISTRICT MILEAGE 14/15			
	15-11-050-2140-580-239-0000-000-059 New Account		1,500.00	.00	.00	1,500.00
	Total Accounts: 1	**PO Total:**	**1,500.00**	**.00**	**.00**	**1,500.00**
GEN	15000662	94368 LUCAS TAMRA SUE	07/15/14	00002563	WCAST
1	1.00	1,500.0000 .00 1,500.0000 .00	TRAVEL IN DISTRICT 14-15			
	15-11-050-2140-580-239-0000-000-059 New Account		1,500.00	.00	.00	1,500.00
	Total Accounts: 1	**PO Total:**	**1,500.00**	**.00**	**.00**	**1,500.00**
GEN	15000664	18418 KID GROUP	07/15/14	00003157	JWEST
1	2.00	228.0000 .00 456.0000 .00	VALVE FOR THE WATER CANNON			
2	6.00	58.0000 .00 348.0000 .00	TIRES FOR THE WATER CANNONS			
3	1.00	126.5000 .00 126.5000 .00	COUPLING			
	15-11-053-2620-618-000-0000-000-053 BLDG & GRNDS - BLDG OPS		930.50	.00	.00	930.50
	Total Accounts: 1	**PO Total:**	**930.50**	**.00**	**.00**	**930.50**
GEN	15000667	19171 P&K EQUIPMENT	07/15/14	00003272	JWEST
1	1.00	500.0000 .00 500.0000 .00	FY2014-15 FOR GROUNDS EQUIPMENT SUPPLIES/MATERIALS			
	15-11-053-2620-618-000-0000-000-053 BLDG & GRNDS - BLDG OPS		500.00	.00	.00	500.00
	Total Accounts: 1	**PO Total:**	**500.00**	**.00**	**.00**	**500.00**
GEN	15000668	13016 POWER EQUIP. AND ENG. INC.	07/15/14	00003238	JWEST
1	1.00	500.0000 .00 500.0000 .00	FY2014-15 SUPPLIES/MATERIALS			
	15-11-055-2620-618-000-0000-000-055 HVAC - BLDG OPS - CHEM/		500.00	.00	.00	500.00
	Total Accounts: 1	**PO Total:**	**500.00**	**.00**	**.00**	**500.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price Disc/Frght	Final Cost	Qty Recved	Order Desc
	Account No/Description		Encumbrance	Paid	Liquidated	Remaining
GEN	15000669	17800 TERMINIX	07/15/14	00003262	JWEST
1	1.00	675.0000 .00	675.0000	.00	ANNUAL INSPECTION FOR TRAILS
	15-11-050-2620-424-000-0000-000-050 New Account		675.00	.00	.00	675.00
	Total Accounts: 1	**PO Total:**	**675.00**	**.00**	**.00**	**675.00**
GEN	15000670	61729 THE MEADOWS CENTER FOR OPPORTUNITY INC	07/15/14	00003281	RONALD MARTIN
1	1.00	1,200.0000 .00	1,200.0000	.00	SHREDDING DOCUMENTS IN FOOD SERVICE WAREHOUSE
	15-11-052-2620-423-000-0000-000-052 INST WAREHOUSE - BLDG O		1,200.00	.00	.00	1,200.00
	Total Accounts: 1	**PO Total:**	**1,200.00**	**.00**	**.00**	**1,200.00**
GEN	15000671	14840 BSN SPORTS INC.	07/15/14	00003241	MILLY COOPER
1	1.00	895.0000 .00	895.0000	.00	MUELLER CHAMPIONSHIP PK
	15-11-063-2199-616-827-0000-000-705 New Account		895.00	.00	.00	895.00
	Total Accounts: 1	**PO Total:**	**895.00**	**.00**	**.00**	**895.00**
GEN	15000672	14840 BSN SPORTS INC.	07/15/14	00003250	MILLY COOPER
1	40.00	18.0000 .00	720.0000	.00	NIKE PERFORMANCE GAME SHORT BLACK S-20 M-20
2	40.00	30.0000 .00	1,200.0000	.00	LEGEND WOMEN'S DRIFIT RED- WHITE PRINT BLACK OUTLINE
3	6.00	42.0000 .00	252.0000	.00	NIKE WOMEN'S DEDICATION POLO
4	2.00	38.0000 .00	76.0000	.00	PORTABLE MANUAL SCOREKEEPER
5	12.00	33.0000 .00	396.0000	.00	SENSI- TEC COMPOSITE SV-5WSC VOLLEYBALL
6	1.00	128.9900 .00	128.9900	.00	TAC HIKERS BALL CART
7	3.00	5.7500 .00	17.2500	.00	VOLLEYBALL SCOREBOOK
8	25.00	27.0000 .00	675.0000	.00	NIKE LEGEND LONG SLEEVE SHIRT BLACK
9	1.00	175.0000 .00	175.0000	.00	SHIPPING
	15-11-063-1000-657-804-0000-000-705 New Account		3,640.24	.00	.00	3,640.24
	Total Accounts: 1	**PO Total:**	**3,640.24**	**.00**	**.00**	**3,640.24**
GEN	15000673	17852 PATTERSON MEDICAL SUPLLY	07/15/14	00003212	MILLY COOPER
1	1.00	5.0500 .00	5.0500	.00	NEW SKIN LIQUID 1 OZ/ EACH
2	1.00	26.2400 .00	26.2400	.00	SECOND SKIN 1" 200/ SQRS PER JA
3	1.00	42.0600 .00	42.0600	.00	SOFT SHELLSAM SPLINT VARIETY
4	1.00	17.1200 .00	17.1200	.00	ECONO WRAP 6"X4 1/2 YD PK 10
5	1.00	28.4400 .00	28.4400	.00	ECONOWRAP 6X10 YD PK 6
6	1.00	32.0400 .00	32.0400	.00	CRAMER UNDERWRAP BLK/ 48
7	3.00	27.3300 .00	81.9900	.00	MEDCO WRAP 4" W/ HANDLE 6/ CASE
8	1.00	50.8800 .00	50.8800	.00	ICE BAG 10"X 18" 1ML 1500/ROLL
	15-11-063-2199-616-827-0000-000-705 New Account		283.82	.00	.00	283.82
	Total Accounts: 1	**PO Total:**	**283.82**	**.00**	**.00**	**283.82**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
	Account No/Description			Encumbrance	Paid	Liquidated	Remaining
GEN	15000674	17852	PATTERSON MEDICAL SUPLLY	07/15/14	00003214	MILLY COOPER
1	15.00	38.7100	.00	580.6500	.00	CRAMER 950 TAPE 1.5 X 15YD/32
2	15.00	23.7700	.00	356.5500	.00	PRO TRAINER COHESIVE 2" BLK
3	15.00	27.3300	.00	409.9500	.00	MEDCO WRAP 4" W/ HANDLE 6/ CASE
4	4.00	59.5400	.00	238.1600	.00	MEDCO POLY ICE BAGS 1500/RL
	15-11-063-2199-616-827-0000-000-705 New Account			1,585.31	.00	.00	1,585.31
	Total Accounts: 1			**PO Total:**	**1,585.31**	**.00**	**.00**	**1,585.31**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
GEN	15000675	17852 PATTERSON MEDICAL SUPLLY	07/15/14	00003217	MILLY COOPER

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
	Account No/Description			Encumbrance	Paid	Liquidated Remaining
1	2.00	10.1600	.00	20.3200	.00	OMNIFIX TAPE 4"X10 YD PER ROLL
2	2.00	14.7200	.00	29.4400	.00	OMNIFIX TAPE 6"X10 YD PER ROLL
3	2.00	32.0400	.00	64.0800	.00	CRAMER UNDERWRAP BLACK/48
4	1.00	70.6400	.00	70.6400	.00	STIK- IT .05 ML AMPULES 100/BX
5	4.00	4.5900	.00	18.3600	.00	TUF- SKIN SPRAY 4 OZ.
6	1.00	15.1300	.00	15.1300	.00	SUPRA- GRIP ELAST BNDG 4X5.5/10
7	1.00	20.7600	.00	20.7600	.00	SUPRA- GRIP ELAST BNDG 6X5.5/10
8	1.00	37.4700	.00	37.4700	.00	SUPRA- GRIP ELAST BNDG 4X11/10
9	1.00	48.0000	.00	48.0000	.00	SUPRA- GRIP ELAST BNDG 6X11/10
10	1.00	70.5300	.00	70.5300	.00	GAUZE SPG 4X4 12PLY CS/10 SLV
11	1.00	84.4500	.00	84.4500	.00	COVERLET CABINET W/COVERLETS
12	2.00	8.0600	.00	16.1200	.00	FLEXBAND 4-WING BNDG 50/BOX
13	2.00	3.4800	.00	6.9600	.00	FLEXBAND STRIP 3/4"X3" 100 BOX
14	2.00	3.7900	.00	7.5800	.00	FLEXBAND STRIP 1X3 100/BX
15	2.00	5.9900	.00	11.9800	.00	FLEXBAND KNUCKLE 100/ BOX
16	2.00	16.0400	.00	32.0800	.00	TRIPLE ANTIBIOTIC OINT 144/BX
17	2.00	5.9600	.00	11.9200	.00	BLOOD CLOTTER 3 OZ SPRAY
18	1.00	35.4000	.00	35.4000	.00	STIP- TIK SWABPOULES 25/ BAG
19	1.00	25.8000	.00	25.8000	.00	ROCKY MNT SUNSCRN SPF 30 32 OZ
20	1.00	35.0500	.00	35.0500	.00	BIOFREEZE 32 OZ/ EACH
21	2.00	8.9200	.00	17.8400	.00	ISO- QUIN GEL HAND DISINFECTANT
22	5.00	15.4500	.00	77.2500	.00	DERMAL WOUND CLEANSER 16 OZ.
23	1.00	35.7100	.00	35.7100	.00	WHIZZER GALLON W/2 SPRAYERS
24	2.00	21.1800	.00	42.3600	.00	REFRESH PLUS TEARS 0.5% 50/BX
25	2.00	21.8700	.00	43.7400	.00	MEDIQUE PAIN RELIEF VALUE PACK
26	1.00	7.3600	.00	7.3600	.00	DIOTAME TABLETS 50/2'S
27	2.00	2.5400	.00	5.0800	.00	NASAL SPRAY 12HR 10OZ
28	1.00	15.7300	.00	15.7300	.00	BREATH RIGHT STRPS CLR SM/30
29	1.00	45.0600	.00	45.0600	.00	HEAT GUARD 1000'S/ EACH
30	5.00	13.1300	.00	65.6500	.00	GATORLYTES 20/ BX
31	2.00	74.7600	.00	149.5200	.00	POWERADE BLUE 60QT ROLL CHEST
32	1.00	69.2800	.00	69.2800	.00	MEDCO ICE BAG DISPENSER
33	1.00	296.0000	.00	296.0000	.00	GAME READY ANKLE WRAP XLG
34	1.00	20.0000	.00	20.0000	.00	GAME READY ANKLE SLV ONLY LG
35	1.00	20.0000	.00	20.0000	.00	GAME READY KNEE SLV ONLY
36	1.00	316.0000	.00	316.0000	.00	GAME READY DUAL CONN HOSE
37	5.00	4.0700	.00	20.3500	.00	BAUSCH & LOMB EYE WASH 4 OZ.
38	2.00	49.7800	.00	99.5600	.00	OPTICIDE 2.5 GALLON W/SPIGOT
39	2.00	25.3000	.00	50.6000	.00	VALTRODE X CLOTH 2" SQ 40/CS
40	2.00	5.3300	.00	10.6600	.00	VINYL POWDER FREE GLOVES MED
41	2.00	6.3500	.00	12.7000	.00	NIGHTHWK PF BLK NITRILE GLV XL

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost	Qty Recved	Order Desc	
	Account No/Description			Encumbrance / Paid / Liquidated	Remaining
	15000675	17852 PATTERSON MEDICAL SUPLLY	07/15/14	00003217	MILLY COOPER
42	1.00	62.1400 .00 62.1400	.00	STOOL ROUND CHROME BASE BLACK	
43	4.00	6.5100 .00 26.0400	.00	COUNTUP COUNTDOWN TIMER	
44	2.00	9.2700 .00 18.5400	.00	SAM SPLINT 18' ORANGE/ BLUE	
45	2.00	8.8300 .00 17.6600	.00	ASM SPLINT 36" ORANGE/ BLUE	
46	1.00	20.2400 .00 20.2400	.00	TOTAL SUPPORT THIM INSOLE SZ 5	
47	4.00	10.7000 .00 42.8000	.00	SPRINT ANKLE STABILIZER STD	
48	1.00	32.6800 .00 32.6800	.00	STANDARD WALKER MEDIUM	
49	1.00	32.6800 .00 32.6800	.00	STANDARD WALKER LARGE	
50	2.00	19.3100 .00 38.6200	.00	PRO RODEO WRAP 4"X14" WHITE	
51	1.00	.0000 .00 .0000	.00		
	15-11-063-2199-616-827-0000-000-705 New Account			2,373.92 .00 .00	2,373.92
	Total Accounts: 1		**PO Total:**	**2,373.92 .00 .00**	**2,373.92**
GEN	15000676	21660 TRU-GREEN	07/15/14	00003280	MILLY COOPER
1	1.00	1,050.0000 .00 1,050.0000	.00	RENEWAL OF CONTRACT ON SOFTBALL FIELD	
	15-11-063-2630-710-802-0000-000-705 New Account			1,050.00 .00 .00	1,050.00
	Total Accounts: 1		**PO Total:**	**1,050.00 .00 .00**	**1,050.00**
GEN	15000677	82195 LOCKE CAROLYN D	07/15/14	00003269	KRIS GREEN
1	2.00	100.0000 .00 200.0000	.00	REIMBURSE HOTEL TULSA MATH CONFERENCE JULY 23-25	
2	3.00	25.0000 .00 75.0000	.00	PER DIEM TULSA MATH CONFERENCE JULY 23-25	
3	250.00	.5650 .00 141.2500	.00	MILEAGE TULSA MATH CONFERENCE JULY 23-25	
	15-11-541-2213-580-000-0000-000-051 INST STAFF TRAIN-STAFF '			416.25 .00 .00	416.25
	Total Accounts: 1		**PO Total:**	**416.25 .00 .00**	**416.25**
GEN	15000687	21318 FITE JACIE	07/16/14	00003204	WCAST
1	1.00	20,000.0000 .00 20,000.0000	.00	PHYSICAL THERAPY SERVICES FOR SCHOOL YEAR 2014-2015	
	15-11-621-2170-323-239-0000-000-059 New Account			5,000.00 .00 .00	5,000.00
	15-11-641-2170-323-239-0000-000-059 New Account			15,000.00 .00 .00	15,000.00
	Total Accounts: 2		**PO Total:**	**20,000.00 .00 .00**	**20,000.00**
GEN	15000688	12719 OFFICE DEPOT	07/16/14	00002763	WCAST
1	1.00	15,000.0000 .00 15,000.0000	.00	INK FOR SPECIAL SERVICES FOR SCHOOL YEAR 2014-2015	
	15-11-059-1000-613-239-0000-000-059 SPEC ED DIST - INST - C			15,000.00 .00 .00	15,000.00
	Total Accounts: 1		**PO Total:**	**15,000.00 .00 .00**	**15,000.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
	Account No/Description				Encumbrance	Paid	Liquidated	Remaining
GEN	15000689	10170	APPLE INC.	07/16/14	00003254	Gayle Loving
1	27.00	399.0000	.00	10,773.0000	.00	IPAD black 16GB
	15-12-544-2213-653-000-0000-000-050 New Account				10,773.00	.00	.00	10,773.00
	Total Accounts: 1			**PO Total:**	**10,773.00**	**.00**	**.00**	**10,773.00**
GEN	15000690	10583	CDW GOVERNMENT INC.	07/16/14	00003257	Gayle Loving
1	27.00	49.9900	.00	1,349.7300	.00	Griffin Slim Kyboard Folio
	15-12-544-2213-653-000-0000-000-050 New Account				1,349.73	.00	.00	1,349.73
	Total Accounts: 1			**PO Total:**	**1,349.73**	**.00**	**.00**	**1,349.73**
GEN	15000691	12598	NASCO	07/16/14	00003251	Gayle Loving
1	27.00	2.9500	.00	79.6500	.00	
2	1.00	166.5000	.00	166.5000	.00	9x12 double sided entimeter grid dry erase classrm kit
3	1.00	7.9500	.00	7.9500	.00	Patty Papers
4	27.00	.2000	.00	5.4000	.00	6 professional protractor volume discount (20%)
5	10.00	8.9500	.00	89.5000	.00	Volumetric Solids Classroom Activities Teachers Guide
6	1.00	30.8100	.00	30.8100	.00	shipping and handling
	15-12-544-2213-681-000-0000-000-050 New Account				379.81	.00	.00	379.81
	Total Accounts: 1			**PO Total:**	**379.81**	**.00**	**.00**	**379.81**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
	Account No/Description			Encumbrance	Paid	Liquidated	Remaining
GEN	15000692	13375	SARGENT-WELCH	07/16/14	00003252	Gayle Loving
1	1.00	128.0000	.00	128.0000	.00	Compact Scale
2	1.00	142.0000	.00	142.0000	.00	TJ611 (Trip Beam)
3	9.00	8.5500	.00	76.9500	.00	Liter Box
4	5.00	14.8000	.00	74.0000	.00	Metric Stacking Masses
5	9.00	4.2000	.00	37.8000	.00	Meter Stick
6	9.00	22.9000	.00	206.1000	.00	Metric Adhesive Tape
7	4.00	28.5000	.00	114.0000	.00	10 Speciman Density Set
8	4.00	27.9500	.00	111.8000	.00	Pendulum Clamp
9	3.00	11.5000	.00	34.5000	.00	Drilled Ball Set
10	5.00	23.8000	.00	119.0000	.00	Rod/Base Assembly
11	9.00	45.0000	.00	405.0000	.00	Speed of Bubble Set
12	3.00	51.4500	.00	154.3500	.00	Mychron Stopwatch (6pk)
13	18.00	2.1000	.00	37.8000	.00	Replacement Batteries
14	6.00	72.5000	.00	435.0000	.00	Demo Wave/Refraction Tank
15	9.00	12.5000	.00	112.5000	.00	Slinky
16	4.00	63.5000	.00	254.0000	.00	Radiation Lab Kit
17	9.00	16.9300	.00	152.3700	.00	Radiometer
18	1.00	194.0000	.00	194.0000	.00	Shipping
	15-12-544-2213-681-000-0000-000-050 New Account			2,789.17	.00	.00	2,789.17
	Total Accounts: 1			**PO Total: 2,789.17**	**.00**	**.00**	**2,789.17**
GEN	15000693	13963	WAL-MART GENERAL/BOND FUNDS	07/16/14	00003247	Gayle Loving
1	1.00	200.0000	.00	200.0000	.00	Consumble Items:ie. Color Pencils, Paper cups, string, etc.
	15-12-544-2213-619-000-0000-000-050 New Account			200.00	.00	.00	200.00
	Total Accounts: 1			**PO Total: 200.00**	**.00**	**.00**	**200.00**
GEN	15000694	19787	WISCONSIN CENTER FOR EDUCATION RESEARCH	07/16/14	00003258	Gayle Loving
1	27.00	20.0000	.00	540.0000	.00	Survey of Enacted Curriculum Per Assessment
2	27.00	20.0000	.00	540.0000	.00	Survey of Enacted Curriculum Per Assessment
	15-12-544-2213-320-000-0000-000-050 New Account			1,080.00	.00	.00	1,080.00
	Total Accounts: 1			**PO Total: 1,080.00**	**.00**	**.00**	**1,080.00**

Buyer Code	PO No	Vendor No/Name			PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc	
		Account No/Description				Encumbrance	Paid / Liquidated / Remaining
GEN	15000697	12719 OFFICE DEPOT			07/17/14	00003356	stacy brown
1	1.00	32.9900	.00	32.9900	.00	AA BATTERIES	
2	1.00	15.9900	.00	15.9900	.00	AAA BATTERIES	
3	6.00	3.4100	.00	20.4600	.00	LARGE BINDER CLIPS	
4	1.00	14.8400	.00	14.8400	.00	MEDIUM BINDER CLIPS	
5	1.00	6.8900	.00	6.8900	.00	PAPER CLIPS	
6	2.00	1.2900	.00	2.5800	.00	BUTTERFLY CLIPS	
7	1.00	16.6900	.00	16.6900	.00	5" 3 RING BINDER	
8	2.00	16.1900	.00	32.3800	.00	LEGAL FILE FOLDERS	
9	2.00	2.2400	.00	4.4800	.00	STAPLES	
10	2.00	3.5000	.00	7.0000	.00	HANGING TABS	
11	2.00	21.9900	.00	43.9800	.00	WALL CALENDARS	
12	1.00	32.9900	.00	32.9900	.00	WALL CALENDAR	
13	2.00	17.9900	.00	35.9800	.00	PLANNER	
14	5.00	39.9900	.00	199.9500	.00	BANKER BOXES	
15	2.00	33.2900	.00	66.5800	.00	BLACK-ON-WHITE TAPES	
16	2.00	31.4900	.00	62.9800	.00	EXPANDING FILE POCKETS	
17	2.00	3.4100	.00	6.8200	.00	LARGE CLIPS	
18	1.00	10.7900	.00	10.7900	.00	CORRECTION TAPE	
19	1.00	15.9900	.00	15.9900	.00	STICKY NOTES	
20	1.00	7.4600	.00	7.4600	.00	POST IT NOTES	
21	2.00	19.3400	.00	38.6800	.00	PAPER PRO STAPLERS	
22	6.00	1.6900	.00	10.1400	.00	BINDER DIVIDER TABS	
		15-11-051-2511-619-000-0000-000-051 ADMIN - BUS OFC - OFC S				686.64	.00 / .00 / 686.64
		Total Accounts: 1			**PO Total:**	**686.64**	**.00 / .00 / 686.64**

Buyer Code	PO No	Vendor No/Name			PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc	
		Account No/Description				Encumbrance	Paid / Liquidated / Remaining
GEN	15000698	14689 STAPLES			07/17/14	00003357 STACY BROWN	
1	1.00	16.8900	.00	16.8900	.00	PACKING TAPE	
2	1.00	63.2900	.00	63.2900	.00	EXPANDING FILES	
3	1.00	26.1900	.00	26.1900	.00	JETSTREAM ROLLERBALL PENS	
4	1.00	16.0900	.00	16.0900	.00	JETSTREAM PENS	
5	1.00	7.8700	.00	7.8700	.00	RUBBERBANDS	
6	1.00	8.3900	.00	8.3900	.00	RUBBER BANDS	
7	1.00	16.3900	.00	16.3900	.00	HIGHLIGHTERS	
8	1.00	10.2900	.00	10.2900	.00	HIGHLIGHTERS	
9	1.00	15.3900	.00	15.3900	.00	YELLOW HIGHLIGHTERS	
10	1.00	33.6300	.00	33.6300	.00	LABELS	
11	1.00	12.2900	.00	12.2900	.00	FILE FOLDERS	
12	2.00	9.5800	.00	19.1600	.00	FILING TABS	
13	1.00	8.4900	.00	8.4900	.00	FLAGS	
14	1.00	13.9900	.00	13.9900	.00	POST IT NOTES	
15	1.00	7.9900	.00	7.9900	.00	POST IT NOTES	
16	1.00	5.2900	.00	5.2900	.00	SIGN HERE FLAGS	
17	1.00	7.9900	.00	7.9900	.00	POST IT NOTES	
18	1.00	5.9900	.00	5.9900	.00	LETTER OPENER	
19	1.00	18.3900	.00	18.3900	.00	JETSTREAM PENS	
20	2.00	16.0900	.00	32.1800	.00	PENS BLUE	
21	1.00	13.2900	.00	13.2900	.00	PAPERMATE PENS	
22	1.00	5.7900	.00	5.7900	.00	CLIPBOARD	
23	1.00	12.9900	.00	12.9900	.00	HIGHLIGHTERS	
		15-11-051-2511-619-000-0000-000-051 ADMIN - BUS OFC - OFC S				378.25 / .00 / .00	378.25
		Total Accounts: 1			**PO Total:**	**378.25** / **.00** / **.00**	**378.25**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost	Qty Recved	Order Desc	
	Account No/Description		Encumbrance	Paid	Liquidated / Remaining
GEN	15000741	10257 BARNES & NOBLE	07/18/14	00003386	KRIS GREEN
1	50.00	19.1600 / .00 / 958.0000	.00	TEACHING ENGLISH LANGUAGE LEARNERS ACROSS THE CONTENT AREA	
	15-11-572-2213-641-410-1310-000-105 New Account		95.80	.00	.00 / 95.80
	15-11-572-2213-641-410-1310-000-110 New Account		95.80	.00	.00 / 95.80
	15-11-572-2213-641-410-1310-000-115 New Account		95.80	.00	.00 / 95.80
	15-11-572-2213-641-410-1310-000-120 New Account		95.80	.00	.00 / 95.80
	15-11-572-2213-641-410-1310-000-125 New Account		95.80	.00	.00 / 95.80
	15-11-572-2213-641-410-1310-000-135 New Account		95.80	.00	.00 / 95.80
	15-11-572-2213-641-410-1310-000-140 New Account		57.48	.00	.00 / 57.48
	15-11-572-2213-641-410-1310-000-145 New Account		38.32	.00	.00 / 38.32
	15-11-572-2213-641-410-1310-000-505 New Account		57.48	.00	.00 / 57.48
	15-11-572-2213-641-410-1310-000-510 New Account		38.32	.00	.00 / 38.32
	15-11-572-2213-641-410-4063-000-705 New Account		191.60	.00	.00 / 191.60
	Total Accounts: 11	**PO Total:**	**958.00**	**.00**	**.00 / 958.00**
GEN	15000742	61041 BLUETORCH NETWORK SOLUTIONS INC	07/18/14	00003344	MARSHALL
1	1.00	11,000.0000 / .00 / 11,000.0000	.00	SCHOOL DESK WEBSITE HOSTING AND SUPPORT	
	15-11-050-2560-530-000-0000-000-050 INFORMATION SRVCS - COM		11,000.00	.00	.00 / 11,000.00
	Total Accounts: 1	**PO Total:**	**11,000.00**	**.00**	**.00 / 11,000.00**
GEN	15000743	17375 CANADIAN COUNTY JUVENILE CENTER	07/18/14	00003150	Angela Mills
1	1.00	38,268.0000 / .00 / 38,268.0000	.00	CCEC 1/10 per contract $3,189.00 month for 10 months	
	15-11-388-1000-561-430-0000-000-705 ALT ED GRNT - INST - OT		38,268.00	.00	.00 / 38,268.00
	Total Accounts: 1	**PO Total:**	**38,268.00**	**.00**	**.00 / 38,268.00**
GEN	15000744	16144 CHICKASAW TELECOM	07/18/14	00003342	MARSHALL
1	1.00	2,069.9000 / .00 / 2,069.9000	.00	SMARTNET RENEWAL QUOTE 12 MONTHS - CORE SWITCH	
	15-11-056-2580-653-000-0000-000-056 TECH - ADMIN TECH SRVC		2,069.90	.00	.00 / 2,069.90
	Total Accounts: 1	**PO Total:**	**2,069.90**	**.00**	**.00 / 2,069.90**
GEN	15000745	16144 CHICKASAW TELECOM	07/18/14	00003381	MARSHALL
1	1.00	1,180.0000 / .00 / 1,180.0000	.00	SMARTNET add - USC SERVER - PHONE SYSTEM	
	15-11-056-2580-653-000-0000-000-056 TECH - ADMIN TECH SRVC		1,180.00	.00	.00 / 1,180.00
	Total Accounts: 1	**PO Total:**	**1,180.00**	**.00**	**.00 / 1,180.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
	Account No/Description				Encumbrance	Paid	Liquidated	Remaining
GEN	15000746	15012 DELL COMPUTER CORP	07/18/14	00003330	WCAST
1	3.00	69.9900	.00	209.9700	.00	DELL 2000 PAGE BLACK TONER CARTRIDGE
2	2.00	69.9900	.00	139.9800	.00	DELL 1400 PAGE CYAN TONER CARTRIDGE
	15-11-059-2199-619-239-0000-000-059 SPECED DIST - OTHR STDN				349.95	.00	.00	349.95
	Total Accounts: 1			**PO Total:**	**349.95**	**.00**	**.00**	**349.95**
GEN	15000747	12777 OKLAHOMA EMPLOYMENT SEC. COMM.	07/18/14	00003367	STACY BROWN
1	1.00	15,000.0000	.00	15,000.0000	.00	UNEMPLOYMENT EXPENSES - NON CERT
2	1.00	15,000.0000	.00	15,000.0000	.00	UNEMPLOYMENT EXPENSES -CERT
	15-11-050-1000-281-100-4000-413-705 New Account				15,000.00	.00	.00	15,000.00
	15-11-050-1000-271-100-4000-210-705 New Account				15,000.00	.00	.00	15,000.00
	Total Accounts: 2			**PO Total:**	**30,000.00**	**.00**	**.00**	**30,000.00**
GEN	15000748	12835 OSSBA-OK STATE SCH BOARDS	07/18/14	00003298	Brenda Dunn
1	4.00	200.0000	.00	800.0000	.00	OSSBA Conference Registration for 4 Administrators
	15-11-050-2321-860-000-0000-000-050 New Account				800.00	.00	.00	800.00
	Total Accounts: 1			**PO Total:**	**800.00**	**.00**	**.00**	**800.00**
GEN	15000771	10007 A-WELDERS SUPPLY	07/22/14	00003396	LISA CARTWRIGH
1	1.00	100.0000	.00	100.0000	.00	WELDING SUPPLIES
	15-11-054-2740-612-000-0000-000-054 TRAN - STDNT VHCL SRVC				100.00	.00	.00	100.00
	Total Accounts: 1			**PO Total:**	**100.00**	**.00**	**.00**	**100.00**
GEN	15000772	10064 ALL SEASON BUILDING & SUPPLY	07/22/14	00003398	LISA CARTWRIGH
1	1.00	100.0000	.00	100.0000	.00	HARDWARE SUPPLIES
	15-11-054-2740-612-000-0000-000-054 TRAN - STDNT VHCL SRVC				100.00	.00	.00	100.00
	Total Accounts: 1			**PO Total:**	**100.00**	**.00**	**.00**	**100.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
GEN	15000773	10818 AMSAN EVE SUPPLY	07/22/14	00003387	J MAXEY

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	15.00	49.4800	.00	742.2000	.00	CRANBERRY ICE
2	8.00	36.7500	.00	294.0000	.00	KITCHEN TOWELS
3	15.00	41.4000	.00	621.0000	.00	STERIPHENEII
4	144.00	3.3400	.00	480.9600	.00	BLUE 16# MOP HEADS
5	20.00	78.4000	.00	1,568.0000	.00	CLEAN ON THE GO NABC
6	40.00	22.5200	.00	900.8000	.00	ON THE GO DAMP MOP
7	10.00	36.7600	.00	367.6000	.00	ON THE GO HDQ
8	20.00	81.6000	.00	1,632.0000	.00	ON THE GO GLASSS CLEANER
9	100.00	38.0700	.00	3,807.0000	.00	38X60 TRASH BAG
10	50.00	21.6400	.00	1,082.0000	.00	24X33 TRASH BAG
11	100.00	24.3900	.00	2,439.0000	.00	43X48 TRASH BAGS
12	50.00	36.0300	.00	1,801.5000	.00	96CT. TOILET PAPER
13	75.00	25.3600	.00	1,902.0000	.00	APPEAL TOILET PAPER
14	75.00	22.6300	.00	1,697.2500	.00	APPEAL PAPAER TOWEL
15	30.00	51.7600	.00	1,552.8000	.00	BOUNCE BACK
16	24.00	9.6800	.00	232.3200	.00	BULB
17	100.00	1.0300	.00	103.0000	.00	TOILET BOWL MOPS
18	100.00	1.9200	.00	192.0000	.00	SCRAPPERS

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-11-057-2620-618-000-0000-000-057 CUSTODIAL - BLDG OPS -	21,415.43	.00	.00	21,415.43
Total Accounts: 1	**PO Total: 21,415.43**	**.00**	**.00**	**21,415.43**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
GEN	15000774	12020 CHEMSEARCH	07/22/14	00003399	LISA CARTWRIGH

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	1.00	5,000.0000	.00	5,000.0000	.00	CLEANING SUPPLIES

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-11-054-2740-618-000-0000-000-054 TRAN - STDNT VHCL SRVC	5,000.00	.00	.00	5,000.00
Total Accounts: 1	**PO Total: 5,000.00**	**.00**	**.00**	**5,000.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
GEN	15000775	20227 D & J FILTER LLC	07/22/14	00003400	LISA CARTWRIGH

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	1.00	5,000.0000	.00	5,000.0000	.00	OIL/AIR FILTERS

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-11-054-2740-612-000-0000-000-054 TRAN - STDNT VHCL SRVC	5,000.00	.00	.00	5,000.00
Total Accounts: 1	**PO Total: 5,000.00**	**.00**	**.00**	**5,000.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
GEN	15000776	15012 DELL COMPUTER CORP	07/22/14	00003409	JWEST

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	1.00	66.4900	.00	66.4900	.00	1400 PAGE MAGENTA CARTRIDGE
2	1.00	66.4900	.00	66.4900	.00	1400 PAGE CYAN CARTRIDGE
3	1.00	66.4900	.00	66.4900	.00	1400 PAGE YELLOW CARTRIDGE
4	2.00	66.4900	.00	132.9800	.00	2000 PAGE BLACK CARTRIDGE

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-11-060-2620-611-000-0000-000-060 OPS - BLDG OPS - PAPER/	332.45	.00	.00	332.45
Total Accounts: 1	**PO Total: 332.45**	**.00**	**.00**	**332.45**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price Disc/Frght Final Cost	Qty Recved	Order Desc	
		Account No/Description		Encumbrance	Paid Liquidated Remaining
GEN	15000777	61809 ELLEVATION LLC	07/22/14	00003445	Kris Green
1	1.00	2,000.0000 .00 2,000.0000	.00	12 MONTH BASIC SOFTWARE SUBSCRIPTION	
2	1.00	2,000.0000 .00 2,000.0000	.00	ONE TIME ONLINE TRAINING AND IMPLEMENTATION	
		15-11-572-1000-444-410-1310-000-105 INST-SOFTWR SRVC		1,000.00	.00 .00 1,000.00
		15-11-572-1000-444-410-1310-000-145 INST-SFTWR SRVC		1,000.00	.00 .00 1,000.00
		15-11-572-1000-444-410-1310-000-510 INST-SFTWR SRVC		1,000.00	.00 .00 1,000.00
		15-11-572-1000-444-410-4063-000-705 INST-SFTWR SRVC		1,000.00	.00 .00 1,000.00
		Total Accounts: 4	**PO Total:**	**4,000.00**	**.00 .00 4,000.00**
GEN	15000778	14310 FARRINGTON'S WRECKER SERVICE	07/22/14	00003401	LISA CARTWRIGH
1	1.00	500.0000 .00 500.0000	.00	WRECKER SERVICE	
		15-11-054-2740-439-000-0000-000-054 TRAN - STDNT VHCL SRVC		500.00	.00 .00 500.00
		Total Accounts: 1	**PO Total:**	**500.00**	**.00 .00 500.00**
GEN	15000779	11325 FENTRESS OIL CO. INC.	07/22/14	00003403	LISA CARTWRIGH
1	1.00	5,000.0000 .00 5,000.0000	.00	OIL FLUID SUPPLIES	
		15-11-054-2740-612-000-0000-000-054 TRAN - STDNT VHCL SRVC		5,000.00	.00 .00 5,000.00
		Total Accounts: 1	**PO Total:**	**5,000.00**	**.00 .00 5,000.00**
GEN	15000780	15855 FLEETPRIDE	07/22/14	00003404	LISA CARTWRIGH
1	1.00	500.0000 .00 500.0000	.00	FRONT END ALIGNMENT	
		15-11-054-2740-439-000-0000-000-054 TRAN - STDNT VHCL SRVC		500.00	.00 .00 500.00
		Total Accounts: 1	**PO Total:**	**500.00**	**.00 .00 500.00**
GEN	15000781	11497 GREEN COUNTRY AUTOMOTIVE INC	07/22/14	00003405	LISA CARTWRIGH
1	1.00	100.0000 .00 100.0000	.00	TIRE SUPPLIES/REPAIRS	
		15-11-054-2740-612-000-0000-000-054 TRAN - STDNT VHCL SRVC		100.00	.00 .00 100.00
		Total Accounts: 1	**PO Total:**	**100.00**	**.00 .00 100.00**
GEN	15000782	11811 JERRY'S STARTER & ALTERNATOR	07/22/14	00003406	LISA CARTWRIGH
1	1.00	1,000.0000 .00 1,000.0000	.00	BUS PARTS	
		15-11-054-2740-612-000-0000-000-054 TRAN - STDNT VHCL SRVC		1,000.00	.00 .00 1,000.00
		Total Accounts: 1	**PO Total:**	**1,000.00**	**.00 .00 1,000.00**
GEN	15000783	21294 LINKS LAWN EQUIPMENT	07/22/14	00003407	LISA CARTWRIGH
1	1.00	100.0000 .00 100.0000	.00	LAWN EQUIPTMENT	
		15-11-054-2740-612-000-0000-000-054 TRAN - STDNT VHCL SRVC		100.00	.00 .00 100.00
		Total Accounts: 1	**PO Total:**	**100.00**	**.00 .00 100.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost / Qty Recved		Order Desc	
		Account No/Description		Encumbrance	Paid / Liquidated / Remaining
GEN	15000784 20216	NEWS-2 YOU INC.	07/22/14	00003302	WCAST
1	10.00	159.0000 .00 1,590.0000 .00		1 YEAR RENEWAL ACCOUNT 3094 FOR 10 SITES	
2	1.00	-79.5000 .00 -79.5000 .00		DISCOUNT 5%	
3	1.00	.0000 .00 .0000 .00		SHIPPING AND HANDLING	
		15-11-059-1000-653-239-0000-000-059 SPEC ED DIST - INST - T		1,510.50	.00 / .00 / 1,510.50
		Total Accounts: 1	**PO Total:**	**1,510.50**	**.00 / .00 / 1,510.50**
GEN	15000785 12784	OKLAHOMA JANITORIAL SUPPLY	07/22/14	00003383	J MAXEY
1	100.00	.6000 .00 60.0000 .00		SPRAYER BOTTLES	
2	100.00	.6500 .00 65.0000 .00		SPRAYERS	
3	15.00	16.5000 .00 247.5000 .00		C-FOLD PAPER TOWELS	
4	10.00	33.0000 .00 330.0000 .00		MED. POWDER FREE GLOVES	
5	20.00	8.7000 .00 174.0000 .00		SPONGES	
6	150.00	35.9500 .00 5,392.5000 .00		PAPER TOWELS	
7	50.00	47.6000 .00 2,380.0000 .00		LIQUID HAND SOAP	
8	10.00	19.5800 .00 195.8000 .00		SANI SACKS	
9	24.00	.0000 .00 .0000 .00		HAND SOAP DISPENSORS	
10	10.00	.0000 .00 .0000 .00		PAPER TOWEL HOLDERS	
		15-11-057-2620-618-000-0000-000-057 CUSTODIAL - BLDG OPS -		8,844.80	.00 / .00 / 8,844.80
		Total Accounts: 1	**PO Total:**	**8,844.80**	**.00 / .00 / 8,844.80**
GEN	15000786 13963	WAL-MART GENERAL/BOND FUNDS	07/22/14	00003443	KRIS GREEN
1	1.00	500.0000 .00 500.0000 .00		TEACHER SUPPLIES	
		15-11-561-1000-681-424-0000-000-115 INST-COCUR SUPP		100.00	.00 / .00 / 100.00
		15-11-561-1000-681-424-0000-000-120 INST-COCUR SUPP		100.00	.00 / .00 / 100.00
		15-11-561-1000-681-424-0000-000-125 INST-COCUR SUPP		100.00	.00 / .00 / 100.00
		15-11-561-2330-681-000-0000-000-051 New Account		200.00	.00 / .00 / 200.00
		Total Accounts: 4	**PO Total:**	**500.00**	**.00 / .00 / 500.00**
GEN	15000811 23857	ACTION PUBLISHING INC.	07/23/14	00003559	CHRISTYBRADLEY
1	12.00	13.0000 .00 156.0000 .00		3 LINE GRADEBOOK (FOUR 10-WK QUARTERS)	
		15-11-000-1000-619-100-1050-000-510 INST - OFC/CLSRM SUPP		156.00	.00 / .00 / 156.00
		Total Accounts: 1	**PO Total:**	**156.00**	**.00 / .00 / 156.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost	Qty Recved	Order Desc	
	Account No/Description		Encumbrance	Paid	Liquidated / Remaining
GEN	15000812	22517 BANCFIRST	07/23/14	00003391	STACY BROWN
1	1.00	1,500.0000 .00 1,500.0000	.00	2009 RENTAL PAYMENT	
2	1.00	7,362.3000 .00 7,362.3000	.00	2009 ADDITIONAL RENT	
3	1.00	1,500.0000 .00 1,500.0000	.00	2012 RENTAL PAYMENT	
	15-11-050-2511-449-000-0000-000-050 New Account		10,362.30	.00	.00 10,362.30
	Total Accounts: 1	**PO Total:**	**10,362.30**	**.00**	**.00 10,362.30**
GEN	15000813	10257 BARNES & NOBLE	07/23/14	00003561	KRIS GREEN
1	11.00	17.9800 .00 197.7800	.00	5 DYSFUNCTIONS OF A TEAM	
	15-11-561-1000-641-424-1130-000-110 New Account		17.98	.00	.00 17.98
	15-11-561-1000-641-424-1130-000-120 New Account		17.98	.00	.00 17.98
	15-11-561-1000-641-424-1130-000-125 New Account		17.98	.00	.00 17.98
	15-11-572-2213-641-410-1310-000-110 New Account		17.98	.00	.00 17.98
	15-11-572-2213-641-410-1310-000-120 New Account		17.98	.00	.00 17.98
	15-11-572-2213-641-410-1310-000-125 New Account		17.98	.00	.00 17.98
	15-11-572-2213-641-410-1310-000-135 New Account		17.98	.00	.00 17.98
	15-11-572-2213-641-410-1310-000-140 New Account		17.98	.00	.00 17.98
	15-11-572-2213-641-410-1310-000-505 New Account		17.98	.00	.00 17.98
	15-11-572-2213-641-410-4063-000-705 New Account		35.96	.00	.00 35.96
	Total Accounts: 10	**PO Total:**	**197.78**	**.00**	**.00 197.78**
GEN	15000814	10482 CANADIAN COUNTY ELECTION BD	07/23/14	00003438	Brenda Dunn
1	1.00	10,000.0000 .00 10,000.0000	.00	Estimated expenses for various school elections for SY 14-15	
	15-11-050-2314-810-000-0000-000-050 New Account		10,000.00	.00	.00 10,000.00
	Total Accounts: 1	**PO Total:**	**10,000.00**	**.00**	**.00 10,000.00**
GEN	15000815	15175 CANADIAN COUNTY SHERIFF OFFICE	07/23/14	00003509	Brenda Dunn
1	1.00	100,000.0000 .00 100,000.0000	.00	2 officers for North side of District for SY2014-2015	
	15-11-050-2660-344-000-0000-000-050 New Account		100,000.00	.00	.00 100,000.00
	Total Accounts: 1	**PO Total:**	**100,000.00**	**.00**	**.00 100,000.00**
GEN	15000816	61468 CARDINAL WINDSHIELD REPAIR	07/23/14	00003435	LISA CARTWRIGH
1	1.00	1,000.0000 .00 1,000.0000	.00	WIND SHIELD REPAIR	
	15-11-054-2740-612-000-0000-000-054 TRAN - STDNT VHCL SRVC		1,000.00	.00	.00 1,000.00
	Total Accounts: 1	**PO Total:**	**1,000.00**	**.00**	**.00 1,000.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost	Qty Recved	Order Desc	
	Account No/Description		Encumbrance	Paid	Liquidated / Remaining
GEN	15000817	18509 CHAPPELL SUPPLY	07/23/14	00003449	LISA CARTWRIGH
1	1.00	1,000.0000 / .00 / 1,000.0000	.00	PARTS/SUPPLIES	
	15-11-054-2740-612-000-0000-000-054 TRAN - STDNT VHCL SRVC		1,000.00	.00	.00 / 1,000.00
	Total Accounts: 1		**PO Total: 1,000.00**	**.00**	**.00 / 1,000.00**
GEN	15000818	22635 DAVID STANLEY	07/23/14	00003431	LISA CARTWRIGH
1	1.00	2,000.0000 / .00 / 2,000.0000	.00	VEH MAINT SERVICE	
	15-11-054-2740-612-000-0000-000-054 TRAN - STDNT VHCL SRVC		2,000.00	.00	.00 / 2,000.00
	Total Accounts: 1		**PO Total: 2,000.00**	**.00**	**.00 / 2,000.00**
GEN	15000819	15241 EUREKA WATER COMPANY	07/23/14	00003389	stacy brown
1	1.00	740.8500 / .00 / 740.8500	.00	water/supplies	
	15-11-050-2620-449-000-0000-000-050 New Account		740.85	.00	.00 / 740.85
	Total Accounts: 1		**PO Total: 740.85**	**.00**	**.00 / 740.85**
GEN	15000820	11592 HOMELAND	07/23/14	00003455	KRIS GREEN
1	1.00	1,500.0000 / .00 / 1,500.0000	.00	GROCERIES	
	15-11-412-1000-681-314-8400-000-705 INST-COCURR SUPP-FCS		1,500.00	.00	.00 / 1,500.00
	Total Accounts: 1		**PO Total: 1,500.00**	**.00**	**.00 / 1,500.00**
GEN	15000821	80033 BAKER KIM	07/23/14	00003446	WCAST
1	1.00	1,000.0000 / .00 / 1,000.0000	.00	DISTRICT TRAVEL FOR SCHOOL YEAR 2014-2015	
	15-11-050-2340-580-000-0000-000-050 New Account		1,000.00	.00	.00 / 1,000.00
	Total Accounts: 1		**PO Total: 1,000.00**	**.00**	**.00 / 1,000.00**
GEN	15000822	16194 MIDWEST SPORTING GOODS	07/23/14	00003463	MILLY COOPER
1	15.00	13.0000 / .00 / 195.0000	.00	CORE PERFROMANCE TEE S/S BLK	
2	15.00	13.0000 / .00 / 195.0000	.00	CORE PERFROMANCE TEE S/S STEEL	
3	15.00	17.5000 / .00 / 262.5000	.00	WMNS CORE PERFROMANCE TEE STEEL VNECK	
4	15.00	21.0000 / .00 / 315.0000	.00	TECH FLEECE HOODY	
5	15.00	27.0000 / .00 / 405.0000	.00	TECH FLEECE PANT	
6	1.00	48.0000 / .00 / 48.0000	.00	NIKE GOLF DRIFIT HEATHER POLO- BLACK	
7	1.00	68.0000 / .00 / 68.0000	.00	NIKE DRIFIT 1/2 ZIP POLO	
8	1.00	155.0000 / 30.00 / 185.0000	.00	NIKE GOLF ELITE ROLLER BAG	
9	3.00	26.0000 / .00 / 78.0000	.00	NIKE 3-PKT FLY SHORT	
10	1.00	.0000 / .00 / .0000	.00		
	15-11-063-1000-657-827-0000-000-705 New Account		1,751.50	.00	.00 / 1,751.50
	Total Accounts: 1		**PO Total: 1,751.50**	**.00**	**.00 / 1,751.50**

Buyer Code	PO No	Vendor No/Name			PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc	
		Account No/Description				Encumbrance	Paid	Liquidated	Remaining
GEN	15000823	14491 MUSTANG AUTO			07/23/14	00003440	LISA CARTWRIGH		
1	1.00	2,000.0000	.00	2,000.0000	.00	PARTS/LABOR			
		15-11-054-2650-612-000-0000-000-054 TRAN - NONSTD VHCL OP -				2,000.00	.00	.00	2,000.00
		Total Accounts: 1			**PO Total:**	**2,000.00**	**.00**	**.00**	**2,000.00**
GEN	15000824	12719 OFFICE DEPOT			07/23/14	00003354	RANDI PENA		
1	10.00	16.9900	.00	169.9000	.00	BLACK EXPO MARKERS BOX OF 12			
2	6.00	16.9900	.00	101.9400	.00	BLUE EXPO MARKERS BOX OF 12			
3	6.00	16.9900	.00	101.9400	.00	GREEN EXPO MARKERS BOX OF 12			
4	9.00	16.9900	.00	152.9100	.00	RED EXPO MARKERS BOX OF 12			
5	6.00	14.9900	.00	89.9400	.00	18PK OF POST IT NOTES			
6	3.00	28.9900	.00	86.9700	.00	OFFICE DEPOT TAPE ROLL REFILLS			
7	63.00	1.9900	.00	125.3700	.00	CLI WHITEBOARD ERASERS			
8	7.00	4.2900	.00	30.0300	.00	OFFICE DEPOT TAPE DISPENSERS			
		15-11-000-1000-619-100-1050-000-510 INST - OFC/CLSRM SUPP				859.00	.00	.00	859.00
		Total Accounts: 1			**PO Total:**	**859.00**	**.00**	**.00**	**859.00**
GEN	15000825	12719 OFFICE DEPOT			07/23/14	00003474	JWEST		
1	2.00	48.9900	.00	97.9800	.00	LEXMARK 23/24 BLK/COLOR INK CARTRIDGES			
2	2.00	3.4900	.00	6.9800	.00	1" 3RING BINDERS			
3	2.00	46.9900	.00	93.9800	.00	HP 74/74/75 PACK OF 3 INK CARTRIDGES			
4	1.00	35.9900	.00	35.9900	.00	BROTHER PT-D200 P-TOUCH LABEL MAKER			
5	2.00	33.2900	.00	66.5800	.00	TZE-231 BLACK ON WHITE TAPE			
6	2.00	18.8900	.00	37.7800	.00	.7mm B2P BLACK PILOT PENS			
7	1.00	6.9900	.00	6.9900	.00	PACK OF 5 ASSORTED COLORED B2P PENS			
8	2.00	11.6900	.00	23.3800	.00	1/3" CUST HANGING FILE FOLDERS			
9	20.00	24.2000	.00	484.0000	.00	INTERDEPARTMENTAL ENVELOPES 10 X 13			
10	50.00	19.2500	.00	962.5000	.00	#10 SECURITY WINDOW ENVELOPES			
		15-11-060-2620-618-000-0000-000-060 OPS - BLDG OPS - CHEM/C				369.66	.00	.00	369.66
		15-11-052-2620-618-000-0000-000-052 INST WAREHOUSE - BLDNG				1,446.50	.00	.00	1,446.50
		Total Accounts: 2			**PO Total:**	**1,816.16**	**.00**	**.00**	**1,816.16**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost	Qty Recved	Order Desc	
	Account No/Description		Encumbrance	Paid	Liquidated / Remaining
GEN	15000826	12719 OFFICE DEPOT	07/23/14	00003537	WCAST
1	1.00	19.9900 .00 19.9900	.00	OFFICE DEPOT WALL FILES, LETTER SIZE, PACK OF 3	
2	1.00	11.6900 .00 11.6900	.00	OFFICE DEPOT LEGAL HANGING FILES, BOX OF 25	
3	1.00	23.9900 .00 23.9900	.00	PILOT PRECISE V5, EXTRA FINE 0.5MM, PACK OF 12	
4	2.00	21.9900 .00 43.9800	.00	UNIBALL 207 GEL PENS 12 PACK	
5	2.00	19.9900 .00 39.9800	.00	SHARPIE FINE POINT PENS, 0.3 MM, BLACK, PACK OF 12	
6	4.00	7.1900 .00 28.7600	.00	FORAY SOFT GRIP PENCIL 12 PACK	
7	3.00	8.9900 .00 26.9700	.00	SHARPIE ACCENT HIGHLIGHTERS, 12 PACK	
8	3.00	8.9900 .00 26.9700	.00	OFFICE DEPOT ECONOMY FILE FOLDERS, 150 BOX	
9	2.00	7.4900 .00 14.9800	.00	POST-IT 1 1/2 X 2 NOTES, 12 PADS	
10	2.00	15.1100 .00 30.2200	.00	OFFICE DEPOT CLASP ENVELOPES 10 X 13 BOX OF 100	
11	1.00	5.3900 .00 5.3900	.00	SCISSORS	
12	2.00	3.0500 .00 6.1000	.00	TAPE DISPENSER	
13	3.00	2.7600 .00 8.2800	.00	TAPE REFILL	
14	1.00	3.9900 .00 3.9900	.00	OFFICE DEPOT BULLDOG MAGNETIC CLIPS, PACK OF 3	
15	3.00	19.9900 .00 59.9700	.00	OFFICE DEPOT LARGE MOBILE BOX, LETTER, BLACK/SILVER	
16	1.00	37.9900 .00 37.9900	.00	QUARTET NATURAL CORK BULLETIN BOARD	
17	1.00	31.9900 .00 31.9900	.00	FORAY, DRY ERASE BOARD SILVER FRAME	
	15-11-059-2140-619-239-0000-000-059 SPEC ED DIST - PSYCH SR		421.24	.00	.00 421.24
	Total Accounts: 1	**PO Total:**	**421.24**	**.00**	**.00 421.24**
GEN	15000827	12965 PERFECTION EQUIPMENT CO.	07/23/14	00003420	LISA CARTWRIGH
1	1.00	100.0000 .00 100.0000	.00	BUS PARTS	
	15-11-054-2740-612-000-0000-000-054 TRAN - STDNT VHCL SRVC		100.00	.00	.00 100.00
	Total Accounts: 1	**PO Total:**	**100.00**	**.00**	**.00 100.00**
GEN	15000828	22183 RAM PRODUCTS LTD	07/23/14	00003422	LISA CARWRIGHT
1	1.00	1,000.0000 .00 1,000.0000	.00	VEH MAINT	
	15-11-054-2650-612-000-0000-000-054 TRAN - NONSTD VHCL OP -		1,000.00	.00	.00 1,000.00
	Total Accounts: 1	**PO Total:**	**1,000.00**	**.00**	**.00 1,000.00**
GEN	15000829	15116 ROBERTS TRUCK CENTER	07/23/14	00003424	LISA CARTWRIGH
1	1.00	20,000.0000 .00 20,000.0000	.00	BUS PARTS	
	15-11-054-2740-612-000-0000-000-054 TRAN - STDNT VHCL SRVC		20,000.00	.00	.00 20,000.00
	Total Accounts: 1	**PO Total:**	**20,000.00**	**.00**	**.00 20,000.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost	Qty Recved	Order Desc	
	Account No/Description		Encumbrance	Paid	Liquidated / Remaining
GEN	15000830	14855 CLASSROOM DIRECT	07/23/14	00003549	CHRISTYBRADLEY
1	30.00	2.1700 .00 65.1000	.00	HAMMOND & STEPHENS 0456-6 P WIRE-O BOUND LESSON PLAN BOOK - POLYIC	
2	1.00	.0000 .00 .0000	.00		
	15-11-000-1000-619-100-1050-000-510 INST - OFC/CLSRM SUPP		65.10	.00	.00 / 65.10
	Total Accounts: 1		**PO Total: 65.10**	**.00**	**.00 / 65.10**
GEN	15000831	23807 STAR FUEL	07/23/14	00003433	LISA CARTWRIGH
1	1.00	2,000.0000 .00 2,000.0000	.00	DIESEL EXHAUST FLUID	
	15-11-054-2740-612-000-0000-000-054 TRAN - STDNT VHCL SRVC		2,000.00	.00	.00 / 2,000.00
	Total Accounts: 1		**PO Total: 2,000.00**	**.00**	**.00 / 2,000.00**
GEN	15000832	15946 ULTIMATE OFFICE	07/23/14	00003494	JWEST
1	1.00	99.0000 .00 99.0000	.00	ULTIMATE DESK ORGANIZER W/DARK GREY BASE AND ASSORTED COLORED POCK	
2	1.00	10.6300 .00 10.6300	.00	FREIGHT	
	15-11-060-2620-618-000-0000-000-060 OPS - BLDG OPS - CHEM/C		109.63	.00	.00 / 109.63
	Total Accounts: 1		**PO Total: 109.63**	**.00**	**.00 / 109.63**
GEN	15000833	13890 UNIFIRST	07/23/14	00003425	LISA CARTWRIGH
1	1.00	1,000.0000 .00 1,000.0000	.00	RAGS/DUST MATS	
	15-11-054-2740-612-000-0000-000-054 TRAN - STDNT VHCL SRVC		1,000.00	.00	.00 / 1,000.00
	Total Accounts: 1		**PO Total: 1,000.00**	**.00**	**.00 / 1,000.00**
GEN	15000834	17828 UNITED ENGINES	07/23/14	00003437	LISA CARTWRIGH
1	1.00	1,000.0000 .00 1,000.0000	.00	PARTS/SUPPLIES	
	15-11-054-2740-612-000-0000-000-054 TRAN - STDNT VHCL SRVC		1,000.00	.00	.00 / 1,000.00
	Total Accounts: 1		**PO Total: 1,000.00**	**.00**	**.00 / 1,000.00**
GEN	15000835	20525 VONTUNGELN TAG AGENCY INC	07/23/14	00003428	LISA CARTWRIGH
1	1.00	500.0000 .00 500.0000	.00	MV REPORTS/TAGS	
	15-11-054-2720-810-000-0000-000-054 TRAN - STDNT VHCL OP -		500.00	.00	.00 / 500.00
	Total Accounts: 1		**PO Total: 500.00**	**.00**	**.00 / 500.00**
GEN	15000836	13963 WAL-MART GENERAL/BOND FUNDS	07/23/14	00003456	KRIS GREEN
1	1.00	1,500.0000 .00 1,500.0000	.00	GROCERIES & SUPPLIES	
	15-11-412-1000-681-314-8400-000-705 INST-COCURR SUPP-FCS		1,500.00	.00	.00 / 1,500.00
	Total Accounts: 1		**PO Total: 1,500.00**	**.00**	**.00 / 1,500.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost	Qty Recved	Order Desc	
		Account No/Description	Encumbrance	Paid	Liquidated / Remaining
GEN	15000837	99052 WAREHOUSE SUPPLIES	07/23/14	00003539	WCAST
1	4.00	22.7500 / .00 / 91.0000	.00	CASE OF WHITE DUPLICATING PAPER 8 1/2 X 11	
		15-11-059-2140-619-239-0000-000-059 SPEC ED DIST - PSYCH SR	91.00	.00	.00 / 91.00
		Total Accounts: 1	**PO Total: 91.00**	**.00**	**.00 / 91.00**
GEN	15000838	17373 WARREN CAT POWER CENTER	07/23/14	00003429	LISA CARTWRIGH
1	1.00	1,000.0000 / .00 / 1,000.0000	.00	WARREN	
		15-11-054-2740-612-000-0000-000-054 TRAN - STDNT VHCL SRVC	1,000.00	.00	.00 / 1,000.00
		Total Accounts: 1	**PO Total: 1,000.00**	**.00**	**.00 / 1,000.00**
GEN	15000839	19787 WISCONSIN CENTER FOR EDUCATION RESEARCH	07/23/14	00003560	KRIS GREEN
1	7.00	12.0000 / .00 / 84.0000	.00	RTI2 RESPONSE TO INSTRUCTION AND INTERVENTION	
		15-11-572-1000-641-410-1310-000-110 Instructional-Books-	12.00	.00	.00 / 12.00
		15-11-572-1000-641-410-1310-000-120 Instructional-Books-	12.00	.00	.00 / 12.00
		15-11-572-1000-641-410-1310-000-125 Instructional-Books-	12.00	.00	.00 / 12.00
		15-11-572-1000-641-410-1310-000-135 Instructional-Books-	12.00	.00	.00 / 12.00
		15-11-572-1000-641-410-1310-000-505 Instructional-Books-	12.00	.00	.00 / 12.00
		15-11-572-1000-641-410-1310-000-140 INST-BOOKS	12.00	.00	.00 / 12.00
		15-11-572-1000-641-410-4063-000-705 INST-BOOKS	12.00	.00	.00 / 12.00
		Total Accounts: 7	**PO Total: 84.00**	**.00**	**.00 / 84.00**
GEN	15000840	11480 GRAINGER	07/24/14	00003569	JWEST
1	1.00	100.0000 / .00 / 100.0000	.00	TRANSFORMER FOR ME AIR HANDLER	
		15-11-055-2620-618-000-0000-000-055 HVAC - BLDG OPS - CHEM/	100.00	.00	.00 / 100.00
		Total Accounts: 1	**PO Total: 100.00**	**.00**	**.00 / 100.00**
GEN	15000841	15168 HEINEMANN	07/24/14	00003362	Tracy Skinner
1	1.00	825.0000 / .00 / 825.0000	.00	Fountas/benchmark 2 gr 3-8 2e	
		15-11-362-1000-681-100-0000-000-105 Instructional-Cocurricu	825.00	.00	.00 / 825.00
		Total Accounts: 1	**PO Total: 825.00**	**.00**	**.00 / 825.00**
GEN	15000842	12416 MCGRAW SCHOOL DIVISION	07/24/14	00003360	Tracy Skinner
1	1.00	3,272.6100 / .00 / 3,272.6100	.00	Corrective Reading Comprehension Student & Teacher Worksbooks	
		15-11-362-1000-641-424-4058-000-705 ACE - INST - BOOKS - AC	3,272.61	.00	.00 / 3,272.61
		Total Accounts: 1	**PO Total: 3,272.61**	**.00**	**.00 / 3,272.61**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost	Qty Recved	Order Desc	
	Account No/Description		Encumbrance	Paid	Liquidated / Remaining
GEN	15000843	13543 SOPRIS WEST	07/24/14	00003519	Brenda Dunn
1	2.00	299.0000 .00 598.0000	.00	Vmath National Teacher Materials, Level F	
2	2.00	299.0000 .00 598.0000	.00	Vmath National Teacher Materials, Level G	
3	4.00	299.0000 .00 1,196.0000	.00	Vmath National Teacher Materials, Level H	
4	4.00	299.0000 .00 1,196.0000	.00	Vmath National Teacher Materials, Level I	
5	50.00	39.0000 .00 1,950.0000	.00	Vmath Student Math Pack, Level F	
6	50.00	39.0000 .00 1,950.0000	.00	Vmath Student Math Pack, Level G	
7	100.00	39.0000 .00 3,900.0000	.00	Vmath Student Math Pack, Level H	
8	100.00	39.0000 .00 3,900.0000	.00	Vmath Student Math Pack, Level I	
9	1.00	1,528.8000 .00 1,528.8000	.00	shipping on materials	
10	1.00	2,500.0000 .00 2,500.0000	.00	Vmath Launch Training	
	15-11-362-1000-641-100-1050-000-505 New Account		4,829.20	.00	.00 4,829.20
	15-11-362-1000-641-100-1050-000-510 New Account		4,829.20	.00	.00 4,829.20
	15-11-362-1000-641-100-1050-000-145 New Account		4,829.20	.00	.00 4,829.20
	15-11-362-1000-641-100-1050-000-140 New Account		4,829.20	.00	.00 4,829.20
	15-11-362-2213-320-100-1050-000-505 New Account		.00	.00	.00 .00
	15-11-362-2213-320-100-1050-000-510 New Account		.00	.00	.00 .00
	15-11-362-2213-320-100-1050-000-140 New Account		.00	.00	.00 .00
	15-11-362-2213-320-100-1050-000-145 New Account		.00	.00	.00 .00
	Total Accounts: 8	**PO Total:**	**19,316.80**	**.00**	**.00 19,316.80**
GEN	15000844	13543 SOPRIS WEST	07/24/14	00003536	Brenda Dunn
1	2.00	2,800.0000 .00 5,600.0000	.00		
2	2.00	2,800.0000 .00 5,600.0000	.00	Passport Reading Journeys 2015 II Classroom System w/Library-no bc	
3	100.00	69.0000 .00 6,900.0000	.00	Passport Reading Journeys 2015 I Student Reading Pack	
4	100.00	69.0000 .00 6,900.0000	.00	Passport Reading Journeys 2015 II Student Reading Pack	
	15-11-362-1000-641-100-1050-000-505 New Account		6,250.00	.00	.00 6,250.00
	15-11-362-1000-641-100-1050-000-510 New Account		6,250.00	.00	.00 6,250.00
	15-11-362-1000-641-100-1050-000-145 New Account		6,250.00	.00	.00 6,250.00
	15-11-362-1000-641-100-1050-000-140 New Account		6,250.00	.00	.00 6,250.00
	Total Accounts: 4	**PO Total:**	**25,000.00**	**.00**	**.00 25,000.00**
GEN	15000976	61446 OKLAHOMA SCHOOLS INSURACE GROUP	07/31/14	00003607	A Miller
1	1.00	376.0000 .00 376.0000	.00	Add vehicles to auto policy	
	15-11-050-2319-522-000-0000-000-050 New Account		376.00	.00	.00 376.00
	Total Accounts: 1	**PO Total:**	**376.00**	**.00**	**.00 376.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost	Qty Recved	Order Desc	
	Account No/Description		Encumbrance	Paid	Liquidated / Remaining
GEN	15000985	10007 A-WELDERS SUPPLY	07/31/14	00003465	TWIEHAUSW
1	1.00	3,000.0000 / .00 / 3,000.0000	.00	CONSUMABLE WELDING SUPPLIES FOR POWERTECH CLASSES	
	15-11-412-1000-619-311-8000-000-705 Instructional-Classroom		3,000.00	.00	.00 / 3,000.00
	Total Accounts: 1		**PO Total: 3,000.00**	**.00**	**.00 / 3,000.00**
GEN	15000986	14462 AMAZON.COM	07/31/14	00003664	WCAST
1	1.00	14.5900 / .00 / 14.5900	.00	CHAMPION SPORTS 6' LICORICE RHINO SPEED ROPE SET SET OF 6	
	15-11-059-1000-681-239-0000-000-059 SPEC ED - INST - COCURR		14.59	.00	.00 / 14.59
	Total Accounts: 1		**PO Total: 14.59**	**.00**	**.00 / 14.59**
GEN	15000987	10298 BERNINA OF OKLAHOMA CITY	07/31/14	00003735	Stacey Elliott
1	28.00	25.0000 / .00 / 700.0000	.00	Service on 28 Sewing Machines	
	15-11-412-1000-430-314-8400-000-705 New Account		700.00	.00	.00 / 700.00
	Total Accounts: 1		**PO Total: 700.00**	**.00**	**.00 / 700.00**
GEN	15000988	10298 BERNINA OF OKLAHOMA CITY	07/31/14	00003736	stacey elliott
1	1.00	300.0000 / .00 / 300.0000	.00	Parts for 28 Sewing Machines	
	15-11-412-1000-430-314-8400-000-705 New Account		300.00	.00	.00 / 300.00
	Total Accounts: 1		**PO Total: 300.00**	**.00**	**.00 / 300.00**
GEN	15000989	61644 BILINGUAL COMMUNICATION POTENTIAL	07/31/14	00003647	WCAST
1	1.00	2,000.0000 / .00 / 2,000.0000	.00	BILINGUAL SERVICES FOR SCHOOL YEAR 2014-2015	
	15-11-059-2152-323-239-0000-000-059 SPEC ED DIST - SPEECH P		2,000.00	.00	.00 / 2,000.00
	Total Accounts: 1		**PO Total: 2,000.00**	**.00**	**.00 / 2,000.00**
GEN	15000990	83354 BRIDGFORTH JENIECE	07/31/14	00003613	WCAST
1	1.00	1,000.0000 / .00 / 1,000.0000	.00	DISTRICT TRAVEL FOR PSYCHOLOGIST SCHOOL YEAR 2014-2015	
	15-11-050-2140-580-239-0000-000-059 New Account		1,000.00	.00	.00 / 1,000.00
	Total Accounts: 1		**PO Total: 1,000.00**	**.00**	**.00 / 1,000.00**
GEN	15000991	83332 BROWN KIMBERLY	07/31/14	00003612	WCAST
1	1.00	1,500.0000 / .00 / 1,500.0000	.00	DISTRICT TRAVEL FOR PSYCHOLOGIST SCHOOL YEAR 2014-2015	
	15-11-050-2140-580-239-0000-000-059 New Account		1,500.00	.00	.00 / 1,500.00
	Total Accounts: 1		**PO Total: 1,500.00**	**.00**	**.00 / 1,500.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost	Qty Recved	Order Desc	
	Account No/Description		Encumbrance	Paid	Liquidated / Remaining
GEN	15000992	10702 CIMC	07/31/14	00003546	TWIEHAUSW
1	40.00	35.0000 / .00 / 1,400.0000	.00	AG 3001 MANUALS	
2	60.00	1.5000 / .00 / 90.0000	.00	AG 903000 FFA MANUALS	
	15-11-412-1000-641-311-8000-000-705 New Account		1,490.00	.00	.00 / 1,490.00
	Total Accounts: 1		**PO Total: 1,490.00**	**.00**	**.00 / 1,490.00**
GEN	15000993	23237 CONTRACT PAPER GROUP INC.	07/31/14	00003567	JMAXEY
1	3.00	101.8500 / .00 / 305.5500	.00	3-PART NCR PAPER	
2	3.00	43.5000 / .00 / 130.5000	.00	GREEN	
3	10.00	43.5000 / .00 / 435.0000	.00	YELLOW	
4	3.00	43.5000 / .00 / 130.5000	.00	BLUE	
5	2.00	43.0000 / .00 / 86.0000	.00	WHITE CARD STOCK	
	15-11-052-2530-611-000-0000-000-052 INST WAREHOUSE - PRNT/P		1,087.55	.00	.00 / 1,087.55
	Total Accounts: 1		**PO Total: 1,087.55**	**.00**	**.00 / 1,087.55**
GEN	15000994	10910 DANNY GRIFFIN	07/31/14	00003478	TWIEHAUSW
1	1.00	500.0000 / .00 / 500.0000	.00	EXPENSES FOR 2014-15	
	15-11-412-2213-580-311-8000-000-705 Instructional Training-		500.00	.00	.00 / 500.00
	Total Accounts: 1		**PO Total: 500.00**	**.00**	**.00 / 500.00**
GEN	15000995	15012 DELL COMPUTER CORP	07/31/14	00003453	KRIS GREEN
1	1.00	1,430.8700 / .00 / 1,430.8700	.00	DELL E 5540 LAPTOP EQUOTE 1008414249963	
	15-11-412-1000-653-314-8400-000-705 INST-TECH EQUIP-FCS		1,430.87	.00	.00 / 1,430.87
	Total Accounts: 1		**PO Total: 1,430.87**	**.00**	**.00 / 1,430.87**
GEN	15000996	13588 DEPT. OF CENTRAL SERVICES	07/31/14	00003691	MARTIN RONALD
1	1.00	1,000.0000 / .00 / 1,000.0000	.00	PURCHASE OF STATE SURPLUS ITEMS	
	15-11-053-2620-654-000-0000-000-053 BLDG & GRNDS - BLDG OPS		1,000.00	.00	.00 / 1,000.00
	Total Accounts: 1		**PO Total: 1,000.00**	**.00**	**.00 / 1,000.00**
GEN	15000997	11188 ECKROAT SEED CO	07/31/14	00003580	JWEST
1	1.00	500.0000 / .00 / 500.0000	.00	PURCHASE CHEMICALS FOR THE GROUNDS CREW	
	15-11-053-2620-618-000-0000-000-053 BLDG & GRNDS - BLDG OPS		500.00	.00	.00 / 500.00
	Total Accounts: 1		**PO Total: 500.00**	**.00**	**.00 / 500.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
		Account No/Description	Encumbrance	Paid	Liquidated	Remaining
GEN	15000998	11212 EDUCATION WEEK	07/31/14	00003619	Brenda Dunn
1	1.00	59.9400	.00	59.9400	.00	Renewal of subscription for Superintendent 37 issues
		15-11-050-2321-648-000-0000-000-050 New Account	59.94	.00	.00	59.94
		Total Accounts: 1	**PO Total: 59.94**	**.00**	**.00**	**59.94**
GEN	15000999	11262 ENDEX OF OKLAHOMA INC.	07/31/14	00003590	JWEST
1	1.00	2,000.0000	.00	2,000.0000	.00	FY2014-15 INTERCOM REPAIRS/SERVICE
		15-11-053-2620-438-000-0000-000-053 BLDG & GRNDS - BLDG OPS	2,000.00	.00	.00	2,000.00
		Total Accounts: 1	**PO Total: 2,000.00**	**.00**	**.00**	**2,000.00**
GEN	15001000	12719 OFFICE DEPOT	07/31/14	00003462	twiehausw
1	2.00	130.0000	.00	260.0000	.00	BRIESSA MID BACK CHAIR IN BLACK
		15-11-412-2630-654-311-8000-000-705 Grounds -Furniture & Fi	260.00	.00	.00	260.00
		Total Accounts: 1	**PO Total: 260.00**	**.00**	**.00**	**260.00**
GEN	15001001	12719 OFFICE DEPOT	07/31/14	00003622	JWEST
1	200.00	8.0900	.00	1,618.0000	.00	2 PART RECEIPT BOOKS
		15-11-052-2620-619-000-0000-000-052 INST WAREHOUSE - BLDNG	1,618.00	.00	.00	1,618.00
		Total Accounts: 1	**PO Total: 1,618.00**	**.00**	**.00**	**1,618.00**
GEN	15001002	12719 OFFICE DEPOT	07/31/14	00003714	WCAST
1	1.00	11.4900	.00	11.4900	.00	ACCU-STAMP2, 1-COLOR STAMPS WITH MICROBAN PROTECTION, "SCANNED",
2	1.00	15.9900	.00	15.9900	.00	OFFICE DEPOT BRAND UNBREAKABLE LEGAL-SIZE SINGLE WALL FILE, BLACK
3	1.00	26.9900	.00	26.9900	.00	DYMO 30252 WHITE ADDRESS LABELS, 1 1/8 X 3. 1/5
		15-11-059-2340-619-239-0000-000-059 SPECED DIST - OTHR ADMN	54.47	.00	.00	54.47
		Total Accounts: 1	**PO Total: 54.47**	**.00**	**.00**	**54.47**
GEN	15001003	12719 OFFICE DEPOT	07/31/14	00003739	Brenda Dunn
1	1.00	15.2900	.00	15.2900	.00	Post it Super Sticky Pop up notes, pack of 10
2	1.00	15.7400	.00	15.7400	.00	Pilot G-2 Retractable Gel Pens, Black Ink, Pack of 12
3	1.00	7.1900	.00	7.1900	.00	Paper mate Pen style Highlighters, Yellow, pack of 12
4	3.00	2.1900	.00	6.5700	.00	Wire Memo Spindle, Message Spindle
5	1.00	10.5200	.00	10.5200	.00	Office Depot Brand Perforated Writing Pads, Legal Ruled, 12 pk
		15-11-050-2321-619-000-0000-000-050 New Account	55.31	.00	.00	55.31
		Total Accounts: 1	**PO Total: 55.31**	**.00**	**.00**	**55.31**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
GEN	15001004	12835 OSSBA-OK STATE SCH BOARDS	07/31/14	00003615	Brenda Dunn

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	1.00	200.0000	.00	200.0000	.00	Registration for board member to attend OSSBA Conference August 22

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-11-050-2319-810-000-0000-000-050 New Account	200.00	.00	.00	200.00
Total Accounts: 1	**PO Total: 200.00**	**.00**	**.00**	**200.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
GEN	15001005	13099 RANDY HARRIS	07/31/14	00003477	TWIEHAUSW

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	1.00	500.0000	.00	500.0000	.00	EXPENSES FOR 2014-15

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-11-412-2213-580-311-8000-000-705 Instructional Training-	500.00	.00	.00	500.00
Total Accounts: 1	**PO Total: 500.00**	**.00**	**.00**	**500.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
GEN	15001006	81724 RYAN T MCKINNEY	07/31/14	00003685	Sandra Sandefe

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	1.00	1,000.0000	.00	1,000.0000	.00	14-15 Mileage for the School Year for Ryan McKinney

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-11-064-2212-580-000-0000-000-064 CUR - INST & CURR DEV -	1,000.00	.00	.00	1,000.00
Total Accounts: 1	**PO Total: 1,000.00**	**.00**	**.00**	**1,000.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
GEN	15001007	61535 SAKER MECHANICAL, INC.	07/31/14	00003660	JWEST

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	1.00	2,000.0000	.00	2,000.0000	.00	EMERGENCY SERVICE CALL FOR HS CHILLER

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-11-055-2620-433-000-0000-000-055 HVAC - BLDG OPS - Cooli	2,000.00	.00	.00	2,000.00
Total Accounts: 1	**PO Total: 2,000.00**	**.00**	**.00**	**2,000.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
GEN	15001008	13393 SCHOOL SPECIALTY INC	07/31/14	00003682	Mitchell, Jill

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	8.00	22.4900	.00	179.9200	.00	expo markers
2	8.00	2.1900	.00	17.5200	.00	mechanical pencils
3	5.00	14.4900	.00	72.4500	.00	re entry red paper
4	3.00	14.9900	.00	44.9700	.00	astrobright cardstock red
5	3.00	14.9900	.00	44.9700	.00	astrobright yellow cardstock
6	2.00	4.9900	.00	9.9800	.00	certificates of recognition

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-11-000-1000-619-100-1050-000-110 INST - OFC/CLSRM SUPP	369.81	.00	.00	369.81
Total Accounts: 1	**PO Total: 369.81**	**.00**	**.00**	**369.81**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
GEN	15001009	13630 SULLIVAN'S SUPPLY	07/31/14	00003469	twiehausw

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	1.00	1,000.0000	.00	1,000.0000	.00	SHOW SUPPLIES

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-11-412-1000-681-311-8000-000-705 INST-COCURR SUPP	1,000.00	.00	.00	1,000.00
Total Accounts: 1	**PO Total: 1,000.00**	**.00**	**.00**	**1,000.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost	Qty Recved	Order Desc	
	Account No/Description		Encumbrance	Paid	Liquidated	Remaining
GEN	15001010	13723 TEACHING SYSTEMS	07/31/14	00003738	KRIS GREEN
1	28.00	950.0000 / .00 / 26,600.0000	.00	CLASSROOM & COMPETITION SUPER KIT	
	15-11-424-1000-681-317-8800-000-505 C PERKINS SUPP GRANT -		7,600.00	.00	.00	7,600.00
	15-11-424-1000-681-317-8800-000-510 C PERKINS SUPP GRANT -		19,000.00	.00	.00	19,000.00
	Total Accounts: 2	**PO Total:**	**26,600.00**	**.00**	**.00**	**26,600.00**
GEN	15001011	14074 ZEE SERVICE COMPANY	07/31/14	00003471	TWIEHAUSW
1	1.00	300.0000 / .00 / 300.0000	.00	FIRST AID SUPPLIES	
	15-11-412-1000-616-311-8000-000-705 New Account		300.00	.00	.00	300.00
	Total Accounts: 1	**PO Total:**	**300.00**	**.00**	**.00**	**300.00**
GEN	15001023	14840 BSN SPORTS INC.	07/31/14	00003783	MILLY COOPER
1	1.00	189.9900 / .00 / 189.9900	.00	100" HOSE	
2	2.00	58.9900 / .00 / 117.9800	.00	CASES OF WHITE PAINT	
3	1.00	59.9900 / .00 / 59.9900	.00	RAKE	
4	1.00	62.9900 / .00 / 62.9900	.00	TAMP	
5	1.00	45.0000 / .00 / 45.0000	.00	SHIPPING	
	15-11-063-1000-683-803-0000-000-705 New Account		475.95	.00	.00	475.95
	Total Accounts: 1	**PO Total:**	**475.95**	**.00**	**.00**	**475.95**
GEN	15001024	10583 CDW GOVERNMENT INC.	07/31/14	00003699	twiehausw
1	3.00	85.0000 / .00 / 255.0000	.00	PEERLESS MOUNTING KIT	
	15-11-000-1000-653-000-0000-000-705 INST-TECH EQUIP		255.00	.00	.00	255.00
	Total Accounts: 1	**PO Total:**	**255.00**	**.00**	**.00**	**255.00**
GEN	15001025	10583 CDW GOVERNMENT INC.	07/31/14	00003700	TWIEHAUSW
1	5.00	360.0000 / .00 / 1,800.0000	.00	MITSUBISHI EX24IU	
	15-11-000-1000-653-000-0000-000-705 INST-TECH EQUIP		1,800.00	.00	.00	1,800.00
	Total Accounts: 1	**PO Total:**	**1,800.00**	**.00**	**.00**	**1,800.00**
GEN	15001026	23591 LORI WATSON	07/31/14	00003756	WCAST
1	1.00	625.0000 / .00 / 625.0000	.00	PROJECT ECCO PARENT ADVISOR FOR HEARING IMPAIRED STUDENTS FOR THE	
	15-11-641-2194-322-000-0000-000-059 OTHR SUPP SRVC STDNT-in		625.00	.00	.00	625.00
	Total Accounts: 1	**PO Total:**	**625.00**	**.00**	**.00**	**625.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
	Account No/Description				Encumbrance	Paid	Liquidated	Remaining
GEN	15001027	12719	OFFICE DEPOT	07/31/14	00003816	JWEST
1	1.00	11.9900	.00	11.9900	.00	RED COPY SELF INK STAMP
2	1.00	10.9900	.00	10.9900	.00	EXPO DRY ERASE FINE POINT MARKERS - ASST COLORS
3	1.00	3.4900	.00	3.4900	.00	EXPO ERASER
	15-11-060-2620-619-000-0000-000-060 OPS - BLDG OPS - OFC SU				26.47	.00	.00	26.47
	Total Accounts: 1				**PO Total:**	**26.47**	**.00**	**.00**	**26.47**
GEN	15001028	61820	PROJECT LEAD THE WAY INC	07/31/14	00003750	KRIS GREEN
1	2.00	750.0000	.00	1,500.0000	.00	PLTW PARTICIPATION FEE/SUBSCRIPTION
	15-11-424-1000-444-317-8800-000-505 C PERKINS SUPP GRANT -				750.00	.00	.00	750.00
	15-11-424-1000-444-317-8800-000-510 C PERKINS SUPP GRANT -				750.00	.00	.00	750.00
	Total Accounts: 2				**PO Total:**	**1,500.00**	**.00**	**.00**	**1,500.00**
GEN	15001029	13065	PUTNAM CITY PUBLIC SCHOOLS	07/31/14	00003758	WCAST
1	1.00	30,000.0000	.00	30,000.0000	.00	TRANSFER IN STATE STUDENTS WITH DISABILITIES SCHOOL YEAR 2014-2015
	15-11-621-1000-561-239-0000-000-059 New Account				30,000.00	.00	.00	30,000.00
	Total Accounts: 1				**PO Total:**	**30,000.00**	**.00**	**.00**	**30,000.00**
GEN	15001030	13723	TEACHING SYSTEMS	07/31/14	00003751	KRIS GREEN
1	28.00	950.0000	.00	26,600.0000	.00	CLASSROOM & COMPETITION SUPER KIT
	15-11-424-1000-681-317-8800-000-505 C PERKINS SUPP GRANT -				7,600.00	.00	.00	7,600.00
	15-11-424-1000-681-317-8800-000-510 C PERKINS SUPP GRANT -				19,000.00	.00	.00	19,000.00
	Total Accounts: 2				**PO Total:**	**26,600.00**	**.00**	**.00**	**26,600.00**
GEN	15001138	12710	OKLAHOMA ASBO	08/05/14	00003964	STACY BROWN
1	1.00	825.0000	.00	825.0000	.00	MEMBERSHIP FOR 14-15 SCHOOL YEAR
	15-11-050-2321-810-000-0000-000-050 New Account				375.00	.00	.00	375.00
	15-11-050-2511-810-000-0000-000-051 DISTWIDE - BUS - DUES/F				450.00	.00	.00	450.00
	Total Accounts: 2				**PO Total:**	**825.00**	**.00**	**.00**	**825.00**
GEN	15001150	14840	BSN SPORTS INC.	08/05/14	00003855	MILLY COOPER
1	6.00	42.0000	.00	252.0000	.00	NIKE FB PLAYERS POLO- WITH LOGOS
2	2.00	54.0000	.00	108.0000	.00	UA CONQUEST ON FIELD POLO
3	4.00	28.0000	.00	112.0000	.00	LEGEND S/S
4	1.00	40.0000	.00	40.0000	.00	SHIPPING
	15-11-063-1000-657-827-0000-000-705 New Account				512.00	.00	.00	512.00
	Total Accounts: 1				**PO Total:**	**512.00**	**.00**	**.00**	**512.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost	Qty Recved	Order Desc	
		Account No/Description	Encumbrance	Paid	Liquidated / Remaining
GEN	15001151	18377 GILMAN GEAR	08/05/14	00003832	MILLY COOPE
1	1.00	6,000.0000 / .00 / 6,000.0000	.00	5 MAN SLED	
		15-11-063-1000-683-803-0000-000-705 New Account	6,000.00	.00	.00 / 6,000.00
		Total Accounts: 1	**PO Total: 6,000.00**	**.00**	**.00 / 6,000.00**
GEN	15001152	90861 KRISTINA KAYE GREEN	08/05/14	00003840	KRIS GREEN
1	1.00	200.0000 / .00 / 200.0000	.00	DIRECTOR MILEAGE	
		15-11-066-2340-580-000-0000-000-066 FED PRGM DIR - OTHR ADM	200.00	.00	.00 / 200.00
		Total Accounts: 1	**PO Total: 200.00**	**.00**	**.00 / 200.00**
GEN	15001153	12835 OSSBA-OK STATE SCH BOARDS	08/05/14	00003954	Brenda Dunn
1	1.00	200.0000 / .00 / 200.0000	.00	OSSBA Conference Registration for Jeff Woodard	
		15-11-050-2321-860-000-0000-000-050 New Account	200.00	.00	.00 / 200.00
		Total Accounts: 1	**PO Total: 200.00**	**.00**	**.00 / 200.00**
GEN	15001154	13979 SCHOLASTIC INC./WEEKLY READER	08/05/14	00003605	Cummings, S
1	110.00	4.7500 / .00 / 522.5000	.00	Weekly Reader 1st Grade	
2	110.00	4.7500 / .00 / 522.5000	.00	Weekly Reader 3rd Grade	
		15-11-000-1000-619-100-1050-000-150 New Account	1,045.00	.00	.00 / 1,045.00
		Total Accounts: 1	**PO Total: 1,045.00**	**.00**	**.00 / 1,045.00**
GEN	15001155	18412 TIME FOR KIDS	08/05/14	00003604	Cummings, S
1	75.00	4.2400 / .00 / 318.0000	.00	Time For Kids 4th Grade	
2	110.00	4.2400 / .00 / 466.4000	.00	Time for Kids 2nd Grade	
		15-11-000-1000-619-100-1050-000-150 New Account	784.40	.00	.00 / 784.40
		Total Accounts: 1	**PO Total: 784.40**	**.00**	**.00 / 784.40**
			Grand Totals: 577,542.37	**.00**	**.00 / 577,542.37**

Report Date: 08/05/14 12:19 PM

Mustang Public Schools

Beginning Date: 07/11/14 Ending Date: 08/05/14 Purchase Order Report By Buyer Code All Purchase Orders FODET05A

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
	Account No/Description			Encumbrance	Paid	Liquidated	Remaining
BLDG	15000658	20928 SERVICEMASTER OF OKLAHOMA CITY	07/15/14	00003232	JWEST
1	1.00	10,000.0000	.00	10,000.0000	.00	WORK TO BE PERFORMED AT THE HS AUDITORIUM
		15-21-000-2620-438-000-0000-000-050 New Account		10,000.00	.00	.00	10,000.00
		Total Accounts: 1	**PO Total:**	**10,000.00**	**.00**	**.00**	**10,000.00**
			Grand Totals:	**10,000.00**	**.00**	**.00**	**10,000.00**

Report Date: 08/05/14 03:26 PM

Mustang Public Schools

Beginning Date: 07/11/14 Ending Date: 08/05/14 Purchase Order Report By Buyer Code All Purchase Orders FODET05A

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
	Account No/Description				Encumbrance	Paid	Liquidated	Remaining
CNS	15001161	15346	CENTRAL OKLAHOMA WINNELSON	08/05/14	00003828	Rachel Martin
1	1.00	48.6500	.00	48.6500	.00	PLUMBING PARTS
	15-22-176-3140-618-700-0000-000-140 New Account				48.65	.00	.00	48.65
	Total Accounts: 1			**PO Total:**	**48.65**	**.00**	**.00**	**48.65**
				Grand Totals:	**48.65**	**.00**	**.00**	**48.65**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
		Account No/Description			Encumbrance	Paid	Liquidated	Remaining
BOND	15000638	61818 BYTESPEED, LLC	07/15/14	00003244	MARSHALL			
1	42.00	675.0000	.00	28,350.0000	.00	BYTESPEED VALUE H81M-C (LAP)		
2	42.00	.0000	.00	.0000	.00	CASE, SLIM DESKTOP, mATXWITH INTERNAL 300W P/S - HASWELL ENERGY EF		
3	53.00	705.0000	.00	37,365.0000	.00	BYTESPEED VALUE H8Li (CLASSROOM)		
4	53.00	.0000	.00	.0000	.00	CASE, SLIM DESKTOP, mATX WITH INTERNAL 300W P/S - HASWELL ENERGY E		
5	95.00	31.0000	.00	2,945.0000	.00	OS - GENUNIE WINDOWS PROFESSIONAL 8.1 PROFESSIONAL LICENSE 64 BIT		
		15-10-174-1000-653-100-0000-000-150 New Account			68,660.00	.00	.00	68,660.00
		Total Accounts: 1		**PO Total:**	**68,660.00**	**.00**	**.00**	**68,660.00**
BOND	15000641	22211 ARCHWAY MARKETING SERVICES	07/15/14	00003124	Angela Mills			
1	1.00	150.0000	.00	150.0000	.00	Textbook Increase to PO 2014-39-4		
		15-39-147-1000-641-100-1324-000-705 New Account			150.00	.00	.00	150.00
		Total Accounts: 1		**PO Total:**	**150.00**	**.00**	**.00**	**150.00**
BOND	15000642	13803 THOMPSON SCHOOL BOOK DEPOSITORY	07/15/14	00003126	Angela Mills			
1	1.00	600.0000	.00	600.0000	.00	Increase textbook PO 2014-39-7		
		15-39-147-1000-641-100-4000-000-705 New Account			600.00	.00	.00	600.00
		Total Accounts: 1		**PO Total:**	**600.00**	**.00**	**.00**	**600.00**
BOND	15000643	16092 AIR PRODUCTS SUPPLY CO.	07/15/14	00003202	JWEST			
1	2.00	1,006.2300	.00	2,012.4600	.00	CLIMATEMASTER PART COMPRESSOR		
2	1.00	102.1100	.00	102.1100	.00	CLIMATEMASTER PART TXV VALVE		
3	1.00	166.6700	.00	166.6700	.00	CLIMATEMASTER REVERSING VALVE W/SOLENOID		
		15-39-147-2620-618-000-0000-000-055 New Account			2,281.24	.00	.00	2,281.24
		Total Accounts: 1		**PO Total:**	**2,281.24**	**.00**	**.00**	**2,281.24**
BOND	15000644	10818 AMSAN EVE SUPPLY	07/15/14	00003231	A Miller			
1	6.00	690.0000	.00	4,140.0000	.00	Grey slip covers for chair feet		
		15-10-174-2620-654-000-0000-000-150 New Account			4,140.00	.00	.00	4,140.00
		Total Accounts: 1		**PO Total:**	**4,140.00**	**.00**	**.00**	**4,140.00**
BOND	15000645	17756 BARCO PRODUCTS	07/15/14	00003274	A Miller			
1	1.00	270.6200	.00	270.6200	.00	30 gallon mini hex commercial trash containers - black		
		15-10-174-2620-618-000-0000-000-150 New Account			270.62	.00	.00	270.62
		Total Accounts: 1		**PO Total:**	**270.62**	**.00**	**.00**	**270.62**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price Disc/Frght Final Cost	Qty Recved	Order Desc	
		Account No/Description	Encumbrance	Paid	Liquidated Remaining
BOND	15000646	23037 BENTLEY FLOORING INC.	07/15/14	00003228	A Miller
1	1.00	46.7400 .00 46.7400	.00	Caulking for kitchen tile control joint at Canyon Ridge	
		15-10-171-2620-618-000-0000-000-145 New Account	46.74	.00	.00 46.74
		Total Accounts: 1	**PO Total: 46.74**	**.00**	**.00 46.74**
BOND	15000647	10387 BRADFORD SUPPLY	07/15/14	00003237	JWEST
1	1.00	310.4800 .00 310.4800	.00	1-1/2HP, 230/460-3 1800RPM 56HZ FAN MOTOR	
		15-39-147-2620-618-000-0000-000-055 New Account	310.48	.00	.00 310.48
		Total Accounts: 1	**PO Total: 310.48**	**.00**	**.00 310.48**
BOND	15000648	17061 BUDGET FLAG & BANNER	07/15/14	00003230	A Miller
1	50.00	1.3400 .00 67.0000	.00	12"X18" US flags for classrooms at PV	
2	50.00	1.5000 .00 75.0000	.00	12"X18" OK flags for classrooms at PV	
		15-10-174-2620-654-000-0000-000-150 New Account	142.00	.00	.00 142.00
		Total Accounts: 1	**PO Total: 142.00**	**.00**	**.00 142.00**
BOND	15000649	11480 GRAINGER	07/15/14	00003236	JWEST
1	1.00	132.3000 .00 132.3000	.00	HVAC MOTOR,1/11HP, 2550RPM, 115V	
2	1.00	98.9300 .00 98.9300	.00	HVAC MOTOR,1550 RPM, 115/208-230V, 1/12HP	
3	1.00	78.7900 .00 78.7900	.00	1/20HP,115V,1500 RPM, FASCO MOTOR	
		15-39-147-2620-618-000-0000-000-055 New Account	310.02	.00	.00 310.02
		Total Accounts: 1	**PO Total: 310.02**	**.00**	**.00 310.02**
BOND	15000650	21294 LINKS LAWN EQUIPMENT	07/15/14	00003177	JWEST
1	1.00	300.0000 .00 300.0000	.00	2 STOKE POWER UNIT	
2	1.00	265.0000 .00 265.0000	.00	HEDGE TRIMMER ATTACHMENT	
3	1.00	190.0000 .00 190.0000	.00	CHAIN SAW ATTACHMENT	
		15-32-161-2630-618-000-0000-000-053 New Account	755.00	.00	.00 755.00
		Total Accounts: 1	**PO Total: 755.00**	**.00**	**.00 755.00**
BOND	15000651	15147 LOWES CREDIT SERVICES	07/15/14	00003229	A Miller
1	6.00	364.1000 .00 2,184.6000	.00	Refrigerators for Prairie View	
2	6.00	116.2500 .00 697.5000	.00	Microwaves for Prairie View	
3	1.00	185.0700 .00 185.0700	.00	Small refrigerator for Nurse's office at PV	
4	6.00	14.4400 .00 86.6400	.00	Ice make connectors for refrigerators	
		15-10-174-2620-654-000-0000-000-150 New Account	3,153.81	.00	.00 3,153.81
		Total Accounts: 1	**PO Total: 3,153.81**	**.00**	**.00 3,153.81**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost	Qty Recved	Order Desc	
	Account No/Description		Encumbrance	Paid	Liquidated / Remaining
BOND	15000652	20361 NOAH'S PARK AND PLAYGROUNDS	07/15/14	00002808	MARTIN RONALD
1	1.00	803.9500 / .00 / 803.9500	.00	BRAKELESS SPACE SHUTTLE UNIT FOR LH PLAYGROUND	
	15-32-161-2620-618-000-0000-000-115 New Account		803.95	.00	.00 / 803.95
	Total Accounts: 1		**PO Total: 803.95**	**.00**	**.00 / 803.95**
BOND	15000653	17382 PARIZEK BROS SERVICES	07/15/14	00003224	A Miller
1	1.00	6,080.0000 / .00 / 6,080.0000	.00	Sod for front of Prairie View	
	15-10-174-2630-459-000-0000-000-150 New Account		6,080.00	.00	.00 / 6,080.00
	Total Accounts: 1		**PO Total: 6,080.00**	**.00**	**.00 / 6,080.00**
BOND	15000654	13343 SAM'S CLUB	07/15/14	00003234	A Miller
1	4.00	678.0000 / .00 / 2,712.0000	.00	55" TV's for PV	
	15-10-174-2620-654-000-0000-000-150 New Account		2,712.00	.00	.00 / 2,712.00
	Total Accounts: 1		**PO Total: 2,712.00**	**.00**	**.00 / 2,712.00**
BOND	15000655	23175 THOMPSON EDUCATIONAL FURNISHINGS	07/15/14	00003226	A Miller
1	1.00	3,588.0000 / .00 / 3,588.0000	.00	Flex desks for PV flex areas	
	15-10-174-2620-654-000-0000-000-150 New Account		3,588.00	.00	.00 / 3,588.00
	Total Accounts: 1		**PO Total: 3,588.00**	**.00**	**.00 / 3,588.00**
BOND	15000656	13854 TRANE CO	07/15/14	00003235	JWEST
1	1.00	699.8600 / .00 / 699.8600	.00	COMPRESSOR	
2	1.00	219.7800 / .00 / 219.7800	.00	MOTOR, 3/4HP INCLUDES RESILIENT RINGS	
3	1.00	100.0000 / .00 / 100.0000	.00	FREIGHT	
	15-39-147-2620-618-000-0000-000-055 New Account		1,019.64	.00	.00 / 1,019.64
	Total Accounts: 1		**PO Total: 1,019.64**	**.00**	**.00 / 1,019.64**
BOND	15000657	61812 WOODALL EQUIPMENT CO.	07/15/14	00003086	JWEST
1	1.00	865.0000 / .00 / 865.0000	.00	PUMP & MOTOR FOR THE VEHICLE LIFT IN TRANSPORTATION DEPT	
	15-32-161-2620-618-000-0000-000-054 New Account		865.00	.00	.00 / 865.00
	Total Accounts: 1		**PO Total: 865.00**	**.00**	**.00 / 865.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
BOND	15000678	23175 THOMPSON EDUCATIONAL FURNISHINGS	07/15/14	00003277	A Miller

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	1.00	311.0000	.00	311.0000	.00	HON modesty panel
2	1.00	91.0000	.00	91.0000	.00	HON ANgled wood center drawer
3	1.00	77.0000	.00	77.0000	.00	HON silver support column
4	1.00	418.0000	.00	418.0000	.00	HON bullet peninsula w/end panel
5	1.00	990.0000	.00	990.0000	.00	HON stack on storage
6	1.00	852.0000	.00	852.0000	.00	HON single pedestal desk - right
7	1.00	559.0000	.00	559.0000	.00	HON return - left

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-10-172-2620-654-000-0000-000-140 BLDNG OPS-FURN	3,298.00	.00	.00	3,298.00
Total Accounts: 1 **PO Total:**	**3,298.00**	**.00**	**.00**	**3,298.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
BOND	15000683	61818 BYTESPEED, LLC	07/16/14	00003284	MARSHALL

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	45.00	675.0000	.00	30,375.0000	.00	BYTESPEED VALUE H81M-C
2	45.00	.0000	.00	.0000	.00	CASE, SLIM DESKTOP, mATX WITH INTERNAQL 300W P/S - HASWELL ENERGY
3	62.00	705.0000	.00	43,710.0000	.00	BYTESPEED VALUE H81i
4	62.00	.0000	.00	.0000	.00	CASE, SLIM DESKTOP mATX WITH INTERNAL 300W P/S - HASWELL ENERGY EF
5	107.00	31.0000	.00	3,317.0000	.00	OS GENUINE WINDOWS 8.1 PROFESSIONAL LICENSE 64 BIT

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-32-168-2580-653-100-0000-000-505 New Account	77,402.00	.00	.00	77,402.00
Total Accounts: 1 **PO Total:**	**77,402.00**	**.00**	**.00**	**77,402.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
BOND	15000684	10583 CDW GOVERNMENT INC.	07/16/14	00003249	Marshall

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	95.00	55.0000	.00	5,225.0000	.00	Microsoft Office Professional Plus 2013 - License

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-10-174-1000-653-100-0000-000-150 New Account	5,225.00	.00	.00	5,225.00
Total Accounts: 1 **PO Total:**	**5,225.00**	**.00**	**.00**	**5,225.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
BOND	15000685	10583 CDW GOVERNMENT INC.	07/16/14	00003271	MARSHALL

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	107.00	55.0000	.00	5,885.0000	.00	MICROSOFT OFFICE PROFESSIONAL PLUS 2013 LICENSE

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-32-168-2580-653-100-0000-000-505 New Account	5,885.00	.00	.00	5,885.00
Total Accounts: 1 **PO Total:**	**5,885.00**	**.00**	**.00**	**5,885.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
BOND	15000686	21595 MA + ARCHITECTS	07/16/14	00003290	A Miller

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	1.00	25,000.0000	.00	25,000.0000	.00	Architect fees for Mustang District master plan

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-34-169-4400-332-000-0000-000-050 New Account	25,000.00	.00	.00	25,000.00
Total Accounts: 1 **PO Total:**	**25,000.00**	**.00**	**.00**	**25,000.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price Disc/Frght Final Cost	Qty Recved	Order Desc	
		Account No/Description	Encumbrance	Paid	Liquidated Remaining
BOND	15000749	60951 AMERICAN FENCE COMPANY	07/18/14	00003297	A Miller
1	1.00	350.0000 .00 350.0000	.00	hung 5' walk gate for HWC	
		15-34-169-2630-459-000-0000-000-705 New Account	350.00	.00	.00 350.00
		Total Accounts: 1	**PO Total: 350.00**	**.00**	**.00 350.00**
BOND	15000750	10170 APPLE INC.	07/18/14	00003351	MARSHALL
1	2.00	499.0000 .00 998.0000	.00	I PAD AIR 16GB	
		15-10-174-1000-653-100-0000-000-150 New Account	998.00	.00	.00 998.00
		Total Accounts: 1	**PO Total: 998.00**	**.00**	**.00 998.00**
BOND	15000751	10583 CDW GOVERNMENT INC.	07/18/14	00003299	MARSHALL
1	100.00	2.3300 .00 233.0000	.00	C2G 5 FT RJ45 PATCH ORANGE - MFG#04194 - CONTRACT:MARKET	
2	20.00	2.3300 .00 46.6000	.00	C2G 5FT RJ45 PATCH GREEN - MFG#04131 - CONTRACT: MARKET	
3	10.00	2.3300 .00 23.3000	.00	C2G 5FT CAT6 NON BOOTED PATCH BLACK - MFG#04110 - CONTRACT: MARKET	
4	290.00	2.3300 .00 675.7000	.00	C2G 5FT CAT6 RJ45 PATCH RED - MFG#04152 - CONTRACT:MARKET	
5	20.00	3.3400 .00 66.8000	.00	C2G 10FT CAT6 RJ45 PATCH GREEN - MFG#04136 - CONTRACT:MARKET	
		15-10-174-2580-653-000-0000-000-150 New Account	1,045.40	.00	.00 1,045.40
		Total Accounts: 1	**PO Total: 1,045.40**	**.00**	**.00 1,045.40**
BOND	15000752	22082 DALLAS MIDWEST	07/18/14	00003303	A Miller
1	4.00	429.0000 .00 1,716.0000	.00	12'X4' white boards	
2	1.00	219.0000 .00 219.0000	.00	shipping/handling	
		15-10-172-2620-654-000-0000-000-140 BLDNG OPS-FURN	1,935.00	.00	.00 1,935.00
		Total Accounts: 1	**PO Total: 1,935.00**	**.00**	**.00 1,935.00**
BOND	15000753	61493 SHOCKLEY BACKHOE	07/18/14	00003323	A Miller
1	1.00	4,650.0000 .00 4,650.0000	.00	Dirtwork at PV	
		15-10-174-2630-459-000-0000-000-150 New Account	4,650.00	.00	.00 4,650.00
		Total Accounts: 1	**PO Total: 4,650.00**	**.00**	**.00 4,650.00**
BOND	15000754	23175 THOMPSON EDUCATIONAL FURNISHINGS	07/18/14	00003288	A Miller
1	8.00	153.0000 .00 1,224.0000	.00	Scholar Craft Activity Table	
2	2.00	535.0000 .00 1,070.0000	.00	HON mentor series double ped desk	
3	2.00	330.0000 .00 660.0000	.00	HON Ignition mid back teacher's chair	
4	2.00	247.0000 .00 494.0000	.00	HON ceres guest chair	
		15-10-175-2620-654-000-0000-000-110 New Account	3,448.00	.00	.00 3,448.00
		Total Accounts: 1	**PO Total: 3,448.00**	**.00**	**.00 3,448.00**

Buyer Code	PO No	Vendor No/Name			PO Date	Req No	Requested By			
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc				
		Account No/Description				Encumbrance		Paid	Liquidated	Remaining
BOND	15000787	10170 APPLE INC.			07/22/14	00003350	MARSHALL			
1	6.00	3,790.0000	.00	22,740.0000	.00	IPAD W/RETINA DISPLAY 16GB - 10 PK				
2	3.00	1,599.9500	.00	4,799.8500	.00	BRETFORD MOBILITY CART 20 FOR MACBOOK				
		15-10-174-1000-653-100-0000-000-150 New Account				27,539.85		.00	.00	27,539.85
		Total Accounts: 1			**PO Total:**	**27,539.85**		**.00**	**.00**	**27,539.85**
BOND	15000788	10170 APPLE INC.			07/22/14	00003352	MARSHALL			
1	2.00	1,249.0000	.00	2,498.0000	.00	MAC MINI OS X SERVER				
2	2.00	49.0000	.00	98.0000	.00	APPLE KEYBOARD				
3	2.00	49.0000	.00	98.0000	.00	APPLE MOUSE				
4	2.00	29.0000	.00	58.0000	.00	MINI DISPLAY PORT TO DVI ADAPTER				
		15-10-174-1000-653-100-0000-000-150 New Account				2,752.00		.00	.00	2,752.00
		Total Accounts: 1			**PO Total:**	**2,752.00**		**.00**	**.00**	**2,752.00**
BOND	15000789	22517 BANCFIRST			07/22/14	00003390	stacy brown			
1	1.00	**********	.00	5,280,000.0000	.00	2009 ACQUISITION PAYMENT				
2	1.00	**********	.00	1,420,000.0000	.00	2012 ACQUISITION PAYMENT				
		15-32-000-2511-449-000-0000-000-050 New Account				6,700,000.00		.00	.00	6,700,000.00
		Total Accounts: 1			**PO Total:**	**6,700,000.00**		**.00**	**.00**	**6,700,000.00**
BOND	15000790	10583 CDW GOVERNMENT INC.			07/22/14	00003384	MARSHALL			
1	8.00	385.4400	.00	3,083.5200	.00	HP LASERJET PRO 400 M401DW				
2	1.00	822.3000	.00	822.3000	.00	HP LJP3015X 42PPM				
3	1.00	183.9100	.00	183.9100	.00	HP LJ 500 SHEET TRAY				
4	3.00	153.9200	.00	461.7600	.00	HP LJP P1102W PRINTER				
		15-10-174-1000-653-100-0000-000-150 New Account				4,551.49		.00	.00	4,551.49
		Total Accounts: 1			**PO Total:**	**4,551.49**		**.00**	**.00**	**4,551.49**
BOND	15000791	17260 VIDEO REALITY			07/22/14	00003345	MARSHALL			
1	31.00	2,905.0000	.00	90,055.0000	.00	SMART CLASSROOM - COMPLETE INTERACTIVE CLASSROOM SYSTEM				
2	34.00	1,200.0000	.00	40,800.0000	.00	FRONT ROW PRO				
3	3.00	800.0000	.00	2,400.0000	.00	FRONT ROW TO GO				
		15-10-174-1000-653-100-0000-000-150 New Account				133,255.00		.00	.00	133,255.00
		Total Accounts: 1			**PO Total:**	**133,255.00**		**.00**	**.00**	**133,255.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost	Qty Recved	Order Desc	
	Account No/Description		Encumbrance	Paid	Liquidated / Remaining
BOND	15000792	17260 VIDEO REALITY	07/22/14	00003348	MARSHALL
1	3.00	2,905.0000 .00 8,715.0000	.00	SMART CLASSROOM - COMPLETE INTERACTIVE CLASSROOM SYSTEM	
2	1.00	1,200.0000 .00 1,200.0000	.00	FRONT ROW DIGITAL SYSTEM	
	15-39-168-1000-653-100-0000-000-150 New Account		9,915.00	.00	.00 / 9,915.00
	Total Accounts: 1	**PO Total:**	**9,915.00**	**.00**	**.00 / 9,915.00**
BOND	15000808	11631 INDECO SALES	07/23/14	00003393	MARTIN RONALD
1	3.00	659.3400 .00 1,978.0200	.00	4 - DRAWER LATERAL FILE CABINETS	
2	3.00	373.0200 .00 1,119.0600	.00	HIGH BACK OFFICE CHAIRS	
	15-32-160-2620-654-000-0000-000-053 New Account		3,097.08	.00	.00 / 3,097.08
	Total Accounts: 1	**PO Total:**	**3,097.08**	**.00**	**.00 / 3,097.08**
BOND	15000809	23358 LIBERTON INC.	07/23/14	00003364	A Miller
1	1.00	4,469.3200 .00 4,469.3200	.00	2" metal blinds for classrooms at PV	
	15-10-174-2620-654-000-0000-000-150 New Account		4,469.32	.00	.00 / 4,469.32
	Total Accounts: 1	**PO Total:**	**4,469.32**	**.00**	**.00 / 4,469.32**
BOND	15000810	23358 LIBERTON INC.	07/23/14	00003365	A Miller
1	1.00	4,689.2700 .00 4,689.2700	.00	Roller shades for admin and library at PV	
	15-10-174-2620-654-000-0000-000-150 New Account		4,689.27	.00	.00 / 4,689.27
	Total Accounts: 1	**PO Total:**	**4,689.27**	**.00**	**.00 / 4,689.27**
BOND	15000969	60951 AMERICAN FENCE COMPANY	07/31/14	00003479	A Miller
1	1.00	13,100.0000 .00 13,100.0000	.00	750 ft of 6' black vinyl chain link fence and 5' walk gate	
	15-10-171-2630-459-000-0000-000-145 New Account		13,100.00	.00	.00 / 13,100.00
	Total Accounts: 1	**PO Total:**	**13,100.00**	**.00**	**.00 / 13,100.00**
BOND	15000970	10818 AMSAN EVE SUPPLY	07/31/14	00003678	JWEST
1	3.00	315.0100 .00 945.0300	.00	BACK PACK SWEEPERS	
2	3.00	642.0000 .00 1,926.0000	.00	HEAVY DUTY 20 BUFFERS	
3	3.00	5,223.9300 .00 15,671.7900	.00	T-3 WALK BEHIND SCRUBBERS	
	15-32-161-2620-656-000-0000-000-057		2,871.03	.00	.00 / 2,871.03
	15-32-161-2620-736-000-0000-000-057		15,671.79	.00	.00 / 15,671.79
	Total Accounts: 2	**PO Total:**	**18,542.82**	**.00**	**.00 / 18,542.82**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost	Qty Recved	Order Desc	
	Account No/Description		Encumbrance	Paid	Liquidated / Remaining

BOND	15000971	10583 CDW GOVERNMENT INC.	07/31/14	00003661	MARSHALL
1	100.00	17.5000 / .00 / 1,750.0000	.00	TRIPP SURGE STRIP 7 OUT COAX 7 FT	
	15-10-174-2580-653-000-0000-000-150 New Account		1,750.00	.00	.00 / 1,750.00
	Total Accounts: 1		PO Total: 1,750.00	.00	.00 / 1,750.00
BOND	15000972	15012 DELL COMPUTER CORP	07/31/14	00003657	MARSHALL
1	1.00	1,698.9000 / .00 / 1,698.9000	.00	T1700 WORKSTATION MINI TOWER	
	15-10-174-1000-653-100-0000-000-150 New Account		1,698.90	.00	.00 / 1,698.90
	Total Accounts: 1		PO Total: 1,698.90	.00	.00 / 1,698.90
BOND	15000973	11291 EVANS ELECTRIC MOTOR CENTERS	07/31/14	00003695	JWEST
1	6.00	140.0000 / .00 / 840.0000	.00	120V ABB CONTACTORS	
2	1.00	298.4500 / .00 / 298.4500	.00	GE COIL 120 VAC	
	15-39-147-2620-618-000-0000-000-055 New Account		1,138.45	.00	.00 / 1,138.45
	Total Accounts: 1		PO Total: 1,138.45	.00	.00 / 1,138.45
BOND	15000974	21293 LUBER BROS.	07/31/14	00003577	JWEST
1	1.00	8,820.7000 / .00 / 8,820.7000	.00	BOBCAT MOWER FOR NMS ATHLETICS	
	15-32-161-2650-736-000-0000-000-057		8,820.70	.00	.00 / 8,820.70
	Total Accounts: 1		PO Total: 8,820.70	.00	.00 / 8,820.70
BOND	15000975	12599 NASCO LEARNING	07/31/14	00003716	A Sanders
1	3.00	107.1600 / .00 / 321.4800	.00	Paint display racks w/temp cakes	
	15-10-174-1000-619-000-0000-000-150		321.48	.00	.00 / 321.48
	Total Accounts: 1		PO Total: 321.48	.00	.00 / 321.48
BOND	15000977	14727 OLDHAM ACRES LANDSCAPING INC.	07/31/14	00003623	A Miller
1	1.00	3,412.5000 / .00 / 3,412.5000	.00	Landscape for west side at PV	
	15-10-174-2630-459-000-0000-000-150 New Account		3,412.50	.00	.00 / 3,412.50
	Total Accounts: 1		PO Total: 3,412.50	.00	.00 / 3,412.50
BOND	15000978	14727 OLDHAM ACRES LANDSCAPING INC.	07/31/14	00003679	A Sanders
1	1.00	10,259.5000 / .00 / 10,259.5000	.00	Landscape for east side/gym entry at PV	
	15-10-174-2630-459-000-0000-000-150 New Account		10,259.50	.00	.00 / 10,259.50
	Total Accounts: 1		PO Total: 10,259.50	.00	.00 / 10,259.50

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
		Account No/Description		Encumbrance	Paid	Liquidated	Remaining
BOND	15000979	17382	PARIZEK BROS SERVICES	07/31/14	00003606	A Miller
1	150,000.00	.1900	.00	28,500.0000	.00	150K sq. ft sod for PV
		15-10-174-2630-459-000-0000-000-150 New Account		28,500.00	.00	.00	28,500.00
		Total Accounts: 1	PO Total:	28,500.00	.00	.00	28,500.00
BOND	15000980	19120	PHILLIP MCDONALD ROOFING	07/31/14	00003589	MARTIN RONALD
1	1.00	250.0000	.00	250.0000	.00	REPLACE MISSING OR TORN SHINGLES ON MEC
2	1.00	175.0000	.00	175.0000	.00	SHINGLE REPAIR ON PORTABLES AT VALLEY
		15-35-156-2620-458-000-0000-000-053 New Account		425.00	.00	.00	425.00
		Total Accounts: 1	PO Total:	425.00	.00	.00	425.00
BOND	15000981	16730	SCHOOL OUTFITTERS	07/31/14	00003564	A Miller
1	2.00	1,698.0000	.00	3,396.0000	.00	Mobile storage cabinets for K111, K113
2	1.00	339.0000	.00	339.0000	.00	Shipping/Handling
		15-23-153-2620-654-000-0000-000-705 New Account		3,735.00	.00	.00	3,735.00
		Total Accounts: 1	PO Total:	3,735.00	.00	.00	3,735.00
BOND	15000982	18549	TIGER DIRECT.COM	07/31/14	00003662	MARSHALL
1	35.00	77.0000	.00	2,695.0000	.00	KWORLD EXTERNAL MODEL SA295-Q DE ATSC/QAM TV BOX HDMI EDITION
		15-10-174-2580-653-000-0000-000-150 New Account		2,695.00	.00	.00	2,695.00
		Total Accounts: 1	PO Total:	2,695.00	.00	.00	2,695.00
BOND	15000983	22300	TIMBERLAKE CONSTRUCTION	07/31/14	00003611	A Miller
1	1.00	190,000.0000	.00	190,000.0000	.00	Construction fees for Shelters at Event Center
		15-39-154-4300-459-000-0000-000-705 New Account		190,000.00	.00	.00	190,000.00
		Total Accounts: 1	PO Total:	190,000.00	.00	.00	190,000.00
BOND	15000984	22300	TIMBERLAKE CONSTRUCTION	07/31/14	00003677	A Miller
1	1.00	19,370.6500	.00	19,370.6500	.00	Construction work on HVAC at MNMS
		15-37-157-2620-453-000-0000-000-510		19,370.65	.00	.00	19,370.65
		Total Accounts: 1	PO Total:	19,370.65	.00	.00	19,370.65
BOND	15001012	16092	AIR PRODUCTS SUPPLY CO.	07/31/14	00003748	MARTIN RONALD
1	1.00	2,502.8600	.00	2,502.8600	.00	CLIMATEMASTER HEAT PUMP UNIT FOR HS "G" BLDG. RM 201
		15-39-147-2620-656-000-0000-000-055 New Account		2,502.86	.00	.00	2,502.86
		Total Accounts: 1	PO Total:	2,502.86	.00	.00	2,502.86

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
BOND	15001013	14462 AMAZON.COM	07/31/14	00003621	A Miller

Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
1	12.00	7.1600	.00	85.9200	.00	HOT GLUE GUNS
2	30.00	2.2900	.00	68.7000	.00	APPLICATOR BOTTLES
3	36.00	1.8800	.00	67.6800	.00	5" POINTED SCISSORS
4	3.00	23.7000	.00	71.1000	.00	5" BLUNT TIP SCISSORS
6	24.00	2.7500	.00	66.0000	.00	PENCIL BOX
7	2.00	30.8800	.00	61.7600	.00	ELECTRIC PENCIL SHARPENER
8	10.00	7.8500	.00	78.5000	.00	WOODEN CLAY TOOLS
9	1.00	92.2800	.00	92.2800	.00	COMMERCIAL UTILITY CART
10	2.00	148.9900	.00	297.9800	.00	COMMERCIAL BIN RACK
11	2.00	43.0700	.00	86.1400	.00	27 QRT LATCH BOX
12	2.00	59.9900	.00	119.9800	.00	15 QT LATCH BOX
13	4.00	38.6900	.00	154.7600	.00	6 QT LATCH BOX
14	12.00	12.0400	.00	144.4800	.00	BRUSH BASIN
15	1.00	59.9900	.00	59.9900	.00	66 QT LATCH BOX
16	2.00	41.9900	.00	83.9800	.00	32 QT LATCH BOX
17	2.00	94.9900	.00	189.9800	.00	DRYING RACK
18	1.00	625.0000	.00	625.0000	.00	LUMENS DC 192 DOC CAM
19	2.00	14.3200	.00	28.6400	.00	FISKAR TEXTURE PLATE S1
20	2.00	10.0800	.00	20.1600	.00	FISKAR TEXTURE PLATE S2
21	2.00	11.4100	.00	22.8200	.00	FISKAR TEXTURE PLATE S3
22	15.00	2.3500	.00	35.2500	.00	1/4" HOLE PUNCH
23	1.00	14.6600	.00	14.6600	.00	3HOLE PUNCH
24	1.00	7.1700	.00	7.1700	.00	1/4" LEGAL PUNCH
25	40.00	8.6100	.00	344.4000	.00	PAINTING SET
26	1.00	79.9900	.00	79.9900	.00	LOGITECH PRESENTER
27	8.00	7.9900	.00	63.9200	.00	COMMERCIAL STALER
28	3.00	3.1800	.00	9.5400	.00	TAPE DISPENSER
29	40.00	12.4000	.00	496.0000	.00	TABLE EASEL
30	40.00	1.1900	.00	47.6000	.00	NON SHATTER RULER
31	2.00	17.1700	.00	34.3400	.00	CIRCLE CUTTER
32	25.00	22.9900	.00	574.7500	.00	PORTRAIT MIRROR
33	4.00	15.3400	.00	61.3600	.00	PAINT PALLETTE
34	7.00	19.9900	.00	139.9300	.00	CARRY ALL CADDY
35	2.00	10.9500	.00	21.9000	.00	BRUSH STAND
36	1.00	527.9900	.00	527.9900	.00	PAPER CUTTER

Account No/Description	Encumbrance	Paid	Liquidated	Remaining
15-10-174-1000-619-000-0000-000-150	4,884.65	.00	.00	4,884.65
Total Accounts: 1	**PO Total: 4,884.65**	**.00**	**.00**	**4,884.65**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost / Qty Recved	Order Desc		
		Account No/Description	Encumbrance	Paid	Liquidated	Remaining
BOND	15001014	17248 C-NET SECURITY AND CABLE	07/31/14	00003709	MARSHALL
1	14.00	85.0000 / .00 / 1,190.0000 / .00	NETWORK DROPS			
		15-10-175-2580-653-000-0000-000-110 New Account	1,190.00	.00	.00	1,190.00
		Total Accounts: 1	**PO Total: 1,190.00**	**.00**	**.00**	**1,190.00**
BOND	15001015	10583 CDW GOVERNMENT INC.	07/31/14	00003702	MARSHALL
1	2.00	27.5000 / .00 / 55.0000 / .00	TARGUS VERSAVU KEYBOARD CASE			
2	60.00	39.9900 / .00 / 2,399.4000 / .00	GRIFFIN SURVIVOR CASE			
		15-10-174-2580-653-000-0000-000-150 New Account	2,454.40	.00	.00	2,454.40
		Total Accounts: 1	**PO Total: 2,454.40**	**.00**	**.00**	**2,454.40**
BOND	15001016	11488 GRAYBAR	07/31/14	00003534	MARTIN RONALD
1	5.00	400.0000 / .00 / 2,000.0000 / .00	EXCEL AUTOMATIC HAND DRYERS			
		15-32-160-2620-654-000-0000-000-053 New Account	2,000.00	.00	.00	2,000.00
		Total Accounts: 1	**PO Total: 2,000.00**	**.00**	**.00**	**2,000.00**
BOND	15001017	15147 LOWES CREDIT SERVICES	07/31/14	00003693	MARTIN RONALD
1	1.00	340.0000 / .00 / 340.0000 / .00	10.3 CU. FT. FRIDGE/FREEZER			
		15-32-160-2620-651-000-0000-000-053 BLDG OPS - APPLIANCES	340.00	.00	.00	340.00
		Total Accounts: 1	**PO Total: 340.00**	**.00**	**.00**	**340.00**
BOND	15001018	15147 LOWES CREDIT SERVICES	07/31/14	00003821	A Sanders
1	2.00	22.9600 / .00 / 45.9200 / .00	15ft 6 outlet surge stripe			
2	2.00	69.9700 / .00 / 139.9400 / .00	50ft extension cord			
3	2.00	39.9700 / .00 / 79.9400 / .00	25ft extension cord			
4	3.00	29.9700 / .00 / 89.9100 / .00	6ft 10 outlet power strip			
		15-10-174-1000-619-000-0000-000-150	355.71	.00	.00	355.71
		Total Accounts: 1	**PO Total: 355.71**	**.00**	**.00**	**355.71**
BOND	15001019	14727 OLDHAM ACRES LANDSCAPING INC.	07/31/14	00003747	A Sanders
1	1.00	6,048.5000 / .00 / 6,048.5000 / .00	Landscape for entry beds at PV			
2	1.00	1,975.0000 / .00 / 1,975.0000 / .00	trees for PV			
		15-10-174-2630-459-000-0000-000-150 New Account	8,023.50	.00	.00	8,023.50
		Total Accounts: 1	**PO Total: 8,023.50**	**.00**	**.00**	**8,023.50**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price	Disc/Frght	Final Cost	Qty Recved	Order Desc
		Account No/Description			Encumbrance	Paid	Liquidated	Remaining
BOND	15001020	61493 SHOCKLEY BACKHOE	07/31/14	00003694	MARTIN RONALD
1	1.00	3,840.0000	.00	3,840.0000	.00	DEMO AND DISPOSE OF NORTH PORTABLE AT NMS
		15-35-163-2620-459-000-0000-000-510 New Account			3,840.00	.00	.00	3,840.00
		Total Accounts: 1		**PO Total:**	**3,840.00**	**.00**	**.00**	**3,840.00**
BOND	15001021	14884 TARGET BANK - ACCNT ID 00028951373	07/31/14	00003734	A Sanders
1	6.00	34.9900	.00	209.9400	.00	Step ladders
		15-10-174-1000-619-000-0000-000-150			209.94	.00	.00	209.94
		Total Accounts: 1		**PO Total:**	**209.94**	**.00**	**.00**	**209.94**
BOND	15001022	13854 TRANE CO	07/31/14	00003698	JWEST
1	1.00	21,951.0000	.00	21,951.0000	.00	HS BLDG K COMPRESSOR MODEL # CGWA75
2	1.00	24,550.0000	.00	24,550.0000	.00	HS AUDITORIUM COMPRESSOR MODEL # WHR110D-A
3	1.00	3,700.0000	.00	3,700.0000	.00	5 YEAR EXTENDED WARRANTY ON THE COMPRESSOR FOR THE HS AUDITORIUM
		15-39-147-2620-451-000-0000-000-055			50,201.00	.00	.00	50,201.00
		Total Accounts: 1		**PO Total:**	**50,201.00**	**.00**	**.00**	**50,201.00**
BOND	15001156	10170 APPLE INC.	08/05/14	00003757	MARSHALL
1	1.00	500.0000	.00	500.0000	.00	VOLUME PURCHASING VOUCHER
		15-10-174-1000-653-100-0000-000-150 New Account			500.00	.00	.00	500.00
		Total Accounts: 1		**PO Total:**	**500.00**	**.00**	**.00**	**500.00**
BOND	15001157	10583 CDW GOVERNMENT INC.	08/05/14	00003839	MARSHALL
1	3.00	153.9200	.00	461.7600	.00	HP LJP P1102W PRINTER
		15-10-174-2580-653-000-0000-000-150 New Account			461.76	.00	.00	461.76
		Total Accounts: 1		**PO Total:**	**461.76**	**.00**	**.00**	**461.76**
BOND	15001158	11026 DESTINY MULTIMEDIA	08/05/14	00003759	MARSHALL
1	1.00	2,990.5000	.00	2,990.5000	.00	MEDIA CENTER LITERARY
		15-10-174-1000-653-100-0000-000-150 New Account			2,990.50	.00	.00	2,990.50
		Total Accounts: 1		**PO Total:**	**2,990.50**	**.00**	**.00**	**2,990.50**
BOND	15001159	14487 HUDIBURG CHEVROLET	08/05/14	00003963	MARTIN RONALD
1	2.00	25,209.0000	.00	50,418.0000	.00	CHEVY 12-PASSENGER VAN FOR TRANSPORTATION, BASE PRICE: $ 23,784.0
		15-38-149-2720-765-000-0000-000-054 New Account			50,418.00	.00	.00	50,418.00
		Total Accounts: 1		**PO Total:**	**50,418.00**	**.00**	**.00**	**50,418.00**

Buyer Code	PO No	Vendor No/Name	PO Date	Req No	Requested By
Line No	Qty Ordered	Unit Price / Disc/Frght / Final Cost	Qty Recved	Order Desc	
	Account No/Description			Encumbrance	Paid / Liquidated / Remaining
BOND	15001160	13854 TRANE CO	08/05/14	00003844	JWEST
1	1.00	699.8600 / .00 / 699.8600	.00	COMPRESSOR	
2	1.00	52.9300 / .00 / 52.9300	.00	EXPANSION VALVE	
3	1.00	26.0000 / .00 / 26.0000	.00	DRIER: BI-FLOW CONNECTION	
4	1.00	100.0000 / .00 / 100.0000	.00	FREIGHT	
	15-39-147-2620-656-000-0000-000-055 New Account			878.79	.00 / .00 / 878.79
	Total Accounts: 1		**PO Total:**	878.79	.00 / .00 / 878.79
			Grand Totals:	7,550,415.02	.00 / .00 / 7,550,415.02

BOK ACCT.	GENERAL 1115	BUILDING 2115	CNS 2215	BOND 3115	BOND 3215	BOND 3315	BOND 3415	BOND 3515	BOND 3615	BOND 3715	BOND 3815	BOND 3915	SINKING 4115	TOTAL	MAPS 2415
13 Cash	5,348.38	0.00	643.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,992.04	0.00
	5,348.00	0.00	643.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	5,991.66	0.00
13 TOTALS	**0.38**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.38**	**0.00**
14 Cash	5,096,395.92	302,951.65	462,718.50	203,208.15	8,265,879.96	65,926.76	173,508.51	341,340.56	547,749.32	1,084,419.47	960,000.00	6,886,284.02	3,952,270.64	28,342,653.46	75,749.98
Warrants O/S	4,280,407.69	4,182.21	187,922.55	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,472,512.45	0.00
14 TOTALS	**815,988.23**	**298,769.44**	**274,795.95**	**203,208.15**	**8,265,879.96**	**65,926.76**	**173,508.51**	**341,340.56**	**547,749.32**	**1,084,419.47**	**960,000.00**	**6,886,284.02**	**3,952,270.64**	**23,870,141.01**	**75,749.98**
15 Cash	-91,277.61	-54,274.92	-8,416.39	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	21,853.81	-132,115.11	2.21
Warrants O/S	220,705.25	19,224.04	4,483.93	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	244,413.22	
15 TOTALS	**-311,982.86**	**-73,498.96**	**-12,900.32**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**21,853.81**	**-376,528.33**	**2.21**
BOOK BALANCE	**504,005.75**	**225,270.48**	**261,895.63**	**203,208.15**	**8,265,879.96**	**65,926.76**	**173,508.51**	**341,340.56**	**547,749.32**	**1,084,419.47**	**960,000.00**	**6,886,284.02**	**3,974,124.45**	**23,493,613.06**	**75,752.19**
BOK BALANCE	**** THIS IS THE CASH BALANCE REFLECTED ON THE BOK REPORT DATED 7/31/2014**													**27,234,003.07**	**76,532.19**
Revenue															
Co Appt. 6th	122,124.84	10,777.73	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	51,218.53	184,121.10	0.00
Gross Product 11th	100,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	0.00
Motor Vehicle 11th	191,828.17	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	191,828.17	0.00
Rural Electric 11th	10,977.76	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,977.76	0.00
SUB-TOTAL	**928,936.52**	**236,048.21**	**261,895.63**	**203,208.15**	**8,265,879.96**	**65,926.76**	**173,508.51**	**341,340.56**	**547,749.32**	**1,084,419.47**	**960,000.00**	**6,886,284.02**	**4,025,342.98**	**23,980,540.09**	**75,752.19**
14' Payables	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
15' Payables	686,350.12	153,812.08	13,262.90	3,937.50	6,730,446.65	11,890.00	15,143.72	1,325.00	167,581.61	0.00	688,968.00	246,033.93	0.00	8,718,751.51	0.00
Semi Monthly-AUG 15 AUG 29	935,000.00	0.00	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	985,000.00	0.00
Monthly- AUGUST 20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	-692,413.60	**82,236.13**	**198,632.73**	**199,270.65**	**1,535,433.31**	**54,036.76**	**158,364.79**	**340,015.56**	**380,167.71**	**1,084,419.47**	**271,032.00**	**6,640,250.09**	**4,025,342.98**	**14,276,788.58**	**75,752.19**
State Land 15th	50,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	50,000.00	0.00
	-642,413.60	**82,236.13**	**198,632.73**	**199,270.65**	**1,535,433.31**	**54,036.76**	**158,364.79**	**340,015.56**	**380,167.71**	**1,084,419.47**	**271,032.00**	**6,640,250.09**	**4,025,342.98**	**14,326,788.58**	**75,752.19**
Revenue															
Exp. State Aid	2,249,575.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,249,575.00	0.00
Cert/Sup FBA	37,123.11	0.00	21,953.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	59,076.32	0.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
SUB-TOTAL	**1,644,284.51**	**82,236.13**	**220,585.94**	**199,270.65**	**1,535,433.31**	**54,036.76**	**158,364.79**	**340,015.56**	**380,167.71**	**1,084,419.47**	**271,032.00**	**6,640,250.09**	**4,025,342.98**	**16,635,439.90**	**75,752.19**
BOND PAYMENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
NO BOND PYMT	**1,644,284.51**	**82,236.13**	**220,585.94**	**199,270.65**	**1,535,433.31**	**54,036.76**	**158,364.79**	**340,015.56**	**380,167.71**	**1,084,419.47**	**271,032.00**	**6,640,250.09**	**4,025,342.98**	**16,635,439.90**	**75,752.19**

INVESTMENTS:	GENERAL 1115	BUILDING 2115	CNS 2215	BOND 3115	BOND 3215	BOND 3315	BOND 3415	BOND 3515	BOND 3615	BOND 3715	BOND 3815	BOND 3915	SINKING 4115	TOTAL	MAPS 2414
YUKON NATL BANK 8/6/14 .55%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	245,000.00	245,000.00	0.00
FNB CHICKASHA 8/12/14.35%	245,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	245,000.00	0.00
BANK OF COMMERCE 8/22/14 .5	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	240,000.00	240,000.00	0.00
SOONER STATE 10/24/14 .35%	245,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	245,000.00	0.00
BROKERED BOSC-MIZUHO .30%	249,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	249,000.00	0.00
BANK OF THE WEST MMA .19%	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000,000.00	1,000,000.00	0.00
CORNERSTONE 1/30/15 .60%	240,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	240,000.00	0.00
As of 7/31/2014	**739,000.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**1,485,000.00**	**2,464,000.00**	**0.00**
Unreconciled to Bank												**TOTAL CASH BALANCE**		**30,756,282.58**	

Mustang Public Schools
Monthly Interest Report
July 2014

MONTHLY INTEREST TOTALS - FISCAL YEAR 2014-2015	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE	TOTALS	Previous Year THRU Jul-13
GF-11	859.76												859.76	$120.87
BLDG - 21	0.00												0.00	$16.86
CNS - 22	0.00												0.00	$12.44
MAPS - 24	2.21												2.21	$0.00
BONDS	0.00												0.00	$2,081.95
SINKING-41	713.32												713.32	$91.66
ACTIVITY-60	24.92												24.92	66.48
TOTAL	1,600.21	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	$1,600.21	$2,390.26

YTD TOTAL

FISCAL YEAR 2015	**PAYROLL**
LEASE REVENUE BOND (10)	
GENERAL FUND (11)	51056-51082
BUILDING FUND (21)	50022-50023
FOOD SERVICE (22)	50044-50104
LEASE REVENUE BOND (23)	
OKC MAPS TRUST (24)	
BOND FUND (31)	
BOND FUND (32)	
BOND FUND (33)	
BOND FUND (34)	
BOND FUND (35)	
BOND FUND (36)	
BOND FUND (37)	
BOND FUND (38)	
BOND FUND (39)	

MUSTANG PUBLIC SCHOOLS
Encumbrance Register
General Fund 2014-2015

fYear	Fund	P.O.	Vendor Name	Description	eDate	Classified
2015	11	51056	DIANN MICHELE BURRIS	PAYROLL	07/10/2014	2,583.60
2015	11	51057	HALEIGH MIRANDA WATSON-WILKES	PAYROLL	07/10/2014	94.05
2015	11	51058	PALLAS FRANCIS JOHNSON	PAYROLL	07/10/2014	46,205.50
2015	11	51059	MAUREEN FULLER	PAYROLL	07/10/2014	70,942.43
2015	11	51060	CHARLES SOWLE	PAYROLL	07/15/2014	775.08
2015	11	51061	STEVEN WILSON	PAYROLL	07/15/2014	1,030.21
2015	11	51062	DEBRA KAY WYCOFF	PAYROLL	07/15/2014	124.87
2015	11	51063	MATHEW BURTON RIDDLE	PAYROLL	07/15/2014	1,958.34
2015	11	51064	JON WRAY DOTSON	PAYROLL	07/15/2014	124,134.38
2015	11	51065	TOBY R BLAIR	PAYROLL	07/30/2014	89,834.16
2015	11	51066	CYNTHIA RENEE DANIEL	PAYROLL	07/30/2014	90,619.46
2015	11	51067	KATHRYN DIANE KNOWLES	PAYROLL	07/30/2014	89,519.83
2015	11	51068	MARVA JO OARD	PAYROLL	07/30/2014	20,873.33
2015	11	51069	CAROLINE N ABERNATHY	PAYROLL	07/30/2014	52,169.58
2015	11	51070	BONNIE ANDERSON-COUCH	PAYROLL	07/30/2014	48,722.11
2015	11	51071	TAYLOR JADE BROWN	PAYROLL	07/30/2014	47,147.77
2015	11	51072	RHONDA KAYE BAKER	PAYROLL	07/30/2014	57,990.66
2015	11	51073	KRISTINA LYNN DUFF	PAYROLL	07/30/2014	49,759.67
2015	11	51074	MICHAEL BRADLEY FUNK	PAYROLL	07/30/2014	49,439.49
2015	11	51075	TERRI LYNN EVANS	PAYROLL	07/30/2014	68,579.23
2015	11	51076	KARLIE JO FREE	PAYROLL	07/30/2014	48,639.55
2015	11	51077	ERIC H FREDRICKSON	PAYROLL	07/30/2014	46,127.68
2015	11	51078	KIMBERLY ANNETTE CONKLIN	PAYROLL	07/30/2014	56,731.23
2015	11	51079	JOSEPH TREVOR CONTRERAS	PAYROLL	07/30/2014	46,092.64
2015	11	51080	ANNETTE KAY CHARBONEAU	PAYROLL	07/30/2014	59,900.54
2015	11	51081	PETER LANGENFELD LEFEBVRE	PAYROLL	07/31/2014	34,656.74
2015	11	51082	MELINDA ANNE MARCOTT	PAYROLL	08/01/2014	46,017.24

Total Printed:	1,250,669.37
Total Balance Forward:	45,397,522.92
Total to Date:	46,648,192.29

MUSTANG PUBLIC SCHOOLS
Encumbrance Register
Building Fund 2014-2015

fYear	*Fund*	*P.O.*	*Vendor Name*	*Description*	*eDate*	*Classified*
2015	21	50022	MARK GREGORY GONSHOR	PAYROLL	07/30/2014	2,122.58
2015	21	50023	GUILLERMO ENRIQUE LOZANO	PAYROLL	07/30/2014	35,027.05
					Total Printed:	37,149.63
					Total Balance Forward:	903,441.30
					Total to Date:	940,590.93

MUSTANG PUBLIC SCHOOLS
Encumbrance Register
Child Nutrition Programs Fund 2014-2015

fYear	Fund	P.O.	Vendor Name	Description	eDate	Classified
2015	22	50044	VALERIE N NGUYEN	PAYROLL	07/01/2014	5,456.37
2015	22	50045	CHERYL ANN WHITE	PAYROLL	07/01/2014	4,869.63
2015	22	50046	JENNIFER LYNN LINSON	PAYROLL	07/01/2014	15,185.88
2015	22	50047	BARBARA ESTHER STEVENS	PAYROLL	07/01/2014	4,842.72
2015	22	50048	BARBARA NANNETTE MANESS	PAYROLL	07/01/2014	18,372.12
2015	22	50049	KATRINA CARLEEN THOMAS	PAYROLL	07/01/2014	17,608.70
2015	22	50050	DEANNA FLETCHER	PAYROLL	07/01/2014	15,171.84
2015	22	50051	RETA JANE KLEIN	PAYROLL	07/01/2014	10,814.52
2015	22	50052	LADONNA L PERRY	PAYROLL	07/01/2014	15,170.64
2015	22	50053	NILGUN MANSOUR	PAYROLL	07/01/2014	9,911.88
2015	22	50054	BILKIS A SIDDIKI	PAYROLL	07/01/2014	6,456.96
2015	22	50055	ANA ISABEL HERRERA	PAYROLL	07/01/2014	19,548.00
2015	22	50056	TERESA LYNN HALL	PAYROLL	07/01/2014	18,514.80
2015	22	50057	BARBARA SUE SULLIVAN	PAYROLL	07/01/2014	19,647.81
2015	22	50058	MARIA DEL-ROSARIO AVILA	PAYROLL	07/01/2014	18,576.00
2015	22	50059	CONNIE MURPHY	PAYROLL	07/01/2014	3,965.14
2015	22	50060	STEVEN DALE COATNEY	PAYROLL	07/01/2014	45,888.41
2015	22	50061	SHARON EULENE WARREN	PAYROLL	07/01/2014	23,103.74
2015	22	50062	CHERYL ANN MONASCO	PAYROLL	07/01/2014	22,336.50
2015	22	50063	LORI GAYE GENTRY	PAYROLL	07/01/2014	15,279.93
2015	22	50064	COURTNEY MICHELLE BOSARGE	PAYROLL	07/01/2014	4,842.72
2015	22	50065	DIANA SHEPARD	PAYROLL	07/01/2014	7,561.44
2015	22	50066	GAIL ELLEN WALLACE	PAYROLL	07/01/2014	5,591.76
2015	22	50067	CYNTHIA ANN PATRICK	PAYROLL	07/01/2014	10,011.96
2015	22	50068	ANNETTE LALENE FREEMAN	PAYROLL	07/01/2014	7,561.44
2015	22	50069	DONNA GALE PRUNEAU	PAYROLL	07/01/2014	15,185.88
2015	22	50070	ROSA ISELA FRANCO	PAYROLL	07/01/2014	15,030.00
2015	22	50071	JANET SUE WILLIAMS	PAYROLL	07/01/2014	19,094.88
2015	22	50072	TONIA SIMONE FLYNN	PAYROLL	07/01/2014	4,962.00
2015	22	50073	AKEMI BURCHILL	PAYROLL	07/01/2014	10,125.82
2015	22	50074	BERTHA SUE OLLISON	PAYROLL	07/01/2014	19,506.39
2015	22	50075	MOLLIE JEAN CLARK	PAYROLL	07/01/2014	14,884.80
2015	22	50076	MARTHA E KILBOURNE	PAYROLL	07/01/2014	15,487.20
2015	22	50077	HILLARY SCHRANZ	PAYROLL	07/01/2014	4,962.00
2015	22	50078	JENNIFER ANN SCOTT	PAYROLL	07/01/2014	1,550.75
2015	22	50079	NORA RAINWATER	PAYROLL	07/01/2014	26,535.42
2015	22	50080	MARIE E GEBERTH	PAYROLL	07/01/2014	18,686.52
2015	22	50081	CINDY FIENE	PAYROLL	07/01/2014	9,930.74
2015	22	50082	KATHERINE CERDA	PAYROLL	07/01/2014	17,276.29
2015	22	50083	BRENDA K ROBERTS	PAYROLL	07/01/2014	31,617.96
2015	22	50084	CYNTHIA AVEY	PAYROLL	07/01/2014	18,951.36
2015	22	50085	ALYSON ANNE SCOTT	PAYROLL	07/01/2014	19,831.06
2015	22	50086	LINDA JONES	PAYROLL	07/01/2014	24,492.57
2015	22	50087	LAURIE ANN CATHEY	PAYROLL	07/01/2014	18,970.40
2015	22	50088	KYONG BEAVER	PAYROLL	07/01/2014	19,080.72
2015	22	50089	L DENISE PERHANE	PAYROLL	07/01/2014	30,401.25
2015	22	50090	WESLEY J ZERBY	PAYROLL	07/01/2014	39,974.73
2015	22	50091	MARY RAY	PAYROLL	07/01/2014	22,028.00
2015	22	50092	CATHY L GARR	PAYROLL	07/01/2014	18,214.80
2015	22	50093	CONNIE LOUISE KILMER	PAYROLL	07/01/2014	4,036.57
2015	22	50094	DEBRA ANN HARBOLT	PAYROLL	07/01/2014	18,561.36
2015	22	50095	JAYNA DEE GORDON	PAYROLL	07/01/2014	11,959.19
2015	22	50096	LINDA ANN RIGGS	PAYROLL	07/01/2014	25,177.98
2015	22	50097	WENDY MARIE WINNINGHAM	PAYROLL	07/01/2014	19,716.55
2015	22	50098	SANDRA LIZETH DAVIDSON	PAYROLL	07/01/2014	4,842.72
2015	22	50099	MARICELA QUEZADA	PAYROLL	07/01/2014	18,881.18
2015	22	50100	PATRICIA MARIE HENTHORN	PAYROLL	07/01/2014	6,488.40

MUSTANG PUBLIC SCHOOLS
Encumbrance Register
Child Nutrition Programs Fund 2014-2015

fYear	*Fund*	*P.O.*	*Vendor Name*	*Description*	*eDate*	*Classified*
2015	22	50101	KRISTY DAWN WOOTEN	PAYROLL	07/01/2014	26,180.88
2015	22	50102	JULIE ANN PIPAN	PAYROLL	07/03/2014	314.98
2015	22	50103	BEVERLY SUE GREEFF	PAYROLL	07/30/2014	94.05
2015	22	50104	CARRIE MICHELLE LONG	PAYROLL	08/01/2014	7,746.60
					Total Printed:	927,073.91
					Total Balance Forward:	1,020,758.13
					Total to Date:	1,947,832.04

Board of Education
Regular Board Meeting Minutes
July 14, 2014
Maxine & George P Morris/Mustang Alternative Center
400 S Clear Springs Road, Mustang, OK 73064
6:00 PM

AUTHORITY OF THE BOARD OF EDUCATION

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Independent School District I-069 of Canadian County, Oklahoma held a Regular Meeting on Monday, July 14, 2014 at 6:00 PM. The place and street of the meeting was the Maxine & George P Morris/Mustang Alternative Center/400 S Clear Springs Road, Mustang, OK 73064.

Notice of this meeting was given to the County Clerk of Canadian County, Oklahoma at least forty-eight (48) hours prior to such meeting, and public notice of this meeting, with an agenda posted in prominent view at the Mustang Education Center, 400 North Clear Springs Road, Mustang, Oklahoma, at least twenty-four (24) hours prior to this meeting, excluding Saturdays, Sundays and legal holidays, all in compliance with the Oklahoma Open Meeting Act.

Vice-President Jim Davis called the meeting to order at 6:02 p.m. with himself, Amanda Strassle, Jeff Landrith and Mike Kessler present.

Invocation was given by Jim Davis with Mike Kessler leading the flag salute.

Superintendent's Report
1. Bible Curriculum Update
2. Construction Update
3. August 11, 2014 Regular Board Meeting location change - Canyon Ridge Intermediate Center Auditorium - 3600 South Sara Road, Oklahoma City, OK at 6:00 p.m.
4. Board Correspondence

Deputy Superintendent Report
1. Master Plan Update
2. Enrollment and Start of School Update
3. Summer School ESY & Reading Academy

Board Reports - Board Member Amanda Strassle had question regarding district plans on STAR testing. Dr. Angela Mills replied MPS District will no longer be using STAR testing.

On a motion made by Jeff Landrith and a second by Jim Davis, the Board voted to approve the Schedule of Encumbrances and Monthly Financial Reports:

FISCAL YEAR 2014
GENERAL FUND (11) 2994
****
FISCAL YEAR 2015
LEASE REVENUE BOND (10) 15000022, 15000024, 15000026-15000228, 15000231, 15000236, 15000242, 15000244-15000251, 15000258, 15000260, 15000261, 15000263-15000290, 15000294, 15000295, 15000298-15000312, 15000537-15000538, 15000542-15000543, 15000582-15000583, 15000587-15000589, 15000592, 15000613

GENERAL FUND (11)	15000001, 15000050-15000115, 15000296, 15000381-15000486, 15000545-15000574, 15000576-15000579, 15000594-15000609, 15000614, 15000622-15000627
BUILDING FUND (21)	15000544, 15000628-15000633
FOOD SERVICE (22)	15000116-15000218, 15000487-15000535, 15000575, 15000593
LEASE REVENUE BOND (23)	15000313-15000314
BOND FUND (31)	15000315
BOND FUND (32)	15000316, 15000584, 15000590, 15000611-15000612
BOND FUND (33)	15000317-15000318, 15000539, 15000581,
BOND FUND (34)	15000319, 15000536, 15000540
BOND FUND (35)	15000320
BOND FUND (36)	15000321-15000329, 15000591
BOND FUND (37)	15000330-15000337, 15000340-15000343, 15000610
BOND FUND (38)	15000541
BOND FUND (39)	15000363-15000380, 15000585-15000586

****

FISCAL YEAR 2015	PAYROLL
GENERAL FUND (11)	50000-51055
BUILDING FUND (21)	50000-50021
FOOD SERVICE (22)	50000-50043

Kessler	Landrith	Strassle	Davis
aye	aye	aye	aye

Public Participation - None

On a motion made by Jeff Landrith and a second by Amanda Strassle, the Board voted to approve all the following items excluding "Item #18", which concern reports and items of a routine nature normally approved at board meetings, will be approved by one vote, unless any board member desires to have a separate vote on any or all of these items. The consent agenda consists of discussion, consideration and action on the following items that the Superintendent recommends be approved.

1. Board of Education Minutes:
   a. June 9, 2014 Regular Board Meeting
   b. June 30, 2014 Special Board Meeting

2. Acceptance of Donation:
   a. Donation of surplus office chairs from the Canadian Valley Technology Center:
      (23) OCI - mid-back office chairs
      (17) high-back office chairs

3. Transfer of Funds:
   a. Transfer from #867 Administration Activity Fund to #900 Use of Facility Activity Fund in the amount of $5,649.00.
   b. Transfer from #811 Enrichment Organization Activity Account to #900 Use of Facility Account in the amount of $7,702.00.

4. Approval of Open Transfer requests to attend MPS for the 2014-2015 school year, as listed:

5. Approval of Revisions of Policies and Procedures:
   a. Policy #1010 District Mission Statement and Goals
   b. Policy #2030B Use of Facility Rental Fees
   c. Policy #5155 Transportation Policy

6. Approval of closing of Activity Account #811 Enrichment Organization Activity Fund.

7. Approval of renewal of contract with Blackmon Mooring for SY 2014-2015.

8. Approval of renewal of agreement with Sign Language Resource Services, Inc. SLRS, Inc.)for certified Sign Language Services for the entire school district for SY 2014-2015.

9. Approval of agreement with City of Mustang for two or more full-time, on duty police officers to serve Mustang Public Schools, High School/Middle School campus in the boundaries of the City each day school is in session for SY 2014-2015 in the amount of $109,956.00.

10. Approval of renewal of policy maintenance with Oklahoma State School Board Association for SY 2014-2015 in the amount of $500.00.

11. Approval of renewal of membership with Oklahoma State School Boards Association for SY 2014-2015 in the amount of $4,600.00.

12. Approval of renewal of membership with United Suburban Schools Association for SY 2014-2015 in the amount of $1,650.00.

13. Approval of the Bread Company bids and award vendor for SY 2014-2015.

14. Approval of the Dairy Company bids and award as vendor for the SY 2014-2015.

15. Approval of the Produce Bids and award the vendor for the SY 2014-2015.

16. Approval of the Small Equipment Company bids and award the vendor for the SY 2014-2015.

17. Approve the Prime Vendor bids and award the vendor for the SY 2014-2015.

18. Consent Item #18 was tabled.

19. Approval of list of surplus:

Transportation

Bus #27 Bluebird Model B113973 2007 School Bus
Bus #201 International Model X003663 2000 School Bus
Bus #209 International Model M80028 1996 School Bus
Bus #217 International Model X003666 2000 School Bus
Bus #218 International Model X003670 2000 School Bus
Bus #225 International Model X003678 2000 School Bus
Bus #230 International Model X003673 2000 School Bus
Bus #231 International Model X003674 2000 School Bus
2000 model Chevrolet 3/4 ton regular cab pickup, VIN #1GCGC24R3YF500365

Food Service

GROEN Steam Kettle, model #AH/1-40, s/n #5020
Southbend oven - model and serial number not recordable

Valley

AMACO Electric Kiln, model #HF87, S/N# 87878

20. Approval of Change Order #8 for Prairie View Elementary. This will be a net decrease to the contingency of $40,104.31.
    a. PC#046 - Add dry eraser boards and tack strips at Rooms A151 & A154 - $1,956.42
    b. PC#047 - Change square edge fire extinguisher cabinets to rolled edges - $323.58
    c. PC#048 - Add irrigation system - $30,435.60
    d. PC#049 - Change high beams and stub columns at the main entry canopy - $2,571.54
    e. PC#050B - Changes per RFP #20 - $1,145.68
    f. PC#051 - Add piping and insulation per RFP #019 - $3,299.86
    g. PC#052 - Add additional letter to monument sign - $371.63

Kessler	Landrith	Strassle	Davis
aye	aye	aye	aye

I. Business

1. On a motion made by Amanda Strassle and a second by Mike Kessler, the Board voted to approve the bid proposals for computers for MMS and Prairie View Elementary and award Bytespeed as supplier.

Kessler	Landrith	Strassle	Davis
aye	aye	aye	aye

2. On a motion made by Jeff Landrith and a second by Mike Kessler, the Board voted to approve the agreement with GVTV, LLC for the SY 2014-2015.

Kessler	Landrith	Strassle	Davis
aye	aye	aye	aye

3. Business Item #3 was tabled by Superintendent.

4. On a motion made by Amanda Strassle and a second by Jeff Landrith, the Board voted to approve the following increases for the SY 2014-2015:
    a. Adult Meal and Visiting Student Meal breakfast prices from $1.55 to $1.75,
    b. Adult Meal and Visiting Student Meal lunch prices from $3.05 to $3.25
    c. Secondary schools "second" trays from $3.05 to $3.10 for SY 2014-2015.

Kessler	Landrith	Strassle	Davis
aye	aye	aye	aye

5. On a motion made by Jeff Landrith and a second by Mike Kessler, the Board voted to approve the revised job descriptions for the SY2014-2015.
    *Coordinator of Student Assistance Programs
    *Coordinator of Special Education Programs
    *Director of Student Services
    *Director of Instructional Programs

Kessler	Landrith	Strassle	Davis
aye	aye	aye	aye

6. On a motion made by Jeff Landrith and a second by Amanda Strassle, the Board voted to approve the construction bids for Mustang Elementary Gym project presented by Timberlake Construction.

Kessler	Landrith	Strassle	Davis
aye	aye	aye	aye

7. On a motion made by Jeff Landrith and a second by Mike Kessler, the Board voted to approve the amendment to the Timberlake 2012 Bond Projects contract for the Mustang Elementary Gym Renovation.

Kessler	Landrith	Strassle	Davis
aye	aye	aye	aye

8. On a motion made by Amanda Strassle and a second by Jeff Landrith, the Board voted to approve the move from the design development phase to construction drawing phase on new HS JROTC facility to bid the project.

Kessler	Landrith	Strassle	Davis
aye	aye	aye	aye

9. On a motion made by Jeff Landrith and a second by Amanda Strassle, the Board voted to approve the construction budget for the JROTC facility presented by Timberlake Construction.

Kessler	Landrith	Strassle	Davis
aye	aye	aye	aye

10. On a motion made by Mike Kessler and a second by Amanda Strassle, the Board voted to approve the move from the design development phase to construction drawing phase on new Baseball/Softball training facility to bid the project.

Kessler	Landrith	Strassle	Davis
aye	aye	aye	aye

11. On a motion made by Jeff Landrith and a second by Mike Kessler, the Board voted to approve the construction budget for the baseball/softball training facility presented by Timberlake Construction.

Kessler	Landrith	Strassle	Davis
aye	aye	aye	aye

New Business: Addition of Guillermo Enrique Lozano to Page 1 of Schedule A, under Employment, District/General Maintenance HVAC.

On a motion made by Jeff Landrith and a second by Amanda Strassle, the Board voted to convene in Executive Session at 7:55 p.m.

1. Oklahoma Statutes Title 25, Section 307(B)(1): Discuss employment, hiring, appointment, promotion, demotion, disciplining, or resignation of an employee.
    a. Schedule "A"
2. Oklahoma Statutes Title 25, Section 307 (B)(2): Discussing negotiations concerning employees and representatives of employee groups.

3. Oklahoma Statutes Section 307 (B) (3): Discussing the purchase or appraisal of real property.

__aye__	__aye__	__aye__	__aye__
Kessler	Landrith	Strassle	Davis

On a motion made by Jeff Landrith and a second by Mike Kessler, the Board voted to reconvene from Executive Session at 8:26 p.m.

__aye__	__aye__	__aye__	__aye__
Kessler	Landrith	Strassle	Davis

Board Clerk, Amanda Strassle stated that Charles Bradley, Jeff Woodard, Sean McDaniel, Jim Davis, Mike Kessler, Jeff Landrith and she were in Executive Session and discussed employment and property and no actions were taken.

On a motion made by Jim Davis and a second by Jeff Landrith, the Board voted to approve Schedule "A" with addition of Guillermo Enrique Lozano on Page 1 of Schedule A, under employment for District/General Maintenance HVAC

__aye__	__aye__	__aye__	__aye__
Kessler	Landrith	Strassle	Davis

Discussion of Properties

On a motion by Jeff Landrith and a second by Mike Kessler, the Board voted to table (Item P.) an agreement on the sale of the property located at 44th and Czech Hall Road.

__aye__	__aye__	__aye__	__aye__
Kessler	Landrith	Strassle	Davis

On a motion made by Jeff Landrith and a second by Amanda Strassle, the Board voted to adjourn at 8:29 p.m.

__aye__	__aye__	__aye__	__aye__
Kessler	Landrith	Strassle	Davis

Brenda Dunn
Minutes Clerk

Board President

SCHEDULE "A"

July 14,2014

Last Name	First Name		SITE/ASSIGNMENT	EFFECTIVE
Resignations				
Douglas	Jacob		Trails/Spec Ed TA	5/23/2014
Grimes	Kody		High School/Custodian	6/30/2014
Hudson	Mariah		Creek/Spec Ed TA	5/23/2014
Mayfield	Tessa		MMS/English	5/23/2014
Price	Michael		Mustang Horizon/Custodian	7/31/2014
Sondag	Tracy		Cent/Spec Ed TA	5/23/2014
Wade	Donna		HS/Health-Social Studies Teacher	5/23/2014
Retirement				
Sims	Brenda		Mustang Horizon/5th Grade Social Studies	5/23/2014
Last Name	**First Name**	**From: Site/Assignment**	**To: Site/Assignment**	**Effective**
Reassignments				
Baker	Kim	District/Student Assistance/Crisis Counselor	District/Coordinator of Student Assistance Programs	2014-2015
Hazelbaker	Sheryl	District/Special Ed IEP Facilitator	District/Coordinator of Spec Ed Programs	2014-2015
Koehn	Lanesa Renee	MVE/TA	MVE/Nurse Assistant	2014-2015
Maxwell	Amy	Cent/Spec Ed TA	LE/Spec Ed TA	2014-2015
Skinner	Tracy	District/Director of Secondary Schools	Admin/Executive Director of Human Resources	7/1/2014
Trotter	Kelly	LE/4th Grade	Mustang Horizon/5th Grade	2014-2015
Wilson	Karen	Admin/Director of Special Services	Admin/Director of Student Services	2014-2015
Last Name	**First Name**	**New Position/Replacing**	**To: Site/Assignment**	**Effective**
Employment				
Open		New	HS/Auditorium & Facility Manager/Stagecraft Manager	2014-2015
Open		Replacing Contract Occupational Therapist	District Occupational Therapist	2014-2015
Open		New	Canyon Ridge /Spec Ed Teacher/Mild-Moderate	2014-2015
Open		New	Mustang Elementary/Spec Ed TA	2014-2015
Open		New	Canyon Ridge/Spec Ed TA	2014-2015
Lozano	Guillermo Enrique		District/General Maintenance HVAC	2014-2015
Charboneau	Annette	Replacing Kristi Stephens	HS/Counselor	2014-2015
Fredrickson	Eric	New	Mustang Horizon/5th Grade Science	2014-2015
Gray	Kevin	Replacing Samantha Lindsey	Mustang Horizon/6th Grade Math	2014-2015
Hahne	Valerie	Replacing Elizabeth Bley	HS/Special Ed Teacher	2014-2015
Hines	Lisa	Replacing Lori Chaffee	LE/Elementary Ed	2014-2015
Hunt	Charles		District/Volunteer Asst. Athletic Trainer provided by Dr. Sean O'Brien	2014-2015
McDaniel	Holly	Replacing Teri Evans	Mustang Horizon/6th Grade Math	2014-2015
Mueller	Sandra	Replacing Abby McCuddy	Transportation/Bus Driver	2014-2015
Perkins	Lauren	Replacing Tawnya Merchant	HS/Mild-Moderate Spec Ed	2014-2015
Puckett	Angel	New	Social Studies	2014-2015
Sholer	Lori	Replacing Nikita Davidson	Transportation/Bus Driver	2014-2015
Warcup	Allison	Replacing Angela Rodgers	MVE/4th Grade	2014-2015
Working	Kasey	Replacing Mandy Weinrich	LE/Mild-Moderate Spec Ed	2014-2015
Last Name	**First Name**	**Assignment**	**Site**	**Effective**
Extra-Duty/Supplemental:				
Open		Asst. 7th Boys Basketball Coach	MNMS	2014-2015

SCHEDULE "A"

July 14,2014

Last Name	First Name	Assignment	Site	Effective
Extra-Duty/Supplemental:				
Open		Asst. Volleyball Coach	MNMS	2014-2015
Open		Asst. Boys Track Coach	MNMS	2014-2015
Open		Asst. 8th Girls Basketball	MNMS	2014-2015
Open		Head 7th Girls Basketball Coach	MMS	2014-2015
Open		Asst. 7th Girls Basketball Coach	MMS	2014-2015
Open		Asst. 8th Girls Basketball Coach	MMS	2014-2015
Anthony	Resa	Asst. Girls Track Coach	MNMS	2014-2015
Baldwin	Chris	Asst. 7th Football Coach	MNMS	2014-2015
Baldwin	Chris	Asst. 8th Boys Basketball Coach	MNMS	2014-2015
Basco	Gina	Head Girls Track Coach	MMS	2014-2015
Bates	Shathar	Asst. Volleyball Coach	MMS	2014-2015
Bjerk	Joy	Spirit Club Sponsor	MNMS	2014-2015
Blocker	Lance	Head 7th Football Coach	MMS	2014-2015
Blocker	Lance	Head 8th Boys Basketball	MMS	2014-2015
Blocker	Lance	Head Boys Golf Coach	MMS	2014-2015
Booth	Ryan	Head 7th Football Coach	MNMS	2014-2015
Booth	Ryan	Head Girls Golf Coach	MNMS	2014-2015
Bostic	Tiffany	Asst. Volleyball Coach	MNMS	2014-2015
Bostic	Tiffany	Head Girls Track Coach	MNMS	2014-2015
Bowman	Clay	Computer Support Personnel	High School	7/1/2014
Bridges	Karen	Athletic Director	MMS	2014-2015
Bridges	Karen	Head Girls Golf Coach	MMS	2014-2015
Bridges	Karen	Head Boys/Girls Cross Country Coach	MMS	2014-2015
Burch	Nathan	Head Boys Cross Country Coach	MNMS	2014-2015
Burch	Nathan	Head Girls Cross Country Coach	MNMS	2014-2015
Burch	Nathan	Head Girls Tennis Coach	MNMS	2014-2015
Charboneau	Annette	New	HS/Summer Building Test Coordinator	7/18/2014
Dean	Darrin	Asst. 8th Football Coach	MMS	2014-2015
Dean	Darrin	Head 8th Girls Basketball Coach	MMS	2014-2015
Dean	Darrin	Asst. Boys Track Coach	MMS	2014-2015
Dillard	Tom	Head Volleyball Coach	MNMS	2014-2015
Dillard	Tom	Head Boys Golf Coach	MNMS	2014-2015
Early	Kristen	Asst. Softball Coach	MMS	2014-2015
Evans	Tony	Asst. 8th Football Coach	MNMS	2014-2015
Fletcher	Max	Head 7th Boys Basketball Coach	MMS	2014-2015
Garner	Tom	Computer Support Personnel	High School	7/1/2014
Golemon	Troy	Head 8th Football Coach	MMS	2014-2015
Golemon	Troy	Head Boys Track Coach	MMS	2014-2015
Homer	Jared	Asst. 7th Football Coach	MMS	2014-2015
Hull	Adam	Asst. 7th Football Coach	MMS	2014-2015
Hurst	Garrett	Head Boys Tennis Coach	MNMS	2014-2015
Johnson	Robert	Asst. Wrestling Coach	MNMS	2014-2015
Larson	Dana	Asst.7th Girls Basketball Coach	MNMS	2014-2015
Little	Cody	Head Wrestling Coach	MMS	2014-2015
Lupton	Trudi	Cheer Coach	MMS	2014-2015
Mathis	Brandon	Asst. 7th Football Coach	MMS	2014-2015
Maynard	Rocky	Athletic Director	MNMS	2014-2015
McElroy	Diane	Head Volleyball Coach	MMS	2014-2015

SCHEDULE "A"

July 14,2014

Last Name	First Name	Assignment	Site	Effective
Extra-Duty/Supplemental:				
Melvin	Travis	Asst. 7th Grade Football Coach	MNMS	2014-2015
Melvin	Travis	Asst.7thBoys Basketball Coach	MNMS	2014-2015
Mitchell	Matt	Asst. 8th Football Coach	MNMS	2014-2015
Mitchell	Matt	Head Boys Basketball Coach	MNMS	2014-2015
Nixon	Kelly	Head Cheer Coach	MNMS	2014-2015
Page	Jason	Asst. 7th Football Coach	MNMS	2014-2015
Page	Jason	Head 8th Boys Basketball	MNMS	2014-2015
Picklo	Brian	Asst. Wrestling Coach	MMS	2014-2015
Reed	Stephanie	Head Softball Coach	MNMS	2014-2015
Reed	Stephanie	Head 7th Girls Basketball Coach	MNMS	2014-2015
Reed	Stephanie	Head 8th Girls Basketball Coach	MNMS	2014-2015
Starr	Shelly	Asst. Softball Coach	MNMS	2014-2015
Starr	Shelly	Asst. Boys/Girls Track Coach	MNMS	2014-2015
Torres	Lorie	Nursing Dept. Head	District	2014-2015
Tschetter	Ben	Head 8th Football Coach	MNMS	2014-2015
Tschetter	Ben	Head Boys Track Coach	MNMS	2014-2015
Tschetter	Ben	Relief Field Maintenance	MNMS	2014-2015
Wagnon	Joe	Asst. 8th Football Coach	MMS	2014-2015
Wagnon	Joe	Asst.8th Boys Basketball Coach	MMS	2014-2015
Wagnon	Joe	Head Girls Tennis Coach	MMS	2014-2015
Webb	Harley	Asst. Girls Track Coach	MMS	2014-2015
Wilkes	Jessica	Head Softball Coach	MMS	2014-2015
Williams	Krystal	Head Boys Tennis Coach	MMS	2014-2015
Wood	Gina	Asst. 7th Boys Basketball Coach	MMS	2014-2015

Special Board Meeting
Minutes
August 05, 2014
Mustang Administration Building
906 S Heights Drive
Mustang, OK 73064
4:30 PM

AUTHORITY OF THE BOARD OF EDUCATION

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Board of Education of Independent School District I-069 of Canadian County, Oklahoma held a Regular Meeting on Tuesday, August 05, 2014 at 4:30 PM. The place and street of the meeting was the Mustang Administration Building, 906 S Heights Drive, Mustang, OK 73064.

Notice of this meeting was given to the County Clerk of Canadian County, Oklahoma at least forty-eight (48) hours prior to such meeting, and public notice of this meeting, with an agenda posted in prominent view at the Mustang Education Center, 400 North Clear Springs Road, Mustang, Oklahoma, at least twenty-four (24) hours prior to this meeting, excluding Saturdays, Sundays and legal holidays, all in compliance with the Oklahoma Open Meeting Act.

Board President Chad Fulton called the meeting to order at 4:30 p.m. with Jim Davis, Amanda Strassle present.

On a motion by Jim Davis and a second from Amanda Strassle, the Board voted to approve Schedule A with the exclusion of Malissa Brooks on page 2.

Strassle	Davis	Fulton
aye	aye	aye

On a motion made by Jim Davis and a second from Amanda Strassle, the Board voted to approve the Resolution of Necessity.

Strassle	Davis	Fulton
aye	aye	aye

On a motion made by Jim Davis and a second by Amanda Strassle, the Board voted to approve the agreement the sale of 60 acres located at 44th and Czech Hall Road to Providence Development.

Strassle	Davis	Fulton
aye	aye	aye

On a motion made by Jim Davis and a second by Amanda Strassle, the Board voted to adjourn at 4:43 p.m.

Strassle	Davis	Fulton
aye	aye	aye

_____
Minutes Clerk

_____
Board President

SCHEDULE "A"

August 05,2014

Last Name	First Name		SITE/ASSIGNMENT	EFFECTIVE
Resignations				
Gore	Tamara		Admin/Instructional Tech Coordinator	6/30/2014
Harris	William		Maintenance/Plumbing Contractor	8/15/2014
Hewett	Michael		General Maint/Grounds Crew	8/8/2014
Hill	Kim		MVE/Kindergarten	5/23/2014
Horton	Christian		Mustang Horizon/Custodian	7/18/2014
Ivers	Jeremy		High School/Custodian	7/17/2014
Jones	Jacquelyn		CRI/Spec Ed TA	5/23/2014
Kirby	Karen		LE/Elementary Counselor	5/23/2014
Krivanek	Sandra		Cent/Spec Ed TA	5/23/2014
Lenington	Lidia		MVE/Custodian	7/31/2014
Lizama	Gordon		MEC/PASS Math	5/23/2014
Orendac	Erin		MHI/Spec Ed TA	5/23/2014
Quezada	Maricela		High School/7.0 Cafe Assistant	5/30/2014
Smithey	Tonya		CRI/5th & 6th STEM	5/23/2014
Tucker	Monica		Creek/4th Grade	5/23/2014
Wilkins	Amanda		CRI/5th Grade	5/23/2014
Williams	Krystal		MMS/8th Grade Science	5/23/2014
Williamson	Suni		ME/PE Teacher	5/23/2014
Last Name	**First Name**		**SITE/ASSIGNMENT**	**EFFECTIVE**
Termination				
Patton	Robin		High School/Custodian	6/24/2014
Last Name	**First Name**	**From: Site/Assignment**	**To: Site/Assignment**	**Effective**
Reassignments				
Bradley	Christy	MNMS/Assistant Principal	MNMS/Head Principal	7/23/2014
Brown	Fran	CRI/Teacher Assistant	Creek/Teacher Assistant	2014-2015
Harrington	Eric	Creek/Custodian	CRI/PM Custodian	8/4/2014
Hicks	Greg	Cent & MMS/Split Custodian	MMS/PM Custodian	8/4/2014
Lamance	Meda	MVE/PM Custodian	PVE/PM Custodian	8/4/2014
Lancaster	Johnny	Transportation/Bus Driver	Transportation/Special Needs Bus Driver	8/12/2014
Lenington	Mark	Custodial/PM Floater	PVE/PM Custodian	8/4/2014
Martin	Iris	MEC/Nurse Assistant	Cent./Nurse Assistant	2014-2015
Matlock	Jannie	Cent/Spec Ed Para	Creek/Spec Ed Para	2014-2015
McKinney	Ryan	MNMS/Head Principal	Admin/Director of Secondary Schools	7/21/2014
Mills	Angie	MVE/Teacher Assistant	Trails/Teacher Assistant	2014-2015
Moore	Beth	LE/PM Custodian	High School/PM Custodian	8/4/2014
Nelson	Brian	HS/PM Custodian Supervisor	PVE/Head Custodian	2014-2015
Oliveras	Michelle	MMS/PM Custodian	Custodial/AM Floater	8/4/2014
Parker	Michelle	MVE/Teacher Assistant	CRI/Teacher Assistant	2014-2015
Phipps	Dalycia	Creek/Noon Supervisor	Creek/Spec Ed TA	2014-2015
Reynolds	Angie	ME/Music Assistant	ME/Spec Ed TA	2014-2015
Rolling	Stephanie	Custodial/AM Floater	Creek/Head Custodian	6/30/2014
Rosko	Cassi	Cent/Spec Ed TA	MEC/Nurse Assistant	8/14/2014
Schorsack	Marie	Admin/Student Database Administrator	PVE/Site Secretary	8/1/2014
Scott	Denise	Creek/Custodian	MHI/PM Custodian	8/4/2014
St.Clair	Stephanie	MMS/Spec Ed TA	CRI/Spec Ed TA-Severe Profound	2014-2015
Swart	Ruby	MNMS/Teacher Assistant	High School/Teacher Assistant	2014-2015

SCHEDULE "A"

August 05,2014

Last Name	First Name	From: Site/Assignment	To: Site/Assignment	Effective
Reassignments				
Teel	James	Transportation/Bus Driver	Driver	8/12/2014
Thiemann	Linda	MHI/Spec Ed TA	Cent/Spec Ed TA	2014-2015
Walling	Robert Wade	CRI/6th Grade Science	CRI/5th & 6th STEM	2014-2015
Last Name	**First Name**	**New Position/Replacing**	**To: Site/Assignment**	**Effective**
Employment				
Adkins	Susan	Replacing Tracy Sondag	Cent/Spec Ed TA	2014-2015
Asad	Georgianne	Replacing Michele Ervin	Trails/Spec Ed TA	2014-2015
Ball	D'Angela	Replacing Linda Cook	Trails/Crossing Guard	2014-2015
Ball	D'Angela	Replacing Linda Cook	Trails/Noon Supervisor	2014-2015
Brandt	Erin	New Position	CRI/Spec Ed TA	2014-2015
Brinsfiled	Kerri	Replacing Quinton Blevins	ME/3rd Grade	2014-2015
Bruce	Bethany	Replacing Kent Hathaway	ME/Art Teacher	2014-2015
Cockrum	Kelly	New Position	CRI/Spec Ed TA	2014-2015
Coker	Pat	Replacing Virginia Brown	Trails/Spec Ed TA	2014-2015
Combs	Cara	Replacing Renae Summers	High School/Counselor	2014-2015
Dennis	Allison	Replacing Chasity Head	CRI/Media Assistant	2014-2015
Dewberry	Tiarra		(Adjunct) Coach	2014-2015
Dowell	Deanna	Replacing Tessa Mayfield	MMS/7th & 8th English/Language Arts	2014-2015
Erdley	Steve	Replacing Donna Wade	High School/Math	2014-2015
Griffin	Candy	Replacing Jamie Morgan	MNMS/PE	2014-2015
Grigsby	James	New Position	High School/Auditorium Tech/Facilities Manager	2014-2015
Haley	Lana	New Position	PVE/Spec Ed	2014-2015
Harrison	Jackie	Replacing Katherine Stough	High School/Spec Ed	2014-2015
Hiatt	Keri	New Position	MVE/4th Grade	2014-2015
Hill	Dr. Pam	Replacing Jennifer Herring	MHI/Mild/Moderate Spec Ed	2014-2015
Homer	Pamela	Replacing Ynona Sutton	MMS/Vocal Music Accompanist	2014-2015
Korstjens	Katherine	Replacing Christy Bradley	MNMS/Assistant Principal	8/5/2014
Lee	Connie	New Position	High School/Reading Specialist	2014-2015
Lefebvre	Peter	Replacing Brian Nelson	High School/PM Custodian Supervisor	7/21/2014
Mathews	Dorothy	Replacing Lynett Jones	Trails/PM Custodian	7/29/2014
Mitchell	Alicia	Replacing Gina Johnson	Cent/Spec Ed TA	2014-2015
Morris	Annia	Replacing Galen Wolfe	High School/Social studies	2014-2015
Morrison	Barbara	New Position	High School/Art Teacher	2014-2015
Morton	Laranda	New Position	CRI/Mild/Mod Spec Ed	2014-2015
Moss	Samuel	Replacing Joe Cothern	Transportation/Bus Driver	2014-2015
Newton	Christy	New Position	CRI/Spec Ed TA	2014-2015
Spain	Alicia	Replacing Brieanna Cooper	High School/Counselor	2014-2015
Steele	Allison	New Position	PVE/Nurse Assistant	2014-2015
Thomas	Traci	Replacing Stacey Howard	Mustang Horizon/5th Grade	2014-2015
Turner	Shannon	Replacing Judy Lorenzen	Creek/Spec Ed TA	2014-2015
VanBuskirk	Breeanna	Replacing Suni Williamson	ME/PE Teacher	2014-2015
Last Name	**First Name**	**Assignment**	**Site**	**Effective**
Extra-Duty/Supplemental:				
Carothers	Rhoda	Asst. Volleyball Coach	MNMS	7/31/2014
Osborne	Greg	Asst. Girls Cross Country Coach	High School	2014-2015

Memo

To: Dr. Sean McDaniel, Superintendent
From: Ron Martin, Chief Operating Officer
Date: July 24, 2014
Re: August agenda item regarding donation

Acknowledge receipt of thirty-five (35) gallons of paint donated by H.I.S. Paint MFG. CO. in OKC for the repainting of the visitor pressbox area at the HS football stadium. Approximate price of the donation is $ 566.79. H.I.S. had a customer order the paint and didn't want the color so it was close to the gray we use currently around the HS campus so they offered to donate the paint to the school district.

Memo

To: Tracy Skinner, Director of Secondary Schools

From: Teresa Wilkerson, Principal of Mustang High School

Date: July 8, 2014

Re: Consideration of ROTC trip

Please discuss, consider, and/or act upon this request to allow the JROTC to attend the Top of Texas Team Competition in Wichita Falls, Texas, on October 4, 2014. A formal request and specific details of the trip are attached to this memo.

Bronco Battalion

3 July 2014

To Mr. Sean McDaniel and the Mustang Public School Board;

1. The purpose of the letter is to request approval for the MHS JROTC to participate in the Top of Texas Invitational Drill Competition at Wichita Falls, Texas, on 4 October 2014. It is our plan to enter teams in the following categories;

a) Marksmanship, 12 cadets, 3 teams (varsity & junior varsity).
b) Color Guard, 8 cadets, 2 team (varsity).
c) Drill Team, Unarmed, 10 cadets, 2 teams (varsity & junior varsity).
d) Drill Team, Armed, Non-service, 10 cadets, 2 team (varsity).
e) Drill Team, Armed, Service, 10 cadets, 1 team (varsity).
f) Raider Challenge Physical Fitness, 16 cadets, 4 teams (2 male, 2 female).
g) Academic Team, 10 cadets, 2 teams.

2. In support of this competition, we request that the Mustang School District provide one bus to be driven by JROTC instructors. The competition will be held at S. H. Rider High School in Wichita Falls a distance 115 miles. The transportation will be the only cost to the district. All event fees will be paid by the JROTC Booster club. The cadets will be responsible for the cost of their meals.

3. We intend to depart not later than (NLT) 6:45 AM Saturday morning as our first competitive events begin at 8:00AM. We estimate our return time to be NLT 8:00PM Saturday evening.

4. This competition is fast paced and designed to promote teamwork, develop and improve leadership techniques, and build esprit de corps within the organization and the cadets. Safety is stressed in all activities.

5. We respectfully request approval of our request.

Stephen E. Muehlberg
Major, USA (Ret.)
Senior Army Instructor

MUSTANG PUBLIC SCHOOLS

OUT OF DISTRICT, OVERNIGHT TRAVEL OR OUT OF STATE TRAVEL
REQUEST FORM

Date of Request: 3 July 2014 Site: MHS

Staff Member Making Request: Stephen E. Muehlberg

Name of Activity: Top of Texas JROTC Teams Competition

Date/Dates of Activity: 4 October 2014

Location of Activity: H.S. Rider High School, Wichita Falls, Texas

Number of Days Students Will Miss School: N/A

Number of Students Attending Activity: 45

Number and Name(s) of Sponsor(s) Attending Activity: 3(Major Stephen E. Muehlberg, CW4 Omar Jones, MSG Jorge Moreira,)

Estimate of Expenses For Trip:

		Fund	Estimated Cost
Type of Transportation	Bus	Paid by: District	$450.00
Registration Fee		Paid by: Booster club	$410.00
Registration & lunch meal paid for by the Bronco Battalion Booster Club.			
Meal Expense for Students	Dinner Meal ($7.00 each)	Paid by: Students	$280.00
Meal Expense for Sponsors	Dinner Meal ($7.00 each)	Paid by: Sponsors	$21.00
Room Rate for Students			
Number of Rooms ___ x Number of Nights = ___		Paid by: N/A	
Room Rate for Sponsors			
Number of Rooms ___ x Number of Nights = ___		Paid by: N/A	
Number of Days Substitute Will Be Required:	N/A	Paid by:	
		Estimated Total Costs:	$1,161.00

Sponsor Signature: Stephen E. Muehlberg 3 Jul 2014 (Date)

Approved by Principal 7/8/2014 (Date)

Approved by District Athletic Director (if applicable) (Date)

Approved by Deputy Superintendent 7/8/14 (Date)

Revised: 09-09

Stephen Muehlberg logged in

Mustang Public Schools Activity Tracker

Schedule Activity

The following information has been sent for approval. You may print this page for your records.

ID:	16066
School/Department:	Mustang High School
Type of Fund:	Site Budget
Type of Activity:	Out of District
Additional Options:	Use of Facilities: No Custodian Services Needed: No Auditorium: No Field Trip: No Transportation: Yes
Date Needed:	10/4/2014
Date Return:	10/4/2014
Organization/Class:	MHS JROTC
Time of Activity Start:	8:00:00 AM
Time of Activity Finish:	5:00:00 PM
Location:	S.H. Rider HS - Wichita Falls, TX
Activity:	Top Of Texas JROTC Drill Meet
Number of Riders:	45
Number of Wheelchairs:	0
Sponsor in Charge:	Stephen E. Muehlberg
Sponsor Phone Number:	405-376-9334
Facilities Needed:	
Special Equipment Needed:	None
Student Liability-Release Forms:	Yes
Vehicle Type:	Bus
Time Needed:	6:0:00
Time of Departure:	6:15:00
Time of Return:	20:0:00
Loading Location:	MHS
Return/Dropoff Location:	MHS
Transportation to provide driver:	NO
If NO, Name of Driver(s):	Jorge Moreira
Transportation to provide special needs assistant:	NA
If NO, Name of Assistant(s):	
Unusual Loads:	
Wheelchair Students:	
Bill To:	
Additional Information/Comments:	MSG Jorge Moreira will be our driver.
P.A.S.S. Objectives:	

Memo

To: Mr. Sean McDaniel and the Mustang Board of Education

Date: 7/31/14

Re: Varsity Softball

The varsity softball team seeks approval to participate in the Broken Arrow High School Softball tournament In Broken Arrow, OK. We will be departing from the high school softball complex on August 14th and will return on August 16th.

There will be 15 students and 3 sponsors traveling. We will travel by bus provided by Mustang Public Schools.

Hotel and meals will be provided by the Mustang High School softball booster club. We will be staying at the Springhill Suites Tulsa.

Cody Little

7/31/14

Daily Itinerary

Date: 8/14/2014

Times	Activity Occurring
7pm	Depart Mustang High School Softball
8pm	Stop for dinner @ Subway on way to Tulsa
10pm	Arrive and check in @ hotel.

Date: 8/15/14

Times	Activity Occurring
11:30	Depart hotel for Arrowhead Park
12:15	Arrive @ Arrowhead Park
8pm	Depart Arrowhead Park
815	Arrive @ Olive Garden
9:15	Depart Olive Garden
10pm	Arrive @ hotel

Date: 8/16/14

Times	Activity Occurring
8:30	depart hotel for Arrowhead Park
9:15	Arrive @ Arrowhead Park
7:00	Depart Arrowhead Park
7:30	Arrive @ McAllister
8:30	Depart McAllister
11:00	Arrive at Softball Complex in Mustang, OK

MUSTANG PUBLIC SCHOOLS

OUT OF DISTRICT, OVERNIGHT TRAVEL OR OUT OF STATE TRAVEL REQUEST FORM

Date of Request: 7/31/14 Site: MHS

Staff Member Making Request: Cody Little

Name of Activity: Broken Arrow High School Softball Tournament

Date/Dates of Activity: 8/14-8/16

Location of Activity: Broken Arrow, Oklahoma

Number of Days Students Will Miss School: 1

Number of Students Attending Activity: 15

Number and Name(s) of Sponsor(s) Attending Activity: Cody Little, Bryan Howard, Harley Webb

Estimate of Expenses For Trip:

		Fund	Estimated Cost
Type of Transportation	Bus	Paid by:	0
Registration Fee	$240.00	Paid by: Athletics	$240.00
Meal Expense for Students	$750.00	Paid by: Booster	$750.00
Meal Expense for Sponsors	$150.00	Paid by: Booster	$150.00
Room Rate for Students	$808.24		
Number of Rooms 4 x Number of Nights = 2		Paid by: Booster	$808.24
Room Rate for Sponsors	$404.12		
Number of Rooms 2 x Number of Nights = 2		Paid by: Booster	$404.12
Number of Days Substitute Will Be Required: 3		Paid by: Athletics	
# of days ___ x $70.00 = ___ x # of sponsors ___ =			$210.00
		Estimated Total Costs:	$2562.36

Sponsor Signature: Cody Little Digitally signed by Cody Little DN: cn=Cody Little, o, ou, email=littlec@mustangps.org, c=US Date: 2014.07.31 15:17:11 -05'00' (Date)

Approved by Principal _____ (Date)

Approved by District Athletic Director (if applicable) _____ 7/31/14 (Date)

Approved by Deputy Superintendent _____ 8/5/14 (Date)

Revised: 09-11

MUSTANG PUBLIC SCHOOLS
Use of Facility Form

GENERAL INFORMATION

APPLICANT:

Organization: OK Swish Basketball

Name of Applicant: Robert Foreman

Billing Address: 14300 SW 89 Mustang 73064

E-mail Address: FOREMANR@MUSTANGPS.ORG Telephone (Cell) 850-4334

Contact Person: Robert Foreman Telephone (Other)

EVENT DETAILS:

Name of Activity: OK Swish Basketball

Purpose of Activity: Basketball Practice

Date(s)/Day(s) Requested: M, Tu, Thur 8/2014 - 7/2015

Facility **Entry** Time: 6 am (pm) Facility **Exit** Time: 9 am (pm)

Actual Performance (if applicable) Start Time: _____am pm End Time: _____ am pm

Expected number of participants: _____ Expected number of audience (if applicable): _____

RESPONSIBILITIES OF THE APPLICANT:

- Read the Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form, 2030C. A copy of the board approved rental sheet is enclosed for your use in completing this form.
- Read and sign Felony Check and Sex Offender Registry statement (2030D). This form needs to be **notarized.**
- Provide a **certificate of insurance** for each request. It is the responsibility of the organization to provide a copy of an updated insurance verification if the certificate expires during the timeframe that the facility and/or grounds have been approved for use.
- I understand that upon completion of the request form, it must be returned to the MPS Administration Building Secretary along with the certificate of insurance and the Felony Checks and Sex Offender Registry form **30 days prior to the regularly scheduled board meeting.**
- Pending board approval, I understand that expenses for all facility usage will be billed following completion of the event and will be **payable upon receipt of invoice. Failure to promptly settle financial obligations will void future facility usage requests.**

INSURANCE REQUIREMENTS:

The user shall file a liability insurance policy with the **Mustang Board of Education**. Limits of liability shall not be less than:

$100,000.00	Property Damage
$100,000.00	Personal Injury each accident or occurrence
$100,000.00	Aggregated (all claims for anyone occurrence)

The policy shall reflect an additional named insured: **Mustang Board of Education**
Mustang Public School District I-69
Mustang, Oklahoma 73064

Current Insurance Verification Provided: (Yes) No Expires: 8-31-2014
*WILL SEND RENEWAL NOTICE

FACILITY REQUESTED **(Please refer to Policy # 2030A for the rental fees)**

High School
- Cafeteria
- Kitchen
- Commons area
- Wrestling Room
- MHS soccer practice field
- Classrooms

MMS
- Cafeteria
- Kitchen
- Wrestling Room
- Gymnasium
- Softball field
- Classrooms

MNMS
- Cafeteria
- Kitchen
- Commons Gym
- Gymnasium
- Softball/baseball field
- Classrooms

Horizon Intermediate
- Main Gym Only

Elementary Schools (Please select a site)
- Mustang Elementary
- Centennial Elementary
- (Lakehoma Elementary)
- Trails Elementary
- Creek Elementary
- Valley Elementary

Facility
- Cafeteria
- Kitchen
- (Gymnasium)
- Playing Field
- Classrooms

Custodial Fees: Custodial fees apply for the use of cafeterias, gymnasiums, wrestling rooms and classrooms. Fees are only charged for Saturday and/or Sunday use with a two (2) hour minimum.

Number of participants:_____ Number of Mustang students participating: _____

Will admission be charged: Yes (No)

Special Equipment Needed: N/A

AGREEMENT:

- We (I), OK Swish Basketball understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.

- We (I), assume full liability for the care and the use of the facility and agree not to hold the school district liable for anything arising of our (my) use of the Mustang Public School facility. We (I) certify that no registered sex offenders are working this/these events(s).

- We (I) further agree to indemnify and save harmless the Mustang School District and the Mustang Board of Education from and against any and all claims and demands whether for injuries to persons or loss of life, or damage to property occurring within the Mustang Schools facility and arising out of the use and occupancy of said facility by us (me), our (my) employees, guests, members, participants and invitees.

Representative's Signature: Robert Fe Date: 7/2/2014

OFFICE USE ONLY:

Estimated Charge for Use of Facility

Rental of Facility: Custodial Costs: Other:

TOTAL COST:

Signatures:

Use of Facilities Coordinator: Date: 7-3-14

Athletic Director (If applicable): Date:

Deputy Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

2030D

FELONY CHECKS & SEX OFFENDER REGISTRY

As a representative of the organization that is requesting to use a Mustang Public School facility and/or grounds, this letter is to acknowledge that all the employees/coaches of the organization have clean felony checks and are not listed as sex offenders.

Robert T — 7/30/14

Signature of Representative — Date

STATE OF: Oklahoma

COUNTY OF: Canadian

Subscribed and sworn to before me this 30th day of July, 2014.

T Hannaford

Signature of Notary Public

T HANNAFORD
Notary Public
State of Oklahoma
Commission # 12008788
My Commission Expires Sep 18, 2016
SEAL

Adopted: 08-14-06

VERIFICATION OF INSURANCE
FOR THE AMATEUR ATHLETIC UNION OF THE U.S., INC. AND ITS MEMBER CLUBS

GENERAL INFORMATION This document verifies insurance coverage for the Amateur Athletic Union of the United States, Inc. Member clubs have coverage as shown below from the date of enrollment and acceptance in the AAU. Expiration date is August 31st annually.

COVERAGE DATES: 07/17/2014 - 8/31/2014

This verification is issued as a matter of information only and confers no rights. This verification does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies below. This verification of insurance does not constitute a contract between the issuing insurer (s), authorized representative or producer.

PRODUCER
Inusrance Office of America, Inc.
P.O. Box 162207
Altamonte Springs, FL
32716-2207

INSURED
Amateur Athletic Union of the U.S., Inc.
Walt Disney World Resort
P.O. Box 10000
Lake Buena Vista, FL 32830-1000
(407) 934-7200

MEMBER CLUB INSURED **CLUB CODE:** **WW68Y6**
Oklahoma Swish Basketball
3725 Joshua Lane
Moore, OK 73165
Enrollment Date: 7/17/2014 9:46:00AM

INSURER(S) AFFORDING COVERAGE

Company **A** Standard Security Life - NAIC #69078

Company **B** Philadelphia Insurance Company – NAIC #18058

*For box below, INSR LTR refers to Company A or B.

COVERAGES - This is to certify that the policy(ies) of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policy(ies) described herein is subject to all the terms, exclusions, and conditions of such policy(ies), limits shown may have been reduced by paid claims.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	COVERAGE EFF. DATE (MM/DD/YY)	COVERAGE EXP. DATE (MM/DD/YY)	COVERAGES	LIMITS
A	Participant Accident	SRU0001543	9/01/2013 12:01 AM.	9/1/2014 12:01 AM.	Accident Medical Accidental Death and Dismemberment	50,000 10,000
B	Excess Liability	PHUB728908	9/01/2013 12:01 AM.	9/1/2014 12:01 AM.	Each Occurrance Per Club Policy Aggregate Per Club	9,000,000 9,000,000
B	General Liability	PHPK1051166	9/01/2013 12:01 AM.	9/1/2014 12:01 AM.	Each Occurrence Limit General Aggregate Limit Per Club Participant Legal Liability Personal and Advertising Injury Limit Products-Completed Operations Fire Damage to premises Rented to You (Any One Premises) Medical Expenses Limit (Any One Person) Sexual Abuse Liability Sexual Abuse Aggregate	1,000,000 3,000,000 1,000,000 1,000,000 3,000,000 1,000,000 5,000 1,000,000 2,000,000

ADDITIONAL INFORMATION / RESTRICTIONS / SPECIAL ITEMS

For said club to have coverage, all membership requirements in the AAU must be met.

For said club to have Extended Coverage (AB) program, all membership requirements in the AAU AB program must be met.

CANCELLATION – Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. But, failure to mail such notices shall impose no obligation for liability of any kind upon the insurer, its agents or representatives.
REVOCATION OF MEMBERSHIP - will result in cancellation of coverage.

Authorized Representative

Verification No. WW68Y6

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InsSpecimenCertClub.rpt

PRACTICE THIRD PARTY CERTIFICATE OF INSURANCE
AMATEUR ATHLETIC UNION OF THE U.S., INC.

CERTIFICATE HOLDER
Trails Elementary
12025 SW 15
Yukon, OK 73099

COVERAGE DATES:
08/23/2014 - 8/31/2014

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies below. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.

PRODUCER
Insurance Office of America, Inc.
P.O. Box 162207
Altamonte Springs, FL 32716-2207

INSURED
Amateur Athletic Union of the U.S., Inc.
Walt Disney World Resort
P.O. Box 10000
Lake Buena Vista, FL 32830-1000
(407) 934-7200

MEMBER CLUB INSURED **CERTIFICATE ID: 4KOKT535**
CLUB CODE: WW68Y6
Oklahoma Swish Basketball
3725 Joshua Lane
Moore, OK 73165

INSURER(S) AFFORDING COVERAGE

Company **A** Standard Security Life - NAIC #69078

Company **B** Philadelphia Insurance Company – NAIC #18058

*For box below, INSR LTR refers to Company A or B.

COVERAGES - This is to certify that the policy(ies) of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policy(ies) described herein is subject to all the terms, exclusions, and conditions of such policy(ies), limits shown may have been reduced by paid claims.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	COVERAGE EFF. DATE (MM/DD/YY)	COVERAGE EXP. DATE (MM/DD/YY)	COVERAGES	LIMITS
A	Participant Accident	SRU0001543	9/01/2013 12:01 AM.	9/01/2014 12:01 AM.	Accident Medical Accidental Death and Dismemberment	50,000 10,000
B	Excess Liability	PHUB728908	9/01/2013 12:01 AM.	9/01/2014 12:01 AM.	Each Occurrence Per Club Policy Aggregate Per Club	9,000,000 9,000,000
B	General Liability	PHPK1051166	9/01/2013 12:01 AM.	9/01/2014 12:01 AM.	Each Occurrence Limit General Aggregate Limit Per Club Participant Legal Liability Personal and Advertising Injury Limit Products-Completed Operations Fire Damage to premises Rented to You (Any One Premises) Medical Expenses Limit (Any One Person) Sexual Abuse Liability Sexual Abuse Aggregate	1,000,000 3,000,000 1,000,000 1,000,000 3,000,000 1,000,000 5,000 1,000,000 2,000,000

ADDITIONAL INFORMATION / RESTRICTIONS / SPECIAL ITEMS

Coverage applies to Oklahoma Swish Basketball, Sanction # 4KOKT535 Practice, Oklahoma Swish Basketball from 08/23/2014 through 08/31/2014, for the gross negligence and/or liabilities of the AAU Club(s) or registered members. For said club to have coverage, all membership requirements in the AAU must be met.

The Certificate holder shall be an Additional Insured, but only with respect to the operations of the Named Insured, subject to the provisions and limitations of the policy(ies), attached CG 20 26 11 85 applies.

CANCELLATION – Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. But, failure to mail such notices shall impose no obligation for liability of any kind upon the insurer, its agents or representatives.
REVOCATION OF MEMBERSHIP - will result in cancellation of coverage.

FACILITY OWNER SHOULD VERIFY THIS CERTIFICATE.
Go to www.aausports.org , Insurance Overview, and choose 'Print/View' > Certificates

Authorized Representative

Certificate No. 20140191

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inscertfacility.rpt

POLICY NUMBER: PHPK1051166 COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization: Trails Elementary
12025 SW 15
Yukon, OK 73099

Event: Practice, Oklahoma Swish Basketball

Date: 08/23/2014 through 08/31/2014

THE ABOVE PERSON OR ORGANIZATION IS ADDITIONAL INSURED AS REQUIRED BY WRITTEN CONTRACT.

endorsement # 20140191

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

FACILITY OWNED. THIS CERTIFICATE IS VALID FOR PRACTICES ONLY.

PRACTICE THIRD PARTY CERTIFICATE OF INSURANCE
AMATEUR ATHLETIC UNION OF THE U.S., INC.

CERTIFICATE HOLDER	Lakehoma Elementary 224 S Clear Springs Rd Mustang, OK 73064
COVERAGE DATES:	08/23/2014 - 8/31/2014

This certificate is issued as a matter of information only and confers no rights upon the certificate holder. This certificate does not affirmatively or negatively amend, extend or alter the coverage afforded by the policies below. This certificate of insurance does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder.

PRODUCER	**INSURED**	**MEMBER CLUB INSURED**
Insurance Office of America, Inc. P.O. Box 162207 Altamonte Springs, FL 32716-2207	Amateur Athletic Union of the U.S., Inc. Walt Disney World Resort P.O. Box 10000 Lake Buena Vista, FL 32830-1000 (407) 934-7200	Oklahoma Swish Basketball 3725 Joshua Lane Moore, OK 73165 **CERTIFICATE ID: 4KOKT535** **CLUB CODE: WW68Y6**

INSURER(S) AFFORDING COVERAGE

Company **A** Standard Security Life - NAIC #69078

Company **B** Philadelphia Insurance Company – NAIC #18058

*For box below, INSR LTR refers to Company A or B.

COVERAGES - This is to certify that the policy(ies) of insurance listed below have been issued to the insured named above for the policy period indicated. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the policy(ies) described herein is subject to all the terms, exclusions, and conditions of such policy(ies), limits shown may have been reduced by paid claims.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	COVERAGE EFF. DATE (MM/DD/YY)	COVERAGE EXP. DATE (MM/DD/YY)	COVERAGES	LIMITS
A	Participant Accident	SRU0001543	9/01/2013 12:01 AM.	9/01/2014 12:01 AM.	Accident Medical Accidental Death and Dismemberment	50,000 10,000
B	Excess Liability	PHUB728908	9/01/2013 12:01 AM.	9/01/2014 12:01 AM.	Each Occurrence Per Club Policy Aggregate Per Club	9,000,000 9,000,000
B	General Liability	PHPK1051166	9/01/2013 12:01 AM.	9/01/2014 12:01 AM.	Each Occurrence Limit General Aggregate Limit Per Club Participant Legal Liability Personal and Advertising Injury Limit Products-Completed Operations Fire Damage to premises Rented to You (Any One Premises) Medical Expenses Limit (Any One Person) Sexual Abuse Liability Sexual Abuse Aggregate	1,000,000 3,000,000 1,000,000 1,000,000 3,000,000 1,000,000 5,000 1,000,000 2,000,000

ADDITIONAL INFORMATION / RESTRICTIONS / SPECIAL ITEMS

Coverage applies to Oklahoma Swish Basketball, Sanction # 4KOKT535 Practice, Oklahoma Swish Basketball from 08/23/2014 through 08/31/2014, for the gross negligence and/or liabilities of the AAU Club(s) or registered members. For said club to have coverage, all membership requirements in the AAU must be met.

The Certificate holder shall be an Additional Insured, but only with respect to the operations of the Named Insured, subject to the provisions and limitations of the policy(ies), attached CG 20 26 11 85 applies.

CANCELLATION – Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. But, failure to mail such notices shall impose no obligation for liability of any kind upon the insurer, its agents or representatives.
REVOCATION OF MEMBERSHIP - will result in cancellation of coverage.

FACILITY OWNER SHOULD VERIFY THIS CERTIFICATE.
Go to www.aausports.org , Insurance Overview, and choose 'Print/View' > Certificates

Authorized Representative

Certificate No. 20140191

3

inscertfacility.rpt

POLICY NUMBER: PHPK1051166 COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART.

SCHEDULE

Name of Person or Organization: Lakehoma Elementary
224 S Clear Springs Rd
Mustang, OK 73064

Event: Practice, Oklahoma Swish Basketball

Date: 08/23/2014 through 08/31/2014

THE ABOVE PERSON OR ORGANIZATION IS ADDITIONAL INSURED AS REQUIRED BY WRITTEN CONTRACT.

FACILITY OWNED.
THIS CERTIFICATE
IS VALID FOR
PRACTICES ONLY.

endorsement # 20140191

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule as an insured but only with respect to liability arising out of your operations or premises owned by or rented to you.

Copyright, Insurance Services Office, Inc., 1984

Creek - Practice

MUSTANG PUBLIC SCHOOLS

Use of Facility Form

GENERAL INFORMATION

APPLICANT:

Organization: Optimist Club of Mustang

Name of Applicant: Ray Meier

Billing Address: P.O. Box 581, Mustang, Ok 73064

E-mail Address: ray.ctr.meier@faa.gov Telephone (Cell) 405-517-4123

Contact Person: Ray Meier Telephone (Other) 405-954-4648

EVENT DETAILS:

Name of Activity: Youth Basketball

Purpose of Activity: Provide organized basketball for boys & girls ages 6-14

Date(s)/Day(s) Requested: Mon, Tue, Thur, Fri from 8/18/14 to 2/27/15

Facility **Entry** Time: 6:00 am (pm) Facility **Exit** Time: 9:00 am (pm)

Actual Performance (if applicable) Start Time: 6:00 am (pm) End Time: 9:00 am (pm)

Expected number of participants: 60 per night Expected number of audience (if applicable): parents

RESPONSIBILITIES OF THE APPLICANT:

- Read the Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form, 2030C. A copy of the board approved rental sheet is enclosed for your use in completing this form.
- Read and sign Felony Check and Sex Offender Registry statement (2030D). This form needs to be **notarized.**
- Provide a **certificate of insurance** for each request. It is the responsibility of the organization to provide a copy of an updated insurance verification if the certificate expires during the timeframe that the facility and/or grounds have been approved for use.
- I understand that upon completion of the request form, it must be returned to the MPS Administration Building Secretary along with the certificate of insurance and the Felony Checks and Sex Offender Registry form **30 days prior to the regularly scheduled board meeting.**
- Pending board approval, I understand that expenses for all facility usage will be billed following completion of the event and will be **payable upon receipt of invoice. Failure to promptly settle financial obligations will void future facility usage requests.**

INSURANCE REQUIREMENTS:

The user shall file a liability insurance policy with the **Mustang Board of Education**. Limits of liability shall not be less than:

$100,000.00	Property Damage
$100,000.00	Personal Injury each accident or occurrence
$100,000.00	Aggregated (all claims for anyone occurrence)

The policy shall reflect an additional named insured: **Mustang Board of Education**
Mustang Public School District I-69
Mustang, Oklahoma 73064

Current Insurance Verification Provided: (Yes) No Expires: 5/1/15

FACILITY REQUESTED **(Please refer to Policy # 2030A for the rental fees)**

High School
- Cafeteria
- Kitchen
- Commons area
- Wrestling Room
- MHS soccer practice field
- Classrooms

MMS
- Cafeteria
- Kitchen
- Wrestling Room
- Gymnasium
- Softball field
- Classrooms

MNMS
- Cafeteria
- Kitchen
- Commons Gym
- Gymnasium
- Softball/baseball field
- Classrooms

Horizon Intermediate
- Main Gymnasium

Canyon Ridge Intermediate
- Gymnasium
- Cafetorium (Cafeteria and Stage Area)

Elementary Schools (Please select a site)
- Mustang Elementary
- Centennial Elementary
- Lakehoma Elementary
- Trails Elementary
- (Creek Elementary)
- Valley Elementary

Facility
- Cafeteria
- Kitchen
- (Gymnasium)
- Playing Field
- Classrooms

Custodial Fees: Custodial fees apply for the use of cafeterias, gymnasiums, wrestling rooms and classrooms. Fees are only charged for Saturday and/or Sunday use with a two (2) hour minimum.

Number of participants: 60 per night Number of Mustang students participating: 60 per night

Will admission be charged: Yes (No)

Special Equipment Needed: None

AGREEMENT:

- We (I), Ray Mercer understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.
- We (I), assume full liability for the care and the use of the facility and agree not to hold the school district liable for anything arising of our (my) use of the Mustang Public School facility. We (I) certify that no registered sex offenders are working this/these events(s).
- We (I) further agree to indemnify and save harmless the Mustang School District and the Mustang Board of Education from and against any and all claims and demands whether for injuries to persons or loss of life, or damage to property occurring within the Mustang Schools facility and arising out of the use and occupancy of said facility by us (me), our (my) employees, guests, members, participants and invitees.

Representative's Signature: Ray Mercer Date: 7/24/14

OFFICE USE ONLY:

Estimated Charge for Use of Facility

Rental of Facility: Custodial Costs: Other:

TOTAL COST:

Signatures:

Use of Facilities Coordinator: Date: 8-1-14

Athletic Director (If applicable): Date:

Deputy Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

2030D

FELONY CHECKS & SEX OFFENDER REGISTRY

As a representative of the organization that is requesting to use a Mustang Public School facility and/or grounds, this letter is to acknowledge that all the employees/coaches of the organization have clean felony checks and are not listed as sex offenders.

Ray D. Lee — 7/31/14

Signature of Representative — Date

STATE OF: Oklahoma

COUNTY OF: Canadian

Subscribed and sworn to before me this 31st day of July, 2014

Kate Jones

Signature of Notary Public

KATE JONES NOTARY # 11006884 EXP. 08/02/15 SEAL PUBLIC STATE OF OKLAHOMA

Adopted: 08-14-06

MERCER

Mercer Consumer
a service of Mercer Health &
Benefits Administration LLC
PO Box 14575
Des Moines, IA 50306
Phone: 1-800-503-9227

Optimist International Certificate of Insurance Request Form

Are you a current, active member of your organization? ☒ Yes ☐ No

This Certificate request form is for professional individuals, clubs, and chapters.

Club/Chapter Name: Optimist Club of Mustang

Policy Number or Client Number (www.oiclubinsurance.com , Insurance Products, Optimist Club Liability, Summary of Insurance): 07114

Name, Title, & Address of insured/Member Requesting Certificate: Ray Meier
1830 W. Laura
Mustang, Ok 73064

Telephone Number: 405-517-4173

Email Address: rmeier5@cox.net

How would you like the Certificate of Insurance sent to you?

Fax to: ☐ Insured: ☐ Certificate Holder:

Email to: ☒ Insured: ☒ Certificate Holder: GreenA@mustangPS.org

Mail to: ☐ Insured: ☐ Certificate Holder:

1. **Name of event:** Youth Basketball, boys and girls
2. **Location of the event (Name and Address):** 8 gyms spread across school district
3. **Date of the event/function:** 8/14/14 - 3/10/15
4. **Name of entity (including mailing address) requesting proof of liability coverage:** Mustang Public Schools
906 S. Heights Dr.
Mustang, Ok 73064

***PLEASE ADVISE IF ENTITY IS A CITY, COUNTY OR STATE ORGANIZATION ☐ Yes ☒ No

***IF THE LIMIT OF LIABILITY IS OUTSIDE THE NORMAL LIMITS (1/MIL PER OCCURRENCE/2MIL PER AGGREGATE) PLEASE INDICATE HERE THE REQUIRED LIMITS._____

MERCER

Mercer Consumer
a service of Mercer Health &
Benefits Administration LLC
PO Box 14575
Des Moines, IA 50306
Phone: 1-800-503-9227

5. Is the entity requesting to be named as an Additional Insured? ☒ Yes ☐ No
   - Does the additional insured own the event location? ☒ Yes ☐ No
   - If no, please provide explanation of relationship between your club and the entity requesting the Additional Insured status:

6. With regards to this event is your club/group:
   - Sponsoring ☒ Yes ☐ No
   - Volunteering ☒ Yes ☐ No
   - Participating ☐ Yes ☒ No

7. Please list your/your club's function and/or activities for the event (Explain exactly what your role is with respect to the event. More information is needed other than simply "sponsoring/volunteering): Optimist members organize teams to compete with other local town teams. We supervise on game days and operate Gate, Concession, score clock.
   - Please explain the Additional Insured's role/actions in the event:
   - Is alcohol being served? ☐ Yes ☒ No
   - Is food being served? ☐ Yes ☒ No
   - Is this an athletic event? ☒ Yes ☐ No
   - Are you using trailers / mobile equipment? ☐ Yes ☒ No

Important-Mercer Consumer is unable to process incomplete and/or unsigned Certificate requests.

Signature: Ray D. Hess Date: 7/30/14

Please fax or email your request to: Fax-515-365-3005 or Email-PLSDTEAM.service@mercer.com

Transmission Log

AJW-223 Wednesday, 2014-07-30 14:02 4059543041

Date	Time	Type	Job #	Length	Speed	Station Name/Number	Pgs	Status
2014-07-30	14:01	SCAN	03990	0:21	26400	212 345-5000	2	OK -- V.34 AM31

MERCER

Mercer Consumer
a service of Mercer Health & Benefits Administration LLC
PO Box 14575
Des Moines, IA 50306
Phone: 1-800-503-9227

Optimist International Certificate of Insurance Request Form

Are you a current, active member of your organization? ☒ Yes ☐ No

This Certificate request form is for professional individuals, clubs, and chapters.

Club/Chapter Name: Optimist Club of Mustang

Policy Number or Client Number (www.oiclubinsurance.com, Insurance Products, Optimist Club Liability, Summary of Insurance): 07114

Name, Title, & Address of insured/Member Requesting Certificate: Ray Meier
1830 w. Laura
Mustang, Ok 73064

Telephone Number: 405-517-4173

Email Address: rmeier5@cox.net

How would you like the Certificate of Insurance sent to you?

Fax to: ☐ Insured: ☐ Certificate Holder:

Email to: ☒ Insured: ☒ Certificate Holder: GreenA@mustangPS.org

Mail to: ☐ Insured: ☐ Certificate Holder:

1. Name of event: Youth Basketball, boys and girls
2. Location of the event (Name and Address): 6 gyms spread across school district
3. Date of the event/function: 8/14/14 - 3/10/15
4. Name of entity (including mailing address) requesting proof of liability coverage: Mustang Public School 906 S. Heights Dr Mustang, Ok 73064

***PLEASE ADVISE IF ENTITY IS A CITY, COUNTY OR STATE ORGANIZATION ☐ Yes ☒ No

***IF THE LIMIT OF LIABILITY IS OUTSIDE THE NORMAL LIMITS (1/MIL PER OCCURRENCE/2MIL PER AGGREGATE) PLEASE INDICATE HERE THE REQUIRED LIMITS._____

TALENT • HEALTH • RETIREMENT • INVESTMENTS

MARSH & McLENNAN COMPANIES

Effective May 1, 2014

SUMMARY OF INSURANCE

Coverage depends on the actual facts of each case and the terms conditions and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

Attention Canadian Clubs: Mercer Consumer no longer writes coverage for your clubs as of May, 2012. Please contact 1-800-363-7151 for information on Insurance for Optimist Canada.

Named Insureds: Optimist International, Inc., Optimist International Foundation, Optimist Districts and Optimist Clubs, Member Club Foundations, Optimist Collegiate Clubs, Youth Clubs (including Junior Optimist and Octagon), Optimist International Youth Program Foundation, Inc., Corporate Partner and Optimist Clubs, and their individual Club Members.

GENERAL LIABILITY INSURANCE (U.S. Only)

Policy Term:	Policy Number:	Carrier:	Limits of Liability:	Type of Coverage:
May 1, 2014 – May 1, 2015	01-LX-000917052	New Hampshire Insurance Co. (AIG)	$1,000,000 (US)	Per Occurrence
			$1,000,000 (US)	Products/Completed Operations
			$2,000,000 (US)	General Aggregate
			$1,000,000 (US)	Personal & Advertising Injury

Designated Limit provided to each Club (CG2504)

MAJOR EXCLUSIONS TO GENERAL LIABILITY POLICY

- Any Premises owned in the name of any Optimist Club, Subsidiary Entity or Extended Named Insureds. (See Q&A section for more details).
- Medical Payments
- Abuse or Molestation
- Motorized activity, including aircraft or watercraft
- All Boxing Activities
- Club Members as sports participants
- Political Events
- Shooting/Firearms
- Asbestos, Silica, Lead, Fungi, Bacteria
- Igniting or Discharging of Fireworks
- Professional Services including Medical or Counseling
- Operation or Maintenance of any mechanically operated amusement devices, with respect to Carnivals, Circuses or Fairs
- Workers Compensation or Employers Liability
- Pollution

DIRECTORS & OFFICERS HIRED AND NON-OWNED AUTOMOBILE LIABILITY

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2014 – May 1, 2015	01-LX-000917052	New Hampshire Insurance Co. (AIG)	$1,000,000 (US)	By Endorsement to General Liability
				Limited to the Directors & Officers only

MAJOR EXCLUSIONS TO DIRECTORS & OFFICERS HIRED & NON-OWNED AUTO LIABILITY

Transportation of participants

Autos owned in the name of Optimist Clubs or Foundations (US Only)

GENERAL LIABILITY AND NON-OWNED AUTOMOBILE LIABILITY INSURANCE (OUTSIDE U.S. & CANADA)

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2013 – May 1, 2016	PHFD38424336001	Acc USA	$1,000,000 (US)	Each Occurrence
			$2,000,000 (US)	Aggregate Limit - Products/Completed Operations
			$1,000,000 (US)	Premises Damage Limit

NOTE: This policy covers authorized Clubs outside the US & Canada.

GENERAL LIABILITY POLICY (OUTSIDE U.S. & CANADA)

COVERAGE: Commercial General Liability (excess & DIC over valid & collectible primary insurance)

Products/Completed Operations Defense & Supplementary Costs	Personal & Advertising Injury Worldwide Coverage & Jurisdictions (excludes USA)	Contingent Auto Liability coverage not subject to policy aggregate

MAJOR EXCLUSIONS

Professional Liability	Contractual Sole Negligence	Bodily Injury to Athletic Participants	Asbestos
Nuclear Power-related Coverage	Aircraft Liability	Non-owned & Hired Auto Liability to persons under 18 years of age	

UMBRELLA PRIME LIABILITY INSURANCE (U.S. ONLY)

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2014 – May 1, 2015	29-UD-005852309	National Union Fire Insurance Company (AIG)	$10,000,000 (US)	Per Occurrence

*NOTE: This policy covers only those entities insured by the underlying New Hampshire Insurance Company General Liability Policy

MAJOR EXCLUSIONS TO UMBRELLA LIABILITY POLICY

All Exclusions on the New Hampshire General Liability policy;
All Automobile Liability, Foreign Liability and Professional Liability, including:

All Athletic Activities	Liquor Legal Liability	E.R.I.S.A. & Employers Liability	Aircraft Products & Grounding
Abuse or Molestation	Racing & Stunting	Pollution, Silica, Lead Paint, Fungus	D& O Liability
Bungee Jumping	Recreational Vehicles	Trampolines & Rebounding Equipment	Professional Liability
Cross Suits	Automobile Liability	Employee Benefits	Hazards in conjunction with Premises, with sponsored event exception
Political Events	Shooting/Firearms		

For more specific information, please contact: Mercer Consumer, a service of Mercer Health & Benefits Administration LLC, P.O. Box 14521, Des Moines, Iowa, 50306, USA, Telephone 1-800-503-9227 (U.S. Clubs) or FAX (847)803-4649.

TYPICAL QUESTIONS AND ANSWERS FOR U.S. POLICIES

The scenarios summarized below are offered only as examples. Coverage depends on the actual facts of each case and the terms, conditions, and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

Liquor

Q. What is Liquor Legal Liability?
A. Liquor Legal Liability provides coverage for Bodily Injury or Property Damage for which you may become legally liable as the result of contributing to a person's intoxication. This type of coverage is available on a separate policy for those "in the business of manufacturing, selling, serving or furnishing alcoholic beverages" for a fee or in some cases if a license is required for the activity. This is not covered by the Commercial General Liability (CGL) policy.

Q. Does this policy cover the sale of alcoholic beverages?
A. In a limited sense, yes, but see response to question below.
Q. What is host liquor liability?
A. The CGL policy provides host liquor liability for those businesses that are not "in the business of manufacturing, selling, serving or furnishing alcoholic beverages." It provides protection against bodily injury and property damage suits brought by parties injured as the result of an intoxicated guest who was served alcohol at an event your Club sponsored. We recommend checking with your local government official to determine if host liquor coverage is adequate for your event. If Liquor Legal Liability is needed for your event, please contact Mercer Consumer at 1-877-451-4003 for a Special Event quote.

Automobile

Q. Is there liability coverage for automobiles (including buses and trailers) hired by, rented by, or loaned to the Optimist organization?
A. Yes & No. There is coverage for Directors or Officers of the Optimist Clubs and Districts, when they hire a car or use their personal vehicle for Club business. There is no direct coverage for vehicles owned by a Club, its members, or for the transportation of participants.

Q. Is there physical damage coverage for hired or non-owned autos?
A. No. This is liability coverage only.

Q. Are individual Optimist members covered for liability while using their own vehicles at Club activities or while transporting youths?
A. There is no coverage for the Club member. However, if the Club were named in a suit, there may be coverage for the Club in excess of the vehicle owner's limit up to $1,000,000, subject to the policy terms, exclusions, and conditions.

Bodily Injury

Q. Is this an Accident Medical policy?
A. No. This policy covers bodily injury as a result of negligence. If your club is interested in obtaining Accident Medical coverage, please contact our office to further discuss.

General Coverages

Q. Is there Medical Payments coverage for an accident at an Optimist sponsored event regardless of negligence?
A. No. Medical Payments coverage is not provided by this policy; however, any injury should be promptly reported to YORK so that we have advance notice should it turn into a suit later. See claim reporting procedures below.

Q. Is an injury to a non-member caused by an Optimist member assisting on an Optimist project covered?
A. Yes, there may be coverage if there is legal liability resulting from negligence by the Club or Club member.
Q. Does this policy provide products liability coverage?
A. Yes.

Q. Are workers' compensation benefits provided?
A. No. Clubs would need to purchase separate policies for this.

Q. Our Club owns a refreshment trailer from which we sell food and beverages at fairs, carnivals, picnics or other functions. Does our policy cover this?
A. Products Liability for the sale of food and beverages may be covered but the policy affords no coverage for the refreshment trailer itself.

Property

Q. Is there coverage for damage to Optimist owned property?
A. No.

Examples of Types of Events that may be Covered or Not Covered

Q. If our Club contracts with others to conduct a special event, does this policy protect us?
A. Yes, subject to the exclusions and conditions of the policy. Professional show participants are not covered. It is strongly recommended for the Club to request additional insured status on the policies of those you contract with.

Q. If an Optimist club hires an outside vendor to provide professional service for an Optimist event will the Optimist policy extend coverage to the vendor?

A. No. The vendor should have their own coverage in place, and the Club should request proof of coverage being in place prior to the event.

Q. Are athletic events, picnics, parades, pancake days, dances, contests and similar activities covered for claims arising out of injury to the public?
A. Yes, subject to the exclusions and conditions of the policy and when there is legal liability resulting from the Optimist club's negligence.

Q. Is my Club covered for sponsoring or organizing an athletic league or team, such as Tri-Star Program, baseball, football, hockey, etc.?
A. Yes, you may be covered for any athletic activities, except direct injury to any member of an Optimist Club or any boxing events. But, coverage only applies when there is legal liability resulting from negligence of the Optimist club.

Q. My Club is co-sponsoring an event. Is my Club covered in such an activity?
A. Yes, if your club is found legally liable. The General Liability coverage applies to Optimist sponsored and directly controlled activities. It's recommended that your club confirm the other sponsoring organizations have appropriate coverages.

Q. What about Optimist sponsored float trips?
A. Subject to all exclusions, terms and conditions there may be coverage if the club does not own the watercraft, it is less than 26 feet in length and there is no charge for transporting people or property.
Q. If my Club owns a BMX track, a Clubhouse or any other type of property does this policy cover those locations?
A. No, as a property that is owned by your Club, this location is specifically excluded from coverage by the policy. You must get your own premises liability coverage for this location. However, there may be coverage for Optimist sponsored events at the owned premises. Also, racing of any kind is an excluded activity by the policy.

Q. Does this policy cover participants of events such as racing, speed, or demolition contests, etc.?
A. No, All loss related to Autos is excluded under this policy.

Claim Report Procedures

All claims, incidents or notices of a loss regardless of severity or location must be reported to the YORK Claims Intake Center as soon as the Club is made aware. Any delay could result in denial of the claim. The YORK Claims Intake Center is ready to accept new losses and provides four ways for you to submit loss reports:

Fax: 973-404-1040
Telephone: 866-391-9675
Email: yorkclaimsintake@york-claims.com
Mail: York Claims Services, Inc., Attn: Jenai A. Russell, Manager, 99 Cherry Hill Road, Suite 102, Parsippany, NJ 07054

HORIZON AUXILLIARY ~~Hunting~~ - Practice

MUSTANG PUBLIC SCHOOLS

Use of Facility Form

GENERAL INFORMATION

APPLICANT:

Organization: Optimist Club of Mustang

Name of Applicant: Ray Meier

Billing Address: P.O. Box 581, Mustang, Ok 73064

E-mail Address: ray.ctr.meier@faa.gov

Telephone (Cell) 405-517-4173

Contact Person: Ray Meier

Telephone (Other) 405-954-4648

EVENT DETAILS:

Name of Activity: Youth Basketball

Purpose of Activity: Provide organized Basketball for boys & girls ages 6-14

Date(s)/Day(s) Requested: Mon, Tue, Thur, Fri From 8/18/14 to 2/27/15

Facility **Entry** Time: 6:00 am (pm) Facility **Exit** Time: 9:00 am (pm)

Actual Performance (if applicable) Start Time: 6:00 am (pm) End Time: 9:00 am (pm)

Expected number of participants: 60 per night Expected number of audience (if applicable): Parents

RESPONSIBILITIES OF THE APPLICANT:

- Read the Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form, 2030C. A copy of the board approved rental sheet is enclosed for your use in completing this form.
- Read and sign Felony Check and Sex Offender Registry statement (2030D). This form needs to be **notarized.**
- Provide a **certificate of insurance** for each request. It is the responsibility of the organization to provide a copy of an updated insurance verification if the certificate expires during the timeframe that the facility and/or grounds have been approved for use.
- I understand that upon completion of the request form, it must be returned to the MPS Administration Building Secretary along with the certificate of insurance and the Felony Checks and Sex Offender Registry form **30 days prior to the regularly scheduled board meeting.**
- Pending board approval, I understand that expenses for all facility usage will be billed following completion of the event and will be **payable upon receipt of invoice. Failure to promptly settle financial obligations will void future facility usage requests.**

INSURANCE REQUIREMENTS:

The user shall file a liability insurance policy with the **Mustang Board of Education**. Limits of liability shall not be less than:

$100,000.00	Property Damage
$100,000.00	Personal Injury each accident or occurrence
$100,000.00	Aggregated (all claims for anyone occurrence)

The policy shall reflect an additional named insured: **Mustang Board of Education**
Mustang Public School District I-69
Mustang, Oklahoma 73064

Current Insurance Verification Provided: (Yes) No Expires: 5/1/15

FACILITY REQUESTED **(Please refer to Policy # 2030A for the rental fees)**

High School
- Cafeteria
- Kitchen
- Commons area
- Wrestling Room
- MHS soccer practice field
- Classrooms

MMS
- Cafeteria
- Kitchen
- Wrestling Room
- Gymnasium
- Softball field
- Classrooms

MNMS
- Cafeteria
- Kitchen
- Commons Gym
- Gymnasium
- Softball/baseball field
- Classrooms

Horizon Intermediate
- ~~Main Gymnasium~~ AUXILLIARY GYMNASIUM

Canyon Ridge Intermediate
- Gymnasium
- Cafetorium (Cafeteria and Stage Area)

Elementary Schools (Please select a site)
- Mustang Elementary
- Centennial Elementary
- Lakehoma Elementary
- Trails Elementary
- Creek Elementary
- ~~Valley Elementary~~

Facility
- Cafeteria
- Kitchen
- ~~Gymnasium~~
- Playing Field
- Classrooms

Custodial Fees: Custodial fees apply for the use of cafeterias, gymnasiums, wrestling rooms and classrooms. Fees are only charged for Saturday and/or Sunday use with a two (2) hour minimum.

Number of participants: 60 per night Number of Mustang students participating: 60

Will admission be charged: Yes (No)

Special Equipment Needed: None

AGREEMENT:

- We (I), Ray Meier understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.
- We (I), assume full liability for the care and the use of the facility and agree not to hold the school district liable for anything arising of our (my) use of the Mustang Public School facility. We (I) certify that no registered sex offenders are working this/these events(s).
- We (I) further agree to indemnify and save harmless the Mustang School District and the Mustang Board of Education from and against any and all claims and demands whether for injuries to persons or loss of life, or damage to property occurring within the Mustang Schools facility and arising out of the use and occupancy of said facility by us (me), our (my) employees, guests, members, participants and invitees.

Representative's Signature: Ray Meier Date: 7/29/14

OFFICE USE ONLY:

Estimated Charge for Use of Facility

Rental of Facility: Custodial Costs: Other:

TOTAL COST:

Signatures:

Use of Facilities Coordinator: Date: 8-1-14

Athletic Director (If applicable): Date:

Deputy Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

2030D

FELONY CHECKS & SEX OFFENDER REGISTRY

As a representative of the organization that is requesting to use a Mustang Public School facility and/or grounds, this letter is to acknowledge that all the employees/coaches of the organization have clean felony checks and are not listed as sex offenders.

Signature of Representative

7/31/14
Date

STATE OF: Oklahoma

COUNTY OF: Canadian

Subscribed and sworn to before me this 31st day of July, 2014

Signature of Notary Public

KATE JONES NOTARY # 11006884 EXP. 08/02/15 SEAL PUBLIC STATE OF OKLAHOMA

Adopted: 08-14-06

MERCER

Mercer Consumer
a service of Mercer Health &
Benefits Administration LLC
PO Box 14575
Des Moines, IA 50306
Phone: 1-800-503-9227

Optimist International Certificate of Insurance Request Form

Are you a current, active member of your organization? ☒ Yes ☐ No

This Certificate request form is for professional individuals, clubs, and chapters.

Club/Chapter Name: Optimist Club of Mustang

Policy Number or Client Number (www.oiclubinsurance.com , Insurance Products, Optimist Club Liability, Summary of Insurance): 07114

Name, Title, & Address of insured/Member Requesting Certificate: Ray Meier
1830 W. Laura
Mustang, Ok 73064

Telephone Number: 405-517-4173

Email Address: rmeier5@cox.net

How would you like the Certificate of Insurance sent to you?

Fax to: ☐ Insured: ☐ Certificate Holder:

Email to: ☒ Insured: ☒ Certificate Holder: GreenA@mustangPS.org

Mail to: ☐ Insured: ☐ Certificate Holder:

1. **Name of event:** Youth Basketball, boys and girls
2. **Location of the event (Name and Address):** 8 gyms spread across school district
3. **Date of the event/function:** 8/14/14 - 3/10/15
4. **Name of entity (including mailing address) requesting proof of liability coverage:** Mustang Public Schools
906 S. Heights Dr.
Mustang, Ok 73064

***PLEASE ADVISE IF ENTITY IS A CITY, COUNTY OR STATE ORGANIZATION ☐ Yes ☒ No

***IF THE LIMIT OF LIABILITY IS OUTSIDE THE NORMAL LIMITS (1/MIL PER OCCURRENCE/2MIL PER AGGREGATE) PLEASE INDICATE HERE THE REQUIRED LIMITS._____

MERCER

Mercer Consumer
a service of Mercer Health &
Benefits Administration LLC
PO Box 14575
Des Moines, IA 50306
Phone: 1-800-503-9227

5. Is the entity requesting to be named as an Additional Insured? ☒ Yes ☐ No
   - Does the additional insured own the event location? ☒ Yes ☐ No
   - If no, please provide explanation of relationship between your club and the entity requesting the Additional Insured status:

6. With regards to this event is your club/group:
   - Sponsoring ☒ Yes ☐ No
   - Volunteering ☒ Yes ☐ No
   - Participating ☐ Yes ☒ No

7. Please list your/your club's function and/or activities for the event (Explain exactly what your role is with respect to the event. More information is needed other than simply "sponsoring/volunteering): optimist members organize teams to compete with other local town teams. We supervise on game days and operate Gate, Concession, score clock.
   - Please explain the Additional Insured's role/actions in the event:
   - Is alcohol being served? ☐ Yes ☒ No
   - Is food being served? ☐ Yes ☒ No
   - Is this an athletic event? ☒ Yes ☐ No
   - Are you using trailers / mobile equipment? ☐ Yes ☒ No

Important-Mercer Consumer is unable to process incomplete and/or unsigned Certificate requests.

Signature: Ray D. Hess Date: 7/30/14

Please fax or email your request to: Fax-515-365-3005 or Email-PLSDTEAM.service@mercer.com

Transmission Log

AJW-223 Wednesday, 2014-07-30 14:02 4059543041

Date	Time	Type	Job #	Length	Speed	Station Name/Number	Pgs	Status
2014-07-30	14:01	SCAN	03990	0:21	26400	212 345-5000	2	OK -- V.34 AM31

MERCER

Mercer Consumer
a service of Mercer Health & Benefits Administration LLC
PO Box 14575
Des Moines, IA 50306
Phone: 1-800-503-9227

Optimist International Certificate of Insurance Request Form

Are you a current, active member of your organization? ☒ Yes ☐ No

This Certificate request form is for professional individuals, clubs, and chapters.

Club/Chapter Name: Optimist Club of Mustang

Policy Number or Client Number (www.oiclubinsurance.com, Insurance Products, Optimist Club Liability, Summary of Insurance): 07114

Name, Title, & Address of insured/Member Requesting Certificate: Ray Meier
1830 W. Laura
Mustang, Ok 73064

Telephone Number: 405-517-4173

Email Address: rmeier5@cox.net

How would you like the Certificate of Insurance sent to you?

Fax to: ☐ Insured: ☐ Certificate Holder:

Email to: ☒ Insured: ☑ Certificate Holder: Green A@mustangPS.org

Mail to: ☐ Insured: ☐ Certificate Holder:

1. Name of event: Youth Basketball, boys and girls
2. Location of the event (Name and Address): 8 gyms spread across school district
3. Date of the event/function: 8/14/14 - 3/10/15
4. Name of entity (including mailing address) requesting proof of liability coverage: Mustang Public School 906 S. Heights Dr Mustang, Ok 73064

***PLEASE ADVISE IF ENTITY IS A CITY, COUNTY OR STATE ORGANIZATION ☐ Yes ☒ No

***IF THE LIMIT OF LIABILITY IS OUTSIDE THE NORMAL LIMITS (1/MIL PER OCCURRENCE/2MIL PER AGGREGATE) PLEASE INDICATE HERE THE REQUIRED LIMITS._____

TALENT • HEALTH • RETIREMENT • INVESTMENTS

MARSH & McLENNAN COMPANIES

Effective May 1, 2014

SUMMARY OF INSURANCE

Coverage depends on the actual facts of each case and the terms conditions and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

Attention Canadian Clubs: Mercer Consumer no longer writes coverage for your clubs as of May, 2012. Please contact 1-800-363-7151 for information on Insurance for Optimist Canada.

Named Insureds: Optimist International, Inc., Optimist International Foundation, Optimist Districts and Optimist Clubs, Member Club Foundations, Optimist Collegiate Clubs, Youth Clubs (including Junior Optimist and Octagon), Optimist International Youth Program Foundation, Inc., Corporate Partner and Optimist Clubs, and their individual Club Members.

GENERAL LIABILITY INSURANCE (U.S. Only)

Policy Term:	Policy Number:	Carrier:	Limits of Liability:	Type of Coverage:
May 1, 2014 – May 1, 2015	01-LX-000917052	New Hampshire Insurance Co. (AIG)	$1,000,000 (US)	Per Occurrence
			$1,000,000 (US)	Products/Completed Operations
			$2,000,000 (US)	General Aggregate
			$1,000,000 (US)	Personal & Advertising Injury

Designated Limit provided to each Club (CG2504)

MAJOR EXCLUSIONS TO GENERAL LIABILITY POLICY

- Any Premises owned in the name of any Optimist Club, Subsidiary Entity or Extended Named Insureds. (See Q&A section for more details).
- Medical Payments
- Abuse or Molestation
- Motorized activity, including aircraft or watercraft
- All Boxing Activities
- Club Members as sports participants
- Political Events
- Shooting/Firearms
- Asbestos, Silica, Lead, Fungi, Bacteria
- Igniting or Discharging of Fireworks
- Professional Services including Medical or Counseling
- Operation or Maintenance of any mechanically operated amusement devices, with respect to Carnivals, Circuses or Fairs
- Workers Compensation or Employers Liability
- Pollution

DIRECTORS & OFFICERS HIRED AND NON-OWNED AUTOMOBILE LIABILITY

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2014 – May 1, 2015	01-LX-000917052	New Hampshire Insurance Co. (AIG)	$1,000,000 (US)	By Endorsement to General Liability
				Limited to the Directors & Officers only

MAJOR EXCLUSIONS TO DIRECTORS & OFFICERS HIRED & NON-OWNED AUTO LIABILITY

Transportation of participants

Autos owned in the name of Optimist Clubs or Foundations (US Only)

GENERAL LIABILITY AND NON-OWNED AUTOMOBILE LIABILITY INSURANCE (OUTSIDE U.S. & CANADA)

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2013 – May 1, 2016	PHFD38424336001	Ace USA	$1,000,000 (US)	Each Occurrence
			$2,000,000 (US)	Aggregate Limit - Products/Completed Operations
			$1,000,000 (US)	Premises Damage Limit

NOTE: This policy covers authorized Clubs outside the US & Canada.

GENERAL LIABILITY POLICY (OUTSIDE U.S. & CANADA)

COVERAGE: Commercial General Liability (excess & DIC over valid & collectible primary insurance)

Products/Completed Operations	Personal & Advertising Injury	Contingent Auto Liability coverage not subject to policy aggregate
Defense & Supplementary Costs	Worldwide Coverage & Jurisdictions (excludes USA)	

MAJOR EXCLUSIONS

Professional Liability	Contractual Sole Negligence	Bodily Injury to Athletic Participants	Asbestos
Nuclear Power-related Coverage	Aircraft Liability	Non-owned & Hired Auto Liability to persons under 18 years of age	

UMBRELLA PRIME LIABILITY INSURANCE (U.S. ONLY)

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2014 – May 1, 2015	29-UD-005852309	National Union Fire Insurance Company (AIG)	$10,000,000 (US)	Per Occurrence

*NOTE: This policy covers only those entities insured by the underlying New Hampshire Insurance Company General Liability Policy

MAJOR EXCLUSIONS TO UMBRELLA LIABILITY POLICY

All Exclusions on the New Hampshire General Liability policy;
All Automobile Liability, Foreign Liability and Professional Liability, including:

All Athletic Activities	Liquor Legal Liability	E.R.I.S.A. & Employers Liability	Aircraft Products & Grounding
Abuse or Molestation	Racing & Stunting	Pollution, Silica, Lead Paint, Fungus	D& O Liability
Bungee Jumping	Recreational Vehicles	Trampolines & Rebounding Equipment	Professional Liability
Cross Suits	Automobile Liability	Employee Benefits	Hazards in conjunction with Premises, with sponsored event exception
Political Events	Shooting/Firearms		

For more specific information, please contact: Mercer Consumer, a service of Mercer Health & Benefits Administration LLC, P.O. Box 14521, Des Moines, Iowa, 50306, USA, Telephone 1-800-503-9227 (U.S. Clubs) or FAX (847)803-4649.

TYPICAL QUESTIONS AND ANSWERS FOR U.S. POLICIES

The scenarios summarized below are offered only as examples. Coverage depends on the actual facts of each case and the terms, conditions, and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

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Q. What is Liquor Legal Liability?
A. Liquor Legal Liability provides coverage for Bodily Injury or Property Damage for which you may become legally liable as the result of contributing to a person's intoxication. This type of coverage is available on a separate policy for those "in the business of manufacturing, selling, serving or furnishing alcoholic beverages" for a fee or in some cases if a license is required for the activity. This is not covered by the Commercial General Liability (CGL) policy.

Q. Does this policy cover the sale of alcoholic beverages?
A. In a limited sense, yes, but see response to question below.
Q. What is host liquor liability?
A. The CGL policy provides host liquor liability for those businesses that are not "in the business of manufacturing, selling, serving or furnishing alcoholic beverages." It provides protection against bodily injury and property damage suits brought by parties injured as the result of an intoxicated guest who was served alcohol at an event your Club sponsored. We recommend checking with your local government official to determine if host liquor coverage is adequate for your event. If Liquor Legal Liability is needed for your event, please contact Mercer Consumer at 1-877-451-4003 for a Special Event quote.

Automobile

Q. Is there liability coverage for automobiles (including buses and trailers) hired by, rented by, or loaned to the Optimist organization?
A. Yes & No. There is coverage for Directors or Officers of the Optimist Clubs and Districts, when they hire a car or use their personal vehicle for Club business. There is no direct coverage for vehicles owned by a Club, its members, or for the transportation of participants.

Q. Is there physical damage coverage for hired or non-owned autos?
A. No. This is liability coverage only.

Q. Are individual Optimist members covered for liability while using their own vehicles at Club activities or while transporting youths?
A. There is no coverage for the Club member. However, if the Club were named in a suit, there may be coverage for the Club in excess of the vehicle owner's limit up to $1,000,000, subject to the policy terms, exclusions, and conditions.

Bodily Injury

Q. Is this an Accident Medical policy?
A. No. This policy covers bodily injury as a result of negligence. If your club is interested in obtaining Accident Medical coverage, please contact our office to further discuss.

General Coverages

Q. Is there Medical Payments coverage for an accident at an Optimist sponsored event regardless of negligence?
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Q. Is an injury to a non-member caused by an Optimist member assisting on an Optimist project covered?
A. Yes, there may be coverage if there is legal liability resulting from negligence by the Club or Club member.
Q. Does this policy provide products liability coverage?
A. Yes.

Q. Are workers' compensation benefits provided?
A. No. Clubs would need to purchase separate policies for this.

Q. Our Club owns a refreshment trailer from which we sell food and beverages at fairs, carnivals, picnics or other functions. Does our policy cover this?
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Q. Is there coverage for damage to Optimist owned property?
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Examples of Types of Events that may be Covered or Not Covered

Q. If our Club contracts with others to conduct a special event, does this policy protect us?
A. Yes, subject to the exclusions and conditions of the policy. Professional show participants are not covered. It is strongly recommended for the Club to request additional insured status on the policies of those you contract with.

Q. If an Optimist club hires an outside vendor to provide professional service for an Optimist event will the Optimist policy extend coverage to the vendor?

A. No. The vendor should have their own coverage in place, and the Club should request proof of coverage being in place prior to the event.

Q. Are athletic events, picnics, parades, pancake days, dances, contests and similar activities covered for claims arising out of injury to the public?
A. Yes, subject to the exclusions and conditions of the policy and when there is legal liability resulting from the Optimist club's negligence.

Q. Is my Club covered for sponsoring or organizing an athletic league or team, such as Tri-Star Program, baseball, football, hockey, etc.?
A. Yes, you may be covered for any athletic activities, except direct injury to any member of an Optimist Club or any boxing events. But, coverage only applies when there is legal liability resulting from negligence of the Optimist club.

Q. My Club is co-sponsoring an event. Is my Club covered in such an activity?
A. Yes, if your club is found legally liable. The General Liability coverage applies to Optimist sponsored and directly controlled activities. It's recommended that your club confirm the other sponsoring organizations have appropriate coverages.

Q. What about Optimist sponsored float trips?
A. Subject to all exclusions, terms and conditions there may be coverage if the club does not own the watercraft, it is less than 26 feet in length and there is no charge for transporting people or property.
Q. If my Club owns a BMX track, a Clubhouse or any other type of property does this policy cover those locations?
A. No, as a property that is owned by your Club, this location is specifically excluded from coverage by the policy. You must get your own premises liability coverage for this location. However, there may be coverage for Optimist sponsored events at the owned premises. Also, racing of any kind is an excluded activity by the policy.

Q. Does this policy cover participants of events such as racing, speed, or demolition contests, etc.?
A. No, All loss related to Autos is excluded under this policy.

Claim Report Procedures

All claims, incidents or notices of a loss regardless of severity or location must be reported to the YORK Claims Intake Center as soon as the Club is made aware. Any delay could result in denial of the claim. The YORK Claims Intake Center is ready to accept new losses and provides four ways for you to submit loss reports:

Fax: 973-404-1040
Telephone: 866-391-9675
Email: yorkclaimsintake@york-claims.com
Mail: York Claims Services, Inc., Attn: Jenai A. Russell, Manager, 99 Cherry Hill Road, Suite 102, Parsippany, NJ 07054

MMS - games if needed

MUSTANG PUBLIC SCHOOLS

Use of Facility Form

GENERAL INFORMATION

APPLICANT:

Organization: Optimist Club of Mustang

Name of Applicant: Ray Meier

Billing Address: P.O. Box 581, Mustang, Ok, 73064

E-mail Address: ray.ctr.meier@faa.gov

Telephone (Cell) 405-517-4123

Contact Person: Ray Meier

Telephone (Other) 405-954-4688

EVENT DETAILS:

Name of Activity: Youth Basketball

Purpose of Activity: Provide organized basketball for boys & girls ages 6-14

Date(s)/Day(s) Requested: As needed on Sat & Sundays From 10/25/14 to 3/6/15

Facility **Entry** Time: As needed am pm Facility **Exit** Time: _____ am pm

Actual Performance (if applicable) Start Time: _____ am pm End Time: _____ am pm

Expected number of participants: 800 Expected number of audience (if applicable): 800

RESPONSIBILITIES OF THE APPLICANT:

- Read the Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form, 2030C. A copy of the board approved rental sheet is enclosed for your use in completing this form.
- Read and sign Felony Check and Sex Offender Registry statement (2030D). This form needs to be **notarized.**
- Provide a **certificate of insurance** for each request. It is the responsibility of the organization to provide a copy of an updated insurance verification if the certificate expires during the timeframe that the facility and/or grounds have been approved for use.
- I understand that upon completion of the request form, it must be returned to the MPS Administration Building Secretary along with the certificate of insurance and the Felony Checks and Sex Offender Registry form **30 days prior to the regularly scheduled board meeting.**
- Pending board approval, I understand that expenses for all facility usage will be billed following completion of the event and will be **payable upon receipt of invoice. Failure to promptly settle financial obligations will void future facility usage requests.**

INSURANCE REQUIREMENTS:

The user shall file a liability insurance policy with the **Mustang Board of Education**. Limits of liability shall not be less than:

$100,000.00	Property Damage
$100,000.00	Personal Injury each accident or occurrence
$100,000.00	Aggregated (all claims for anyone occurrence)

The policy shall reflect an additional named insured: **Mustang Board of Education**
Mustang Public School District I-69
Mustang, Oklahoma 73064

Current Insurance Verification Provided: (Yes) No Expires: 5/1/15

FACILITY REQUESTED **(Please refer to Policy # 2030A for the rental fees)**

High School
- Cafeteria
- Kitchen
- Commons area
- Wrestling Room
- MHS soccer practice field
- Classrooms

MMS
- Cafeteria
- Kitchen
- Wrestling Room
- Gymnasium
- Softball field
- Classrooms

MNMS
- Cafeteria
- Kitchen
- Commons Gym
- Gymnasium
- Softball/baseball field
- Classrooms

Horizon Intermediate
- Main Gymnasium

Canyon Ridge Intermediate
- Gymnasium
- Cafetorium (Cafeteria and Stage Area)

Elementary Schools (Please select a site)
- Mustang Elementary
- Centennial Elementary
- Lakehoma Elementary
- Trails Elementary
- Creek Elementary
- Valley Elementary

Facility
- Cafeteria
- Kitchen
- Gymnasium
- Playing Field
- Classrooms

Custodial Fees: Custodial fees apply for the use of cafeterias, gymnasiums, wrestling rooms and classrooms. Fees are only charged for Saturday and/or Sunday use with a two (2) hour minimum.

Number of participants: 320/weekend Number of Mustang students participating: 160/weekend

Will admission be charged: (Yes) No

Special Equipment Needed: Score Equip, concession access

AGREEMENT:

- We (I), Roy Meier understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.
- We (I), assume full liability for the care and the use of the facility and agree not to hold the school district liable for anything arising of our (my) use of the Mustang Public School facility. We (I) certify that no registered sex offenders are working this/these events(s).
- We (I) further agree to indemnify and save harmless the Mustang School District and the Mustang Board of Education from and against any and all claims and demands whether for injuries to persons or loss of life, or damage to property occurring within the Mustang Schools facility and arising out of the use and occupancy of said facility by us (me), our (my) employees, guests, members, participants and invitees.

Representative's Signature: Roy Meier Date: 7/29/14

OFFICE USE ONLY:

Estimated Charge for Use of Facility

Rental of Facility: Custodial Costs: Other:

TOTAL COST:

Signatures:

Use of Facilities Coordinator: Date: 8-1-14

Athletic Director (If applicable): Date:

Deputy Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

As a representative of the organization that is requesting to use a Mustang Public School facility and/or grounds, this letter is to acknowledge that all the employees/coaches of the organization have clean felony checks and are not listed as sex offenders.

Ray D. Lew — 7/31/14

Signature of Representative — Date

STATE OF: Oklahoma

COUNTY OF: Canadian

Subscribed and sworn to before me this 31st day of July, 2014.

Kate Jones

Signature of Notary Public

KATE JONES NOTARY PUBLIC # 11006 EXP. 08/02/15 SEAL STATE OF OKLAHOMA

Adopted: 08-14-06

MERCER

Mercer Consumer
a service of Mercer Health &
Benefits Administration LLC
PO Box 14575
Des Moines, IA 50306
Phone: 1-800-503-9227

Optimist International Certificate of Insurance Request Form

Are you a current, active member of your organization? ☒ Yes ☐ No

This Certificate request form is for professional individuals, clubs, and chapters.

Club/Chapter Name: Optimist Club of Mustang

Policy Number or Client Number (www.oiclubinsurance.com , Insurance Products, Optimist Club Liability, Summary of Insurance): 07114

Name, Title, & Address of insured/Member Requesting Certificate: Ray Meier
1830 W. Laura
Mustang, Ok 73064

Telephone Number: 405-517-4173

Email Address: rmeier5@cox.net

How would you like the Certificate of Insurance sent to you?

Fax to: ☐ Insured: ☐ Certificate Holder:

Email to: ☒ Insured: ☒ Certificate Holder: GreenA@mustangPS.org

Mail to: ☐ Insured: ☐ Certificate Holder:

1. Name of event: Youth Basketball, boys and girls
2. Location of the event (Name and Address): 8 gyms spread across school district
3. Date of the event/function: 8/14/14 - 3/10/15
4. Name of entity (including mailing address) requesting proof of liability coverage: Mustang Public School
906 S. Heights Dr.
Mustang, Ok 73064

***PLEASE ADVISE IF ENTITY IS A CITY, COUNTY OR STATE ORGANIZATION ☐ Yes ☒ No

***IF THE LIMIT OF LIABILITY IS OUTSIDE THE NORMAL LIMITS (1/MIL PER OCCURRENCE/2MIL PER AGGREGATE) PLEASE INDICATE HERE THE REQUIRED LIMITS._____

MERCER

Mercer Consumer
a service of Mercer Health &
Benefits Administration LLC
PO Box 14575
Des Moines, IA 50306
Phone: 1-800-503-9227

5. Is the entity requesting to be named as an Additional Insured? ☒ Yes ☐ No
   - Does the additional insured own the event location? ☒ Yes ☐ No
   - If no, please provide explanation of relationship between your club and the entity requesting the Additional Insured status:

6. With regards to this event is your club/group:
   - Sponsoring ☒ Yes ☐ No
   - Volunteering ☒ Yes ☐ No
   - Participating ☐ Yes ☒ No

7. Please list your/your club's function and/or activities for the event (Explain exactly what your role is with respect to the event. More information is needed other than simply "sponsoring/volunteering): Optimist members organize teams to compete with other local town teams. We supervise on game days and operate Gate, Concession, score clock.
   - Please explain the Additional Insured's role/actions in the event:
   - Is alcohol being served? ☐ Yes ☒ No
   - Is food being served? ☐ Yes ☒ No
   - Is this an athletic event? ☒ Yes ☐ No
   - Are you using trailers / mobile equipment? ☐ Yes ☒ No

Important-Mercer Consumer is unable to process incomplete and/or unsigned Certificate requests.

Signature: Ray D. Hess Date: 7/30/14

Please fax or email your request to: Fax-515-365-3005 or Email-PLSDTEAM.service@mercer.com

Transmission Log

AJW-223 Wednesday, 2014-07-30 14:02 4059543041

Date	Time	Type	Job #	Length	Speed	Station Name/Number	Pgs	Status
2014-07-30	14:01	SCAN	03990	0:21	26400	212 345-5000	2	OK -- V.34 AM31

MERCER

Mercer Consumer
a service of Mercer Health & Benefits Administration LLC
PO Box 14575
Des Moines, IA 50306
Phone: 1-800-503-9227

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Name, Title, & Address of insured/Member Requesting Certificate: Ray Meier
1830 W. Laura
Mustang, Ok 73064

Telephone Number: 405-517-4123

Email Address: rmeier5@cox.net

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Email to: ☒ Insured: ☒ Certificate Holder: Green A@mustangPS.org

Mail to: ☐ Insured: ☐ Certificate Holder:

1. Name of event: Youth Basketball, boys and girls
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***PLEASE ADVISE IF ENTITY IS A CITY, COUNTY OR STATE ORGANIZATION ☐ Yes ☒ No

***IF THE LIMIT OF LIABILITY IS OUTSIDE THE NORMAL LIMITS (1/MIL PER OCCURRENCE/2MIL PER AGGREGATE) PLEASE INDICATE HERE THE REQUIRED LIMITS._____

TALENT • HEALTH • RETIREMENT • INVESTMENTS

MARSH & McLENNAN COMPANIES

Effective May 1, 2014

SUMMARY OF INSURANCE

Coverage depends on the actual facts of each case and the terms conditions and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

Attention Canadian Clubs: Mercer Consumer no longer writes coverage for your clubs as of May, 2012. Please contact 1-800-363-7151 for information on Insurance for Optimist Canada.

Named Insureds: Optimist International, Inc., Optimist International Foundation, Optimist Districts and Optimist Clubs, Member Club Foundations, Optimist Collegiate Clubs, Youth Clubs (including Junior Optimist and Octagon), Optimist International Youth Program Foundation, Inc., Corporate Partner and Optimist Clubs, and their individual Club Members.

GENERAL LIABILITY INSURANCE (U.S. Only)

Policy Term:	Policy Number:	Carrier:	Limits of Liability:	Type of Coverage:
May 1, 2014 – May 1, 2015	01-LX-000917052	New Hampshire Insurance Co. (AIG)	$1,000,000 (US)	Per Occurrence
			$1,000,000 (US)	Products/Completed Operations
			$2,000,000 (US)	General Aggregate
			$1,000,000 (US)	Personal & Advertising Injury

Designated Limit provided to each Club (CG2504)

MAJOR EXCLUSIONS TO GENERAL LIABILITY POLICY

- Any Premises owned in the name of any Optimist Club, Subsidiary Entity or Extended Named Insureds. (See Q&A section for more details).
- Medical Payments
- Abuse or Molestation
- Motorized activity, including aircraft or watercraft
- All Boxing Activities
- Club Members as sports participants
- Political Events
- Shooting/Firearms
- Asbestos, Silica, Lead, Fungi, Bacteria
- Igniting or Discharging of Fireworks
- Professional Services including Medical or Counseling
- Operation or Maintenance of any mechanically operated amusement devices, with respect to Carnivals, Circuses or Fairs
- Workers Compensation or Employers Liability
- Pollution

DIRECTORS & OFFICERS HIRED AND NON-OWNED AUTOMOBILE LIABILITY

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2014 – May 1, 2015	01-LX-000917052	New Hampshire Insurance Co. (AIG)	$1,000,000 (US)	By Endorsement to General Liability
				Limited to the Directors & Officers only

MAJOR EXCLUSIONS TO DIRECTORS & OFFICERS HIRED & NON-OWNED AUTO LIABILITY

Transportation of participants

Autos owned in the name of Optimist Clubs or Foundations (US Only)

GENERAL LIABILITY AND NON-OWNED AUTOMOBILE LIABILITY INSURANCE (OUTSIDE U.S. & CANADA)

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2013 – May 1, 2016	PHFD38424336001	Ace USA	$1,000,000 (US)	Each Occurrence
			$2,000,000 (US)	Aggregate Limit - Products/Completed Operations
			$1,000,000 (US)	Premises Damage Limit

NOTE: This policy covers authorized Clubs outside the US & Canada.

GENERAL LIABILITY POLICY (OUTSIDE U.S. & CANADA)

COVERAGE: Commercial General Liability (excess & DIC over valid & collectible primary insurance)

Products/Completed Operations	Personal & Advertising Injury	Contingent Auto Liability coverage not subject to policy aggregate
Defense & Supplementary Costs	Worldwide Coverage & Jurisdictions (excludes USA)	

MAJOR EXCLUSIONS

Professional Liability	Contractual Sole Negligence	Bodily Injury to Athletic Participants	Asbestos
Nuclear Power-related Coverage	Aircraft Liability	Non-owned & Hired Auto Liability to persons under 18 years of age	

UMBRELLA PRIME LIABILITY INSURANCE (U.S. ONLY)

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2014 – May 1, 2015	29-UD-005852309	National Union Fire Insurance Company (AIG)	$10,000,000 (US)	Per Occurrence

*NOTE: This policy covers only those entities insured by the underlying New Hampshire Insurance Company General Liability Policy

MAJOR EXCLUSIONS TO UMBRELLA LIABILITY POLICY

All Exclusions on the New Hampshire General Liability policy;
All Automobile Liability, Foreign Liability and Professional Liability, including:

All Athletic Activities	Liquor Legal Liability	E.R.I.S.A. & Employers Liability	Aircraft Products & Grounding
Abuse or Molestation	Racing & Stunting	Pollution, Silica, Lead Paint, Fungus	D& O Liability
Bungee Jumping	Recreational Vehicles	Trampolines & Rebounding Equipment	Professional Liability
Cross Suits	Automobile Liability	Employee Benefits	Hazards in conjunction with Premises, with sponsored event exception
Political Events	Shooting/Firearms		

For more specific information, please contact: Mercer Consumer, a service of Mercer Health & Benefits Administration LLC, P.O. Box 14521, Des Moines, Iowa, 50306, USA, Telephone 1-800-503-9227 (U.S. Clubs) or FAX (847)803-4649.

TYPICAL QUESTIONS AND ANSWERS FOR U.S. POLICIES

The scenarios summarized below are offered only as examples. Coverage depends on the actual facts of each case and the terms, conditions, and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

Liquor

Q. What is Liquor Legal Liability?
A. Liquor Legal Liability provides coverage for Bodily Injury or Property Damage for which you may become legally liable as the result of contributing to a person's intoxication. This type of coverage is available on a separate policy for those "in the business of manufacturing, selling, serving or furnishing alcoholic beverages" for a fee or in some cases if a license is required for the activity. This is not covered by the Commercial General Liability (CGL) policy.

Q. Does this policy cover the sale of alcoholic beverages?
A. In a limited sense, yes, but see response to question below.
Q. What is host liquor liability?
A. The CGL policy provides host liquor liability for those businesses that are not "in the business of manufacturing, selling, serving or furnishing alcoholic beverages." It provides protection against bodily injury and property damage suits brought by parties injured as the result of an intoxicated guest who was served alcohol at an event your Club sponsored. We recommend checking with your local government official to determine if host liquor coverage is adequate for your event. If Liquor Legal Liability is needed for your event, please contact Mercer Consumer at 1-877-451-4003 for a Special Event quote.

Automobile

Q. Is there liability coverage for automobiles (including buses and trailers) hired by, rented by, or loaned to the Optimist organization?
A. Yes & No. There is coverage for Directors or Officers of the Optimist Clubs and Districts, when they hire a car or use their personal vehicle for Club business. There is no direct coverage for vehicles owned by a Club, its members, or for the transportation of participants.

Q. Is there physical damage coverage for hired or non-owned autos?
A. No. This is liability coverage only.

Q. Are individual Optimist members covered for liability while using their own vehicles at Club activities or while transporting youths?
A. There is no coverage for the Club member. However, if the Club were named in a suit, there may be coverage for the Club in excess of the vehicle owner's limit up to $1,000,000, subject to the policy terms, exclusions, and conditions.

Bodily Injury

Q. Is this an Accident Medical policy?
A. No. This policy covers bodily injury as a result of negligence. If your club is interested in obtaining Accident Medical coverage, please contact our office to further discuss.

General Coverages

Q. Is there Medical Payments coverage for an accident at an Optimist sponsored event regardless of negligence?
A. No. Medical Payments coverage is not provided by this policy; however, any injury should be promptly reported to YORK so that we have advance notice should it turn into a suit later. See claim reporting procedures below.

Q. Is an injury to a non-member caused by an Optimist member assisting on an Optimist project covered?
A. Yes, there may be coverage if there is legal liability resulting from negligence by the Club or Club member.
Q. Does this policy provide products liability coverage?
A. Yes.

Q. Are workers' compensation benefits provided?
A. No. Clubs would need to purchase separate policies for this.

Q. Our Club owns a refreshment trailer from which we sell food and beverages at fairs, carnivals, picnics or other functions. Does our policy cover this?
A. Products Liability for the sale of food and beverages may be covered but the policy affords no coverage for the refreshment trailer itself.

Property

Q. Is there coverage for damage to Optimist owned property?
A. No.

Examples of Types of Events that may be Covered or Not Covered

Q. If our Club contracts with others to conduct a special event, does this policy protect us?
A. Yes, subject to the exclusions and conditions of the policy. Professional show participants are not covered. It is strongly recommended for the Club to request additional insured status on the policies of those you contract with.

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Telephone: 866-391-9675
Email: yorkclaimsintake@york-claims.com
Mail: York Claims Services, Inc., Attn: Jenai A. Russell, Manager, 99 Cherry Hill Road, Suite 102, Parsippany, NJ 07054

North Middle - Games if needed

MUSTANG PUBLIC SCHOOLS

Use of Facility Form

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APPLICANT:

Organization: Optimist Club of Mustang

Name of Applicant: Ray Meier

Billing Address: P.O. Box 581, Mustang, Ok 73064

E-mail Address: ray.ctr.meier@faa.gov Telephone (Cell) 405-517-4173

Contact Person: Ray Meier Telephone (Other) 405-~~517~~ 954 4628

EVENT DETAILS:

Name of Activity: Youth Basketball

Purpose of Activity: Provide organized basketball for boys & girls ages 6-14

Date(s)/Day(s) Requested: Over flow games as needed on Sat & Sun From 10/25/14 to 3/6/15

Facility **Entry** Time: As needed am pm Facility **Exit** Time: _____ am pm

Actual Performance (if applicable) Start Time: _____ am pm End Time: _____ am pm

Expected number of participants: 800 Expected number of audience (if applicable): 800

RESPONSIBILITIES OF THE APPLICANT:

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$100,000.00	Aggregated (all claims for anyone occurrence)

The policy shall reflect an additional named insured: **Mustang Board of Education**
Mustang Public School District I-69
Mustang, Oklahoma 73064

Current Insurance Verification Provided: (Yes) No Expires: 5/1/15

FACILITY REQUESTED **(Please refer to Policy # 2030A for the rental fees)**

High School
- Cafeteria
- Kitchen
- Commons area
- Wrestling Room
- MHS soccer practice field
- Classrooms

MMS
- Cafeteria
- Kitchen
- Wrestling Room
- Gymnasium
- Softball field
- Classrooms

MNMS
- Cafeteria
- Kitchen
- Commons Gym
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- Softball/baseball field
- Classrooms

Horizon Intermediate
- Main Gymnasium

Canyon Ridge Intermediate
- Gymnasium
- Cafetorium (Cafeteria and Stage Area)

Elementary Schools (Please select a site)	Facility
Mustang Elementary	Cafeteria
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Will admission be charged: (Yes) No

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AGREEMENT:

- We (I), Ray Meier understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.

- We (I), assume full liability for the care and the use of the facility and agree not to hold the school district liable for anything arising of our (my) use of the Mustang Public School facility. We (I) certify that no registered sex offenders are working this/these events(s).

- We (I) further agree to indemnify and save harmless the Mustang School District and the Mustang Board of Education from and against any and all claims and demands whether for injuries to persons or loss of life, or damage to property occurring within the Mustang Schools facility and arising out of the use and occupancy of said facility by us (me), our (my) employees, guests, members, participants and invitees.

Representative's Signature: Ray D Meier Date: 7/24/14

OFFICE USE ONLY:

Estimated Charge for Use of Facility

Rental of Facility: Custodial Costs: Other:

TOTAL COST:

Signatures:

Use of Facilities Coordinator: Date: 8-1-14

Athletic Director (If applicable): Date:

Deputy Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

As a representative of the organization that is requesting to use a Mustang Public School facility and/or grounds, this letter is to acknowledge that all the employees/coaches of the organization have clean felony checks and are not listed as sex offenders.

Roy D. Lew — 7/31/14

Signature of Representative — Date

STATE OF: Oklahoma

COUNTY OF: Canadian

Subscribed and sworn to before me this 31st day of July, 2014

Kate Jones

Signature of Notary Public

KATE JONES NOTARY PUBLIC # 11006 SEAL EXP. 08/02/15 STATE OF OKLAHOMA

Adopted: 08-14-06

MERCER

Mercer Consumer
a service of Mercer Health &
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PO Box 14575
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This Certificate request form is for professional individuals, clubs, and chapters.

Club/Chapter Name: Optimist Club of Mustang

Policy Number or Client Number (www.oiclubinsurance.com , Insurance Products, Optimist Club Liability, Summary of Insurance): 07114

Name, Title, & Address of insured/Member Requesting Certificate: Ray Meier
1830 W. Laura
Mustang, Ok 73064

Telephone Number: 405-517-4173

Email Address: rmeier5@cox.net

How would you like the Certificate of Insurance sent to you?

Fax to: ☐ Insured: ☐ Certificate Holder:

Email to: ☒ Insured: ☒ Certificate Holder: GreenA@mustangPS.org

Mail to: ☐ Insured: ☐ Certificate Holder:

1. Name of event: Youth Basketball, boys and girls
2. Location of the event (Name and Address): 8 gyms spread across school district
3. Date of the event/function: 8/14/14 - 3/10/15
4. Name of entity (including mailing address) requesting proof of liability coverage: Mustang Public School
906 S. Heights Dr
Mustang, Ok 73064

***PLEASE ADVISE IF ENTITY IS A CITY, COUNTY OR STATE ORGANIZATION ☐ Yes ☒ No

***IF THE LIMIT OF LIABILITY IS OUTSIDE THE NORMAL LIMITS (1/MIL PER OCCURRENCE/2MIL PER AGGREGATE) PLEASE INDICATE HERE THE REQUIRED LIMITS._____

MERCER

Mercer Consumer
a service of Mercer Health &
Benefits Administration LLC
PO Box 14575
Des Moines, IA 50306
Phone: 1-800-503-9227

5. Is the entity requesting to be named as an Additional Insured? ☒ Yes ☐ No
   - Does the additional insured own the event location? ☒ Yes ☐ No
   - If no, please provide explanation of relationship between your club and the entity requesting the Additional Insured status:

6. With regards to this event is your club/group:
   - Sponsoring ☒ Yes ☐ No
   - Volunteering ☒ Yes ☐ No
   - Participating ☐ Yes ☒ No

7. Please list your/your club's function and/or activities for the event (Explain exactly what your role is with respect to the event. More information is needed other than simply "sponsoring/volunteering): optimist members organize teams to compete with other local town teams. We supervise on game days and operate Gate, Concession, score clock.
   - Please explain the Additional Insured's role/actions in the event:
   - Is alcohol being served? ☐ Yes ☒ No
   - Is food being served? ☐ Yes ☒ No
   - Is this an athletic event? ☒ Yes ☐ No
   - Are you using trailers / mobile equipment? ☐ Yes ☒ No

Important-Mercer Consumer is unable to process incomplete and/or unsigned Certificate requests.

Signature: [signature] Date: 7/30/14

Please fax or email your request to: Fax-515-365-3005 or Email-PLSDTEAM.service@mercer.com

Transmission Log

AJW-223 Wednesday, 2014-07-30 14:02 4059543041

Date	Time	Type	Job #	Length	Speed	Station Name/Number	Pgs	Status
2014-07-30	14:01	SCAN	03990	0:21	26400	212 345-5000	2	OK -- V.34 AM31

MERCER

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Optimist International Certificate of Insurance Request Form

Are you a current, active member of your organization? ☒ Yes ☐ No

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TALENT • HEALTH • RETIREMENT • INVESTMENTS

MARSH & McLENNAN COMPANIES

Effective May 1, 2014

SUMMARY OF INSURANCE

Coverage depends on the actual facts of each case and the terms conditions and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

Attention Canadian Clubs: Mercer Consumer no longer writes coverage for your clubs as of May, 2012. Please contact 1-800-363-7151 for information on Insurance for Optimist Canada.

Named Insureds: Optimist International, Inc., Optimist International Foundation, Optimist Districts and Optimist Clubs, Member Club Foundations, Optimist Collegiate Clubs, Youth Clubs (including Junior Optimist and Octagon), Optimist International Youth Program Foundation, Inc., Corporate Partner and Optimist Clubs, and their individual Club Members.

GENERAL LIABILITY INSURANCE (U.S. Only)

Policy Term:	Policy Number:	Carrier:	Limits of Liability:	Type of Coverage:
May 1, 2014 – May 1, 2015	01-LX-000917052	New Hampshire Insurance Co. (AIG)	$1,000,000 (US)	Per Occurrence
			$1,000,000 (US)	Products/Completed Operations
			$2,000,000 (US)	General Aggregate
			$1,000,000 (US)	Personal & Advertising Injury

Designated Limit provided to each Club (CG2504)

MAJOR EXCLUSIONS TO GENERAL LIABILITY POLICY

- Any Premises owned in the name of any Optimist Club, Subsidiary Entity or Extended Named Insureds. (See Q&A section for more details).
- Medical Payments
- Abuse or Molestation
- Motorized activity, including aircraft or watercraft
- All Boxing Activities
- Club Members as sports participants
- Political Events
- Shooting/Firearms
- Asbestos, Silica, Lead, Fungi, Bacteria
- Igniting or Discharging of Fireworks
- Professional Services including Medical or Counseling
- Operation or Maintenance of any mechanically operated amusement devices, with respect to Carnivals, Circuses or Fairs
- Workers Compensation or Employers Liability
- Pollution

DIRECTORS & OFFICERS HIRED AND NON-OWNED AUTOMOBILE LIABILITY

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2014 – May 1, 2015	01-LX-000917052	New Hampshire Insurance Co. (AIG)	$1,000,000 (US)	By Endorsement to General Liability
				Limited to the Directors & Officers only

MAJOR EXCLUSIONS TO DIRECTORS & OFFICERS HIRED & NON-OWNED AUTO LIABILITY

Transportation of participants

Autos owned in the name of Optimist Clubs or Foundations (US Only)

GENERAL LIABILITY AND NON-OWNED AUTOMOBILE LIABILITY INSURANCE (OUTSIDE U.S. & CANADA)

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2013 – May 1, 2016	PHFD38424336001	Ace USA	$1,000,000 (US)	Each Occurrence
			$2,000,000 (US)	Aggregate Limit - Products/Completed Operations
			$1,000,000 (US)	Premises Damage Limit

NOTE: This policy covers authorized Clubs outside the US & Canada.

GENERAL LIABILITY POLICY (OUTSIDE U.S. & CANADA)

COVERAGE: Commercial General Liability (excess & DIC over valid & collectible primary insurance)

Products/Completed Operations	Personal & Advertising Injury	Contingent Auto Liability coverage not subject to policy aggregate
Defense & Supplementary Costs	Worldwide Coverage & Jurisdictions (excludes USA)	

MAJOR EXCLUSIONS

Professional Liability	Contractual Sole Negligence	Bodily Injury to Athletic Participants	Asbestos
Nuclear Power-related Coverage	Aircraft Liability	Non-owned & Hired Auto Liability to persons under 18 years of age	

UMBRELLA PRIME LIABILITY INSURANCE (U.S. ONLY)

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2014 – May 1, 2015	29-UD-005852309	National Union Fire Insurance Company (AIG)	$10,000,000 (US)	Per Occurrence

*NOTE: This policy covers only those entities insured by the underlying New Hampshire Insurance Company General Liability Policy

MAJOR EXCLUSIONS TO UMBRELLA LIABILITY POLICY

All Exclusions on the New Hampshire General Liability policy;
All Automobile Liability, Foreign Liability and Professional Liability, including:

All Athletic Activities	Liquor Legal Liability	E.R.I.S.A. & Employers Liability	Aircraft Products & Grounding
Abuse or Molestation	Racing & Stunting	Pollution, Silica, Lead Paint, Fungus	D& O Liability
Bungee Jumping	Recreational Vehicles	Trampolines & Rebounding Equipment	Professional Liability
Cross Suits	Automobile Liability	Employee Benefits	Hazards in conjunction with Premises, with sponsored event exception
Political Events	Shooting/Firearms		

For more specific information, please contact: Mercer Consumer, a service of Mercer Health & Benefits Administration LLC, P.O. Box 14521, Des Moines, Iowa, 50306, USA, Telephone 1-800-503-9227 (U.S. Clubs) or FAX (847)803-4649.

TYPICAL QUESTIONS AND ANSWERS FOR U.S. POLICIES

The scenarios summarized below are offered only as examples. Coverage depends on the actual facts of each case and the terms, conditions, and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

Liquor

Q. What is Liquor Legal Liability?
A. Liquor Legal Liability provides coverage for Bodily Injury or Property Damage for which you may become legally liable as the result of contributing to a person's intoxication. This type of coverage is available on a separate policy for those "in the business of manufacturing, selling, serving or furnishing alcoholic beverages" for a fee or in some cases if a license is required for the activity. This is not covered by the Commercial General Liability (CGL) policy.

Q. Does this policy cover the sale of alcoholic beverages?
A. In a limited sense, yes, but see response to question below.
Q. What is host liquor liability?
A. The CGL policy provides host liquor liability for those businesses that are not "in the business of manufacturing, selling, serving or furnishing alcoholic beverages." It provides protection against bodily injury and property damage suits brought by parties injured as the result of an intoxicated guest who was served alcohol at an event your Club sponsored. We recommend checking with your local government official to determine if host liquor coverage is adequate for your event. If Liquor Legal Liability is needed for your event, please contact Mercer Consumer at 1-877-451-4003 for a Special Event quote.

Automobile

Q. Is there liability coverage for automobiles (including buses and trailers) hired by, rented by, or loaned to the Optimist organization?
A. Yes & No. There is coverage for Directors or Officers of the Optimist Clubs and Districts, when they hire a car or use their personal vehicle for Club business. There is no direct coverage for vehicles owned by a Club, its members, or for the transportation of participants.

Q. Is there physical damage coverage for hired or non-owned autos?
A. No. This is liability coverage only.

Q. Are individual Optimist members covered for liability while using their own vehicles at Club activities or while transporting youths?
A. There is no coverage for the Club member. However, if the Club were named in a suit, there may be coverage for the Club in excess of the vehicle owner's limit up to $1,000,000, subject to the policy terms, exclusions, and conditions.

Bodily Injury

Q. Is this an Accident Medical policy?
A. No. This policy covers bodily injury as a result of negligence. If your club is interested in obtaining Accident Medical coverage, please contact our office to further discuss.

General Coverages

Q. Is there Medical Payments coverage for an accident at an Optimist sponsored event regardless of negligence?
A. No. Medical Payments coverage is not provided by this policy; however, any injury should be promptly reported to YORK so that we have advance notice should it turn into a suit later. See claim reporting procedures below.

Q. Is an injury to a non-member caused by an Optimist member assisting on an Optimist project covered?
A. Yes, there may be coverage if there is legal liability resulting from negligence by the Club or Club member.
Q. Does this policy provide products liability coverage?
A. Yes.

Q. Are workers' compensation benefits provided?
A. No. Clubs would need to purchase separate policies for this.

Q. Our Club owns a refreshment trailer from which we sell food and beverages at fairs, carnivals, picnics or other functions. Does our policy cover this?
A. Products Liability for the sale of food and beverages may be covered but the policy affords no coverage for the refreshment trailer itself.

Property

Q. Is there coverage for damage to Optimist owned property?
A. No.

Examples of Types of Events that may be Covered or Not Covered

Q. If our Club contracts with others to conduct a special event, does this policy protect us?
A. Yes, subject to the exclusions and conditions of the policy. Professional show participants are not covered. It is strongly recommended for the Club to request additional insured status on the policies of those you contract with.

Q. If an Optimist club hires an outside vendor to provide professional service for an Optimist event will the Optimist policy extend coverage to the vendor?
A. No. The vendor should have their own coverage in place, and the Club should request proof of coverage being in place prior to the event.

Q. Are athletic events, picnics, parades, pancake days, dances, contests and similar activities covered for claims arising out of injury to the public?
A. Yes, subject to the exclusions and conditions of the policy and when there is legal liability resulting from the Optimist club's negligence.

Q. Is my Club covered for sponsoring or organizing an athletic league or team, such as Tri-Star Program, baseball, football, hockey, etc.?
A. Yes, you may be covered for any athletic activities, except direct injury to any member of an Optimist Club or any boxing events. But, coverage only applies when there is legal liability resulting from negligence of the Optimist club.

Q. My Club is co-sponsoring an event. Is my Club covered in such an activity?
A. Yes, if your club is found legally liable. The General Liability coverage applies to Optimist sponsored and directly controlled activities. It's recommended that your club confirm the other sponsoring organizations have appropriate coverages.

Q. What about Optimist sponsored float trips?
A. Subject to all exclusions, terms and conditions there may be coverage if the club does not own the watercraft, it is less than 26 feet in length and there is no charge for transporting people or property.
Q. If my Club owns a BMX track, a Clubhouse or any other type of property does this policy cover those locations?
A. No, as a property that is owned by your Club, this location is specifically excluded from coverage by the policy. You must get your own premises liability coverage for this location. However, there may be coverage for Optimist sponsored events at the owned premises. Also, racing of any kind is an excluded activity by the policy.

Q. Does this policy cover participants of events such as racing, speed, or demolition contests, etc.?
A. No, All loss related to Autos is excluded under this policy.

Claim Report Procedures

All claims, incidents or notices of a loss regardless of severity or location must be reported to the YORK Claims Intake Center as soon as the Club is made aware. Any delay could result in denial of the claim. The YORK Claims Intake Center is ready to accept new losses and provides four ways for you to submit loss reports:

Fax: 973-404-1040
Telephone: 866-391-9675
Email: yorkclaimsintake@york-claims.com
Mail: York Claims Services, Inc., Attn: Jenai A. Russell, Manager, 99 Cherry Hill Road, Suite 102, Parsippany, NJ 07054

Centennial Elem - Practice - Boys only

MUSTANG PUBLIC SCHOOLS

Use of Facility Form

GENERAL INFORMATION

APPLICANT:

Organization: Optimist Club of Mustang

Name of Applicant: Ray Meier

Billing Address: P.O. Box 581, Mustang, Ok 73064

E-mail Address: ray.ctr.meier@faa.gov Telephone (Cell) 405-517-4123

Contact Person: Ray Meier Telephone (Other) 405-954-4698

EVENT DETAILS:

Name of Activity: Youth Basketball

Purpose of Activity: Provide organized basketball for boys & girls ages 6-14

Date(s)/Day(s) Requested: Mon, Tue, Thur, Fri From 11/3/14 to 2/27/15

Facility **Entry** Time: 6:00 am (pm) Facility **Exit** Time: 9:00 am (pm)

Actual Performance (if applicable) Start Time: 6:00 am (pm) End Time: 9:00 am (pm)

Expected number of participants: 60 per night Expected number of audience (if applicable): ~~0~~ parents

RESPONSIBILITIES OF THE APPLICANT:

- Read the Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form, 2030C. A copy of the board approved rental sheet is enclosed for your use in completing this form.
- Read and sign Felony Check and Sex Offender Registry statement (2030D). This form needs to be **notarized.**
- Provide a **certificate of insurance** for each request. It is the responsibility of the organization to provide a copy of an updated insurance verification if the certificate expires during the timeframe that the facility and/or grounds have been approved for use.
- I understand that upon completion of the request form, it must be returned to the MPS Administration Building Secretary along with the certificate of insurance and the Felony Checks and Sex Offender Registry form **30 days prior to the regularly scheduled board meeting.**
- Pending board approval, I understand that expenses for all facility usage will be billed following completion of the event and will be **payable upon receipt of invoice. Failure to promptly settle financial obligations will void future facility usage requests.**

INSURANCE REQUIREMENTS:

The user shall file a liability insurance policy with the **Mustang Board of Education**. Limits of liability shall not be less than:

$100,000.00	Property Damage
$100,000.00	Personal Injury each accident or occurrence
$100,000.00	Aggregated (all claims for anyone occurrence)

The policy shall reflect an additional named insured: **Mustang Board of Education**
Mustang Public School District I-69
Mustang, Oklahoma 73064

Current Insurance Verification Provided: (Yes) No Expires: 5/1/15

FACILITY REQUESTED **(Please refer to Policy # 2030A for the rental fees)**

High School
- Cafeteria
- Kitchen
- Commons area
- Wrestling Room
- MHS soccer practice field
- Classrooms

MMS
- Cafeteria
- Kitchen
- Wrestling Room
- Gymnasium
- Softball field
- Classrooms

MNMS
- Cafeteria
- Kitchen
- Commons Gym
- Gymnasium
- Softball/baseball field
- Classrooms

Horizon Intermediate
- Main Gymnasium

Canyon Ridge Intermediate
- Gymnasium
- Cafetorium (Cafeteria and Stage Area)

Elementary Schools (Please select a site)
- Mustang Elementary
- Centennial Elementary
- Lakehoma Elementary
- Trails Elementary
- Creek Elementary
- Valley Elementary

Facility
- Cafeteria
- Kitchen
- Gymnasium
- Playing Field
- Classrooms

Custodial Fees: Custodial fees apply for the use of cafeterias, gymnasiums, wrestling rooms and classrooms. Fees are only charged for Saturday and/or Sunday use with a two (2) hour minimum.

Number of participants: 60 per night Number of Mustang students participating: 60 per night

Will admission be charged: Yes (No)

Special Equipment Needed: None

AGREEMENT:

- We (I), Ray Meier understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.
- We (I), assume full liability for the care and the use of the facility and agree not to hold the school district liable for anything arising of our (my) use of the Mustang Public School facility. We (I) certify that no registered sex offenders are working this/these events(s).
- We (I) further agree to indemnify and save harmless the Mustang School District and the Mustang Board of Education from and against any and all claims and demands whether for injuries to persons or loss of life, or damage to property occurring within the Mustang Schools facility and arising out of the use and occupancy of said facility by us (me), our (my) employees, guests, members, participants and invitees.

Representative's Signature: Ray D. Meier Date: 7/24/14

OFFICE USE ONLY:

Estimated Charge for Use of Facility

Rental of Facility: Custodial Costs: Other:

TOTAL COST:

Signatures:

Use of Facilities Coordinator: Date: 8-1-14

Athletic Director (If applicable): Date:

Deputy Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

2030D

FELONY CHECKS & SEX OFFENDER REGISTRY

As a representative of the organization that is requesting to use a Mustang Public School facility and/or grounds, this letter is to acknowledge that all the employees/coaches of the organization have clean felony checks and are not listed as sex offenders.

Roy D. Lew — 7/31/14

Signature of Representative — Date

STATE OF: Oklahoma

COUNTY OF: Canadian

Subscribed and sworn to before me this 31st day of July, 2014

Kate Jones

Signature of Notary Public

KATE JONES NOTARY PUBLIC # 11006088 EXP. 08/02/15 SEAL STATE OF OKLAHOMA

Adopted: 08-14-06

MERCER

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a service of Mercer Health &
Benefits Administration LLC
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Des Moines, IA 50306
Phone: 1-800-503-9227

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Signature: Ray D. Ness Date: 7/30/14

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Transmission Log

AJW-223 Wednesday, 2014-07-30 14:02 4059543041

Date	Time	Type	Job #	Length	Speed	Station Name/Number	Pgs	Status
2014-07-30	14:01	SCAN	03990	0:21	26400	212 345-5000	2	OK -- V.34 AM31

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Effective May 1, 2014

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			$1,000,000 (US)	Products/Completed Operations
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- Motorized activity, including aircraft or watercraft
- All Boxing Activities
- Club Members as sports participants
- Political Events
- Shooting/Firearms
- Asbestos, Silica, Lead, Fungi, Bacteria
- Igniting or Discharging of Fireworks
- Professional Services including Medical or Counseling
- Operation or Maintenance of any mechanically operated amusement devices, with respect to Carnivals, Circuses or Fairs
- Workers Compensation or Employers Liability
- Pollution

DIRECTORS & OFFICERS HIRED AND NON-OWNED AUTOMOBILE LIABILITY

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2014 – May 1, 2015	01-LX-000917052	New Hampshire Insurance Co. (AIG)	$1,000,000 (US)	By Endorsement to General Liability
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Transportation of participants

Autos owned in the name of Optimist Clubs or Foundations (US Only)

GENERAL LIABILITY AND NON-OWNED AUTOMOBILE LIABILITY INSURANCE (OUTSIDE U.S. & CANADA)

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2013 – May 1, 2016	PHFD38424336001	Ace USA	$1,000,000 (US)	Each Occurrence
			$2,000,000 (US)	Aggregate Limit - Products/Completed Operations
			$1,000,000 (US)	Premises Damage Limit

NOTE: This policy covers authorized Clubs outside the US & Canada.

GENERAL LIABILITY POLICY (OUTSIDE U.S. & CANADA)

COVERAGE: Commercial General Liability (excess & DIC over valid & collectible primary insurance)

Products/Completed Operations
Defense & Supplementary Costs

Personal & Advertising Injury
Worldwide Coverage & Jurisdictions (excludes USA)

Contingent Auto Liability coverage not subject to policy aggregate

MAJOR EXCLUSIONS

Professional Liability
Nuclear Power-related Coverage

Contractual Sole Negligence
Aircraft Liability

Bodily Injury to Athletic Participants

Asbestos

Non-owned & Hired Auto Liability to persons under 18 years of age

UMBRELLA PRIME LIABILITY INSURANCE (U.S. ONLY)

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2014 – May 1, 2015	29-UD-005852309	National Union Fire Insurance Company (AIG)	$10,000,000 (US)	Per Occurrence

*NOTE: This policy covers only those entities insured by the underlying New Hampshire Insurance Company General Liability Policy

MAJOR EXCLUSIONS TO UMBRELLA LIABILITY POLICY

All Exclusions on the New Hampshire General Liability policy;
All Automobile Liability, Foreign Liability and Professional Liability, including:

All Athletic Activities
Abuse or Molestation
Bungee Jumping

Cross Suits

Political Events

Liquor Legal Liability

Racing & Stunting

Recreational Vehicles

Automobile Liability

Shooting/Firearms

E.R.I.S.A. & Employers Liability

Pollution, Silica, Lead Paint, Fungus

Trampolines & Rebounding Equipment
Employee Benefits

Aircraft Products & Grounding
D& O Liability

Professional Liability

Hazards in conjunction with Premises, with sponsored event exception

For more specific information, please contact: Mercer Consumer, a service of Mercer Health & Benefits Administration LLC, P.O. Box 14521, Des Moines, Iowa, 50306, USA, Telephone 1-800-503-9227 (U.S. Clubs) or FAX (847)803-4649.

TYPICAL QUESTIONS AND ANSWERS FOR U.S. POLICIES

The scenarios summarized below are offered only as examples. Coverage depends on the actual facts of each case and the terms, conditions, and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

Liquor

Q. What is Liquor Legal Liability?
A. Liquor Legal Liability provides coverage for Bodily Injury or Property Damage for which you may become legally liable as the result of contributing to a person's intoxication. This type of coverage is available on a separate policy for those "in the business of manufacturing, selling, serving or furnishing alcoholic beverages" for a fee or in some cases if a license is required for the activity. This is not covered by the Commercial General Liability (CGL) policy.

Q. Does this policy cover the sale of alcoholic beverages?
A. In a limited sense, yes, but see response to question below.
Q. What is host liquor liability?
A. The CGL policy provides host liquor liability for those businesses that are not "in the business of manufacturing, selling, serving or furnishing alcoholic beverages." It provides protection against bodily injury and property damage suits brought by parties injured as the result of an intoxicated guest who was served alcohol at an event your Club sponsored. We recommend checking with your local government official to determine if host liquor coverage is adequate for your event. If Liquor Legal Liability is needed for your event, please contact Mercer Consumer at 1-877-451-4003 for a Special Event quote.

Automobile

Q. Is there liability coverage for automobiles (including buses and trailers) hired by, rented by, or loaned to the Optimist organization?
A. Yes & No. There is coverage for Directors or Officers of the Optimist Clubs and Districts, when they hire a car or use their personal vehicle for Club business. There is no direct coverage for vehicles owned by a Club, its members, or for the transportation of participants.

Q. Is there physical damage coverage for hired or non-owned autos?
A. No. This is liability coverage only.

Q. Are individual Optimist members covered for liability while using their own vehicles at Club activities or while transporting youths?
A. There is no coverage for the Club member. However, if the Club were named in a suit, there may be coverage for the Club in excess of the vehicle owner's limit up to $1,000,000, subject to the policy terms, exclusions, and conditions.

Bodily Injury

Q. Is this an Accident Medical policy?
A. No. This policy covers bodily injury as a result of negligence. If your club is interested in obtaining Accident Medical coverage, please contact our office to further discuss.

General Coverages

Q. Is there Medical Payments coverage for an accident at an Optimist sponsored event regardless of negligence?
A. No. Medical Payments coverage is not provided by this policy; however, any injury should be promptly reported to YORK so that we have advance notice should it turn into a suit later. See claim reporting procedures below.

Q. Is an injury to a non-member caused by an Optimist member assisting on an Optimist project covered?
A. Yes, there may be coverage if there is legal liability resulting from negligence by the Club or Club member.
Q. Does this policy provide products liability coverage?
A. Yes.

Q. Are workers' compensation benefits provided?
A. No. Clubs would need to purchase separate policies for this.

Q. Our Club owns a refreshment trailer from which we sell food and beverages at fairs, carnivals, picnics or other functions. Does our policy cover this?
A. Products Liability for the sale of food and beverages may be covered but the policy affords no coverage for the refreshment trailer itself.

Property

Q. Is there coverage for damage to Optimist owned property?
A. No.

Examples of Types of Events that may be Covered or Not Covered

Q. If our Club contracts with others to conduct a special event, does this policy protect us?
A. Yes, subject to the exclusions and conditions of the policy. Professional show participants are not covered. It is strongly recommended for the Club to request additional insured status on the policies of those you contract with.

Q. If an Optimist club hires an outside vendor to provide professional service for an Optimist event will the Optimist policy extend coverage to the vendor?

A. No. The vendor should have their own coverage in place, and the Club should request proof of coverage being in place prior to the event.

Q. Are athletic events, picnics, parades, pancake days, dances, contests and similar activities covered for claims arising out of injury to the public?
A. Yes, subject to the exclusions and conditions of the policy and when there is legal liability resulting from the Optimist club's negligence.

Q. Is my Club covered for sponsoring or organizing an athletic league or team, such as Tri-Star Program, baseball, football, hockey, etc.?
A. Yes, you may be covered for any athletic activities, except direct injury to any member of an Optimist Club or any boxing events. But, coverage only applies when there is legal liability resulting from negligence of the Optimist club.

Q. My Club is co-sponsoring an event. Is my Club covered in such an activity?
A. Yes, if your club is found legally liable. The General Liability coverage applies to Optimist sponsored and directly controlled activities. It's recommended that your club confirm the other sponsoring organizations have appropriate coverages.

Q. What about Optimist sponsored float trips?
A. Subject to all exclusions, terms and conditions there may be coverage if the club does not own the watercraft, it is less than 26 feet in length and there is no charge for transporting people or property.
Q. If my Club owns a BMX track, a Clubhouse or any other type of property does this policy cover those locations?
A. No, as a property that is owned by your Club, this location is specifically excluded from coverage by the policy. You must get your own premises liability coverage for this location. However, there may be coverage for Optimist sponsored events at the owned premises. Also, racing of any kind is an excluded activity by the policy.

Q. Does this policy cover participants of events such as racing, speed, or demolition contests, etc.?
A. No, All loss related to Autos is excluded under this policy.

Claim Report Procedures

All claims, incidents or notices of a loss regardless of severity or location must be reported to the YORK Claims Intake Center as soon as the Club is made aware. Any delay could result in denial of the claim. The YORK Claims Intake Center is ready to accept new losses and provides four ways for you to submit loss reports:

Fax: 973-404-1040
Telephone: 866-391-9675
Email: yorkclaimsintake@york-claims.com
Mail: York Claims Services, Inc., Attn: Jenai A. Russell, Manager, 99 Cherry Hill Road, Suite 102, Parsippany, NJ 07054

Trails - Practice - Boysonly

MUSTANG PUBLIC SCHOOLS

Use of Facility Form

GENERAL INFORMATION

APPLICANT:

Organization: Optimist Club of Mustang

Name of Applicant: Ray Meier

Billing Address: P.O. Box 581, Mustang, Ok 73064

E-mail Address: ray.ctr.meier@faa.gov Telephone (Cell) 405-517-4173

Contact Person: Ray Meier Telephone (Other) 405-954-4698

EVENT DETAILS:

Name of Activity: Youth Basketball

Purpose of Activity: Provide organized basketball for boys & girls ages 6-14

Date(s)/Day(s) Requested: Mon, Tue, Thur, Fri from 11/3/14 to 2/27/15

Facility **Entry** Time: 6:00 am (pm) Facility **Exit** Time: 9:00 am (pm)

Actual Performance (if applicable) Start Time: 6:00 am (pm) End Time: 9:00 am (pm)

Expected number of participants: 60 per night Expected number of audience (if applicable): Parents

RESPONSIBILITIES OF THE APPLICANT:

- Read the Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form, 2030C. A copy of the board approved rental sheet is enclosed for your use in completing this form.
- Read and sign Felony Check and Sex Offender Registry statement (2030D). This form needs to be **notarized.**
- Provide a **certificate of insurance** for each request. It is the responsibility of the organization to provide a copy of an updated insurance verification if the certificate expires during the timeframe that the facility and/or grounds have been approved for use.
- I understand that upon completion of the request form, it must be returned to the MPS Administration Building Secretary along with the certificate of insurance and the Felony Checks and Sex Offender Registry form **30 days prior to the regularly scheduled board meeting.**
- Pending board approval, I understand that expenses for all facility usage will be billed following completion of the event and will be **payable upon receipt of invoice. Failure to promptly settle financial obligations will void future facility usage requests.**

INSURANCE REQUIREMENTS:

The user shall file a liability insurance policy with the **Mustang Board of Education**. Limits of liability shall not be less than:

$100,000.00	Property Damage
$100,000.00	Personal Injury each accident or occurrence
$100,000.00	Aggregated (all claims for anyone occurrence)

The policy shall reflect an additional named insured: **Mustang Board of Education**
Mustang Public School District I-69
Mustang, Oklahoma 73064

Current Insurance Verification Provided: (Yes) No Expires: 5/1/15

FACILITY REQUESTED **(Please refer to Policy # 2030A for the rental fees)**

High School
- Cafeteria
- Kitchen
- Commons area
- Wrestling Room
- MHS soccer practice field
- Classrooms

MMS
- Cafeteria
- Kitchen
- Wrestling Room
- Gymnasium
- Softball field
- Classrooms

MNMS
- Cafeteria
- Kitchen
- Commons Gym
- Gymnasium
- Softball/baseball field
- Classrooms

Horizon Intermediate
- Main Gymnasium

Canyon Ridge Intermediate
- Gymnasium
- Cafetorium (Cafeteria and Stage Area)

Elementary Schools (Please select a site)
- Mustang Elementary
- Centennial Elementary
- Lakehoma Elementary
- Trails Elementary
- Creek Elementary
- Valley Elementary

Facility
- Cafeteria
- Kitchen
- Gymnasium
- Playing Field
- Classrooms

Custodial Fees: Custodial fees apply for the use of cafeterias, gymnasiums, wrestling rooms and classrooms. Fees are only charged for Saturday and/or Sunday use with a two (2) hour minimum.

Number of participants: 60 per night Number of Mustang students participating: 60 per night

Will admission be charged: Yes (No)

Special Equipment Needed: None

AGREEMENT:

- We (I), Ray Meier understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.
- We (I), assume full liability for the care and the use of the facility and agree not to hold the school district liable for anything arising of our (my) use of the Mustang Public School facility. We (I) certify that no registered sex offenders are working this/these events(s).
- We (I) further agree to indemnify and save harmless the Mustang School District and the Mustang Board of Education from and against any and all claims and demands whether for injuries to persons or loss of life, or damage to property occurring within the Mustang Schools facility and arising out of the use and occupancy of said facility by us (me), our (my) employees, guests, members, participants and invitees.

Representative's Signature: Ray Dhey Date: 7/24/14

OFFICE USE ONLY:

Estimated Charge for Use of Facility

Rental of Facility: Custodial Costs: Other:

TOTAL COST:

Signatures:

Use of Facilities Coordinator: Date: 8-1-14

Athletic Director (If applicable): Date:

Deputy Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

2030D

FELONY CHECKS & SEX OFFENDER REGISTRY

As a representative of the organization that is requesting to use a Mustang Public School facility and/or grounds, this letter is to acknowledge that all the employees/coaches of the organization have clean felony checks and are not listed as sex offenders.

Roy D. Lew — 7/31/14

Signature of Representative — Date

STATE OF: Oklahoma

COUNTY OF: Canadian

Subscribed and sworn to before me this 31st day of July, 2014

Kate Jones

Signature of Notary Public

KATE JONES NOTARY PUBLIC # 11006 SEAL EXP. 08/02/15 STATE OF OKLAHOMA

Adopted: 08-14-06

MERCER

Mercer Consumer
a service of Mercer Health &
Benefits Administration LLC
PO Box 14575
Des Moines, IA 50306
Phone: 1-800-503-9227

Optimist International Certificate of Insurance Request Form

Are you a current, active member of your organization? ☒ Yes ☐ No

*****This Certificate request form is for professional individuals, clubs, and chapters.*****

Club/Chapter Name: Optimist Club of Mustang

Policy Number or Client Number (www.oiclubinsurance.com , **Insurance Products, Optimist Club Liability, Summary of Insurance):** 07114

Name, Title, & Address of insured/Member Requesting Certificate: Ray Meier
1830 w. Laura
Mustang, Ok 73064

Telephone Number: 405-517-4173

Email Address: rmeier5@cox.net

How would you like the Certificate of Insurance sent to you?

Fax to: ☐ **Insured:** ☐ **Certificate Holder:**

Email to: ☒ **Insured:** ☒ **Certificate Holder:** GreenA@mustangPS.org

Mail to: ☐ **Insured:** ☐ **Certificate Holder:**

1. **Name of event:** Youth Basketball, boys and girls
2. **Location of the event (Name and Address):** 8 gyms spread across school district
3. **Date of the event/function:** 8/14/14 - 3/10/15
4. **Name of entity (including mailing address) requesting proof of liability coverage:** Mustang Public School
906 S. Heights Dr
Mustang, Ok 73064

*****PLEASE ADVISE IF ENTITY IS A CITY, COUNTY OR STATE ORGANIZATION** ☐ **Yes** ☒ **No**

*****IF THE LIMIT OF LIABILITY IS OUTSIDE THE NORMAL LIMITS (1/MIL PER OCCURRENCE/2MIL PER AGGREGATE) PLEASE INDICATE HERE THE REQUIRED LIMITS.** _____

MERCER

Mercer Consumer
a service of Mercer Health &
Benefits Administration LLC
PO Box 14575
Des Moines, IA 50306
Phone: 1-800-503-9227

5. Is the entity requesting to be named as an Additional Insured? ☒ Yes ☐ No
   - Does the additional insured own the event location? ☒ Yes ☐ No
   - If no, please provide explanation of relationship between your club and the entity requesting the Additional Insured status:

6. With regards to this event is your club/group:
   - Sponsoring ☒ Yes ☐ No
   - Volunteering ☒ Yes ☐ No
   - Participating ☐ Yes ☒ No

7. Please list your/your club's function and/or activities for the event (Explain exactly what your role is with respect to the event. More information is needed other than simply "sponsoring/volunteering): optimist members organize teams to compete with other local town teams. We supervise on game days and operate Gate, Concession, score clock.
   - Please explain the Additional Insured's role/actions in the event:
   - Is alcohol being served? ☐ Yes ☒ No
   - Is food being served? ☐ Yes ☒ No
   - Is this an athletic event? ☒ Yes ☐ No
   - Are you using trailers / mobile equipment? ☐ Yes ☒ No

Important-Mercer Consumer is unable to process incomplete and/or unsigned Certificate requests.

Signature: [signature] Date: 7/30/14

Please fax or email your request to: Fax-515-365-3005 or Email-PLSDTEAM.service@mercer.com

Transmission Log

AJW-223 Wednesday, 2014-07-30 14:02 4059543041

Date	Time	Type	Job #	Length	Speed	Station Name/Number	Pgs	Status
2014-07-30	14:01	SCAN	03990	0:21	26400	212 345-5000	2	OK -- V.34 AM31

MERCER

Mercer Consumer
a service of Mercer Health & Benefits Administration LLC
PO Box 14575
Des Moines, IA 50306
Phone: 1-800-503-9227

Optimist International Certificate of Insurance Request Form

Are you a current, active member of your organization? ☒ Yes ☐ No

This Certificate request form is for professional individuals, clubs, and chapters.

Club/Chapter Name: Optimist Club of Mustang

Policy Number or Client Number (www.oiclubinsurance.com, Insurance Products, Optimist Club Liability, Summary of Insurance): 07114

Name, Title, & Address of insured/Member Requesting Certificate: Ray Meier
1830 W. Laura
Mustang, Ok 73064

Telephone Number: 405-517-4173

Email Address: rmeier5@cox.net

How would you like the Certificate of Insurance sent to you?

Fax to: ☐ Insured: ☐ Certificate Holder:

Email to: ☒ Insured: ☒ Certificate Holder: Green A@mustangPS.org

Mail to: ☐ Insured: ☐ Certificate Holder:

1. Name of event: Youth Basketball, boys and girls
2. Location of the event (Name and Address): 6 gyms spread across school district
3. Date of the event/function: 8/14/14 - 3/10/15
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***IF THE LIMIT OF LIABILITY IS OUTSIDE THE NORMAL LIMITS (1/MIL PER OCCURRENCE/2MIL PER AGGREGATE) PLEASE INDICATE HERE THE REQUIRED LIMITS._____

TALENT • HEALTH • RETIREMENT • INVESTMENTS

MARSH & McLENNAN COMPANIES

Effective May 1, 2014

SUMMARY OF INSURANCE

Coverage depends on the actual facts of each case and the terms conditions and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

Attention Canadian Clubs: Mercer Consumer no longer writes coverage for your clubs as of May, 2012. Please contact 1-800-363-7151 for information on Insurance for Optimist Canada.

Named Insureds: Optimist International, Inc., Optimist International Foundation, Optimist Districts and Optimist Clubs, Member Club Foundations, Optimist Collegiate Clubs, Youth Clubs (including Junior Optimist and Octagon), Optimist International Youth Program Foundation, Inc., Corporate Partner and Optimist Clubs, and their individual Club Members.

GENERAL LIABILITY INSURANCE (U.S. Only)

Policy Term:	Policy Number:	Carrier:	Limits of Liability:	Type of Coverage:
May 1, 2014 – May 1, 2015	01-LX-000917052	New Hampshire Insurance Co. (AIG)	$1,000,000 (US)	Per Occurrence
			$1,000,000 (US)	Products/Completed Operations
			$2,000,000 (US)	General Aggregate
			$1,000,000 (US)	Personal & Advertising Injury

Designated Limit provided to each Club (CG2504)

MAJOR EXCLUSIONS TO GENERAL LIABILITY POLICY

- Any Premises owned in the name of any Optimist Club, Subsidiary Entity or Extended Named Insureds. (See Q&A section for more details).
- Medical Payments
- Abuse or Molestation
- Motorized activity, including aircraft or watercraft
- All Boxing Activities
- Club Members as sports participants
- Political Events
- Shooting/Firearms
- Asbestos, Silica, Lead, Fungi, Bacteria
- Igniting or Discharging of Fireworks
- Professional Services including Medical or Counseling
- Operation or Maintenance of any mechanically operated amusement devices, with respect to Carnivals, Circuses or Fairs
- Workers Compensation or Employers Liability
- Pollution

DIRECTORS & OFFICERS HIRED AND NON-OWNED AUTOMOBILE LIABILITY

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2014 – May 1, 2015	01-LX-000917052	New Hampshire Insurance Co. (AIG)	$1,000,000 (US)	By Endorsement to General Liability
				Limited to the Directors & Officers only

MAJOR EXCLUSIONS TO DIRECTORS & OFFICERS HIRED & NON-OWNED AUTO LIABILITY

Transportation of participants

Autos owned in the name of Optimist Clubs or Foundations (US Only)

GENERAL LIABILITY AND NON-OWNED AUTOMOBILE LIABILITY INSURANCE (OUTSIDE U.S. & CANADA)

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2013 – May 1, 2016	PHFD38424336001	Ace USA	$1,000,000 (US)	Each Occurrence
			$2,000,000 (US)	Aggregate Limit - Products/Completed Operations
			$1,000,000 (US)	Premises Damage Limit

NOTE: This policy covers authorized Clubs outside the US & Canada.

GENERAL LIABILITY POLICY (OUTSIDE U.S. & CANADA)

COVERAGE: Commercial General Liability (excess & DIC over valid & collectible primary insurance)

Products/Completed Operations
Defense & Supplementary Costs

Personal & Advertising Injury
Worldwide Coverage & Jurisdictions (excludes USA)

Contingent Auto Liability coverage not subject to policy aggregate

MAJOR EXCLUSIONS

Professional Liability
Nuclear Power-related Coverage

Contractual Sole Negligence
Aircraft Liability

Bodily Injury to Athletic Participants
Asbestos
Non-owned & Hired Auto Liability to persons under 18 years of age

UMBRELLA PRIME LIABILITY INSURANCE (U.S. ONLY)

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
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*NOTE: This policy covers only those entities insured by the underlying New Hampshire Insurance Company General Liability Policy

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Bungee Jumping

Cross Suits

Political Events

Liquor Legal Liability

Racing & Stunting

Recreational Vehicles

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Fax: 973-404-1040
Telephone: 866-391-9675
Email: yorkclaimsintake@york-claims.com
Mail: York Claims Services, Inc., Attn: Jenai A. Russell, Manager, 99 Cherry Hill Road, Suite 102, Parsippany, NJ 07054

Canyon Ridge - Games Only

MUSTANG PUBLIC SCHOOLS

Use of Facility Form

GENERAL INFORMATION

APPLICANT:

Organization: Optimist Club of Mustang

Name of Applicant: Ray Meier

Billing Address: P.O. Box 581, Mustang, Ok 73064

E-mail Address: ray.ctr.meier@faa.gov

Telephone (Cell) 405-517-4173

Contact Person: Ray Meier

Telephone (Other) 405-954-4698

EVENT DETAILS:

Name of Activity: Youth Basketball

Purpose of Activity: Provide organized basketball for boys & girls ages 6-14

Date(s)/Day(s) Requested: 11/20/14 - 3/8/15 Sat 9:00am - 9:00pm Fri 6:00pm - 9:00pm Sun 1:00pm - 5:00pm

Facility **Entry** Time: Sat 7:30a Sun 12:00p am pm Facility **Exit** Time: Sat 9:30p Sun 5:30p am pm

Actual Performance (if applicable) Start Time: _____ am pm End Time: _____ am pm

Expected number of participants: 600 Expected number of audience (if applicable): 600

RESPONSIBILITIES OF THE APPLICANT:

- Read the Use of Facilities and Grounds" Policy #2030. This policy provides the guidelines that are to be followed.
- Complete this form, 2030C. A copy of the board approved rental sheet is enclosed for your use in completing this form.
- Read and sign Felony Check and Sex Offender Registry statement (2030D). This form needs to be **notarized.**
- Provide a **certificate of insurance** for each request. It is the responsibility of the organization to provide a copy of an updated insurance verification if the certificate expires during the timeframe that the facility and/or grounds have been approved for use.
- I understand that upon completion of the request form, it must be returned to the MPS Administration Building Secretary along with the certificate of insurance and the Felony Checks and Sex Offender Registry form **30 days prior to the regularly scheduled board meeting.**
- Pending board approval, I understand that expenses for all facility usage will be billed following completion of the event and will be **payable upon receipt of invoice. Failure to promptly settle financial obligations will void future facility usage requests.**

INSURANCE REQUIREMENTS:

The user shall file a liability insurance policy with the **Mustang Board of Education**. Limits of liability shall not be less than:

$100,000.00	Property Damage
$100,000.00	Personal Injury each accident or occurrence
$100,000.00	Aggregated (all claims for anyone occurrence)

The policy shall reflect an additional named insured: **Mustang Board of Education**
Mustang Public School District I-69
Mustang, Oklahoma 73064

Current Insurance Verification Provided: (Yes) No Expires: 5/1/15

FACILITY REQUESTED **(Please refer to Policy # 2030A for the rental fees)**

High School
- Cafeteria
- Kitchen
- Commons area
- Wrestling Room
- MHS soccer practice field
- Classrooms

MMS
- Cafeteria
- Kitchen
- Wrestling Room
- Gymnasium
- Softball field
- Classrooms

MNMS
- Cafeteria
- Kitchen
- Commons Gym
- Gymnasium
- Softball/baseball field
- Classrooms

Horizon Intermediate
- Main Gymnasium

Canyon Ridge Intermediate
- Gymnasium
- Cafetorium (Cafeteria and Stage Area)

Elementary Schools (Please select a site)
- Mustang Elementary
- Centennial Elementary
- Lakehoma Elementary
- Trails Elementary
- Creek Elementary
- Valley Elementary

Facility
- Cafeteria
- Kitchen
- Gymnasium
- Playing Field
- Classrooms

Custodial Fees: Custodial fees apply for the use of cafeterias, gymnasiums, wrestling rooms and classrooms. Fees are only charged for Saturday and/or Sunday use with a two (2) hour minimum.

Number of participants: 320 per weekend Number of Mustang students participating: 160 / per weekend

Will admission be charged: (Yes) No

Special Equipment Needed: Score Equipment, concession?

AGREEMENT:

- We (I), Ray Meier understand that we (I) are (am) to assume all damages to facilities, disappearance of equipment and costs of unauthorized usage.
- We (I), assume full liability for the care and the use of the facility and agree not to hold the school district liable for anything arising of our (my) use of the Mustang Public School facility. We (I) certify that no registered sex offenders are working this/these events(s).
- We (I) further agree to indemnify and save harmless the Mustang School District and the Mustang Board of Education from and against any and all claims and demands whether for injuries to persons or loss of life, or damage to property occurring within the Mustang Schools facility and arising out of the use and occupancy of said facility by us (me), our (my) employees, guests, members, participants and invitees.

Representative's Signature: Ray D. Meier Date: 7/29/14

OFFICE USE ONLY:

Estimated Charge for Use of Facility

Rental of Facility: Custodial Costs: Other:

TOTAL COST:

Signatures:

Use of Facilities Coordinator: Date: 8-1-14

Athletic Director (If applicable): Date:

Deputy Superintendent of Schools: Date:

President of Mustang Board of Education: Date:

FELONY CHECKS & SEX OFFENDER REGISTRY

As a representative of the organization that is requesting to use a Mustang Public School facility and/or grounds, this letter is to acknowledge that all the employees/coaches of the organization have clean felony checks and are not listed as sex offenders.

Roy D. Lew — 7/31/14

Signature of Representative — Date

STATE OF: Oklahoma

COUNTY OF: Canadian

Subscribed and sworn to before me this 31st day of July, 2014

Kate Jones

Signature of Notary Public

KATE JONES NOTARY PUBLIC # 11006 EXP. 08/02/15 SEAL STATE OF OKLAHOMA

Adopted: 08-14-06

MERCER

Mercer Consumer
a service of Mercer Health &
Benefits Administration LLC
PO Box 14575
Des Moines, IA 50306
Phone: 1-800-503-9227

Optimist International Certificate of Insurance Request Form

Are you a current, active member of your organization? ☒ Yes ☐ No

This Certificate request form is for professional individuals, clubs, and chapters.

Club/Chapter Name: Optimist Club of Mustang

Policy Number or Client Number (www.oiclubinsurance.com , Insurance Products, Optimist Club Liability, Summary of Insurance): 07114

Name, Title, & Address of insured/Member Requesting Certificate: Ray Meier
1830 w. Laura
Mustang, Ok 73064

Telephone Number: 405-517-4173

Email Address: rmeier5@cox.net

How would you like the Certificate of Insurance sent to you?

Fax to: ☐ Insured: ☐ Certificate Holder:

Email to: ☒ Insured: ☒ Certificate Holder: GreenA@mustangPS.org

Mail to: ☐ Insured: ☐ Certificate Holder:

1. Name of event: Youth Basketball, boys and girls
2. Location of the event (Name and Address): 8 gyms spread across school district
3. Date of the event/function: 8/14/14 - 3/10/15
4. Name of entity (including mailing address) requesting proof of liability coverage: Mustang Public School
906 S. Heights Dr
Mustang, Ok 73064

***PLEASE ADVISE IF ENTITY IS A CITY, COUNTY OR STATE ORGANIZATION ☐ Yes ☒ No

***IF THE LIMIT OF LIABILITY IS OUTSIDE THE NORMAL LIMITS (1/MIL PER OCCURRENCE/2MIL PER AGGREGATE) PLEASE INDICATE HERE THE REQUIRED LIMITS._____

MERCER

Mercer Consumer
a service of Mercer Health &
Benefits Administration LLC
PO Box 14575
Des Moines, IA 50306
Phone: 1-800-503-9227

5. Is the entity requesting to be named as an Additional Insured? ☒ Yes ☐ No
   - Does the additional insured own the event location? ☒ Yes ☐ No
   - If no, please provide explanation of relationship between your club and the entity requesting the Additional Insured status:

6. With regards to this event is your club/group:
   - Sponsoring ☒ Yes ☐ No
   - Volunteering ☒ Yes ☐ No
   - Participating ☐ Yes ☒ No

7. Please list your/your club's function and/or activities for the event (Explain exactly what your role is with respect to the event. More information is needed other than simply "sponsoring/volunteering): Optimist members organize teams to compete with other local town teams. We supervise on game days and operate Gate, Concession, score clock.
   - Please explain the Additional Insured's role/actions in the event:
   - Is alcohol being served? ☐ Yes ☒ No
   - Is food being served? ☐ Yes ☒ No
   - Is this an athletic event? ☒ Yes ☐ No
   - Are you using trailers / mobile equipment? ☐ Yes ☒ No

Important-Mercer Consumer is unable to process incomplete and/or unsigned Certificate requests.

Signature: Roy D. Hess Date: 7/30/14

Please fax or email your request to: Fax-515-365-3005 or Email-PLSDTEAM.service@mercer.com

Transmission Log

AJW-223 Wednesday, 2014-07-30 14:02 4059543041

Date	Time	Type	Job #	Length	Speed	Station Name/Number	Pgs	Status
2014-07-30	14:01	SCAN	03990	0:21	26400	212 345-5000	2	OK -- V.34 AM31

MERCER

Mercer Consumer
a service of Mercer Health & Benefits Administration LLC
PO Box 14575
Des Moines, IA 50306
Phone: 1-800-503-9227

Optimist International Certificate of Insurance Request Form

Are you a current, active member of your organization? ☒ Yes ☐ No

This Certificate request form is for professional individuals, clubs, and chapters.

Club/Chapter Name: Optimist Club of Mustang

Policy Number or Client Number (www.oiclubinsurance.com , Insurance Products, Optimist Club Liability, Summary of Insurance): 07114

Name, Title, & Address of insured/Member Requesting Certificate: Ray Meier
1830 W. Laura
Mustang, Ok 73064

Telephone Number: 405-517-4123

Email Address: rmeier5@cox.net

How would you like the Certificate of Insurance sent to you?

Fax to: ☐ Insured: ☐ Certificate Holder:

Email to: ☒ Insured: ☒ Certificate Holder: Green A@mustang PS. oz

Mail to: ☐ Insured: ☐ Certificate Holder:

1. Name of event: Youth Basketball, boys and girls
2. Location of the event (Name and Address): 6 gyms spread across school district
3. Date of the event/function: 8/14/14 - 3/10/15
4. Name of entity (including mailing address) requesting proof of liability coverage: Mustang Public Schools
906 S. Heights Dr
Mustang, Ok 73064

***PLEASE ADVISE IF ENTITY IS A CITY, COUNTY OR STATE ORGANIZATION ☐ Yes ☒ No

***IF THE LIMIT OF LIABILITY IS OUTSIDE THE NORMAL LIMITS (1/MIL PER OCCURRENCE/2MIL PER AGGREGATE) PLEASE INDICATE HERE THE REQUIRED LIMITS._____

TALENT • HEALTH • RETIREMENT • INVESTMENTS

MARSH & McLENNAN COMPANIES

Effective May 1, 2014

SUMMARY OF INSURANCE

Coverage depends on the actual facts of each case and the terms conditions and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

Attention Canadian Clubs: Mercer Consumer no longer writes coverage for your clubs as of May, 2012. Please contact 1-800-363-7151 for information on Insurance for Optimist Canada.

Named Insureds: Optimist International, Inc., Optimist International Foundation, Optimist Districts and Optimist Clubs, Member Club Foundations, Optimist Collegiate Clubs, Youth Clubs (including Junior Optimist and Octagon), Optimist International Youth Program Foundation, Inc., Corporate Partner and Optimist Clubs, and their individual Club Members.

GENERAL LIABILITY INSURANCE (U.S. Only)

Policy Term:	Policy Number:	Carrier:	Limits of Liability:	Type of Coverage:
May 1, 2014 – May 1, 2015	01-LX-000917052	New Hampshire Insurance Co. (AIG)	$1,000,000 (US)	Per Occurrence
			$1,000,000 (US)	Products/Completed Operations
			$2,000,000 (US)	General Aggregate
			$1,000,000 (US)	Personal & Advertising Injury

Designated Limit provided to each Club (CG2504)

MAJOR EXCLUSIONS TO GENERAL LIABILITY POLICY

- Any Premises owned in the name of any Optimist Club, Subsidiary Entity or Extended Named Insureds. (See Q&A section for more details).
- Medical Payments
- Abuse or Molestation
- Motorized activity, including aircraft or watercraft
- All Boxing Activities
- Club Members as sports participants
- Political Events
- Shooting/Firearms
- Asbestos, Silica, Lead, Fungi, Bacteria
- Igniting or Discharging of Fireworks
- Professional Services including Medical or Counseling
- Operation or Maintenance of any mechanically operated amusement devices, with respect to Carnivals, Circuses or Fairs
- Workers Compensation or Employers Liability
- Pollution

DIRECTORS & OFFICERS HIRED AND NON-OWNED AUTOMOBILE LIABILITY

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2014 – May 1, 2015	01-LX-000917052	New Hampshire Insurance Co. (AIG)	$1,000,000 (US)	By Endorsement to General Liability
				Limited to the Directors & Officers only

MAJOR EXCLUSIONS TO DIRECTORS & OFFICERS HIRED & NON-OWNED AUTO LIABILITY

Transportation of participants

Autos owned in the name of Optimist Clubs or Foundations (US Only)

GENERAL LIABILITY AND NON-OWNED AUTOMOBILE LIABILITY INSURANCE (OUTSIDE U.S. & CANADA)

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2013 – May 1, 2016	PHFD38424336001	Ace USA	$1,000,000 (US)	Each Occurrence
			$2,000,000 (US)	Aggregate Limit - Products/Completed Operations
			$1,000,000 (US)	Premises Damage Limit

NOTE: This policy covers authorized Clubs outside the US & Canada.

GENERAL LIABILITY POLICY (OUTSIDE U.S. & CANADA)

COVERAGE: Commercial General Liability (excess & DIC over valid & collectible primary insurance)

Products/Completed Operations	Personal & Advertising Injury	Contingent Auto Liability coverage not subject to policy aggregate
Defense & Supplementary Costs	Worldwide Coverage & Jurisdictions (excludes USA)	

MAJOR EXCLUSIONS

Professional Liability	Contractual Sole Negligence	Bodily Injury to Athletic Participants	Asbestos
Nuclear Power-related Coverage	Aircraft Liability	Non-owned & Hired Auto Liability to persons under 18 years of age	

UMBRELLA PRIME LIABILITY INSURANCE (U.S. ONLY)

Policy Term:	Policy Number:	Carrier:	Limit of Liability:	Type of Coverage
May 1, 2014 – May 1, 2015	29-UD-005852309	National Union Fire Insurance Company (AIG)	$10,000,000 (US)	Per Occurrence

*NOTE: This policy covers only those entities insured by the underlying New Hampshire Insurance Company General Liability Policy

MAJOR EXCLUSIONS TO UMBRELLA LIABILITY POLICY

All Exclusions on the New Hampshire General Liability policy;
All Automobile Liability, Foreign Liability and Professional Liability, including:

All Athletic Activities	Liquor Legal Liability	E.R.I.S.A. & Employers Liability	Aircraft Products & Grounding
Abuse or Molestation	Racing & Stunting	Pollution, Silica, Lead Paint, Fungus	D& O Liability
Bungee Jumping	Recreational Vehicles	Trampolines & Rebounding Equipment	Professional Liability
Cross Suits	Automobile Liability	Employee Benefits	Hazards in conjunction with Premises, with sponsored event exception
Political Events	Shooting/Firearms		

For more specific information, please contact: Mercer Consumer, a service of Mercer Health & Benefits Administration LLC, P.O. Box 14521, Des Moines, Iowa, 50306, USA, Telephone 1-800-503-9227 (U.S. Clubs) or FAX (847)803-4649.

TYPICAL QUESTIONS AND ANSWERS FOR U.S. POLICIES

The scenarios summarized below are offered only as examples. Coverage depends on the actual facts of each case and the terms, conditions, and exclusions of the policy. For a complete description of the scope and limitations of coverage, you may request a copy of the policy from the Optimist headquarters.

Liquor

Q. What is Liquor Legal Liability?
A. Liquor Legal Liability provides coverage for Bodily Injury or Property Damage for which you may become legally liable as the result of contributing to a person's intoxication. This type of coverage is available on a separate policy for those "in the business of manufacturing, selling, serving or furnishing alcoholic beverages" for a fee or in some cases if a license is required for the activity. This is not covered by the Commercial General Liability (CGL) policy.

Q. Does this policy cover the sale of alcoholic beverages?
A. In a limited sense, yes, but see response to question below.
Q. What is host liquor liability?
A. The CGL policy provides host liquor liability for those businesses that are not "in the business of manufacturing, selling, serving or furnishing alcoholic beverages." It provides protection against bodily injury and property damage suits brought by parties injured as the result of an intoxicated guest who was served alcohol at an event your Club sponsored. We recommend checking with your local government official to determine if host liquor coverage is adequate for your event. If Liquor Legal Liability is needed for your event, please contact Mercer Consumer at 1-877-451-4003 for a Special Event quote.

Automobile

Q. Is there liability coverage for automobiles (including buses and trailers) hired by, rented by, or loaned to the Optimist organization?
A. Yes & No. There is coverage for Directors or Officers of the Optimist Clubs and Districts, when they hire a car or use their personal vehicle for Club business. There is no direct coverage for vehicles owned by a Club, its members, or for the transportation of participants.

Q. Is there physical damage coverage for hired or non-owned autos?
A. No. This is liability coverage only.

Q. Are individual Optimist members covered for liability while using their own vehicles at Club activities or while transporting youths?
A. There is no coverage for the Club member. However, if the Club were named in a suit, there may be coverage for the Club in excess of the vehicle owner's limit up to $1,000,000, subject to the policy terms, exclusions, and conditions.

Bodily Injury

Q. Is this an Accident Medical policy?
A. No. This policy covers bodily injury as a result of negligence. If your club is interested in obtaining Accident Medical coverage, please contact our office to further discuss.

General Coverages

Q. Is there Medical Payments coverage for an accident at an Optimist sponsored event regardless of negligence?
A. No. Medical Payments coverage is not provided by this policy; however, any injury should be promptly reported to YORK so that we have advance notice should it turn into a suit later. See claim reporting procedures below.

Q. Is an injury to a non-member caused by an Optimist member assisting on an Optimist project covered?
A. Yes, there may be coverage if there is legal liability resulting from negligence by the Club or Club member.
Q. Does this policy provide products liability coverage?
A. Yes.

Q. Are workers' compensation benefits provided?
A. No. Clubs would need to purchase separate policies for this.

Q. Our Club owns a refreshment trailer from which we sell food and beverages at fairs, carnivals, picnics or other functions. Does our policy cover this?
A. Products Liability for the sale of food and beverages may be covered but the policy affords no coverage for the refreshment trailer itself.

Property

Q. Is there coverage for damage to Optimist owned property?
A. No.

Examples of Types of Events that may be Covered or Not Covered

Q. If our Club contracts with others to conduct a special event, does this policy protect us?
A. Yes, subject to the exclusions and conditions of the policy. Professional show participants are not covered. It is strongly recommended for the Club to request additional insured status on the policies of those you contract with.

Q. If an Optimist club hires an outside vendor to provide professional service for an Optimist event will the Optimist policy extend coverage to the vendor?
A. No. The vendor should have their own coverage in place, and the Club should request proof of coverage being in place prior to the event.

Q. Are athletic events, picnics, parades, pancake days, dances, contests and similar activities covered for claims arising out of injury to the public?
A. Yes, subject to the exclusions and conditions of the policy and when there is legal liability resulting from the Optimist club's negligence.

Q. Is my Club covered for sponsoring or organizing an athletic league or team, such as Tri-Star Program, baseball, football, hockey, etc.?
A. Yes, you may be covered for any athletic activities, except direct injury to any member of an Optimist Club or any boxing events. But, coverage only applies when there is legal liability resulting from negligence of the Optimist club.

Q. My Club is co-sponsoring an event. Is my Club covered in such an activity?
A. Yes, if your club is found legally liable. The General Liability coverage applies to Optimist sponsored and directly controlled activities. It's recommended that your club confirm the other sponsoring organizations have appropriate coverages.

Q. What about Optimist sponsored float trips?
A. Subject to all exclusions, terms and conditions there may be coverage if the club does not own the watercraft, it is less than 26 feet in length and there is no charge for transporting people or property.
Q. If my Club owns a BMX track, a Clubhouse or any other type of property does this policy cover those locations?
A. No, as a property that is owned by your Club, this location is specifically excluded from coverage by the policy. You must get your own premises liability coverage for this location. However, there may be coverage for Optimist sponsored events at the owned premises. Also, racing of any kind is an excluded activity by the policy.

Q. Does this policy cover participants of events such as racing, speed, or demolition contests, etc.?
A. No, All loss related to Autos is excluded under this policy.

Claim Report Procedures

All claims, incidents or notices of a loss regardless of severity or location must be reported to the YORK Claims Intake Center as soon as the Club is made aware. Any delay could result in denial of the claim. The YORK Claims Intake Center is ready to accept new losses and provides four ways for you to submit loss reports:

Fax: 973-404-1040
Telephone: 866-391-9675
Email: yorkclaimsintake@york-claims.com
Mail: York Claims Services, Inc., Attn: Jenai A. Russell, Manager, 99 Cherry Hill Road, Suite 102, Parsippany, NJ 07054

Memo

To: Mustang Public Schools Board of Education

From: Shereen Rasor, Prairie View Library Media Director

Date: 7/31/2014

RE: New Activity Account

#982

- Media – Prairie View Elementary School

  Receipts: Book Fair Sales, interest, lost/damaged book fines, donations, and approved fundraisers

  Disbursements: Books, online and other educational subscriptions, purchase of books and replacement of lost books, refunds, author book sales and/or author visit payment, technology equipment, media equipment, computers, printers, ink, projectors, iPads, other technology, technology/equipment repair, software, library materials and supplies, reading and other incentives, promotional goods, awards, staff training, book fair expenses, posters, bulletin board supplies, decorations, research and/or curriculum materials, and furniture.

MEMORANDUM

To: Mustang Public Schools Board of Education

From: Cindy Daniel, Principal, Prairie View Elementary

Date: July 30, 2014

Subject: Request for Prairie View Music Activity Account

Please discuss, consider and/or act upon this request of an activity account for Prairie View Elementary Music Department.

Account Name: Prairie View Music

Receipts: Approved fundraisers, donations, field trip fees, interest

Disbursements: Purchase equipment and supplies, promotional incentives, student refreshments, professional workshop expenses, fundraiser expenses, student awards, recognitions and certificates, field trips, printing and/or copying costs and donations.

MEMORANDUM

To: Mustang Public Schools Board of Education

From: Cindy Daniel, Principal, Prairie View Elementary

Date: July 30, 2014

Subject: Request for Prairie View PE Activity Account

Shanda Cummings Assistant Principal 7/30/14

Please discuss, consider and/or act upon this request of an activity account for Prairie View Elementary PE Department.

Account Name: Prairie View PE

Receipts: Approved fundraisers, donations, field trip fees, interest

Disbursements: Purchase equipment and supplies, promotional incentives, student refreshments, professional workshop expenses, fundraiser expenses, student awards, recognitions and certificates, field trips, printing and/or copying costs and donations.

Memo

To: Mustang Public Schools Board of Education

From: **Kathy Blackwell, Canyon Ridge Intermediate School Principal**

Date: 8/6/2014

Re: New Activity Accounts

Please discuss, consider and/or act upon this request to create the following activity accounts for Canyon Ridge Intermediate School.

- Canyon Ridge Intermediate Sixth (6th) Grade Team Account

  Receipts: Approved fundraisers, interest, field trip fees, and/or donations

  Disbursements: Purchase of supplies/equipment educational resources (DVD's, videos, magazines, etc.) convention and workshop expenses, fundraiser expenses, field trip, expenses, refreshments, t-shirts, donations, technology, community service projects, dues, flowers, speaker fees, awards/recognitions, technology, equipment, classroom supplies, posters, decorations, research and/or curriculum materials, furniture, and student rewards.

- Canyon Ridge Intermediate Fifth (5th) Grade Team Account

  Receipts: Approved fundraisers, interest, field trip fees, and/or donations

  Disbursements: Purchase of supplies/equipment educational resources (DVD's, videos, magazines, etc.) convention and workshop expenses, fundraiser expenses, field trip, expenses, refreshments, t-shirts, donations, technology, community service projects, dues, flowers, speaker fees, awards/recognitions, technology, equipment, classroom supplies, posters, decorations, research and/or curriculum materials, furniture, and student rewards.

- Canyon Ridge Intermediate Elective/Life App Account

  Receipts: Approved fundraisers, interest, field trip fees, and/or donations

  Disbursements: Purchase of supplies/equipment educational resources (DVD's, videos, magazines, etc.) convention and workshop expenses, fundraiser expenses, field trip, expenses, refreshments, t-shirts, donations, technology, community service projects, dues, flowers, speaker fees, awards/recognitions, technology, equipment, classroom supplies, posters, decorations, research and/or curriculum materials, furniture, and student rewards.

- Canyon Ridge Intermediate Science Department Account

  Receipts: Approved fundraisers, interest, field trip fees, and/or donations

  Disbursements: Purchase of supplies/equipment educational resources (DVD's, videos, magazines, etc.), organisms, science equipment, soil/plant/seeds and other science related supplies, convention and workshop expenses, fundraiser expenses, field trip, expenses, refreshments, t-shirts, donations, technology, community service projects, dues, flowers, speaker fees, awards/recognitions, technology, equipment, classroom supplies, posters, decorations, research and/or curriculum materials, furniture, and student rewards.

- Canyon Ridge Intermediate Math Department Account

  Receipts: Approved fundraisers, interest, field trip fees, and/or donations

  Disbursements: Purchase of supplies/equipment educational resources (DVD's, videos, magazines, etc.), manipulatives, convention and workshop expenses, fundraiser expenses, field trip, expenses, refreshments, t-shirts, donations, technology, community service projects, dues, flowers, speaker fees, awards/recognitions, technology, equipment, classroom supplies, posters, decorations, research and/or curriculum materials, furniture, and student rewards.

- Canyon Ridge Intermediate Social Studies Account

  Receipts: Approved fundraisers, interest, field trip fees, and/or donations

  Disbursements: Purchase of supplies/equipment educational resources (DVD's, videos, magazines, etc.) convention and workshop expenses, fundraiser expenses, field trip, expenses, refreshments, t-shirts, donations, technology, community service projects, dues, flowers, speaker fees, awards/recognitions, technology, equipment, classroom supplies, posters, decorations, research and/or curriculum materials, furniture, and student rewards.

MUSTANG PUBLIC SCHOOLS
Charles Bradley
Deputy Superintendent

Memo

To: Sean McDaniel

From: Charles Bradley

Date: August 4, 2014

Re: Recommendations for Open Transfer Requests for the 2014-2015 School Year

---

Please consider and/or act upon my recommendations to approve the open transfer requests to attend Mustang Public Schools for the 2014-2015 school year, as listed below:

Abigail Whitmore
Zackry Ring
Emma Dowell
Jerric Zarate
Paul Haney
Cason Hulsey
Emma Hulsey

Kyke Woods
Sean Woods
Aria Gaines
Benjamin Honnoll
Adisen Willamson
Trajan Williamson
Paul Haney

DISTRICT MISSION STATEMENT AND GOALS 1010

Empowering today to achieve a better tomorrow.

~~Mustang Public Schools seek to create a school improvement plan that accurately targets school excellence and quality programs. Mustang Public Schools define quality as continuous improvement.~~

Vision - We Aspire to Have:
Highly effective, compassionate teachers in every classroom delivering a world-class education to every student in a safe and mutually respectful environment to the extent that Mustang students achieve at their highest level and contribute to their world in a meaningful way, both now and in the future.

Mission – As we pursue our vision, we will:
Develop Mustang's community of collaborative learners as self-confident, creative problem solvers and skillful communicators, who are capable of accessing and processing information in a lifelong pursuit of excellence.

Core Values
1. Attend to relationships
2. Laser focus on student success
3. Clear and timely communication
4. Collaborative culture

The District goals are:

1. Focus on Student Success
   - ✓ All students attending Mustang Public Schools will reach high standards by attaining proficiency or better in all core academic areas as measured by district provided or state provided assessments.
   - ✓ Students will have meaningful opportunities to explore and develop talents.
   - ✓ Mustang Public Schools will attain a 100% graduation rate.

2. Maintain standards of fiscal stability
   - ✓ Mustang Public Schools will balance the operating budget, annually. On occasions when reserves are required to meet district needs, Board approval will be required.
   - ✓ Mustang Public Schools will strive to adhere to all audit recommendations.

3. Provide a culture that values employees as professionals
   - ✓ Recruit and retain highly effective employees
   - ✓ Provide opportunities for growth, professional development, and advancement
   - ✓ Deliver timely and meaningful feedback.

Adopted: 12-98
Revised: 10-01
Revised: 08-03
Revised: 08-09-10
Revised: 07-14-14
Revised: 08-11-14

TEACHER EVALUATION

The Mustang Board of Education believes that personnel evaluation is a mutual endeavor among all staff members and the board to improve the quality of the overall educational program. The improvement of the district's educational efforts must be a joint responsibility of the school district and the individual educator.

The Board recognizes that through legislation passed in recent years, the State of Oklahoma has assumed greater control of systems, processes, inputs and outcomes related to the evaluation of teachers. This policy reflects the Board's commitment to comply with applicable Oklahoma law and regulations and to include provisions of law that are required to be in local policy.

All certified staff members shall be evaluated using Tulsa's TLE Observation and Evaluation System. The completed evaluation shall be retained in the personnel file of the person being evaluated. The evaluation instrument is a confidential document and shall be protected accordingly.

Probationary teachers shall receive formative feedback from the evaluation process at least twice each year. Formative feedback shall occur during the fall semester, and at least once during the spring semester, each year. Career teachers shall be evaluated at least once each year Evaluations of teachers shall be made by the appropriate certified principal, or other designated certified and qualified administrative person.

~~During the 2013-2014 school year, one hundred percent (100%) of the evaluation rating of teachers and administrators shall be based on the qualitative component of the TLE. The school district will incorporate the student academic growth and other academic measurement quantitative components of the TLE with no stakes attached.~~

During the 2014-2015 school year, the Mustang School District for the purpose of establishing baseline data will incorporate the student academic growth and other academic measure components of the TLE into the evaluations used in all school sites within the district. One hundred percent (100%) of the evaluation rating of teachers and administrators shall be based on the qualitative component of the TLE, and no portion of the evaluation rating shall be based on the quantitative components of the TLE.

For first-year and second-year teachers, evaluations shall be based solely on qualitative components and utilizing the alternative percentages established by the State Board of Education.

The evaluation shall be reviewed by the staff member and the evaluator. Either or both may attach written and signed comments to the evaluation instrument within two weeks of the evaluation, provided that no additional statements or comments shall be attached without the teacher's knowledge. The teacher's signature on the evaluation instrument shall serve only to reflect the teacher's acknowledgment that an evaluation was conducted. A copy of the completed evaluation instrument will be provided to the teacher.

Except by order of a court of competent jurisdiction, evaluation documents and the responses thereto shall be made available only to the evaluated person, the board of education, the administrative staff making the evaluation, the board and administrative staff of any school to which the evaluated person applies for employment, and such other persons given consent by the teacher in writing, and shall be subject to disclosure at a hearing or trial de novo.

If the evaluation discloses any area(s) in which improvement can be reasonably expected and desired, the principal shall discuss such area(s) with the teacher and offer suggestions and

recommendations as to how improvement may be achieved. Such recommendations shall be recorded on the evaluation instrument.

When the evaluating administrator identifies poor performance or conduct that the administrator believes may lead to a recommendation for the career teacher's dismissal or non-reemployment, the administrator will admonish the teacher in writing and make reasonable effort to assist the teacher in correcting the poor performance or conduct; and establish a reasonable time for improvement, not to exceed two months.

If the career teacher does not correct the poor performance or conduct cited in the admonition within the time specified, the administrator shall make a recommendation to the superintendent for the dismissal or non-reemployment of the teacher. A probationary teacher will receive a plan of improvement if inadequate teaching performance exists.

The board shall review this evaluation policy on an annual basis following consultation or involvement by representatives selected by the teachers in this district.

REFERENCE: 70 O.S. §6-101.10, et seq.

Adopted 10-14-13
Proposed Revision: 8-11-14

THIS POLICY REQUIRED BY LAW.

TEACHER PERFORMANCE EVALUATION PROCEDURES

~~During the 2013-2014 school year, one hundred percent (100%) of the evaluation rating of teachers shall be based on the qualitative component of the TLE. As required by 70 O.S. § 6-101.10 for purposes of testing the TLE, the school district will incorporate the student academic growth and other academic measurement quantitative components of the TLE in all school sites within the school district as a pilot with no stakes attached.~~

During the 2014-2015 school year, the Mustang School District for the purpose of establishing baseline data will incorporate the student academic growth and other academic measure components of the TLE into the evaluations used in all school sites within the district. One hundred percent (100%) of the evaluation rating of teachers and administrators shall be based on the qualitative component of the TLE, and no portion of the evaluation rating shall be based on the quantitative components of the TLE.

The board of education shall annually approve a list of other academic measures ("OAM") from the list of options which have been approved by the State Board of Education. Each teacher shall be provided by their evaluator at least two options that are board approved, grade level appropriate, relevant to the job duties assigned to that teacher, and correspond with site goals. The other academic measure should be selected by the teacher with the understanding that the measure is to be utilized to provide actionable feedback to the teacher. If there are not at least two options of OAM listed on the approved OAM list that are relevant to the job duties of a teacher, two other relevant options will be provided by the board of education that meet the definition of other academic measure adopted by the Oklahoma State Board of Education.

The rating scale for each teacher shall be a 5 point scale, where 5 is Superior, 4 is Highly Effective, 3 is Effective, 2 is Needs Improvement, and 1 is Ineffective.

The timeline for the evaluation process shall be as follows:

1. During the first semester of school, each teacher shall do each of the following:
    a. Determine an academic area of focus for the teacher's students that will guide the other academic measures for the teacher.

    b. Administer a pre-assessment or locate data that can be used as a pre-assessment of the academic area of focus.

    c. Select an other academic measure that will be used to measure the performance of the academic area of focus at the end of the school year (or after instruction for the academic area of focus is complete).

    d. Establish a SMART goal by the end of the first semester for the academic area of focus as measured by the other academic measure. SMART goals are Specific, Measureable, Attainable and Ambitious, Results-driven, and Time-bound. SMART goals should be established based on pre-assessment data. Teachers may collaboratively develop SMART goals and 5 point rating scales with peers.

    e. Establish a 5-point rating scale, by the end of the first semester, for the SMART goal, where 5 is Superior, 4 is Highly Effective, 3 is Effective, 2 is Needs Improvement, and 1 is Ineffective.

f. By way of signature, receive agreement from the evaluator on the SMART goal and 5-point rating scale. If the teacher and the evaluator cannot agree on the SMART goal and 5-point rating process, the Superintendent, or designee, shall provide mediation.

2. At the end of the school year (or after instruction for the academic area of focus is complete), all teachers shall consult with their respective evaluators to determine if the SMART goal was reached and what score will be assigned based on the previously agreed upon 5-point rating scale for the OAM. Documentation of student performance should be provided by the teacher.

3. Because the results of many OAM are unavailable until after evaluations must be completed for re-employment decisions, other academic measure results will be calculated as 15% of teacher evaluations during the year following their attainment.

4. If a teacher encounters an extenuating circumstance including, but not limited to, extended illness, acceptance of a student teacher, natural disaster, flu epidemic, or those situations that materially impact the achievement of the teacher's students after a SMART goal has been agreed upon, the teacher shall be evaluated via the development of a high quality reflective analysis of their student performance and factors that contributed to the teacher's inability to reach expected targets.

The district shall utilize the other academic measure sample worksheet provided by the State Department of Education.

Other Academic Measures

The measures listed below are approved by the Mustang Board of Education from the State Department of Education as the acceptable Other Academic Measures component of the TLE System. For examples of each type of assessment see the State Department of Education approved list.

- State Assessments
- "Off the Shelf" Assessments – Assessments commonly used throughout the state and/or nationally
- State, District and/or Consortium Developed Benchmark Assessments

For certified assignments positions that do not have the ability to develop two goals using the data above, the following may be used.

- Surveys
- Portfolios

Adopted: 10-14-2013
Proposed Revision 8-11-14

STUDENT PROMOTION/RETENTION

In accordance with the policy of the Mustang Board of Education, the following criteria for the selection of students to be promoted to the next grade level, retained in their current grade, or denied course credit, will be used in the Mustang School District.

Students in grades K-~~5~~4:

~~Effective with students entering the first grade in the 2011-2012 school year, a student will be retained at the third grade level if the student scores an unsatisfactory level on the reading portion of the third-grade criterion-referenced test. For those students who do not meet the academic requirements for promotion, a school district may promote the student for good cause only.~~

1. Any student who demonstrates proficiency in reading at the third-grade level through a screening instrument which meets the acquisition of reading skills criteria shall not be subject to retention. Upon demonstrating proficiency through screening, the district shall provide notification to the parent(s) and/or guardian(s) of the student that they have satisfied the requirements of the Reading Sufficiency Act and will not be subject to retention pursuant to this section.

2. If a third-grade student is identified at any point of the academic year as having a significant reading deficiency, which shall be defined as scoring below proficient on a screening instrument which meets the acquisition of reading skills criteria, the district shall immediately begin a student reading portfolio and shall provide notice to the parent of the deficiency.

3. a. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade, the student may qualify for automatic promotion to the fourth grade upon scoring at the "limited knowledge" level on the reading portion of the statewide third-grade criterion-referenced test.
   b. Prior to promotion, however, the district shall provide notice to the student's parent(s) and/or guardian(s) that the child is not yet reading at grade level and provide the parent(s) and/or guardian(s) of the child the option for retention should they so desire. The notice shall contain, at a minimum, the most recently identifiable grade level on which the student is actually proficient, the opportunities for summer reading programs, school and/or community based reading tutoring, vendors which provide reading tutoring and the rights to continuing intensive remediation pursuant to this paragraph.
   c. A student so promoted shall be entitled to intensive remediation in reading until the student is able to demonstrate proficiency in reading at the grade level in which the student is enrolled. An intensive remediation plan shall be developed by a "Student Reading Proficiency Team" composed of:
      (1) the parent(s) and or guardian(s) of the student,
      (2) the teacher assigned to the student who had the responsibility for reading instruction in that academic year,
      (3) a teacher in reading who teaches in the subsequent grade level,
      (4) the school principal, and
      (5) a certified reading specialist if one is available.

4. If a student has not yet satisfied the proficiency requirements of this section prior to the completion of third grade and still has a significant reading deficiency, as identified based on assessments administered that meet the acquisition of reading skills criteria, has not accumulated evidence of third-grade proficiency through a student portfolio, or is not subject to a good cause exemption, then the student shall not be eligible for automatic promotion to fourth grade.

5. For the 2013-2014 and the 2014-2015 school years, a student not qualified for automatic promotion under paragraph 4 of this subsection may be evaluated for "probationary promotion by a "Student Reading Proficiency Team" composed of:
   (1) the parent(s) and or guardian(s) of the student,
   (2) the teacher assigned to the student who had the responsibility for reading instruction in that academic year,
   (3) a teacher in reading who teaches in the subsequent grade level,
   (4) the school principal, and
   (5) a certified reading specialist if one is available.

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

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

A third grade student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

(1) Limited-English-proficient students who have had less than two years of instruction in an English language learner program;
(2) Students with disabilities whose individualized education plans, consistent with state law, indicates that the student is to be assessed with alternative achievement standards through the Oklahoma Alternate Assessment Program (OAAP);
(3) Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
(4) Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
(5) Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still

demonstrates a deficiency in reading and who were previously retained or were in a transitional grade during kindergarten, first grade, second grade, or third grade for a total of two years;

(6) Students who have received intensive remediation in reading through a program of reading instruction for two (2) or more years but still demonstrate a deficiency in reading and who were previously retained or in a transitional class during kindergarten, first grade, second grade, or third grade for a total of two (2) years.

Requests to exempt students from the mandatory retention requirements based on one of the good cause exemptions shall be made using the following process:

1. Documentation submitted from the teacher of the student to the school principal that indicates the student meets one of the good-cause exemptions and that the promotion of the student is appropriate and is based upon the record of the student. The documentation shall consist only of the alternative assessment results or student portfolio work and the IEP;

2. The principal shall review and discuss the documentation with the teacher. If the principal determines that the student meets one of the good-cause exemptions and should be promoted, based on the documentation provided, the principal shall make a recommendation in writing to the school district superintendent; and

3. After the review of the documentation, the school district superintendent shall accept or reject the recommendation of the principal in writing.

~~Mid-Year Promotion for retained third grade students:~~

~~Retained students may be promoted mid-year only prior to November 1st and;~~

~~(1)Upon demonstrating a level of proficiency required to score above the Unsatisfactory Level on the third-grade OCCT or OMAAP~~

~~(2)And upon showing progress sufficient to master appropriate fourth-grade level skills as determined by the school~~

~~(3)And upon agreement of the parent or guardian of the student and the school principal.~~

For other students in grades K-4 that do not fall under the Reading Sufficiency Act guidelines:

A classroom teacher may recommend promotion or retention of a student. A placement committee that may consist of a principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider grade level achievement, standardized test scores, attendance records and other criteria as needed~~. Foreign Language, p~~ Penmanship, art, music and physical education grades are not included in the core subjects when considering retention. A student may be considered for retention if he/she has in excess of twelve (12) absences during the semester. A conference with parent(s) or guardian(s) will be held prior to the retention of any student.

Whenever a teacher or placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

Students in grades 5-8:

A conference with parent(s) or guardian(s) will be held prior to the retention of any student. Considerations for retention will include: grade level achievement, standardized test scores, attendance records and other criteria as needed.

Students in grades 9-12:

Shall ~~be promoted or~~ receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Promotion in grades 9-12 is based upon the number of earned credits. Grade classification is as follows:

Students will be classified at the beginning of each school year. The completion of five (5) credits is required for sophomore classification, twelve (12) credits for junior classification and eighteen (18) credits for senior classification.

Those students who fail a required course are strongly encouraged to repeat the course in summer school, correspondence or approved on-line course. In addition, at least two (2) credits of the last three (3) credits completed for graduation shall be completed in attendance in the accredited high school from which the individual expects his/her diploma. Any deviation must be approved by the administration.

Any student who has not obtained sufficient credits to advance to a higher grade level has two (2) options:

- Reclassification – The student will be classified as being in the grade previously attempted. The student may be reclassified at the beginning of each school year with the exception of a reclassified junior who has the possibility of graduating. This student may graduate with his/her original class if all credits are made up in summer school, correspondence or approved on-line courses.

~~Standardized Testing: End-of-Instruction Tests:~~

~~Each student who completes the instruction for English II, English III, United States History, Biology I, Algebra I, Geometry and Algebra II shall take an end-of-instruction test and score proficiently in order to graduate with a standard diploma. All students shall take the tests prior to graduation, unless otherwise exempt by law. Students who do not score at the proficient level or above shall be afforded the opportunity to retake each test up to three (3) times each calendar year until achieving a proficient score. In order to provide an indication of the levels of competency attained by the student in a permanent record for potential future employers and institutions of higher education, the highest achieved state test performance level on the end-of-instruction tests will be reported on the student's high~~

~~school transcript. Oklahoma students will be required to pass Algebra I and English II and (2) of the other five (5) tests, or state approved alternatives, in order to graduate from high school.~~

A student may not receive credit for a course if he/she has in excess of twelve (12) absences in any course in which a student is enrolled during the semester or three (3) out of the seventeen (17) day block if enrolled in PASS, not to exceed twelve (12) absences per semester. . If a student exceeds the twelve (12) absences per class, a No Credit (NC) will be posted in place of a letter grade

Appeal of Attendance Record: A written appeal concerning attendance must be made to the Appeal Committee within five (5) days prior to the end of the current semester. The appeal form is located on the High School website. Instructions for the process of submitting the form to the Appeal Committee is located on the form. Doctors' notes should be submitted to building secretaries throughout the semester. Original doctor's notes or other documentation should be kept for your own records. An appeal committee consisting of an administrator, teacher and counselor will review the merits of the appeal and submit a final decision to the site administrator. The decision of the committee is final.

~~A conference with parent(s) or guardian(s) will be held prior to the retention of any student. Considerations for retention will include: grade level achievement, standardized test scores, attendance records and other criteria as needed.~~

~~Whenever a teacher or placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of~~

~~Education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.~~

Reference: 70 O.S. §24-114.1
70 O.S. §1210.508C

Adopted: 01-10-12
Revised: 02-11-2013
Proposed Revision: 08-11-2014

GRADUATION

The Mustang Board of Education recognizes that a 12-year course of study in certain specific subject areas has proven to be beneficial in assisting students to become productive citizens and to prepare for advanced study. Therefore, it is the policy of the board of education that the required course units plus elective units must be equal to a minimum of 26 units for graduation.

A credit/unit represents the credit/unit given for successful completion of one (1) year of study in a solid subject. All students must be enrolled in a minimum of seven (7) classes per semester.

MHS GRADUATION REQUIREMENTS

COLLEGE PREPARATORY CURRICULUM (for those following ACE and/or Oklahoma's Promise/OHLAP):

4-English:

1 unit grammar and composition
3 units selected from American literature, English literature, World Literature, advanced English courses, Speech

3-Mathematics Must be taken in grade 9-12
Limited to Intermediate Algebra, Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Pre- Calculus, Calculus, AP Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission requirements.

3-Laboratory Science:
Limited to Biology, Chemistry, Physics, Forensic Science or any lab science course with content and/or rigor equal to or above Biology and approved for college

3-Social Studies:

1 unit United States History**,**
½ to 1 unit United States Government
½ unit Oklahoma History, and
½ to 1 unit selected from World History, Geography, Economics, and Anthropology

2-Foreign Language or Non-English Language OR Computer Technology:

2 units of the same foreign or non-English language or
2 units of computer technology approved for college admission requirements

1-Additional Unit selected from the courses listed above:

1- unit selected from the courses listed above or career and technology courses approved for college admission requirements

1-Fine Arts:

1- unit or set of competencies for fine arts, such as Music, Drama, or Art or 1 credit of Speech

* All students shall fulfill the requirement for a Personal Financial Literacy Passport in order to graduate from an accredited public high school with a standard diploma.

*Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects is writing.

To meet graduation requirements, local options may include comparable courses taken by advanced placement.
A Carnegie Unit of credit is given for the successful completion of a course that meets forty (40) minutes a day, five (5) days per week, for at least thirty-six (36) weeks, or equivalent of one hundred twenty (120) clock hours with the school year.

CORE CURRICULUM (for those opting out of the College Preparatory curriculum):

4-English:

1 unit-grammar and composition
3 units-selected from American literature, English literature, World Literature, advanced English courses, Speech

3-Mathematics (must be taken in grades 9-12)

1 unit-Algebra I
2 units-selected from Algebra II, Geometry, Trigonometry, Math Analysis or Pre-calculus, Foundation of College Mathematics, Calculus, Statistics and/or Probability, or Mathematics of Finance,
Intermediate Algebra, Computer Science (if taught by a certified math teacher).

3-Science:

1 unit-Biology I
1 unit-of a **physical science**
1 unit-in the following areas but not limited to: Chemistry I, Physics I, Physics II Biology II, Chemistry II, Forensic Science, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy/Meteorology, Geology, applied sciences, principles of technology qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science), or other science courses with content and/or rigor equal to or above Biology I.

3-Social Studies:

1 unit United States History**,**
½ to 1 unit United States Government
½ unit Oklahoma History, and
½ to 1 unit selected from World History, Geography, Economics, and Anthropology

2-The Arts:

2- units or sets of competencies including Humanities, Instrumental Music, Choir, General Music, AP European History, Art, Drama

* All students shall fulfill the requirement for a Personal Financial Literacy Passport in order to graduate from an accredited public high school with a standard diploma.

*Beginning with the 2015-2016 school year, all students shall be required to receive instruction in cardiopulmonary resuscitation (CPR) and the awareness of the purpose of an automated external defibrillator at least once between ninth grade and high school graduation. A school administrator may waive this requirement for an eligible student who has a disability. A student may also be excused from this requirement if a parent or guardian of the student objects is writing.

Concurrent Enrollment

High school students taking college courses as concurrent enrollment will be granted high school elective credit, which will count toward graduation. Only concurrent English, Comp I and Comp 2, and government and College Algebra will be counted as a core curriculum graduation requirement. All grades earned through concurrent enrollment will be placed on the transcript and will be computed into the cumulative GPA**. The student has the responsibility of notifying the college and his/her high school counselor when he/she drops or stops attending the concurrent college course.** A grade of WP (Withdrawn Passing) or WF (Withdrawn Failing) will be entered on the student's transcript to indicate the student has not successfully completed the college course. All WP and WF grades will be computed

into the student's transcript the same as NC (No Credit) which will compute as a failing grade (0.0). Students who drop any concurrent course within the first twenty (20) days of the semester may enroll in a Mustang High School course for full credit. Failing a concurrent class may affect graduation status. If a student should take any summer concurrent class, he/she must meet the concurrent college entrance requirements and must have prior approval from his/her high school counselor. Before a student is accepted for concurrent credit, he or she must sign the concurrent enrollment contract which will be kept in the student cumulative file.

Once Graduation requirements have been met (all required course units plus enough elective units to equal 26) the student will be required to graduate at the end of that academic year. Students with an Individualized Education Program with transition goals are exempt from this requirement.

Every student shall demonstrate mastery of the state academic content standards in the following subject areas in order to graduate from a public high school with a standard diploma.

a. Algebra I;
b. English II; and
c. Two of the following five:
    1. Algebra II.
    2. Biology II,
    3. English III,
    4. Geometry, and
    5. United State History.

To demonstrate mastery, the student shall attain at least a satisfactory/proficient score on the end-of-instruction criterion-referenced tests administered for these courses. The State Board of Education has approved a process for alternative tests and an alternative method for students to demonstrate mastery, including exceptions and exemptions to these requirements for unusual circumstances, as required by law.

Students with disabilities whose individualized education program indicates that they are to be assessed with alternative achievement standards through the Oklahoma Alternative Assessment Program may be eligible to graduate from a public high school with a standard diploma after failing to meet the end-of instruction requirements of state law, if a determination is made by the local school district that the student;

1. Obtains a written recommendation from the student's teacher of record in consultation with the teacher in each subject in which the student failed to meet the requirements of the end-of-instruction examination. The recommendation must be supported by the principal by documentation demonstrating the acquired knowledge of the student by alternative measures as required by the individualized education program.

2. Completes remediation opportunities to the extent required by the individualized education program.

3. Retakes the exam in each subject in which the student failed to meet the end-of-instruction requirement if the individualized education program requires retake opportunities.

4. Maintains at least a C average or the equivalent in each subject in which the student failed to pass the end-of-instruction examination.

5. Meets all other district graduation requirements.

End-of-instruction testing shall not be required for those students who qualify as follows:

1. Students who score ten percent (10%) above the cut scores approved by the State Board of Education for the American College Testing Program (ACT), the Scholastic Aptitude Test (SAT), ACT plan or Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Tests (PSAT?NMSQT) alternative tests shall be deemed to have satisfactorily demonstrated mastery of state academic content standard in the subject areas for which alternative tests have been approved and shall be exempt from taking the end-of-instruction tests in the subject areas of Algebra II, English III, Geometry, or United States History.

2. Students who have a score that is equal to or above the cut scores approved by the State Board of Education for Advanced Level Examination Program (CLEP) or International Baccalaureate (IB) alternative tests shall be deemed to have satisfactorily demonstrated mastery of state academic content standard in the subject areas for which alternative tests have been approved and shall be exempt from taking the end-of-instruction tests in the subject areas of Algebra II, English III, Geometry, or United States History.

3. Students who have a score that is equal to or above the cut scores approved by the State Board of Education for Advanced Placement course exams, ACT, Workkey's job skills assessment, College-Level Examination Program (CLEP) or International Baccalaureate (IB) alternative tests shall be exempt from taking the end-of-instruction criterion-referenced tests in the subject areas of Algebra II, English III, Geometry, or United States History.

GRADUATION EXERCISES

Only those seniors in attendance at Mustang High School and qualified under the aforementioned requirements shall be considered for participation in the Mustang graduation ceremony.

A student must complete all graduation requirements to participate in graduation exercises. If a student is missing ½ a credit, an appeal can be made to the High School Principal. An Appeal Committee comprised of at least one administrator, one counselor, and one teacher will review each case individually. The Appeal Committee's decision is final.

A Mustang High School student who is not allowed to graduate and participate in commencement exercises because of lack of sufficient units of credit, but subsequently completes the required credits through correspondence, summer school or similar approved methods, will have two options:

a. Upon completion of credit, the student may receive his/her diploma at that time.
b. Upon completion of requirements, a student will be allowed to participate in the commencement exercises of the next graduating class and receive his/her diploma at that time. If the student desires to participate in the exercise, he/she must notify the school on or before April 1. The student understands that he/she must abide by all policies as stated in the Mustang High School

Student Handbook for the current year.

A student will not be able to participate in graduation exercises if under school suspension or incarcerated.

Dress Requirements:

- Male students should wear long trousers, a shirt with a collar and preferably a tie.
- Female students should wear a dress or long pants and a blouse.
- Regular street shoes with dark socks for men must be worn. Tennis shoes are not appropriate. No flip-flops will be worn.
- Decorations on the mortar board and gown will not be allowed
- Students who have graduated from a military active duty boot-camp and have been issued a uniform from military basic training may wear the uniform of the appropriate armed force of the United States during graduation.

Adopted: 12-98
Revised: 10-01
Revised: 07-25-06
Revised: 07-12-10
Proposed Revision: 08-11-14

Prohibiting Hazing/Harassment/Intimidation and Bullying (Regulation)

It is the policy of Mustang Public Schools that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school

Statement of Legislative Mandate and Purpose

This regulation is a result of the legislative mandate and public policy embodied in the School Bullying Protection Act, 70 O.S. §24-100.2. The Oklahoma Legislature requires school districts to adopt a policy to prevent harassment, intimidation, and bullying in an effort to "create an environment free of unnecessary disruption" and also requires school districts to actively pursue programs for education regarding bullying behaviors.

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

Oklahoma Statutes Section 1190 of Title 21 is the Oklahoma Hazing Law.

~~Statement of Board Purpose in Adopting Policy~~

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

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

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

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

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

~~5. Substantially interferes with the district's mission to advance the social skills and social and emotional~~

well-being of students. Targets of hazing, harassment, intimidation and bullying are often "passive-target" students who already are lacking in social skills because they tend to be extremely sensitive, shy, display insecurity, anxiety and/or distress; may have experienced a traumatic event; may try to use gifts, toys, money, or class assignments or performance bribes to protect themselves from hazing, harassment, intimidation, or bullying; are often small for their age and feel vulnerable to bullying acts; and/or may resort to carrying weapons to school for self-protection.

Passive-target victims who have been harassed and demeaned by the behavior of bullies often respond by striving to obtain power over others by becoming bullies themselves, and are specifically prone to develop into students who eventually inflict serious physical harm on other students, or, in an effort to gain power over their life or situation, commit suicide.

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

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

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

Definition of Terms

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

   70 O.S. §24-100.3(c) of the School Bullying Protection Act defines the terms "harass, intimidate, or bully," as including, but not limited to, any gesture, written or verbal expression, or physical act that a reasonable person should recognize will:

   A. Harm another student;

   B. Damage another student's property;

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

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

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

   "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and education of any student.

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

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

"Hazing" is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult or humiliating tasks.

Oklahoma Statutes Section 1190 of Title 21

2. The "Reasonable Person" Standard

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

3. General Display of Bullying Acts

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

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

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

C. Social Bullying includes harm to another's group acceptance, including, but not limited to, harm resulting from intentionally gossiping about another student or intentionally spreading negative rumors about another student that results in the victim being excluded from a school activity or student group; the intentional planning and/or implementation of acts or statements that inflict public humiliation upon a student; the intentional undermining of current relationships of the victim-student through the spreading of untrue gossip or rumors designed to humiliate or embarrass the

student; the use of gossip, rumors, or humiliating acts designed to deprive the student of awards, recognition, or involvement in school activities; the false or malicious spreading of an untrue statement or statements about another student that exposes the victim to contempt or ridicule or deprives the victim of the confidence and respect of student peers; or the making of false statements to others that the student has committed a crime, or has an infectious, contagious, or loathsome disease, or similar egregious representations.

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

Procedures Applicable to the Understanding of and Prevention of Hazing, Harassment, Intimidation, and Bullying of Students

1. Student and Staff Education and Training

   All staff will be provided with a copy of the district's policy on prevention of hazing, harassment, intimidation, and bullying of students. All students will be provided notice that a copy of the entire policy is available on request. Mustang Public Schools is committed to providing appropriate and relevant training to staff regarding identification of behavior constituting hazing, harassment, intimidation, and bullying of students and the prevention and management of such conduct.

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

2. Safe School Committee

   The safe school committee has the responsibility of studying and making recommendations regarding unsafe conditions, strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and other issues that interfere with an adversely affect the maintenance of safe schools. With respect to student hazing, harassment, intimidation, and bullying, the safe school committee shall consider and make recommendations regarding professional staff development needs of faculty and other staff related to methods to decrease student hazing, harassment, intimidation, and bullying and understanding and identifying bullying behaviors. In addition, the committee shall make recommendations regarding: identification of methods to encourage the involvement of the community and students in addressing conduct involving bullying; methods to enhance relationships between students and school staff in order to strengthen communication; and fashioning of problem-solving teams that include counselors and/or school psychologists.

In accomplishing its objectives, the committee shall review traditional and accepted hazing, harassment, intimidation, and bullying prevention programs utilized by other states, state agencies, or school districts.

Student Reporting

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

Staff Reporting

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

Staff members who witness such events are to complete reports and to submit them to the employee designated by the superintendent to receive them. Staff members who hear of incidents that may, in the

staff member's judgment, constitutes hazing, harassment, intimidation, or bullying, are to report all relevant information to the superintendent or his/her designee.

Parental Responsibilities

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

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

Discipline of Students

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

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

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

Harassment set forth above may include, but is not limited to, the following:
1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc,;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

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

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

PROHIBITING HAZING, HARASSMENT, INTIMIDATION AND BULLYING (INVESTIGATION PROCEDURES)

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

~~Definitions~~

~~**"Hazing"** is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult or humiliating tasks.~~

~~"Harassment, intimidation, and bullying" means any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment,~~

~~intimidation, and bullying include, but are not limited to, gestures, written, verbal, or physical acts, or electronic communications.~~

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

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

Procedures

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

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

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

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

4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student. If it is determined that an act of bullying has occurred which may constitute criminal activity or reasonably have the potential to endanger school safety, a referral will be made to law enforcement or a delinquency prevention and diversion program administered by the Office of Juvenile Affairs.

5. Upon completion of the investigation, the principal, superintendent or his/her designee may recommend that available community mental health care options be provided to the student, if appropriate. This may include information about the types of support services available to the student bully, victim, and any other students affected by the prohibited behavior. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel provided the disclosure of information does not violate the provisions or requirements of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of Oklahoma Statutes, or any other state or federal laws relating to the disclosure of confidential information.

6. Upon completion of an investigation, timely notification shall be provided to the parents or guardians of a victim of documented and verified bullying and to the perpetrator of the documented and verified bullying.

Reports may be made anonymously. However, no formal disciplinary action shall be taken solely on the basis of an anonymous report. Reports shall be made immediately to the building principal by any school

employee that has reliable information that would lead a reasonable person to suspect that a person is a target of bullying.

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

Adopted: 12-98
Revised: 10-01
Revised: 07-02
Revised: 07-08
Revised: 10-08
Revised: 11-12
Proposed Revision: 8-11-14

Memo

To: Charles Bradley, Deputy Superintendent, Mustang Public Schools

CC: Sean McDaniel, Superintendent, Mustang Public Schools

From: Karen Wilson, Director of Special Services

Date: 7/31/2014

Subject: Continuing Agreement between OCCC and Mustang Public Schools

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This memo is to request the approval of a continuing agreement between Oklahoma City Community College and Mustang Public Schools to provide clinical experiences for health profession students for the entire Mustang school district. The attached agreement starts July 1, 2014. There is no cost to the district.

If you have any questions, please do not hesitate to contact Karen Wilson.

CLINICAL ROTATION AGREEMENT

THIS AGREEMENT is made and entered into as of July 1, 2014 between **Oklahoma City Community College** (the "School"), and **Mustang Public Schools**(the "Facility").

865. Clinical Rotations. The School shall arrange clinical rotation experience ("Clinical Rotations") for Oklahoma CityCommunity College health care students ("Students") at the Facility. The School and the Facility shall mutually determine the scope of the Clinical Rotation programs, the schedule of student assignments and the number of Students who may participate in the Clinical Rotations.

866. Term. "This agreement shall be effective July 1, 2014 and shall continue until further written notice of the Agency or School. It may be terminated by either upon (90) days written notice thereof: provided, however, that students shall be allowed to complete their clinical experiences should termination occur during a semester. Either party may terminate the agreement through written notification to the other party in the event of material breach of the Agreement.

867. Responsibilities of the School.

a. The School shall designate a School employee or another individual retained by the School (the "Clinical Instructor") to serve as the coordinator for the Clinical Rotations to work directly with Facility personnel and coordinate all the activities of Students.

b. The School shall designate one or more of its instructors or faculty members ("Instructors") to instruct and supervise Students during the Clinical Rotations.

c. The School shall provide a roster of the names of the Clinical Instructor, Instructors and Students (the "Roster"), along with a rotation schedule, to the Facility before the Clinical Rotations begin.

d. For each Instructor and Student who will participate in the Clinical Rotations, the School shall provide to the Facility verification of the following immunizations and tests: (i) a complete Hepatitis B vaccination series (series of three or waiver); (ii) Two negative PPD readings or chest x-ray with clear for public contact letter; (iii) MMR vaccination(s) or positive titer(s); (iv) Varicella vaccination(s) or a Varicella titer; (v) a background check(s), and (vi) drug testing.

e. The School shall require that each Student and Instructor before beginning the Clinical Rotations have current CPR certification that meets standards acceptable to the Facility.

f. The School shall instruct Students that they are not permitted to perform any of the following: (i) double-check on medications or blood products; or (ii) begin or discontinue blood products, chemotherapy, or experimental drugs and therapies.

g. The School shall instruct Students that they are not permitted to accept orders from physicians or other health care professional in person or by telephone or call a physician or physician's office to obtain an order.

h. The School shall require Students to have transportation to and from the Facility, to arrive and depart promptly, and to park in areas designated by the Facility.

i. The School shall be responsible for all actions, activities and affairs of Students, the Clinical Instructor and all Instructors during the Clinical Rotations to the extent required by law.

j. The School shall be responsible for planning and implementing the educational program, including administration, programming, curriculum content, books and materials, faculty appointments, eligibility and admission criteria, Student selection, matriculation, promotion, graduation, Student performance evaluation, Instructor performance evaluation, references and all academic aspects of the Clinical Rotation programs.

868. Responsibilities of the Facility.

a. The Facility shall designate a Facility employee to serve as its coordinator (the "Facility Coordinator") for the Clinical Rotations and to work directly with the Clinical Instructor and Instructors to plan and coordinate the Clinical Rotations. The Facility may also designate one or more employees to serve as Clinical Instructors.

b. The Facility shall provide the Clinical Instructor with copies of the Facility's policies, rules, regulations and procedures that are applicable to Students' and Instructors' participation in the Clinical Rotations.

c. The Facility shall provide an orientation to the Clinical Instructor that includes a tour of the Facility and addresses any facilities or procedures of a particular Facility department pertinent to the Clinical Rotations.

d. The Facility shall permit Students and Instructors to assist in the provision of nursing or other ancillary health care services to Facility patients, but the Facility may restrict their activities, including any patient care activities, at the Facility.

e. The Facility shall provide parking in designated areas for Students and Instructors.

f. The Facility shall permit the School and its accreditation agencies to visit, tour and inspect the Facility's facilities and records relating to the Clinical Rotations on reasonable notice during the Facility administration's regular business hours, subject to requirements of patient confidentiality, legal compliance requirements of the Facility, and minimizing disruption or interference with Facility operations, including patient care activities.

g. The Facility shall make its classrooms, conference rooms and library facilities available to the School for the Clinical Rotations, without charge, subject to availability and Facility policies regarding use of its facilities.

h. The Facility shall make available emergency care and treatment to Students and Instructors, as necessary, subject to its usual charges.

869. Conflicts and Removal of Students or Instructors. If a conflict arises between an employee of the Facility, on the one hand, and an Instructor or Student, on the other, the Clinical Instructor and Facility Coordinator shall intervene in an attempt to resolve the matter. The Facility may require that the School immediately remove a Student or Instructor from a Clinical Rotation when the Facility believes that the individual exhibits inappropriate behavior, is disruptive, does not comply with Facility rules or policies, or poses a threat to the health, safety or welfare of a patient, employee or any other person. In addition, upon receipt of the Roster or at any time after a Clinical Rotation begins, the Facility may refuse to allow any Student or Instructor to participate in the Clinical Rotation if the individual has an unfavorable record with the Facility from previous employment, another clinical rotation or any other reason.

870. Representations and Warranties of the School. The School represents and warrants to, and covenants with, the Facility as follows:

a. Each Student is currently enrolled at the School. Students who are under 18 years of age have obtained written permission of a parent or guardian to participate in the Clinical Rotation; if the Student is an emancipated minor, then the Student has furnished written authorization to participate in the Clinical Rotation.

b. Students are required to wear uniforms with name badges issued by the School, be well-groomed and make a neat appearance while at the Facility.

c. A Student may perform duties and procedures for which he or she has been prepared academically, but not any others.

d. The School shall continuously monitor and evaluate the competence and performance of each Student and shall remove from a Clinical Rotation any Student who is not competent or qualified to participate in the Clinical Rotation.

e. The Instructors are duly licensed to practice in Oklahoma; the license of each Instructor is unrestricted; and each Instructor must keep his or her license current, in good standing and unrestricted during the entire term of this Agreement.

f. The Instructors are experienced, qualified and currently competent to provide the services that are required of them for the Clinical Rotations and any services required of them under this Agreement.

g. The School has provided the Clinical Instructor, Instructors and Students with training on the Facility's policies and procedures with respect to protected health information that is necessary and appropriate for them to carry out the activities contemplated by this Agreement as required by applicable provisions of the Health Information Portability and Accountability Act of 1996 and regulations.

h. The School has not been excluded, debarred, or otherwise made ineligible to participate in any federal healthcare program as defined in 42 USC § 1320a-7b(f).

i. All information that has been furnished to the Facility concerning the School, Students and Instructors is true and correct in all respects.

j. All representations and warranties in this Agreement shall remain true and correct during the term of this Agreement. If any of the representations and warranties become inaccurate in any way, the School shall immediately notify the Facility.

871. Employees of the School. Other than any Facility employee designated as an Instructor as permitted in this Agreement, the School, and not the Facility, is the employer of the Instructors and Clinical Instructors. The School shall be responsible for (a) the compensation and benefits payable and made available to the Instructors and Clinical Instructors, and (b) withholding any applicable federal and state taxes and other payroll deductions as required by law.

872. Insurance Coverage.

a. State-Operated Institutions. This provision is applicable to Schools that are owned and operated by the State of Oklahoma. The School represents that it and its faculty are self-insured according to the Oklahoma Governmental Tort Claims Act. The School agrees to furnish verification of professional liability insurance covering the participating Students and Instructors. The Facility shall maintain insurance in amounts sufficient to cover its responsibilities under this Agreement. During the term of this Agreement, the School shall require Students and Instructors to maintain, and each Student and Instructor shall continuously maintain professional liability insurance in the minimum amount of $1,000,000 per occurrence and $3,000,000 in the aggregate, and with such coverages as may be acceptable to the Facility. Upon request, the School shall arrange for the Students to provide a certificate of insurance to the Facility evidencing such coverage and shall notify the Facility immediately if any adverse change in coverage occurs for any reason. The policies shall provide that they may not be cancelled or terminated without giving the Facility at least 30 days advance notice of cancellation or termination.

b. Institutions That Are Not State-Operated. This provision is applicable to Schools that are not owned and operated by the State of Oklahoma. During the term of this Agreement, the School shall continuously maintain for itself and for Students and Instructors professional liability insurance in the minimum amount of $1,000,000 per occurrence and $3,000,000 in the aggregate, and with such coverages as may be acceptable to the Facility. Upon request, the School shall provide a certificate of insurance to the Facility evidencing such coverage and shall notify the Facility immediately if any adverse change in coverage occurs for any reason. The policy shall provide that it may not be cancelled or terminated without giving the Facility at least 30 days advance notice of cancellation or termination. The Facility shall maintain insurance in amounts sufficient to cover its responsibilities under this Agreement.

873. Termination.

a. Termination for Cause. The Facility may immediately terminate this Agreement for cause upon notice to the School upon the occurrence of any of the following events: (i) the failure of the School to maintain insurance coverage as required by this Agreement;

or (ii) the School fails to bar a Student from participating in a Clinical Rotation after the Facility has informed the School to remove a Student for reasons permitted under this Agreement.

b. Termination for Material Breach. If either party defaults by the failure to comply in all material respects with the terms of this Agreement, the other party may terminate this Agreement by giving at least 30 days prior written notice to the defaulting party, specifying in reasonable detail the nature of the default, unless the defaulting party remedies the default within the 30 day period. This provision shall not constitute an election of remedies by either party, and each party shall have and retain all rights and remedies that may be available at law or in equity in the event of breach or default by the other party.

874. Responsibility for Actions. Each party shall be responsible for its own acts and omission and the acts and omissions of its employees, officers, directors and affiliates. 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, directors, or agents to perform any of their obligations under this Agreement. If the School is an agency or institution of the State of Oklahoma, the School's liability shall be governed by the Oklahoma Governmental Tort Claims Act.

875. Disclaimer of Intent to Become Partners. The Facility and the School shall not by virtue of this Agreement be deemed to be partners or joint venturers. Neither party shall incur any financial obligation on behalf of the other.

876. Notices. Any and all notices, consents or other communications by one party intended for the other shall be deemed to have been properly given if in writing and personally delivered, transmitted by electronic means, or deposited in the United States first class mails, postpaid, to the addresses or numbers set forth below the signatures of the parties.

877. Confidentiality. The School shall, and the School must require Clinical Instructors, Instructors and Students to, keep confidential and not divulge to anyone else any of the proprietary, confidential information of the Facility, including patient information, unless such information (a) is or becomes generally available to the public other than as a result of disclosure by the School or any of the Students, or (b) is required to be disclosed by law or by a judicial, administrative or regulatory authority. The School, Clinical Instructors, Instructors and Students shall not use such information except as required to provide patient care services in the Clinical Rotations.

878. HIPAA Compliance.

a. The School must, and the School shall require the Clinical Instructors, Instructors and Students to, appropriately safeguard the protected health information of patients, in accordance with applicable provisions of the Health Insurance Portability and Accountability Act of 1996, as it may be amended from time to time ("HIPAA") and applicable law. Instructors and Students may use and disclose protected health information solely for the education and treatment purposes contemplated by this Agreement.

b. With respect to information obtained or received from the Facility, the School shall: (i) not use or further disclose the information other than as permitted or required by this Agreement or as required by law; (ii) use appropriate safeguards to prevent use or disclosure of

the information other than as provided for by this Agreement; (iii) report to the Facility any use or disclosure of the information not provided for by this Agreement of which the School becomes aware; and (iv) require that any agents, including a subcontractor, to whom the School provides protected health information received from, or created or received by the School on behalf of, the Facility agrees to the same restrictions and conditions that apply to the Facility with respect to such information.

879. Rights in Property. All supplies, fiscal records, patient charts, patient records, medical records, X-rays, computer-generated reports, pharmaceutical supplies, drugs, drug samples, memoranda, correspondence, instruments, equipment, furnishings, accounts and contracts of the Facility shall remain the sole property of the Facility.

880. Non-Discrimination. Except to the extent permitted by law, the Facility, the School, Instructors and Students shall not discriminate on the basis of race, color, creed, sex, age, religion, national origin, disability or veteran's status in the performance of this Agreement. As applicable to the School, the provisions of Executive Order 11246, as amended by EO 11375 and EO 11141 and as supplemented in Department of Labor regulations (41 CFR Part 60 et. Seq.) are incorporated into this Agreement and must be included in any subcontracts awarded involving this Agreement. The School represents that, except as permitted by law, all services are provided without discrimination on the basis of, race, color, creed, sex, age, religion, national origin, disability or veteran's status; that it does not maintain nor provide for its employees any segregated facilities, nor will the School permit its employees to perform their services at any location where segregated facilities are maintained. In addition, the School agrees to comply with Section 504 of the Rehabilitation Act and the Vietnam Era Veteran's Assistance Act of 1974, 38 U.S.C. Section 4212.

881. Facility Policies and Procedures. The School shall, and the School must require Instructors and Students to, comply with the policies, rules, and regulations of the Facility as provided to the School by the Facility.

882. Severability. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision.

883. No Assignment. Neither party may assign its rights or delegate its duties under this Agreement without the prior written consent of the other.

884. Binding Effect. This Agreement shall be binding upon, and shall inure to the benefit of, the parties and their respective legal representatives, successors and permitted assigns.

885. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of Oklahoma.

886. Rights Cumulative; No Waiver. No right or remedy conferred in this Agreement upon or reserved to the Facility is intended to be exclusive of any other right or remedy. Each and every right and remedy shall be cumulative and in addition to any other right or remedy provided in this Agreement. The failure by either the Facility or the School to insist upon the strict observance or performance of any of the provisions of this Agreement or to exercise any right or remedy shall not impair any such right or remedy or be construed as a waiver or relinquishment with respect to subsequent defaults.

887. No Third-Party Beneficiaries. This Agreement is not intended to confer any right or benefit upon, or permit enforcement of any provision by, anyone other than the parties to this Agreement.

888. Entire Agreement. This Agreement constitutes the entire understanding and agreement of the parties with respect to its subject matter and cannot be changed or modified except by another agreement in writing signed by the parties.

SCHOOL

Oklahoma CityCommunity College
7777 S. May Avenue
Oklahoma City, Oklahoma73159
682-1611

BY:_____
Felix J. Aquino, Ph.D.

TITLE: Vice President for Academic Affairs

DATE: 7/22/14

FACILITY

Mustang Public Schools
906 S Heights
Mustang, OK73064

BY:_____
(Signature)

TITLE:_____

DATE:_____

Memo

To: Charles Bradley, Deputy Superintendent, Mustang Public Schools

From: Karen Wilson, Director of Special Services

Date: 7/31/2014

Subject: IEP Service Agreement

This memo is to request the approval of a continuing contract between Putnam City Public Schools (PCPS) and Mustang Public School District for an IEP Service Agreement in order for PCPS to serve students who are identified as deaf. Mustang Public Schools desires to enter into this IEP Service Agreement to satisfy its legal obligation to provide students with a free and appropriate public education in accordance with the requirements of the law.

The attached contract covers August 1, 2014 through June 30, 2015.

If you have any questions, please do not hesitate to contact Karen Wilson.

IEP SERVICE AGREEMENT

This Agreement is entered into between _____ School District No. __ of _____ County, Oklahoma ("Resident District"), and Independent School District No. 1 of Oklahoma County, Oklahoma ("Receiving District"), for the 2014 - 2015 school year.

Recitals:

A. The Students who are the subject of this Agreement are children with a disability as defined by the Individuals with Disabilities Education Act ("IDEA"), 20 U.S.C. §§ 1400, *et seq.*, who are residents of the Resident District for educational purposes and are entitled to receive a free appropriate public education ("FAPE") in accordance with the requirements of the law.
B. The Resident District desires to enter into this IEP Service Agreement with the Receiving District to satisfy its legal obligation to provide the Students identified on Exhibit A to this Agreement with FAPE as defined by law.
C. The Receiving District desires to enter into this Agreement with the Resident District to provide the Students with the special education and related services identified in the Students' then-current Individualized Education Programs ("IEPs").
D. The Resident and Receiving Districts understand that if they enter into an IEP Service Agreement for three (3) consecutive years that covers one or more of the Students subject to this Agreement, the Agreement will be automatically renewed for each subsequent year for such covered Student(s), and, in that event, the Resident District will continue to pay tuition for the covered Student(s) to the Receiving District as provided by law.

Therefore, the parties agree as follows:

1. The term of this Agreement extends from August 1, 2014 through June 30, 2015. During the term of this Agreement, either party may terminate the Agreement upon thirty (30) days' advance notice in writing to the other party. The terminating party will also notify the Students' parent(s) or guardian(s) in writing thirty (30) days in advance of the termination date.

2. During the term of this Agreement, the Receiving District will provide all special education and related services identified in the Students' then-current IEPs, except transportation to/from school, which will be provided by the Resident District, and any other services specifically identified in the Students' IEPs as services that the Resident District will provide. The parties to this Agreement understand that the Students' IEPs may be amended and that new IEPs may be developed during the term of this Agreement, and the parties intend that the Receiving District implement the amended, interim or subsequent IEPs as well as the IEPs in place at the time this Agreement takes effect.

3. The Receiving District will notify the Resident District of any Student who is to be provided services under this Agreement and will issue progress reports and report cards to the Students, following the same procedures it applies to all other students. The Students will have the opportunity to participate in all programs, events and activities available to other students of the same ages and grades attending the Receiving District.

4. If the IEP team or Review of Existing Data group determines that reevaluation or further evaluation of a Student is necessary, the Resident and Receiving Districts will jointly determine who will administer the evaluation and how it will be administered.

5. The Resident District is legally and financially responsible for the provision of FAPE to the Students, as the term "FAPE" is defined by law. The Resident District is responsible for the development and implementation of the Students' IEP(s)'. In the event a special education due process complaint ("Complaint") is filed concerning a Student, the Resident District will be legally and financially responsible for that Complaint and, to the extent permitted by law, will indemnify and hold harmless the Receiving District for any expenses the Receiving District incurs in responding to that Complaint, including but not limited to attorney's fees and costs. The Resident District shall remain the Local Educational Agency ("LEA") responsible for responding to a Complaint and complying with IDEA.

6. The Receiving District will use reasonable efforts to comply with the procedural safeguards set out in the IDEA and the then-current version of the *Policies and Procedures for Special Education in Oklahoma* in its delivery of special education and related services to the Students.

7. The Primary Contact or designee for the Receiving District will schedule IEP and IEP Review meetings for the Students. To provide the Resident District the opportunity to participate, the Primary Contact or designee for the Receiving District will provide reasonable advance notice of every such meeting to the Primary Contact at the Resident District.

8. The Primary Contact or designee at the Receiving District will promptly notify the Primary Contact at the Resident District of any student seeking to attend the Receiving District's program and obtain authorization for enrollment of that student before providing services. Additionally, the Primary Contact or designee at the Receiving District will promptly notify the Primary Contact at the Resident District of every proposed disciplinary removal that would constitute a change of placement for a Student before that disciplinary removal is implemented.

9. The Primary Contact or designee at the Receiving District will use reasonable efforts to advise the Primary Contact at the Resident District of concerns about a Student's special education and related services expressed by a Student's parent(s) or guardian(s). Personnel at the Resident and Receiving Districts will use reasonable efforts to

cooperate and resolve disagreements concerning appropriate special education and related services for Students, implementation of the Students' then-current IEPs and any other issues that may arise.

10. All funds generated for the Students will remain with the Resident District. The Resident District will include the Students on its Child Count. The Students' average daily membership will be credited to the Resident District.

11. The Resident District will pay the Receiving District tuition for the delivery of special education and related services to the Students on the payment schedule identified on Exhibit A to this Agreement. This amount includes the cost of all educational and related services that the Receiving District could reasonably anticipate based upon review of the Students' current IEPs. The Receiving District will promptly provide the Resident District a detailed breakdown of the tuition amounts upon request. If the IEP team amends a Student's IEP or develops another IEP that increases the cost of services to the Receiving District, the parties to this Agreement will mutually consider and negotiate any increase in the tuition amount sought by the Receiving District to cover the increased cost of services.

12. Any amounts the Receiving District receives as the result of billing Medicaid for services it provided to one or more of the Students during the term of this Agreement will be credited against the Resident District's tuition obligation.

13. The parties will **not** identify the Students as transfer students for student information purposes.

14. This Agreement contains the entire agreement of the parties. Any changes to this Agreement will be made in writing and signed by both parties.

Signatures:

_____ School District No. __ of _____ County, Oklahoma

_____

By President, Board of Education Date
"Resident District"

Putnam City School District No. I-001 of Oklahoma County, Oklahoma

_____

By President, Board of Education Date
"Receiving District"

ATTACHMENT A TO IEP SERVICE AGREEMENT

The following students are covered by the IEP Service Agreement:

[List each covered student, applicable tuition amount and payment schedule]

****Billing will be sent out by June 30, 2015. Tuition will be billed by rate of per pupil expenditure x grade weight x disability weight based on days of attendance. New students can be added to this IEP service agreement with permission in writing by the receiving and sending District.**

IMPERIAL

vending - catering - coffee

Vending Service Agreement

This Agreement is made the first day of August, 2014
By and between "Mustang School District_"

And Imperial Inc ("Imperial")

1. The location agrees to allow Imperial the rights to providing "Snack" vending machines upon location's business premises subject to the terms and conditions of this agreement.

2. Imperial shall be responsible for installing and maintaining vending and coffee equipment which reasonably meets the location's needs.

3. Products will be offered at agreed upon prices. Imperial will provide through its equipment merchandise 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 through the vending equipment.

4. Imperial agrees to obtain and display all applicable Federal, State and local licenses.

5. Imperial's personnel will at all times be dressed in clean, neat uniforms and will observe all regulations in effect of premises.

6. Either party may terminate this agreement without cause upon (60) days written notice to the other party.

7. This One Year Agreement and will become effective August 1st, 2014 and remain in force for this period. Unless canceled by written notice at least 60 days prior to the termination date, this agreement is deemed to be automatically renewed for additional periods of one year thereafter upon the same terms as set out herein.

8. Location agrees to notify Imperial of any alteration that will affect any of the areas where services are performed. Alterations may include increased workflow or labor hours, holiday employment or special functions. If during the first year of the agreement, the location desires to change price or commission structures, they must notify Imperial in writing 60 days prior to the contract date. Imperial retains the right of first refusal and will respond or counter to competitive proposals within ten- (10) business days.

9. Should Location feel that Imperial failed to provide proposed service levels; Location 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 Location party may cancel the agreement.

10. 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.

11. Imperial will maintain workers compensation insurance, general liability insurance and vehicle insurance at all times. Certificates available on request.

12. Equipment and support funding: All Commission Checks will have a monthly statement attached for accountability

    - Commission rate 21% Mid School/High Schools
    - Commission rate 10% Elementary Schools
    - All commissions are paid between the 15th & 20th of the following month
    - $500 a year product donations
    - All pricing is guaranteed for 1 year from contract date beginning.
    - $2,500 a year sponsorship for the Leadership program. (To be reevaluated after first year of contract)
    - Pricing is as follows:
      SS Chips/Snacks $1.00
      Regular size Healthy Bars $1.25
      Large size Healthy Bars $1.50
      Bag Nut Snacks $1.50
      Gum/Mints $ .75

_____ _____

(Mustang Schools) **(Date)**

_____ _____

(Imperial Inc.) **(Date)**

SCHOOL BEVERAGE AGREEMENT

THIS SCHOOL BEVERAGE AGREEMENT (the "Agreement") is made by and between GREAT PLAINS COCA-COLA BOTTLING COMPANY ("Great Plains") and Mustang School District/School identified below (the "School") on this 1st day of July, 2014.

1. Background. School owns and/or operates one or more schools (together with all athletic and any other related sites, the "Facilities") serving grade school and/or high school students. Great Plains distributes various beverages in support of the School's operations. The parties have combined their resources to develop a beverage program for the Facilities that will enhance the educational experience of the School's students, and promote healthy choices by the students. For purposes of this Agreement, the term "Beverages" shall refer to bottled water, milk and juice products, soft drinks and all other beverages of any type whatsoever, including hot, cold or frozen, carbonated or non-carbonated, and naturally or artificially flavored drinks (but excluding coffees and teas freshly brewed on the premises, tap water, and juice squeezed fresh on the premises).

2. Term. The term (the "Term") of this Agreement shall begin on July 1, 2014 and end on the later of (a) **5** full years after the start date, and (b) 120 days after the School gives Great Plains written instructions to remove its equipment from the Facilities, subject to the other terms and provisions hereof.

3. Healthy Choices. The parties agree that the applicable American Beverage Association standards (or other appropriate standards selected by Great Plains after consultation with the School) promoting healthy options for students will be followed in the performance of this Agreement, which currently are as outlined in Exhibit B attached hereto.

4. Distribution Equipment. To facilitate the distribution of Beverages at the Facilities, Great Plains shall place the equipment listed on Exhibit A at the Facilities at no cost to the School. All equipment is and shall remain the property of Great Plains. Commission rates, if applicable, are reflected in Exhibit A hereto. Great Plains shall maintain all of its equipment in good working condition and keep the equipment in a clean, neat, and sanitary condition. Product pricing is reflected in Exhibit A hereto, provided that due to the long term nature of this Agreement Great Plains shall have the right (i) to modify retail vend pricing to fit market conditions, and (ii) to increase wholesale prices, provided that any such increase will not exceed 7% during any calendar year. Great Plains will maintain adequate insurance coverages at all times during the Term and, upon the request of the School, provide certificates of insurance evidencing such coverage.

5. Funding Elements. Any commission rights, funding or other support agreements between Great Plains and School associated with this Agreement are reflected in Exhibit A hereto. All equipment commitments by Great Plains and all funding elements associated with this Agreement are based upon an expectation that the minimum volume level(s) reflected in Exhibit A hereto will be met (or exceeded) for all periods during the Term. If the referenced volume levels are not maintained for any reason or material changes in the School's operations occur that are reasonably expected to reduce volume, the parties shall attempt in good faith to reach an agreement to reduce equipment placements and/or funding and, if such an agreement

cannot be reached, Great Plains shall have the right to terminate this Agreement by giving written notice to School.

6. Exclusive Distribution. Any and all Beverages distributed, used or otherwise located on any of the Facilities during the Term will be purchased from Great Plains. No competitive Beverages will be distributed, used or otherwise located on any of the Facilities during the Term. Any and all signage and other marketing activities associated with the Facilities will promote those Beverages distributed by Great Plains only. No competitive Beverages will be promoted under any circumstances at any of the Facilities during the Term.

7. No Conflicting Rights. School represents and warrants that (a) this Agreement has been properly authorized by all necessary action of School, including all necessary governing board approvals, and is a valid, binding and enforceable agreement binding on School, (b) no third parties hold any contractual rights which could reasonably be expected to adversely affect the rights granted to Great Plains in this Agreement, and (c) no rights will be granted by School in the future which could reasonably be expected to adversely affect Great Plains' rights hereunder.

8. Integrated Agreement. The parties agree that there are no representations, understandings, stipulations, agreements or promises pertaining to this Agreement which are not incorporated herein. This Agreement will not be altered, waived, amended or extended, except by a written agreement signed by Great Plains and School. At the end of the Term, recognizing the significant account start-up and capital costs incurred by Great Plains in reliance on this contract, School agrees to negotiate in good faith with Great Plains exclusively for a period of sixty (60) days towards renewal, and Great Plains shall have a right of first refusal with respect to subsequent contracts involving any dispensing rights for any Products at the Facilities, or any Facility. This Agreement amends by substitution and supersedes any previous agreements between School and Great Plains governing the sale and distribution of Beverages at the Facilities or any portion thereof.

9. Miscellaneous. The provisions of this Agreement will be binding upon and insure to the benefit of School and Great Plains and their respective successors in interest and legal representatives, provided that the School will not be entitled to assign its rights hereunder without Great Plains' prior written consent. This Agreement will be construed and enforced according to the internal laws of the State of Oklahoma. If either party fails to fulfill its obligation under this Agreement, such party shall be in default. If such party fails to cure such default within thirty (30) days after written notice of such default, the other party may terminate this Agreement by giving the defaulting party written notice of termination and/or recover its damages. Any suit, action or proceeding with respect to this Agreement shall be brought exclusively in courts located in Oklahoma County, Oklahoma. If any provision of this Agreement is illegal, invalid or unenforceable under any present or future law, the remainder of this Agreement will not be affected thereby. It is the intention of the parties that if any provision is held to be illegal, invalid or unenforceable, there will be added in lieu thereof a provision as similar in terms to such provision as is possible and which is legal, valid and enforceable.

IN WITNESS WHEREOF, the parties have entered into this Agreement as of the date above written, provided School acknowledges that this Agreement is not binding on Great Plains

until executed by the President or a Vice President of Great Plains, and a fully executed copy is returned to School.

GREAT PLAINS COCA-COLA BOTTLING COMPANY

By: _____

Name: Rickey Truelove

Title: Market Unit Vice President

Date: 7.14.14

Mustang School District

_____
[School/School District Name]

By: _____

Name: _____

Title: _____

Date: _____

Notice Address:

_____

_____

_____

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Funding Elements/Volume Expectations

Great Plains has agreed to make the following payments to Customer during the contract years indicated.

Cash Funding						
Description	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Total Term
Bonus Funding-See Exhibit C						
$1.00 per cs wholesale rebate						
Exclusivity Funding	$37,000	$37,000	$37,000	$37,000	$37,000	$185,000

Great Plains has agreed to donate certain Beverages to Customer at no cost, provided the maximum retail value for the donations are as follows for each contract year.

Product Donations						
Description	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Total Term
Powerade Side Line Kit	$1,250	$1,250	$1,250	$1,250	$1,250	$6,250
Donated Product	$5,000	$5,000	$5,000	$5,000	$5,000	$25,000

Great Plains donated certain items to Customer under prior agreements which Great Plains will allow Customer to utilize during the current term, as follows:

Carryover Support	
Description	Value

Great Plains has agreed to provide certain signage or other items described below to Customer at no cost for Customer's use during the Term.

Other Support	
Description	Maximum Cost

Minimum volume level(s) per Section 5 of the Agreement.

Minimum number of wholesale cases per semester	1932
Minimum number of full service cases per semester	1587

IN NO EVENT WILL GREAT PLAINS PROVIDE ADDITIONAL CONSIDERATION OR CONSIDER ADDITIONAL FUNDING REQUESTS PRIOR TO THE END OF THE TERM SET FORTH IN THE AGREEMENT.

GREAT PLAINS COCA-COLA BOTTLING COMPANY

By: _____

Name: Rickey Truelove

Title: Market Unit Vice President

Date: 7.14.14

Mustang School District

[School/School District Name]

By: _____

Name: _____

Title: _____

Date: _____

Exhibit A - Pricing and Equipment

Wholesale Pricing	
Description	Case Price
8oz Bottles CSD	N/A
7.5oz Can CSD	N/A
12oz 6pk Can CSD	$11.85
12oz 12pk PET CSD	N/A
20oz Bottles CSD	$25.54
1 Liter Bottles CSD	N/A
2 Liter Bottles CSD	N/A
355ml Glass CSD	N/A
500ml Glass CSD	N/A
Seagrams 10oz Bottles	N/A
Seagrams 1 Liter Bottles	N/A
Seagrams 2 Liter Bottles	N/A
300ml Dasani	$13.00
20oz Dasani	$16.91
1 Liter Dasani	N/A
.5lt 24pk Dasani	N/A
Dasani Drops	N/A
24oz H2OU, OSU, HOG	N/A
Evian 1L 12ct	N/A
20oz Smartwater	N/A
700ml Smartwater	N/A
1 Liter Smartwater 12ct	N/A
12oz Vitaminwater	N/A
20oz Vitaminwater	N/A
32oz Vitaminwater 12ct	N/A
16.9oz fruitwater	N/A
14oz ZICO	N/A
10oz Bottles Minute Maid 100% Juice	N/A
15.2oz Bottles Minute Maid 100% Juice	N/A
12oz Bottles V8 100% Juice	N/A
16oz Bottles V8 Splash Juice Blend	N/A
20oz MM Refreshment	N/A
11.5oz Core Power	N/A
16.9oz FUZE Juice Blend	N/A
Tum-E Yummies 12ct	N/A
16.9oz Honest Tea	N/A
Gold Peak 18.5 PET 12ct	N/A
20oz FUZE Tea	N/A
12oz Bottles Powerade	$14.85
20oz Bottles Powerade	$26.52
32oz Bottles (15ct) Powerade	N/A
Powder 2.5gal 8ct Powerade	N/A
Powerade Drops	N/A
22oz NOS Active Bottle Energy	N/A
16oz Cans (24ct) Energy	N/A
16oz Cans (12ct) Energy	N/A
2.5 Gallon BNB Fountain	N/A
5 Gallon BNB Fountain - Coke	N/A
5 Gallon BNB Fountain - Dr Pepper	N/A
Premix Fountain	N/A
20lb CO2	N/A
12oz Paper Cups	N/A
21oz Paper Cups	N/A
24oz Paper Cups	N/A
32oz Paper Cups	N/A
44oz Paper Cups	N/A
44oz Paper Cups	N/A
16oz Foam Cups	N/A
24oz Foam Cups	N/A
32oz Foam Cups	N/A
32oz Contour Cups	N/A

Vend Price & Commission Rate		
Description	Vend Rate	Commission
12oz CSD	$0.85	10%
20oz CSD	$1.50	35%
12oz PET CSD	N/A	N/A
10oz NR MMJTG	$1.50	15%
15.2oz MMJTG	N/A	N/A
20oz Min Maid Ref	N/A	N/A
16.9oz Fuze PET	N/A	N/A
16oz Full Throttle	N/A	N/A
16oz NOS	N/A	N/A
16oz Monster *NW Arkansas Only	N/A	N/A
12oz PET POWERaDE	N/A	N/A
20oz POWERaDE	$1.75	15%
300ml Dasani	$0.85	10%
20oz Dasani	$1.50	35%
24oz H2O Wtr	N/A	N/A
20oz Vitamin Water/Zero	$1.75	15%
12oz Vitamin Water	N/A	N/A
Gold Peak 18.5oz PET	N/A	N/A
20oz Fuze Tea	N/A	N/A
16.9oz Honest Tea	N/A	N/A
12oz Bottles V8 100% Juice	N/A	N/A
16oz Bottles V8 Splash Juice Blend	N/A	N/A

Equipment	
Description	Quantity
Bottle Vendor	5
Can Vendor	0
Double Door CCM	3
Single Glass Front Vendor	1
Single Door CCM	2
Drop In	0
Bar Gun	0
Premix Mch	0
Postmix Mch/Ice Combo	0

Soft Assets	
Description	Quantity
Barrel Cooler	N/A
Texas Tanker	N/A
Clock	N/A
Menu Board	N/A

Great Plains Coca-Cola

Print Name: Rickey Truelove

Signature:

Title: Market Unit Vice President

Date: 2.14.14

Mustang School District

Print Name:

Signature:

Title:

Date:

EXHIBIT B

School Beverage Guidelines

The American Beverage Association & The Alliance for a Healthier Generation

Elementary Schools

- Bottled water
- Up to 8 ounce servings of milk and 100% juice
  - Fat-free or low-fat regular and flavored milk and nutritionally equivalent (per USDA) milk alternatives with up to 150 calories/8 ounces*

Middle School

- Same as elementary school, except juice and milk may be sold in 10 ounce servings
- As a practical matter, if middle school and high school students have shared access to areas on a common campus or in common buildings, then the school community has the option to adopt the high school standard

High School

- Bottled water
- No – or low – calorie beverages with up to 10 calories/8 ounces
- Up to 12 ounce servings of milk, 100% juice and certain other drinks
  - Fat-free or low-fat regular and flavored milk and nutritionally equivalent (per USDA) milk alternatives with up to 150 calories/8 ounces*
  - 100% juice with no added sweeteners, up to 120 calories/8 ounces, and with at least 10% of the recommended daily value for three or more vitamins and minerals
  - Other drinks with no more than 66 calories/8 ounces
- At least 50% of non-milk beverages must be water and no- or low-calorie options

*In recognition of the currently limited availability limited of flavored milk with less than 150 calories/8 oz and the importance of milk's natural nutrients in children's diets, flavored milk with up to 180 calories/8 oz will be allowed under these guidelines until August 31, 2008 so long as schools attempt to buy the lowest calorie flavored milk available to them. Because of unique CA state milk regulations, the calorie limit for fat-free and low fat flavored milk in CA schools is 180 calories/8 oz with a transition period until August 31, 2008 that allows 210 calories/8 oz.

Time of Day

- All beverages sold on school grounds during the regular **and** extended school day.
- The extended school day includes before and after school activities like clubs, yearbook, bank, student government, drama and childcare/latchkey programs.
- These guidelines do not apply to school-related events where parents and other adults are part of an audience or are selling beverages as boosters during intermission, as well as immediately before or after an event. Examples of these events include school plays and band concerts.

Exhibit C

Bonus

- **Bonus Funding:** Bonus Funding will be paid once total case volume for the respective school year has been met. Volume and bonus structure are listed below and volume must meet or exceed that year's quota.

	2015	2016	2017	2018	2019
Bonus	$3,000	$4,500	$6,000	$7,500	$9,000
Total Cases Volume	3,851	4,236	4,660	5,126	5,638

MEMO

To: Mustang School Board

From: Dr. Sean McDaniel, Superintendent

Date: August 4, 2014

RE: August board agenda item

Request the renewal of Phyllis Walta with Walta & Walta to provide legal services on an "as needed" basis for SY 2014-2015.

ROSENSTEIN, FIST & RINGOLD
ATTORNEYS AT LAW

A.F. RINGOLD
COLEMAN L. ROBISON
J. DOUGLAS MANN
JOHN G. MOYER, JR.
JOHN E. HOWLAND
JERRY L. ZIMMERMAN
FREDERICK J. HEGENBART
ERIC P. NELSON
KAREN L. LONG
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G.H. ROSENSTEIN (1893-1990)
HENRY L. FIST (1893-1976)
DAVID L. FIST (1931-2008)

OF COUNSEL
JERRY A. RICHARDSON
CATHARINE M. BASHAW
STACI L. ROBERDS

February 28, 2013

Confidential – Subject to Attorney/Client Privilege

BOARD OF EDUCATION
Mustang School District
906 South Heights Drive
Mustang OK 73064-3542

In Re: Engagement Letter

Dear Board Members:

This letter is intended to establish the terms and conditions of this firm's representation of **Independent School District No. 69 of Canadian County, Oklahoma, a/k/a the Mustang School District** (the "District"). This agreement must be approved by the Board of Education of the District pursuant to an agenda item at a duly called meeting of the Board.

Legal services rendered by this law firm will be on an "as needed" basis and will encompass work requested to be performed by the Board or the Superintendent. A schedule of the current billing rates of our shareholders, associates, legal assistants, law clerks and interns is enclosed. This schedule is subject to change from time to time when the firm implements a general change of rates for its clients, or to reflect additional experience or expertise gained by the firm's professional staff. In addition, newly-hired professional staff may be added. The billing rates for new professionals will be set based upon their experience. The firm will provide an updated schedule of billing rates upon request at any time.

This firm will provide the District a monthly statement for legal services rendered which will fully set out what services were provided and how much time was spent in performing them. In addition, you will be provided with a monthly statement of cash advanced on behalf of the District. This will include funds expended on behalf of the District for long-distance telephone calls, copying, Westlaw computer time, travel expenses and the like.

Confidential – Subject to Attorney/Client Privilege

From time to time, it may be possible for an associate of this firm to provide part of the legal services needed by the District. Since associate time is billed at an hourly rate lower than mine such may represent a lower expense to the District. Of course, I will monitor all work performed by associates.

On or about the 15th of each month, the District will receive an invoice for services rendered the previous month along with a statement of cash advanced. If you have any questions regarding any invoice which you receive, please call it to my attention immediately.

I trust that the above will be to your satisfaction. If this is the case and following approval by the Board of Education, I would ask that a counterpart of this letter be properly executed on behalf of the Board and return it to me for our file. The other counterpart with my signature should be maintained for the District's file.

This agreement may be terminated at any time without cause by either party upon written notice to the other. This agreement shall be deemed renewed on July 1 of each year unless one of the parties advises the other on or before June 30 that it wishes to withhold ratification and/or to terminate the Agreement.

If you have any questions regarding the above or wish to discuss the terms further, please do not hesitate to contact me.

Respectfully submitted,

Bryan K. Drummond
FOR ROSENSTEIN, FIST & RINGOLD

BKD:mm

See Enclosures.

Confidential – Subject to Attorney/Client Privilege

The District, having considered and approved the terms of this engagement letter, directs its President to execute this document for, and on behalf of, the District.

Dated this 11th day of March, 2013.

INDEPENDENT SCHOOL DISTRICT NO. 69
OF CANADIAN COUNTY, OKLAHOMA,
a/k/a the Mustang School District

By: _____
Board President

Attest: _____
Board Clerk

ROSENSTEIN FIST & RINGOLD

Education Law Rates
2013 Billing Rates

Member Attorneys	
A.F. Ringold	250
Coleman L. Robison	250
J. Douglas Mann	250
John G. Moyer	250
John E. Howland	225
Jerry L. Zimmerman	225
Frederick J. Hegenbart	225
Eric P. Nelson	225
Karen L. Long	250
John E. Priddy	200
Bryan K. Drummond	205
Kent (Bo) Rainey	190
Eric D. Wade	165
Matthew J. Ballard	150
Of Counsel Attorneys	
Jerry A. Richardson	215
Catharine M. Bashaw	185
Staci L. Roberds	160
Associate Attorneys	
Samanthia S. Marshall	125
Cheryl A. Dixon	125
Brian M. Kester	125
Kelsey K. Bardwell	125
Clerks and Assistants	
Law Clerks	75
Legal Assistants	90

ROSENSTEIN FIST & RINGOLD

Schedule of Reimbursed Expenses

Telephone - Long Distance	AT&T direct dial rates
Facsimile - Incoming	Free (no-charge)
Facsimile - Outgoing	$1.00 per page for local calls and $2.00 per page for long distance calls (all other long distance charges are waived)
Travel	At actual cost (mileage billed at IRS approved rates)
Delivery-Postage	At actual cost
Photocopying	.20 cents per page
Secretarial Overtime	Only upon request of client and then only at actual cost
Cash Advances	At actual cost up to $500; expenditures over $500 are sent directly to client for payment
Computer Assisted Research (Westlaw)	At actual cost

MEMO

To: Mustang School Board

From: Dr. Sean McDaniel, Superintendent SM 7-25-14

Date: July 25, 2014

RE: August board agenda item

Request the renewal of hearing officer McAfee & Taft for SY 2014-2015.

AGREEMENT WITH THE CANADIAN COUNTY SHERIFF'S DEPARTMENT AND MUSTANG PUBLIC SCHOOLS

This agreement entered into between the Canadian County Sheriff's Department and the Mustang Public School System in accordance with 74 O.S. 1991, Section 360.19;

Whereas, the Mustang Public School System (MPS) has need of two (2) full time, on duty, law enforcement officers covering Mustang North Middle School, Mustang Trails Elementary, Mustang Creek Elementary, Mustang Valley Elementary, Prairie View Elementary and Canyon Ridge Intermediate School each day school is in session; and

Whereas, the Canadian County Sheriff's Department has determined that it is in the best interest of students and residents to provide protection services to MPS for the purposes, terms and conditions as stated herein;

1. Canadian County Sheriff's Department will furnish the services of two (2) experienced officers to MPS no earlier than 7:30 a.m. and no later than 4:30 p.m. each day school is in session during the 2014-2015 school year, a total of 173 days. The officer will work 8 ½ consecutive hours within the stated time-frame with a lunch break in accordance with established policy of the Canadian County Sheriff's Department. In the event the assigned officer cannot be present, the Canadian County Sheriff's Department will furnish a substitute officer for the designated period.

2. Both parties will approve the designation of the officers assigned to MPS under the terms of this contract. MPS may request the replacement of an assigned officer with thirty (30) days written notice to the Canadian County Sheriff, unless this requirement is waived at the sole discretion of the Sheriff.

3. The primary duty of the assigned officers is to provide community policing law enforcement services on campus, including crime deterrence, crime detection, criminal investigation and apprehension of offenders. It is expressly provided that the services described in the Agreement will not include assignments or duties occurring outside the hours set forth herein or outside the boundaries of MPS.

4. It is fully understood and agreed by the parties that the assigned officers are, at all times, pertinent to this agreement, a deputy certified by the State of Oklahoma and commissioned by the Canadian County Sheriff's Department. The assigned officers will, at all material times, be under the supervision of the Canadian County Sheriff's Department. Direction, assignments and duties involving the officers will be coordinated between an appointed representative of MPS and the Canadian County Sheriff or designee.

5. MPS will make reasonable efforts to provide the assigned officers an area containing a desk where he/she would be available to students.

6. In consideration for the services provided through this Agreement, the MPS agrees to pay the Canadian County Sheriff's Department a total of $95,337.00 for two (2) law enforcement officers, which is the approximate cost of seventy-five (75) percent of the annual salary, benefits and expenses to the Canadian County Sheriff's Department for two (2) experienced law enforcement officers. This amount will be paid in nine (9) equal monthly payments, payable on the Tuesday following the regular scheduled board meeting for the previous month's services. The first payment will be due on or before September 15, 2014, in the amount of $10,593.00.

7. This Agreement may be canceled by either party upon thirty (30) days written notice to the Chairman of the governing body of the other party.

8. The Canadian County Sheriff's Department appoints the Canadian County Sheriff and MPS appoint the Superintendent as their respective designee for carrying out the terms of the Agreement, including the assignment of duties to the assigned officers.

_____ _____
Canadian County Sheriff's Department Date

_____ _____
President of Mustang Board of Education Date

Approved this date _____.

Board of Commissioners of Canadian County

_____

_____

_____

Attested by:

_____
Canadian County Clerk

HANDBOOK FOR STUDENTS

MUSTANG ELEMENTARY SCHOOLS

(Grades Pre-K- 4)

Mustang Public Schools
906 South Heights Drive
Mustang, Oklahoma 73064
Web Site – www.mustangps.org

1-877-SAFECALL
1-877-723-3225, ext. 651
Free and Confidential – 24 hours, 7 days a week
Call if there is any activity that threatens your school.

ADMINISTRATION

Dr. Sean McDaniel, Superintendent of Schools
Charles Bradley, Deputy Superintendent of Schools
Dr. Angela Mills, Assistant Superintendent
Stacy Edwards, Director of Elementary Schools

BOARD OF EDUCATION

Chad Fulton	President
Jim Davis	Vice-President
Amanda Strassle	Board Clerk
Mike Kessler	Member
Jeff Landrith	Member

SCHOOLS

Lakehoma Elementary School
Shawna Carter, Principal
Andrea Peterson, Assistant Principal
(405) 376-2409
224 South Clear Springs Road
http://lakehoma.mustangps.org

Mustang Creek Elementary School
Susan Dombek, Principal
Tamara Rodgers, Assistant Principal
(405) 324-4567
10821 Southwest 15th Street
http://creek.mustangps.org

Mustang Elementary School
Laquita Semmler, Principal
Jandra Honeman, Assistant Principal
(405) 376-2491
400 South Mustang Road
http://elementary.mustangps.org

Mustang Trails Elementary School
Alisha Suffield, Principal
Laureen Barnes, Assistant Principal
(405) 324-0016
12025 Southwest 15th Street
http://trails.mustangps.org

Mustang Valley Elementary School
Jillian Mitchell, Principal
Jennifer Young, Assistant Principal
(405) 324-2541
Southwest 29th and Morgan Road
http://valley.mustangps.org

Mustang Centennial Elementary School
Molly Wilson, Principal
Daryl Williamson, Assistant Principal
(405) 256-6466
700 South Czech Hall Road
http://centennial.mustangps.org

Prairie View Elementary
Dr. Cindy Daniel, Principal
Shanda Cummings, Assistant Principal
(405) 256-6989
9201 SW 59th
http://prairieview.mustangps.org

Mustang Education Center/ Maxine and George Morris Alternative Education Center

Sondra Bivens, Principal
(405) 376-7322
400 North Clear Springs Road
http://mec.mustangps.org

SCHOOL TIMES

MORNING PRE-KINDERGARTEN AT MEC

Arrival	8:10 a.m.
Dismissal	10:45 a.m.

AFTERNOON PRE-KINDERGARTEN AT MEC

Arrival	12:30 p.m.
Dismissal	3:05 p.m.

MORNING PRE-KINDERGARTEN AT ELEMENTARY SITES

Arrival	7:40 a.m.
Dismissal	10:15 a.m.

AFTERNOON PRE-KINDERGARTEN AT ELEMENTARY SITES

Arrival	12:00 p.m.
Dismissal	2:25 p.m.

GRADES K-4

First Bell	7:30 a.m.
Tardy Bell	7:40 a.m.
Dismissal	2:35 p.m.

BEFORE AND AFTER SCHOOL PROGRAMS

Licensed before and after school programs will be offered at each elementary and intermediate site on student attendance days.

Please contact your child's school for more information.

Mustang Public Schools

14-15 School Calendar

Empowering today to achieve a better tomorrow

July '14

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August '14

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September '14

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October '14

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November '14

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December '14

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 5	Intermediate School Schedule Pick-up
August 7	Middle School Schedule Pick-up
August 4-8	High School Schedule Pick-up
August 12	Elementary Open House
August 19	Intermediate School Open House
August 21	Middle School Open House
August 19	High School Open House
August 7 & 8	New Teachers
August 11-13	Professional Days
August 14	First Day of School
September 1	Labor Day
September 15	Professional Day
September 23&25	P/T Conf
September 26	No School
October 15	End of 1st 9 weeks
October 16 & 17	Fall Break
November 24-28	Thanksgiving
December 19	End of 1st Semester
Dec 22 - Jan 2	Winter Break
January 19th	MLK Day
February 16	Professional Day
March 10 & 12	P/T Conf
March 12	End of 3rd 9 weeks
March 13	No School
March 16-20	Spring Break
May 21	Last Day of School*
May 21	*Shortend Day With Early Dismissal
May 25	Memorial Day
# of Days	Instructional Period
43	1st Quarter
40	2nd Quarter
83	1st Semester
48	3rd Quarter
44	4th Quarter
92	2nd Semester

January '15

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February '15

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March '15

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April '15

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May '15

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June '15

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

WELCOME FROM THE PRINCIPALS

Welcome to Mustang Schools. We are looking forward to an exciting and successful school year. We have prepared this handbook so that we may bring about a better understanding between the school and parents/students. We ask for your support so that we may provide your child with a rewarding and enriching educational experience. **Please take time to read this handbook thoroughly.**

On behalf of the faculty and staff, we would like to extend an invitation for you to visit our school, attend your child's programs, and become an active member in the PTA/PTSO and volunteer programs. We are very happy to have you and your child with us in our schools.

Mustang Public Schools seek to create a school improvement plan that accurately targets school excellence and quality programs. Mustang Public Schools define quality as continuous improvement.

We will work to ensure these beliefs are lived each day in our schools. We hope you will visit us often and be an active member of our school community all year long.

If a child lives with encouragement,
He learns confidence.

If a child lives with praise,
He learns to appreciate.

If a child lives with fairness,
He learns justice.

If a child lives with approval,
He learns to like himself.

If a child lives with acceptance and friendship,
He learns to find love in the world.

FOREWORD

This handbook has been prepared to help you and your parents become better acquainted with your school. It is the desire of the administration and your teachers that you will use the handbook to become well informed about your school and to be challenged to make an honest effort to live up to the high ideals and standards of the Mustang Public Schools. This handbook will be used as a guideline for students and staff.

The Mustang School Board of Education recognizes that parts of this policy are taken directly from the Oklahoma State Board of Education Regulations (OSBER). The Board further recognizes that OSBER is subject to change. Therefore, this Board directs the Mustang Public School System annually to review this policy and make changes as necessitated by OSBER. These changes will not require Board approval. The Mustang Board of Education must approve all other changes.

STUDENTS

It is the responsibility of the students and guardians to read carefully all information and policies included in this handbook. The student will be held responsible for knowing and following all policies and procedures contained herein.

MUSTANG PUBLIC SCHOOLS
VISION STATEMENT

We Aspire to Have:

Highly effective, compassionate teachers in every classroom delivering a world-class education to every student in a safe and mutually respectful environment to the extent that Mustang students achieve at their highest level and contribute to their world in a meaningful way, both now and in the future.

MISSION STATEMENT

As We Pursue Our Vision, We Will:

Develop Mustang's community of collaborative learners as self-confident, creative problem solvers and skillful communicators, who are capable of accessing and processing information in a lifelong pursuit of excellence.

CORE VALUES

1) Attend to Relationships
2) Laser focus on student success
3) Clear and timely communication
4) Collaborative culture

DISTRICT GOALS

1. Focus on Student Success
   a. All students attending Mustang Public Schools will reach high standards by attaining proficiency or better i all core academic areas as measured by district provided or state assessments
   b. Students will have meaningful opportunities to explore interests and develop talents
   c. Mustang Public Schools will attain a 100% graduation rate

2. Maintain Standards of Fiscal Stability
   a. Balance the operating budget, annually
   b. Adhere to all audit recommendations

3. Provide a Culture that Values Employees as Professionals
   a. Recruit and retain highly effective employees
   b. Provide opportunities for growth, professional development, and advancement
   c. Deliver timely and meaningful feedback

PARENT PORTAL

Parent Portal is a web-based home-to-school program that links parents and schools via the Internet. Data is transferred from (the student information program) and (the teacher's electronic grade book) to a read-only web interface.

The following information can be displayed in Parent Portal:

- Attendance
- Assignments and Current Grades
- Report Cards

- Course History – Mid High/High School only
- Transcripts – Mid High/High School only
- Student Personal Information – address, phone number, etc.
- Emergency Contacts
- Student Photo – if available
- School Announcements
- School Address
- School Phone Number
- Staff Contact Information

Parents can also complete a screen to receive an e-mail notification when there is a change in grades, attendance, etc. The information displayed is in "real time."

Parent Portal **does not** provide information on lunch accounts or transportation information.

To register for Parent Portal, custodial parents or legal guardians with proper legal documentation on file at the child's school can register at www.mustangps.org, Parent Portal link or http://ps.mustangps.org. Please allow 7-10 days for registration to be completed and verified.

Approved registrations can be picked up by the registered parent/guardian at the child's school. Proper picture identification is required to receive the login and password information. Each school will make a copy of the photo identification to keep on file.

VOTING INFORMATION

All registered voters who live within the MPS attendance area are allowed to vote in bond elections and other school related issues. The privilege of voting is not dependent on residing within the twelve (12) square miles of the Mustang City limits, but on residing within the seventy (70) square miles comprising the District.

EXCEPTIONAL STUDENT CHILD FIND

The MPS District is conducting a search and find effort for students ages three (3) through twenty-one (21) who are suspected of having a disability and are not currently being served in a free and appropriate public school program or a private school program. Students who are highly mobile, homeless or are considered an unaccompanied youth are included in this effort.

Disabilities include autism, deaf-blindness, deafness/hearing impairment, developmental delays, intellectually disabled, multiple disabilities, orthopedic impairments, other health impairments, emotional disturbance, specific learning disability, speech/language impairment, traumatic brain injury and visual impairment.

If you are aware of any student who resides in the Mustang Public School District and is in need of specialized school services, please contact Karen Wilson, Director of Special Education, at (405) 376-7335.

PARENTS RIGHT TO KNOW

The *No Child Left Behind Act* gives you the right as a parent to request information regarding the professional qualifications of your child's teacher(s) including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction,
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived,

- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree, and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, *No Child Left Behind* requires the school to provide you information on the level of achievement of your child on the State academic assessments. This is something you have been given in previous years.

The law calls for you to be given timely notice that your child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. This legislation recognizes the importance of the school and family working together.

NO CHILD LEFT BEHIND (NCLB) ACT OF 2001
Title III, Part A: Language Instruction for Limited English Proficient (LEP) and Immigrant Students

The term "Limited English Proficient" means an individual

- who is aged 3 through 21
- who is enrolled or preparing to enroll in an elementary or secondary school
- who is not born in the United States or whose native language is a language other than English
- who is a Native American, Alaska Native or a native resident of the outlying areas; and
- who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
- who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- whose difficulties in speaking, reading, writing, or understanding the English may be sufficient to deny the individual
  - the ability to meet the State's proficient level of achievement on State assessments
  - the ability to successfully achieve in classrooms where the language of instruction is English or
  - the opportunity to participate fully in society.

The term "immigrant" means individuals who—

- are aged 3 through 21
- were not born in any State; and
- have not been attending one or more schools in any one or more States for more than three full academic years.

Mustang Public Schools will provide the following assurances for language instruction of all Limited English Proficient (LEP) and immigrant students enrolled in the district following the guidelines of the No Child Left Behind (NCLB) Act of 2001, Title III, Part A.

- Compliance with parental notification as outlined in section 3302 of NCLB
- Annual assessment of English proficiency of all LEP students in listening, speaking, reading, writing and comprehension using the State and Federal mandated tests
- Use of scientifically based research for language instruction programs for LEP students
- Evidence that LEP programs will enable students to speak, read, write and comprehend the English language and meet challenging district and state academic achievement standards
- No violation of any state law, including state constitutional law, regarding the education of LEP students
- Consultation with teachers, school administrators and parents in developing appropriate plans of study for the LEP student
- Certification that all teachers in any language instruction educational program that is funded under Title III are fluent in English with written and oral communication skills.

* LEP (Limited English Proficient) and ELL (English Language Learners) are interchangeable terms.

HOME LANGUAGE SURVEY

The parent/guardian(s) of any student enrolling must complete the Home Language Survey.
New forms must be signed yearly.

In compliance with state and federal laws, if your child meets the state of Oklahoma's definition for "bilingual", your child will be given a language assessment placement test within 30 calendar days at the start of the school year and within two weeks thereafter. If your child qualifies for *ELL (English Language Learners) services, he/she will also participate in the post-testing procedures in the spring. Results of these tests will be provided for the parent's review and will be maintained in the student's cumulative folder and in other district files.

* LEP (Limited English Proficient) and ELL (English Language Learners) are interchangeable terms.

EQUAL OPPORTUNITIES

It is the policy of the Mustang Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to the Compliance Coordinator for Mustang Public Schools.

GENERAL INFORMATION

NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) Policy # 2045

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the **Mustang Public Schools** receives a written request for access.

   Parents or eligible students should submit a written request that identifies the records they wish to inspect to the school principal **or other appropriate school official**. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the **Mustang Public Schools** to amend a record should write the school principal, **or appropriate school official,** clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The Mustang School District proposes to designate the following personally identifiable information contained in a student's record as "directory information," and it will disclose that information without prior written consent:

1. Student name
2. Participation of officially recognized activities and sports
3. Weights and height of members of athletic teams
4. Dates of attendance
5. Degrees and awards received
6. The most recent school attended by the student
7. Current grade level

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement

or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) Policy # 2047

PPRA affords parents and students who are eighteen (18) or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent before students are required to submit to a survey* that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  1. political affiliations or beliefs of the student or student's parent
  2. mental or psychological problems of the student or student's family
  3. sex behavior or attitudes
  4. illegal, anti-social, self-incriminating or demeaning behavior
  5. critical appraisals of others with whom respondents have close family relationships
  6. legally recognized privileged relationships, such as with lawyers, doctors or ministers
  7. religious practices, affiliations or beliefs of the student or parents
  8. income, other than as required by law to determine program eligibility
- *Receive notice and an opportunity to opt a student out of*
  1. any other protected information survey, regardless of funding
  2. any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings or any physical exam or screening permitted or required under State law and
  3. Activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- *Inspect,* upon request and before administration or use of
  1. protected information surveys of students

2. instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposed and
3. instructional material used as part of the educational curriculum

Mustang Public Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. Mustang Public Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Mustang Public Schools will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- collection, disclosure or use of personal information for marketing, sales or other distribution
- administration of any protected information survey not funded in whole or in part by the U.S. Department of Education
- any non-emergency, invasive physical examination or screening as described above

Parents/eligible students 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. 20202-4605

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The Asbestos Hazard Emergency Response Act of 1986 requires that all building in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at your child's school and at the main office if you wish to see it.

Mustang Public Schools will annually notify all parents, teachers and other employees of the availability of the management plan by inclusion of this information in the Board Policy and Procedures Handbook. Additionally, information regarding any asbestos-related activities, planned or in progress, will be disseminated by notes sent home with students and given directly to employees concerning the specific activity.

The Mustang Board of Education realizes that hazardous materials are used in the day-to-day operation of the school facilities and in the support of educational requirements. The term "hazardous materials" includes any substance or mixture of substances that pose a fire, explosive, reactive or health hazard. The following policies/procedures will govern the storage, handling, transportation and disposal of hazardous materials used for school facilities and operations:

- Storage of hazardous materials will comply with all local ordinances, state and federal law.
- The superintendent or designee will maintain a master chemical information list (CIL), which shall contain the common and trade names of all hazardous substances used or stored with the district.
- Each building/department will maintain a CIL of hazardous materials used or stored at site.
- MOP/HAZMAT in service programs will be conducted annually for all appropriate support personnel.
- Material Safety Data Sheets (MSDS) will be maintained for all hazardous chemicals to which employees of the district may be exposed. MSDS's will be available to all employees in their work areas.

ADVERTISING AND COMMERCIAL ANNOUNCEMENTS

Advertising and commercial announcements will be made in the schools only upon the approval of the superintendent of schools. Advertisements may not be posted on the school premises.

PARENTAL AND STUDENT INVOLVEMENT

Involvement Encouraged
At both the site and district levels active parental and student involvement in decision-making is vital to the successful operation of Mustang Public Schools. Parents and students of appropriate age are:

- encouraged to participate in all levels of committee work
- free to express, without fear, their own opinions concerning the issues before the respective committee. Although employees of Mustang public schools can serve on all committees as employees or parents, first consideration for parental representation concerning committee membership should be given to parents who are not employed with Mustang Public Schools.

PARTIES

Birthday Invitations
Birthday party invitations are never to be distributed at school.

School and Class Parties
There will be two class parties per year that will be determined by each elementary site. Parties at other times of the year are not allowed in order to preserve instructional time. This includes all other holidays, special events and birthdays. **Parents are requested to refrain from bringing pre-school children, younger children or siblings to class parties, as their attention needs to be directed to assisting with the party's events for the students and assisting the teacher during this time. No audio or video recordings are allowed during the parties.**

PERSONAL ITEMS

Students are not to bring any toys, including toys that look like “fake” weapons, electronic games, cameras, etc. to school without permission from the teachers or administrator. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PERSONAL ITEMS.

PLAYGROUND RULES

Students will follow all playground rules and procedures established by the individual teacher(s) and/or principal at each school site**.** Children should be dressed appropriately for outdoor activities. Outdoor activities such as recess will take place unless inclement weather, wind chill of 32 degrees or less, or heat index of 100 degrees or more. **In order to ensure the safety of all students, visitors will not be allowed on the playground during scheduled recess times.**

WALKERS

If your child walks to and from school, discuss safe and appropriate routes and encourage him/her to respect other people's property.

PETITIONS AND SURVEYS

Neither petitions nor surveys for any cause may be circulated in the school without the permission of the principal.

USE OF TELEPHONES

Use of the telephone by students is limited. A student may use the telephone only with the permission of the student's teacher or permission of office personnel. Students are not to receive telephone calls while in class unless it is an emergency. Students will not leave class for any reason to use the telephone except in case of emergency.

VISITORS

Parents are encouraged to visit the school. **All guests are required to check in at the school office first and receive a visitor's pass.** If a guest wishes to visit a classroom, the administrator must give permission. Advance notice of one school day is preferred. **In order to ensure the safety of all students, visitors will not be allowed on the playground during scheduled recess times**.

FUNDRAISING CAMPAIGNS

Any methods for raising money must be approved by the Activities Director and the central administration office prior to the beginning of the activity.

STUDENT INSURANCE

The only students who are insured are those students whose parents have obtained a Student Accident Insurance Policy made available at the beginning of each school term. This is only a limited accident policy; it does not cover illness. If additional insurance coverage is desired, parents should purchase trip insurance from a private carrier.

EMERGENCY SIGNALS

Due to the differences in intercom systems throughout the district, each site administrator will be responsible for educating students, parents and staff of emergency signals for the school. Students should remember to conduct themselves in the proper manner when a drill is being conducted.

CLOSING OF SCHOOL

In the event school is dismissed due to bad weather, the announcement will be made on local news stations prior to 6:00a.m. MPS will also post the information on the district web site at www.mustangps.org.

HAZING, HARASSMENT, INTIMIDATION AND BULLYING
Policy # 5110

It is the policy of this school district that no student or employee of the district shall participate in any form of hazing, harassment, intimidation or bullying. Furthermore, no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity.

"Hazing" is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult or humiliating tasks.

"Harassment, intimidation and bullying" means any gesture, written or verbal expression, physical act or **electronic communication** which is defined as the communication of any written, verbal or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone, other wireless telecommunication devices or a computer. In addition, **"threatening behavior"** is defined as any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicated

potential for future harm to students, school personnel or school property. **"At school"** means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities or at school-sanctioned events.

The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to district policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

Procedures:

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

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as e-mail address or Web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent shall notify the local law enforcement and request that the alleged victim also contact the law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel.

COMPLAINT POLICY
Policy # 1095

The Mustang Board of Education believes that it is important to implement a policy that promotes a fair, conscientious and equitable investigation and/or resolution of complaints involving or affecting district personnel. This policy is intended to establish a procedure whereby complaints against employees of the district can be fully and effectively resolved at the proper administrative level.

PROCEDURES FOR RESOLVING COMPLAINTS REGARDING DISTRICT PERSONNEL
Policy # 1095.1

Step One

All complaints pertaining to an employee shall be initiated with the principal or other administrator who supervises such employee. The principal or administrator shall discuss the nature of the complaint with the person initiating the complaint. After becoming sufficiently informed as to the subject matter, the principal or administrator shall timely set up an informal meeting between the person initiating the complaint and the employee(s) who is (are) the subject of the complaint. It shall be the purpose of the meeting to attempt to resolve the complaint to the satisfaction of all parties. Such meetings shall occur during the regular school day and on school premises. At such meeting, the records kept

will be a memorandum confirming that an informal meeting occurred, the date of the meeting, the subject of the complaint, persons present and whether or not the complaint was resolved.

If resolved, the complaint shall proceed no further.

Step Two
If not resolved, the complaining party shall be given a *Formal Complaint Form* by the principal or supervising administrator on which to formally submit the complaint.

The person initiating the complaint shall sign and complete such form and return the form to the principal or other administrator that supervises the employee. The building principal or supervising administrator will investigate the complaint and within five (5) school days shall provide both parties his/her written response to the complaint stating the decision reached, and the reason(s).

In the event the person who initiated the formal complaint is not satisfied with the decision of the building principal or supervising administrator, the complaint may be appealed to the superintendent level by written request delivered to the building principal or supervising administrator within five (5) working days.

Upon receipt of a written request for an appeal, the building principal or supervising administrator shall on the same or subsequent working day, deliver to the Central Administration offices the written appeal, the *Formal Complaint Form* and copies of all other documents and decisions related to the complaint.

Step Three
Within ten (10) working days of receipt of the written request for a Step 2 Appeal, the superintendent, or an assistant superintendent designated by the superintendent, shall meet with the complainant and the building principal or supervising administrator to ascertain the relevant facts, review the documentation from all levels and render a decision stating the reasons therefore and the procedures to be used to appeal the decision to the board. If the complainant is not satisfied with the decision rendered, he/she within three (3) days after receipt of the decision may appeal the issue to the Mustang Board of Education by delivering a written request to the Clerk of the Board. No issue may be appealed to the Board, which was not clearly stated within the *Formal Complaint* initially filed.

The Board may consider the matter at the next regular board meeting if the appeal is received in sufficient time or may defer the matter to any subsequent meeting it deems appropriate, or decline to review the matter making the decision of the superintendent final. If the Board determines to review the matter, there shall be no public discussion or debate. The Board shall render their decision in open session.

INTERNET ACCEPTABLE USE AND SAFETY POLICY (IAUSP)

Policy #2130

The Mustang Public Schools ("District") provides access to the District's Internet Systems for its employees and students, collectively referred to as "users" for educational and business purposes, in conformance with applicable law. This Internet Acceptable Use and Safety Policy ("policy") governs all electronic activity of users using and accessing the District's Internet systems, including District e-mail and District-provided access to the Internet, and applies to the use of the District Internet Systems both on and off District property.

"The District's Internet Systems" means District-provided devices, Internet connections (including wireless connections) provided by the District, District-provided e-mail accounts, intranet and any remote connection to District systems. A user is deemed to access and use the District's Internet Systems through any electronic activity conducted on the District's Internet Systems using any device (whether or not such device is a District-provided device) regardless of the user's physical location.

"District-provided devices" means any electronic device provided by the District, including, but not limited to, desktop computers, laptops, and hand-held devices, such as personal digital assistants (PDAs), smartphones, iPads, tablets and e-readers.

Employee and Student use of the District's Internet Systems is governed by this policy, District regulations, policies and guidelines..

By using the District's Internet Systems, a user agrees to follow this policy and all applicable District regulations, policies and guidelines. All users must report any misuse of the network or Internet or receipt of any communication that violates this policy to a teacher, supervisor or other appropriate District personnel.

Principles of Acceptable and Safe Internet Use

General

Internet access and e-mail provided by the District are intended for educational use, instruction, research and the facilitation of communication, collaboration, and other District related purposes. Users are subject to the same standards expected in a classroom and/or professional workplace.

Monitoring and Privacy

Users have no right to privacy while using the District's Internet Systems. The District monitors users' online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on District-provided devices, such as files, e-mails, cookies, and Internet history.

The District reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The District will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the District's Internet Systems.

Prohibited Uses of the District's Internet Systems

Users may not engage in any of the activities prohibited by this policy when using or accessing the District's Internet Systems.

If a user is uncertain whether behavior is prohibited, he or she should contact a teacher, supervisor or other appropriate District personnel. The District reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) expend District resources on content the District determines lacks legitimate educational or District content or purpose, or (3) the District determines are inappropriate.

Below is a non-exhaustive list of examples of prohibited behavior:

1. Causing harm to others, damage to their property or District property, such as:

- Using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in e-mail messages, material posted on District web pages, or professional social media sites;
- Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene, advocate illegal or dangerous acts, or advocate violence or discrimination. If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school or central division office;
- Accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others;
- Sending, posting, or otherwise distributing chain letters or engaging in spamming;
- Damaging computer equipment, files, data or the District's Internet System in any way, including spreading computer viruses, vandalizing data, software or equipment, damaging or disabling others' electronic property, or engaging in conduct that could interfere or cause a danger of disruption to the District's educational or business environment;
- Using the District's Internet System in a manner that interferes with the education of the user or others or the job duties of the user or others;
- Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws. Any music, photographs and/or video should only be downloaded for District,

and not personal purposes. If a work specifies how that work may be used, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner; or

- Engaging in plagiarism. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

2. Gaining or attempting to gain unauthorized access to the District's Internet Systems, or to any third party's computer system, such as:

- Malicious tampering, phishing or hacking activities;
- Intentionally seeking information about passwords belonging to other users;
- Disclosing a user's password to the District's Internet Systems to other individuals. However, students may share their District password with their parents.
- Modifying passwords belonging to other users;
- Attempting to log in through another person's account;
- Attempting to gain access to material that is blocked or filtered by the District;
- Accessing, copying, or modifying another user's files without authorization;
- Disguising a user's identity;
- Using the password or identifier of an account that does not belong to the user; or
- Engaging in uses that jeopardize access into others' accounts or other computer networks.

3. Using the District's Internet Systems for commercial purposes, such as:

- Using the District's Internet Systems for personal financial gain;
- Conducting for-profit business activities, personal advertising, or other non-District business communications;
- Engaging in fundraising (except as set forth in the Chancellor's Regulation A-610); or
- Using the District's Internet Systems on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee.

4. Engaging in criminal or other unlawful activities.

Filtering

In accordance to Children's Internet Protection Act ("CIPA"), the District blocks or filters content over the Internet that the District considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The District may also block or filter other content deemed to be inappropriate, lacking educational or work-related content or that pose a threat to the network. The District may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or business purposes.

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities.

See additional http://www.fcc.gov/guides/childrens-internet-protection-act

Protection of Personally Identifiable & Confidential Information

The Family Educational Rights and Privacy Act ("FERPA") prohibits District school officials from disclosing personally identifiable information ("PII") from education records of District students and families to third parties without parental consent. However, several exceptions to this general rule may apply.

All users of the District's Internet Systems must comply with FERPA. If you are unsure about whether the activity will comply with FERPA, please contact the District's Technology and/or Special Services Department.

Users should ensure that e-mails that include or attach confidential information are only sent to the intended recipients.

Student Internet Safety

1. District Responsibilities:

- The District will provide curriculum about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
- The District will work to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- As appropriate, the District will provide students, staff and parents with guidelines and instructions for student safety while using the Internet.

2. Students Using the District's Internet Systems

- Students must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails or other direct electronic communications, or any other forum over the Internet. For example, students must not reveal their home address, or telephone or cell phone number. Students must not display photographs of themselves, or the images of others.
- Students should not meet in person anyone they have met only on the Internet.
- Students must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.
- Students should not allow District computers to save their passwords.

3. Teachers using the District Internet Systems, including Social Media for class activities

- Teachers should educate students about appropriate and safe online behavior, including interacting with individuals on social networking websites and in chat rooms and cyber bullying awareness and response.
- Social Media
    - "Social media" means any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+, Flickr, Snapchat and Instagram .
    - Schools use a variety of online web-based interactive communication technologies to enhance students' education and learning. Social media sites must be used only for educational and school related purposes, in connection with lessons and assignments and to facilitate communication with teachers and other students.

4. Parents:

- Although students generally will be supervised when using the District's Internet System on school property, it is not practical for the District to monitor and enforce a wide range of social values in student use of the Internet. Parents are primarily responsible for transmitting their particular set of family values to their children, and discussing with their children what material is and is not acceptable for their children to access through the District's Internet Systems.

Violations of this Policy

The District, including central offices and schools, reserves the right to terminate any user's access to District Internet Systems - including access to District e-mail - at any time.

If a student violates this policy, appropriate disciplinary action will be taken consistent with the Discipline Code and

applicable District Policies. If a student's access to the District's Internet System is revoked, the student may not be penalized academically, and the District will ensure that the student continues to have a meaningful opportunity to participate in the educational program.

Employee violations of this policy will be handled with appropriate discipline.

All users must promptly disclose to their teacher, supervisor, principal or manager any information they receive that is inappropriate or makes them feel uncomfortable.

Limitation of Liability

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Copies of this Policy and Inquiries

The District reserves the right to amend and/or revise this policy at any time as the need arises. This policy is available upon request.

PERSONAL TECHNOLOGY DEVICE (PTD) USE POLICY

Policy # 2140

Personal Device Use

The district may provide the opportunity for students to access the District network for Internet access. This access is not required but rather may be provided to augment the teaching and learning experience. Use of personal devices in a school setting is at the sole discretion of the instructor and/or designated administrator. Acceptable device types include but are not limited to the following:

Laptop Computer
Tablet (I-Pad)
Cellular Phone
Smart Phone
Kindle

Devices whose primary purpose is gaming are specifically prohibited.

Purpose: Communication and Instruction

The purpose of Personal Technology Device use is to provide an additional conduit in the pursuit of teaching and learning. It is not required as a component of curriculum but may exist as an instructional option.

Its integration into curriculum is the discretion of the instructor with approval of the designated administrator. The instructor will determine the specific instructional objective addressed and the manner in which the device will be used. Such use must not constitute a distraction or inhibit the instructional environment. The instructor and, or, administrator may terminate the student's access at their discretion.

PTD use in one classroom does not constitute approval for use elsewhere in the District.

PTD is not provided for parents or patrons in accordance with Federal ERATE regulation.

Personal Use

Use of personal devices at school is for instructional purposes. All other types of access are prohibited.

Acceptable Use/ CIPA Compliance

The District's Internet and Other Computer Networks Acceptable Use, Internet Safety and CIPA Policies apply to the use of PTD while on campus. This includes CIPA compliant internet filtering. Students using PTD are prohibited from accessing inappropriate material on personal devices while on campus.

Students are prohibited from recording sounds or images in the classroom without the express consent of the instructor.

Liability
The District assumes no liability for any personally owned device used to access the District's Network. The District reserves the right to deny network access to any user or any specific device.

RESIDENCY POLICY
Policy # 5015

Legal Residency
The Mustang Public Schools will enroll students who are deemed legal residents of the district. In order to establish the legal residency of a child for school attendance, the student must be residing in the district with **his/her parent(s), court appointed legal guardian or person having legal custody**. The Mustang Public Schools will not accept affidavit forms or notarized affidavits obtained from the custodial parent giving care and custody to another individual. The student must be living with the parent(s), court appointed legal guardian or person having legal custody full time, as a permanent resident or with a legal guardian who can provide verifiable documentation that they are contributing to a "substantial degree" to the support of the child. If a divorce has been granted, the decree will state which parent has legal custody. If the decree awards joint custody, and each parent contributes in "substantial degree" to the child's support while they have custody, then the residence in which the child resides on a regular basis determines the legal residency of the child for school attendance.

In order to determine legal guardianship or legal custody, the parent or guardian will be asked to provide a copy of the divorce decree indicating which parent has custody, a copy of the court order granting legal guardianship or a legal power of attorney. When the issue of whether a parent, legal guardian or custodial parent is contributing to a "substantial degree" to the support of the child, health insurance coverage forms and IRS end-of-year tax statements from the previous calendar year may be requested.

Students without visible means of support, who reside within the MPS District, will be granted enrollment privileges as a Homeless Student.

Homeless students are defined in accordance with the McKinney-Vento Homeless Education Assistance Improvement Act of 2001.

Individuals who lack a fixed, regular and adequate night time residence. These include:

- children and youths who are sharing the housing of another person due to the loss of housing, economic hardship or a similar reason
- children living in motels, hotels and trailer parks or camping grounds due to the lack of alternative adequate accommodations
- children living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement
- children and youths who have primary night time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- children and youths who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations or similar settings
- migratory children

Any student meeting these criteria should be referred to the MPS Homeless Liaison at (405) 376-7335 to assist in

completing immediate enrollment per the procedures in place with MPS.

In cases of dispute of enrollment as a homeless student or the assigned attendance school, the parent shall be afforded due process per the MPS District McKinney-Vento Homeless Education Complaint Guidelines. (AR5015.3)

Custodial and Non-Custodial Parental Rights

It is the policy of the Mustang Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the non-custodial parent, appropriate written instruction should also be filed with the school.

All staff is instructed to refer any questions to the appropriate building principal or the deputy superintendent.

Absent a court decree to the contrary, both natural parents have the right to view the student's school records, to receive school progress reports, to visit the child briefly at school and to participate in parent/teacher conferences (not necessarily together in the same conference).

Residency Due Process

In cases of dispute of residency, the student/parent/legal guardian shall be afforded due process by the Mustang Board of Education. A student who has been denied enrollment by the Mustang Public Schools has the right to submit his/her written appeal to the Residency Dispute Officer of Mustang Public Schools within three (3) days of residency dispute.

Parent/Legal guardian must provide, with the request for review, additional pertinent information pertaining to the residency dispute.

The residency officer will render a decision and notify parent/legal guardian within three (3) days of the receipt of the request for review.

In the event that the parent/legal guardian disagrees with the decision, they must notify the residency officer in writing within three (3) days of the receipt of the decision. The residency officer will submit findings and documentation to the Mustang Board of Education.

The Board will review the dispute and render a decision at the next regularly scheduled board meeting. The Board's decision shall be final.

New Student Enrollment – Proof of Residence

Students enrolling in Mustang Public Schools shall be required to provide two **(2) verifiable proofs of residency**. The parent/legal guardian shall be asked to provide current utility billings and/or lease agreement, contract on a home, warranty deed statement, ad valorem tax statement or mortgage statement. The school shall accept a current gas, electric or water and sewer billing. Telephone billing, television cable billing, personal checks or driver's license will not be accepted. If utility billings are not available, the school shall accept a statement from the utility company that the services have been established. The letter must be on letterhead and signed by an appropriate official.

Residence Affidavit

Parent(s)/Legal guardian(s)/Students who cannot provide the necessary information to verify their address because they are residing with a friend or relative on a temporary or permanent basis shall be required to complete a "Residence Affidavit Form." At the beginning of each school year a form shall be available and requires both the homeowner/resident and the parent/legal guardian of the student to be present, and each must provide a valid driver's license or state issued I.D. card. The homeowner/resident shall provide the two (2) proofs of residence as required for all new students. Name on the affidavit must match the name on the proofs of residence.

The child shall not be enrolled until all necessary documentation has been provided and verified. If the homeowner/resident/parent/legal guardian/student moves, the enrollment of the student is null and void and the student will be immediately withdrawn.

The MPS Administration reserves the right to make a home inspection. MPS may bill the legal MPS resident for the cost of educational services if falsification of the affidavit occurs. Oklahoma State Law specifies that any person who willfully makes a false statement in a "Residence Affidavit" form shall, upon conviction, be guilty of a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year, or a fine of not more than five hundred dollars ($500.00), or both. The parent must agree to notify MPS immediately upon any change in residence.

New Residence
The intent to build a home within the Mustang Public School District does not constitute legal residency. If a home is in the process of construction, and a copy of a construction contract with local address can be filed with the school system, a resident shall have approximately forty-five (45) school days from the date of initial enrollment to establish permanent residence in the home under construction. If residency is not established within the allotted time period, the student's enrollment can be terminated.

ENROLLMENT OF STUDENTS
Policy # 5035

Pre-Kindergarten
Children who have reached the age of four (4) years on or before September 1 may apply for admittance to Pre-Kindergarten. The program operates Monday through Friday with half-day sessions. The program is free and follows the Mustang Public Schools' calendar. Transportation is not provided.

Kindergarten
Children who have reached the age of five (5) years on or before September 1 of the school year shall be admitted to kindergarten classes approved by the State Board of Education. No child shall be enrolled in kindergarten unless he or she will have reached the age of five (5) years on or before September 1 of the school year.

First Grade
No child shall be enrolled in the first grade unless he or she will have reached the age of six (6) years on or before September 1 of the school year. Kindergarten is required before attending first grade.

New Student Enrollment
Enrollment of new students can be completed in the school office. Returning students will fill out pre-enrollment forms during each spring semester. State law and district policy requires that parents bring the following information with them at the time of enrollment:

- official birth certificate for all new students enrolling in MPS
- two (2) proofs of residence (see New Student Enrollment - Proof of Residency in Residency Policy # 5015)
- immunization record that meets the immunization requirements for the State of Oklahoma.
  For a current guide please contact the Oklahoma State Department of Health Immunization Services at 1-800-234-6196 or their website at http://www.health.ok.gov.

STUDENTS MAY NOT ENROLL WITHOUT COMPLETE IMMUNIZATION RECORDS OR PROOF THAT THE STUDENT IS IN THE PROCESS OF RECEIVING REQUIRED IMMUNIZATIONS. NO EXCEPTIONS WILL BE MADE. Exemptions to the immunization law may be granted in accordance with the state law and State Health Department requirements.

Notification of Changes in Enrollment Information
Please notify the office when you have a change of address, phone, work, emergency numbers, etc.

Pre-Enrollment for Returning Students
Returning students will fill out pre-enrollment forms during each spring semester. District policy requires 2 proofs of residency (gas, water, or electric bills).

Enrollment of Students From a School Not Accredited By the Oklahoma State Board of Education
Policy # 5016

A student enrolling in grades 1-8 in the Mustang Public Schools after having attended a school not accredited by the Oklahoma State Board of Education for nine weeks or longer shall be required to be tested by the Mustang Public Schools before enrollment is completed. The principal shall determine the test and indicate it on a written permission to enroll. If achievement testing is required, the written permission to enroll shall have recorded on it the achievement test scores and be placed in the student's permanent record folder prior to completion of enrollment.

TRANSFER POLICY
Policy # 5005

It is the policy of the Mustang Board of Education that an application for transfer will be reviewed by the Mustang Board of Education and considered on a first-come, first-served basis. Written application for any transfer shall be made by the parent(s) of the student. For purposes of the Education Open Transfer competent student having reached the age of majority. Act, the term "parent" means the parent of the student or person having legal custody of the student or a

The District shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, and proficiency in the English language, measure of achievement, aptitude or athletic ability. Notwithstanding the provision of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes.

For consideration of a transfer request, parent/guardian must provide documentation of active enrollment, attendance, and discipline; whereas; the student is not suspended or has not voluntarily withdrawn for acts of violence or reckless disregard for others.

Mustang Public Schools offers three (3) transfer options to attend a district school:

1. In-District Transfers (Resident Students)
2. Open Transfers (Non-Resident Students)
3. Emergency Transfers (Non-Resident Students)

PARENTS WILL BE REQUIRED TO PROVIDE TRANSPORTATION FOR ANY STUDENT ACCEPTED FOR TRANSFER INTO THE MUSTANG PUBLIC SCHOOLS, UNLESS PROVIDED OTHERWISE BY LAW.

Siblings of students granted transfers may apply to attend the same said school system. Parent may cancel an approved transfer at any time to return to their resident school by providing written notification to the Principal and to the office of the Deputy Superintendent.

All transfer applications will be considered for approval or denial based on the following criteria:

1. Availability of Programs
2. Staffing Availability
3. If accepting the transfer will require the addition of personnel, transfer application will be denied.
4. Space Availability
5. Schools may not accept transfers after classroom capacities have been met or exceeded.
6. Disciplinary Record and Attendance History
7. Discipline and attendance records of students transferring to Mustang Public Schools shall be requested as part of the student's records. It shall be within the discretion of the Mustang Board of Education, based upon the student's disciplinary records and attendance records, as to whether a transfer shall be approved or denied. As a general rule, students with poor discipline or attendance records or those deemed "not in good standing" at their former school will not be approved for transfer to this district. Students who are currently on a suspension from another school or district shall not be permitted a transfer.
8. Adjudication as a Juvenile Sex Offender will be denied.

The following information must be provided and attached to the transfer application in order for the application to be considered complete for processing:

1. Two proofs of residence in another school district (utility bills, lease agreements or property title)
2. Immunization Record
3. Most recent grade report or grade transcript
4. Attendance Records
5. Discipline Records
6. If the student is in special education, most recent IEP and MEEGS forms; an IEP meeting must be held with representatives of both districts prior to approval of the transfer request.
7. If certain elective courses or programs are desired, they must be noted.
8. The same documentation is required for each sibling to be considered for a transfer.
9. Listing of desired elective courses or programs (solely for determination of program availability; unnecessary if transfer is not contingent upon availability of particular elective or programs)

IN-DISTRICT TRANSFER

A request to transfer to another school in the Mustang district can be submitted any time after January 1 for the following school year. All requests must be submitted at the school of residence. Forms for request of transfer are available at all elementary, intermediate and middle school administrative offices.

A transfer is approved for one (1) year only. The transfer request process must be completed each year before a child can be considered for a transfer.

Parents will be notified three (3) business days before the first day of school if the transfer request is approved or denied.

An in-district transfer may be revoked at any time for disciplinary reasons.

OPEN TRANSFER

An open transfer application may be obtained from the Deputy Superintendent and shall be filed with the office of the Deputy Superintendent during regular business hours of the Mustang Public Schools beginning January 1 and ending the first Monday in June for the following school year.

By the first Monday in June, the Deputy Superintendent shall notify the resident school district that a student enrolled in the resident school district has filed an application for transfer

The Mustang Board of Education shall vote to approve or deny the application for transfer no later than within thirty (30) days of receipt of the completed transfer application. Within 10 days receiving approval, the parents of the student shall notify Mustang Public Schools that the student will be enrolling in the school district. Failure of parents to notify the district as required may result in loss of the student's right to enroll in Mustang Public Schools for that year.

The Mustang Board of Education in executive session shall review transfer applications in order to protect the confidentiality of student records. However, the vote to approve or to deny the application for transfer shall take place in open session.

Upon Mustang Board of Education approval, a student whose parent(s) or legal guardian is employed as a teacher in the MPS District shall be allowed to transfer to the school district.

No student shall be permitted an open transfer more than once in any school year.

Completed applications for open transfers will be accepted after January 1 of each year. Any application received after the first Monday of June will be considered emergency status only.

On or before September 1, the Deputy Superintendent shall file a copy of a list of students granted transfer showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

EMERGENCY TRANSFER

On an adequate showing of emergency, the Deputy Superintendent may make and order a transfer, subject to approval by the State Board of Education.

An emergency transfer shall include only:

1. The destruction or partial destruction of a school building;
2. The inability to offer the subject a pupil desires to pursue, if the student becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the pupil is seeking the transfers;

3. A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, or disorder or injury which as a permanently detrimental effect on the body's system or renders the risk unusually hazardous;
4. The total failure of transportation facilities;
5. The concurrence of both the sending and receiving school districts;
6. The unavailability of remote or on-site Internet-based instruction by course title in the district of residence for a student identified as in need of drop-out recovery or alternative education services, provided such student was enrolled at any time in a public school in this state during the previous three (3) school years;
7. The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired.
8. When a student has been the victim of harassment, intimidation, and bullying a defined in 70 O.S. § 24-100.3, and the receiving school district has verified that:
    i. The student has been the victim of harassment, intimidation or bullying: and
    ii. The sending school district was notified of the incidents or incidents prior to the filing of
    iii. the application for transfer.

A child who has reached the age of four (4) on or before September 1 of the school year, and resides in a district that does not offer an early childhood program shall be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for an early childhood education program.
A child whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district. The parent must provide transportation.

Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade. Students transferring from private, non-accredited schools shall be tested and placed accordingly.

Any student residing in a school district that does not offer the grade that such child is entitled to pursue shall be entitled to be transferred to any school district inside or outside of the transportation area in which such student resides which offers the grade which he is entitled to pursue. Such transfer shall be automatically approved.

Any student transfer approved for any reason prior to January 1, 2000, shall continue to be valid and shall not be subject to the Education Open Transfer Act unless the parent having custody chooses otherwise.

Beginning July 1, 2008, the transfer of a child with disabilities for three (3) years creates an automatic and permanent transfer to this school district.

TRANSFER FOR CHILDREN OF ACTIVE DUTY MILITARY MEMBERS

Mustang Public Schools shall allow the transfer of students who are the dependent children of a member of the active uniformed military services of the United States on full-time active duty status and for whom Oklahoma is the home of record and for students who are the dependent children of a member of the military reserve on active duty orders and for whom Oklahoma is the home of record shall be approved if:

1. At least one parent of the student has a Department of Defense-issued identification card;
2. At least one parent can provide evidence that he or she will be on active duty status or active duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a natural disaster requiring the use of orders for more than (30) consecutive days; and
3. The student will be residing with a relative of the student who lives in the receiving school district or who will be living in the receiving school district within six (6) months of the filing of the application for transfer. (70 O. S. §8-103.1)

Requests for transfer shall be evaluated on an annual basis. Should the Mustang Administration and/or Board of Education determine that cancellation of a previously approved transfer is in the best interest of the district, the resident district and the parents/guardian of the student shall be notified of the cancellation. Such notice shall be made by July 15 prior to the school year for the cancellation is applicable.

FOREIGN EXCHANGE STUDENTS
Policy # 5025

Unless otherwise prohibited by federal law, Mustang Schools will:

1. Accept exchange students on J-1 visas, issued pursuant to paragraph (a) (15) (J) of Section 1101 of Title 8 of the United States Code, and limit to five (5) students in any academic year.
2. Mustang Schools will not accept exchange students on M-1 visas, issued pursuant to paragraph (a) (15) (M) of Section 1101 of Title 8 of the United States Code, which are for vocational or nonacademic students or F-1 visas, issued pursuant to paragraph (a) (15) (f) of Section 1101 of Title 8 of the United States Code, therefore, MPS is not an I-20 issuing school.
3. Use the governing regulations set by the United States Information Agency (USIA) for Exchange Visitor Programs as guidelines and standards for local schools.
4. Have the right to accept or reject any exchange student or sponsoring organization not adhering to the USIA regulations and have the right to reject any exchange student if the student, legal custodian, or legal guardian is not a resident of the district.
5. Foreign exchange students will be classified as juniors and will not participate in graduation exercises

SCHOOL ATTENDANCE POLICIES AND PROCEDURES

ATTENDANCE LAWS AND REGULATIONS

According to the Oklahoma School Code, any person having control of a child between five (5) and eighteen (18) years of age is required to compel that child to attend school. Failure to do so may result in fines and/or imprisonment. Attendance is important. Mustang Public Schools are required by state law to keep an accurate record of attendance and reasons for absence. Attendance records are updated daily.

CLASSIFICATION OF ABSENCES AND TARDIES

1. Verified/Unverified Absences: Verified Absence - when a parent or guardian notifies the office of the reason for the absence. Unverified Absence - when no contact with the office has been made to clear the absence. Unverified absences will result in truancy.

Some absences are unavoidable, but every effort should be made to keep absences to a minimum.
It is the parents'/guardians' responsibility to inform the school about the circumstances surrounding their student's absence. Verified absences are those due to illness or personal injury, medical and dental appointments, court appearances, religious holidays, and family emergencies. Assignments and tests missed due to an verified absence can be completed for credit within a reasonable length of time as determined by individual site policy. It is the sole responsibility of the student to make arrangements with each teacher for completing the work missed. If an absence is unverified, the student may be required to make up missed assignments for partial credit.

According to state law, students shall not be excused from school once they have arrived unless parent permission is granted. Students shall be counted absent for any reason other than missing for activities. Students must strive to be on time. A student who has been absent has the privilege of doing make-up work, but it is his/her responsibility to communicate with teacher about the work. Time given for this make-up work should correspond to length of absence, i.e.,-if absent two (2) days, he/she should be given two (2) days following the day of his/her return to make up the work. Every effort will be made to help the student master what was missed.

Requests for homework assignments through the office can only be made when a student is absent for three (3) or more consecutive days. Requests for homework assignments should be made by 9:30 a.m. and will be available for pick up the following day. Parent(s) should make arrangements to pick up the assignments.

2. School Activity (not counted absent): Students should make every effort to complete work in advance; however,

time given to make up this work should not exceed the corresponding time the student was gone. If a student knows he/she is going to be absent, arrangements should be made with the school at least one day prior to the absence. Assignments should be completed following the same guidelines as verified absences.

3. Truancy (Absences without permission of parents or school): A student may not be permitted to make up work missed as a result of truancy, which may be recorded as a zero in the teacher's grade book. All truancies are subject to other discipline such as detention, suspension or other consequences. Each teacher is asked to report all suspected truancies to the principal. Any student or students participating in an unauthorized skip day or walk out will be subject to the regulation covering truancy and/or referred to the district attorney.

If a child is absent without valid excuse four (4) or more days or parts of days within a four week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the District Attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.

If a student knows he/she is going to be absent, arrangements should be made with the school at least one day prior to the absence. Work should be completed in advance; however, work may be made up to the extent that no additional planning will be required for the teacher and it is done within the corresponding time the student was absent.

4, Tardiness: Any student who is detained by the office or a teacher should ask for a note to his/her next teacher so he/she will not be counted tardy. Any student who arrives late to school must report to the office for a pass. During the school day, a student who is late to class should report to that class without an admit from the office. All other tardiness would be classified as unexcused. Teachers will mark all tardies in their grade books and record them on the student's report card. An absence will be recorded for every three (3) tardies received in a class during a semester. Such absences are applied to the twelve (12) day absence total. Students will be assigned detention after the third (3^{rd}), sixth (6^{th}), ninth (9^{th}) and every third (3^{rd}) tardy thereafter. Any student missing more than fifteen (15) minutes will be counted absent.

EXCESSIVE ABSENCES

Penalty for Excessive Absences: A student will not receive credit for a course if he/she has in excess of twelve (12) absences in any course in which a student is enrolled during the semester. If a student exceeds the twelve (12) absences per class, a No Credit (NC) will be posted in place of a letter grade.

Appeal of Attendance Record: A written appeal concerning attendance must be made to the building principal in writing within ten (10) days of the student's thirteenth (13^{th}) absence or five (5) days prior to the end of the current semester. Copies of doctors' notes should be submitted to building secretaries throughout the semester. Original doctor's notes or other documentation should be kept for your own records. An appeal committee consisting of an administrator, teacher and counselor will review the merits of the appeal and submit a final decision to the site administrator. The decision of the committee is final.

Student Activity Absences: Refer to "Activity Eligibility and Regulation Section" in this handbook.

ARRIVAL

Elementary classes will begin promptly at the times indicated on the schedule. **STUDENTS ARE NOT TO ARRIVE EARLY. No adult supervision is provided prior to 7:15 a.m.** If a child is dropped off at the school in the morning, please remember not to block the lanes of traffic. **Always consider the safety of the children**.

Pre-kindergarten drop-off times will be 7:40 a.m. and 12:00 p.m.

LEAVING SCHOOL GROUNDS

All Mustang Public Schools have a closed campus. Students who become ill or are injured during the school day will be allowed to leave only after their parents have been notified and permission has been granted by the attendance office personnel.

No student will be checked out by telephone to leave campus for lunch. Students must be checked out by a parent, guardian or emergency contact in person only after showing proper identification.

OFFICIAL WITHDRAWAL FROM SCHOOL

If a student plans to request withdrawal from school, the parent/guardian of the student must notify the principal of parental approval. The student will then receive a withdrawal slip to present to each of his/her teachers and counselor. The teachers will record a withdrawal grade, which will be the grades earned during the current semester. If he/she has any state owned books, library or departmental books or supplies, he/she must return them to the teachers who issued them. After he/she gets his/her teachers' and counselor's signatures on the slip, he/she must present it to the principal for approval.

CURRICULUM

BROAD DESCRIPTION

The Mustang Schools offer a full-range curriculum, which includes the core subjects, music, art and physical education. Excellent programs are offered through the school guidance counselors and nurses. Gifted/talented students are served through the GATE program. The individual needs of each child are met through the special education services and facilities throughout the district. The Mustang curriculum meets or exceeds the standards established by the Oklahoma State Department of Education. The staff and administration are dedicated to providing the best possible educational environment and programs of instruction. If at any time you have questions about our schools, please do not hesitate to call the office or schedule an appointment. We will be happy to meet with you.

We use quality textbooks. Parents are welcome to review any of the textbooks and other educational materials used by the students of our schools.

CLASSROOM ASSIGNMENT OF STUDENT

Principals and teachers, with the aid of evaluative criteria, will group students in the classes that will provide the best possible learning situation. It is recommended that once a student is assigned to a group that he/she continues with that group for the school year.

FIELD TRIPS AND EXCURSIONS

Field trips are considered an extension of the curriculum and are planned at the discretion of the teacher subject to administrative approval. Students are to ride the bus as a part of the group so they will not miss out on instructions, discussions, etc. **Because of their supervisory responsibilities, we require that sponsors not bring siblings, preschoolers, or other children who are not enrolled in the class.** Sponsors are defined as a parent/legal guardian. Transportation for field trips shall be restricted to school vehicles specifically authorized by the principal. Any parent wanting to take his/her child home at the end of the field trip without returning to school must sign the child out with the appropriate teacher or school office.

READING PLAN

The Mustang elementary schools have developed a District Elementary Reading Plan adopted by the Mustang Board of Education in compliance with the requirements of the Reading Sufficiency Act (Oklahoma statute 70-1210.508A). This act specifies that:

- Students enrolled in first, second and third grade shall be assessed at the beginning of and throughout the school year in phonemic awareness, phonics, vocabulary, spelling, fluency and comprehension.

- If assessments determine students to be reading below grade level ability, a Reading Assessment Plan will be implemented for these students.
- This Reading Assessment Plan is required for all 3 grades (1-3).

A complete copy of this Bill and the District Elementary Reading Plan are available upon request at each school site. In addition, each school site, by requirement of the Act, has developed a site level reading plan that correlates directly with the District Reading Plan. This site level plan is available upon request.

VIDEOS/FILMS (INSTRUCTIONAL AND NON-INSTRUCTIONAL)

The use of video or DVD must be approved by the principal. Any non-instructional video or DVD will require written parental permission prior to the child's viewing. Alternate activities will be provided to students whose parent elects for the child not to view a given video or DVD. Upon request, parent(s) will be given the opportunity to preview any video/DVD used in the classroom.

PROFICIENCY-BASED PROMOTION/CREDIT BY EXAMINATION
Policy # 5065

Upon the request of a student, parent or guardian, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area. Elementary, middle and high school students who are legally enrolled in Mustang Public Schools and who have not previously received instruction in the requested course/grade level will qualify to request proficiency based promotion. Proficiency for advancing to the next level of study will be indicated by a 90 percent or comparable performance on an assessment or demonstration. The opportunity for proficiency assessment will be provided at least twice each school year. Application for testing must be made at least fourteen (14) days prior to the testing date. Students shall have the opportunity to demonstrate proficiency in the following core areas as identified in 70 O.S.11-103.6:

Social Studies	Language Arts	The Arts
Languages	Mathematics	Science

Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be allowed to advance to the next grade/level of study. The school will confer with parents in making promotion/acceleration decisions. Students must progress through a curriculum area in a sequential manner. If proficiency is demonstrated, the notation to be placed on the student's permanent record/transcript will be a letter grade of an "A." The credit(s) shall count toward meeting the requirements for the high school diploma.

Students who do not demonstrate proficiency will be allowed to request testing during the next assessment period. Failure to demonstrate proficiency will not be noted on the student's transcript.

Application forms, testing dates and other information are available from the school counselor.

GRADES

GRADING SYSTEM

The GRADING SCALE for the Mustang Schools as approved by the Board of Education is as follows:

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

Kindergarten, First Grade, and Second Grade will use a report card that rates specific skills by mastery/satisfactory needing improvement and unsatisfactory.

The classes of art, music, physical education, and handwriting will be graded on the S, N and U scale.

The classroom teacher shall determine the percentage of a subject area grade to be given to class work, homework and exams.

The semester grade will be determined by finding the average of the two (2) nine-week averages.

Report cards will be issued at the close of each nine-week grading period. Attendance including absences and tardies, will be reported on the report card. Progress reports will be issued after approximately five weeks of instruction.

Student grades may be accessed by using Parent Portal.

PARENT/TEACHER CONFERENCES

Four evenings are set aside for conferences,–two in the fall and two in the spring. Parents sign up for scheduled times. Consult the school calendar for specific dates. Parents and/or teachers may request other conferences as deemed necessary

STUDENT PROMOTION
Policy # 5070

In accordance with the policy of the Mustang Board of Education, the following criteria for the selection of students to be promoted to the next grade level, retained in their current grade, or denied course credit, will be used in the Mustang School District.

Students in grades K- 4:
Effective with students entering the first grade in the 2011-2012 school year, a student will be retained at the third grade level if the student scores an unsatisfactory level on the reading portion of the third-grade criterion-referenced test. For those students who do not meet the academic requirements for promotion, a school district may promote the student for good cause only. A student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

1. Limited-English-proficient students who have had less than two years of instruction in an English language learner program;
2. Students with disabilities whose individualized education plans, consistent with state law, indicates that participation in the statewide criterion-referenced tests are not appropriate;
3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
4. Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
5. Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrates a deficiency in reading and who were previously retained in kindergarten, first grade, second grade, or third grade for a total of two years.

A classroom teacher may recommend promotion or retention of a student. A placement committee that may consist of a principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher grade. The committee shall consider grade level achievement, standardized test scores, attendance records and other criteria as needed. Foreign Language, penmanship, art, music and physical education grades are not included in the core subjects when considering retention. A student may be considered for retention if he/she has in excess of twelve (12) absences during the semester. A conference with parent(s) or guardian(s) will be held prior to the retention of any student.

QUARTERLY HONOR ROLL

The honor roll for 4th grade will be published following the end of each nine-week period. There are two rolls to be recognized. They are:

- The SUPERINTENDENT'S HONOR ROLL - for all students who have all A's on the nine weeks' report card.
- The PRINCIPAL'S HONOR ROLL - for all students who have A's and B's on the nine weeks' report card.

STATE-MANDATED TESTS

Current law in Oklahoma mandates testing of students in the Mustang Public Schools.

GUIDANCE and TESTING SERVICES

Guidance is considered an essential part of any good school program. Guidance and counseling services are available to all students of the Mustang Schools. Your school has a testing program designed to provide information to help the student know himself/herself better, his/her interest and capabilities and to help in planning his/her schoolwork and his/her life work. A well-rounded testing program has been developed that can be very valuable to each student if the information is properly interpreted and used. General test results are made available and explained to each student taking them. Any student or parent having questions about the tests or testing program is encouraged to ask for help from the school counselor.

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT
Policy # 2050

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hotline of the Department of Human Services. The statewide Department of Human Services hotline number is 1-800-522-3511. The MPS Board of Education fully supports that requirement and has established this policy to facilitate such reporting.

All employees of MPS shall report any suspected physical, mental or sexual abuse or neglect of any student to the Department of Human Services in the county The employee shall also inform the building principal who will advise the Superintendent that the report was made using Form AR2050.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor or administrator who discharges, discriminates or retaliates against such person shall be liable for damages, costs and attorney fees. Any person, who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report.

HEALTHY and FIT POLICY
Policy # 5145

MPS will comply with all mandates of local, state and federal laws to ensure proper nutrition, health and safety of its students, staff and patrons. For detailed information refer to Board Policy # 5145 in the Policy and Procedures Handbook at www.mustangps.org.

HEALTH SERVICES
Policy # 5045

All employees of MPS have a crisis management plan that will be followed during an emergency or crisis. The first call will always be to 911.

A nurse is available at the schools on scheduled days of the week. If an emergency occurs, a nurse will be called to help with the situation. The nurses also act as resource persons and often work with the teachers on units of study concerning health issues. Our nurses act as liaisons between the public health department and the public schools. They inform school staff and patrons of current health problems, epidemics, etc. The nurse maintains student health records. Please inform the school of any chronic illness or conditions. Example: asthma, diabetes, heart condition, ulcer, etc.

ILLNESS
Attendance at school is very important, however, students cannot be expected to perform well if they are ill. Please keep students home if they are running a temperature. Students must be free of fever, vomiting or diarrhea for twenty-four (24) hours without the aid of medication before returning to school. If your child becomes ill during the school day and has a temperature of 100 degrees or more, he/she will be sent home. Please make sure the office has current telephone numbers for parents, guardians and all emergency contacts.

HEAD LICE
Per the authority of the Oklahoma School Law Section 815, any student with head lice will be prohibited from attending school and cannot re-enter without certification from a health professional or a representative of the State Department of Health that the child is no longer afflicted with head lice.
"Health professional" means for the purposes of this act any licensed physician, psychologist, dentist, osteopathic physician, podiatrist, chiropractor, registered or licensed practical nurse or physician's assistant.

Any teacher or district employee may check for lice and nits when deemed appropriate and, in addition there will be periodic and random organized checks for lice and nits. Any individualized checks shall be done outside the presence of other children, and any confirmation of the presence of lice or nits resulting from any check, shall be handled in a professional manner.

Any child excused or prohibited from attending school due to head lice or nits shall not be readmitted or permitted to return to school until said child has been examined by a school nurse or health professional as defined above, and found to be free of lice and nits.

Any teacher or other employee who has contracted head lice is expected to take leave from work until the lice or nits have been eliminated.

MEDICATION
It is the policy of the Mustang Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication an administrator, school nurse or a designated school employee may administer the medication when authorized in writing by the student's parent or guardian(s) provided by law.

General Procedures for the Authorization of Medication
- A written authorization form must be on file in the clinic or office before the school nurse or designated school employee can administer any medication to a student. The parent(s) or the person having legal custody or the

legal guardian of a minor may sign the authorization form

- Each school in which any medication is given shall keep a record of the name of the student to whom the medication was administered; the date the medication was administered; the name of the person who administered the medication and the type or name of the medication, which was administered
- Medication to be administered will be kept in the school clinic or office, properly stored and not readily accessible to persons other than the persons who will administer the medication
- The parent, guardian, or person having legal custody of the student is responsible for informing the school of any change in the student's health or change in medication
- Requests from parents/guardians to change the dosage of any medication from that listed on the label will not be honored without written confirmation from the physician
- A one-month supply of medication will be allowed in the school clinic
- Parents/guardians must pick up any unused prescription/non-prescription by **the last** day of the school year or it will be disposed
- Students **MAY NOT** carry medicine with them to take during the school day unless it meets the guidelines listed under Procedure for self-administration of a medication
- Any prescription or non-prescription medication is or can be considered dangerous if the above procedures are not followed
- Students in possession or distributing personal medication to other students during school, at school events or on school premises **WILL BE** subject to disciplinary action

Non-Prescription/Over the Counter

If possible, parents are advised to try to give medication at home on a schedule other than during school hours. If, however, it is necessary that a medication be given during the school day, compliance with the following instructions is required:

- It is the responsibility of the parent/guardian of the child to bring in to the office any medication to be given at school
- Medication is not allowed on the school bus and must be brought to school by the parent/guardian or appropriate designee
- Written authorization and instructions from parent/guardian must be on file in the school clinic or office before school employees may administer any medication to the student. A new authorization form must be completed for each school year and any change in medication. Telephone permission will not be accepted
- Non-prescription medicines must be brought to school in the original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration, side effects and contraindications, and other directions as appropriate. The medicine must be age and dose appropriate and must not be past the expiration date
- Non-prescription medication that needs to be given daily or longer than the manufacturer's recommendation for use, must be accompanied by a physician's written order
- Non-prescription inhalers for asthma will not be given at school
- No aspirin or aspirin-type products such as, Excedrin or Pepto-Bismol will be given at school without written authorization from a physician *
- Requests from parents/guardians to increase the dosage of any medication beyond that listed on the label will not be honored without written confirmation from the physician
- All medication to be given at school must be kept in the school clinic or office, regardless of the student's age
- For incidents of major concern or questions regarding the administration of any medication and in the absence of either the written authorization/instructions from the parent/guardian or medication in the properly labeled container, no medication will be administered. Every effort will be made to notify the parent/guardian
- *As recommended by the National Reyes Syndrome Foundation, the U.S. Surgeon General, the F.D.A., and the Center for Disease Control.

Prescription Medication

Must be brought to school by a parent/guardian in the original prescription container labeled with (The pharmacist will supply an extra bottle with the following information if you ask.):

- Date
- Name of the prescriber
- Name of the student

- Name and dosage of the medication
- Directions for administration
- Name and phone number of the pharmacy

Sample drugs must be accompanied by a physician's written order, specifying the dosage, frequency, and directions for administration.

Procedures for Self-Administration of a Medication

Students with severe asthma, anaphylaxis or a life threatening condition who need to carry and self-administer an emergency medication must adhere to the following guidelines. Anaphylaxis medication includes but is not limited to Epinephrine injectors, prescribed by a physician and having an individual label. A student who is permitted to self-administer anaphylaxis medication shall be permitted to possess and use the anaphylaxis medication at all times for the school year in which permission for self-administration is granted. (i.e. inhaler, an anaphylaxis medication used to treat anaphylaxis, insulin pump, glucagon injection, and epipen)

- Submit a written statement from the physician treating the student indicating the child's condition and that he/she is capable of and has been instructed in the proper method of self-administration of the medication.
- The parent/guardian must fill out and sign the Authorization to Administer Medication form. This form gives parental consent for administration of the medication and acknowledges that the school district, employees and agents shall incur no liability as a result of any injury arising from the self-administration of the medication by the student.
- It is the parents/guardians responsibility to provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- Permission for the self-administration of medication is effective for the school year for which it is granted and must be renewed each subsequent school year upon the fulfillment of the above requirements.

Field Trips

If a student takes scheduled and/or emergency medication at school and will need this medication during the time of a school-sponsored field trip, the parent will need to send a pharmacy labeled bottle with the amount of the pills the student will need during the field trip. Each medication must be in a separate, labeled bottle. It is the parent's responsibility to notify the school if any of the student's medication is to be taken on a field trip. **Student's medication will be carried and dispensed by a MPS employee.** If a student is accompanied by his/her parent, that parent may carry and administer their child's medication.

GENERAL STATEMENT ON STUDENT BEHAVIOR AND RESPONSIBILITIES

The State and Local Boards of Education vest in this administration the power to establish student behavior rules and regulations necessary to create and preserve conditions essential to orderly operation of the school.

The Board requires that all school personnel share in the supervision of the students' development toward desired standards of conduct and supports all personnel acting within the framework of established policy.

The Board advocates that while education is a right of our youth, it is not an absolute right. It is qualified first by eligibility requirements and secondly by performance requirements. The school must be concerned with the individual and his/her welfare, but in working with the individual, must at all times be concerned with the welfare of all students. Too much time spent on a few, results in neglecting the majority. The following are responsibilities, which Mustang Public Schools (MPS) students are expected to assume and follow at all times:

1. To obey all rules and regulations pertaining to students of MPS while on the school campus, while using district transportation and when representing MPS in a school-sponsored activity.
2. To apply themselves to the established course of study.
    a. be prompt and regular in attendance
    b. complete school assignments on time
    c. pay attention to teachers
    d. learn to criticize fairly and to accept criticism

3. To respect the authority of the administration, faculty and staff of Mustang Public Schools.
4. To respect school property. Remember: A modern, fully equipped school building designed for beauty and utility belongs to many generations and is not the sole property of any annual group of students. Thus, it is the privilege and obligation of any one-student body to appreciate fully, use carefully, preserve faithfully and pass to future generations, the building, its grounds and its equipment without blemish.
   NOTE: Anyone who damages or defaces any school property will be held liable and is expected to replace or pay for the property damaged in order that the citizenship record of the student will not be adversely affected.
5. To refrain from expressions of non-conformity through demonstrations, violence and other forms of incitement.

GENERAL STATEMENT ON RESPONSIBILITIES OF PARENTS

The ultimate responsibility of student behavior rests with the parents. The following are among their specific responsibilities:

1. Support the school in requiring each student to observe all school rules and regulations, as well as accepting responsibility for any willful misbehavior on the part of the student.
2. Send each student to school with proper cleanliness and neatness of dress.
3. Maintain an active interest in the student's daily work. Make it possible for him/her to complete assigned homework particularly by providing a quiet place with conditions conducive to study.
4. Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
5. Cooperate with the school in attending conferences set up for exchanging information and for planning of the student's continued progress.

It is the belief of the administration that the most effective discipline is self-discipline. Students in Mustang Public Schools are treated as young ladies and gentlemen, and are expected to prove to be such by their actions and by their response to the school society.

The office of the principal is charged with the responsibility of handling such discipline problems as may become serious enough to be referred to the office. However, every teacher is responsible for the discipline at all times in all parts of the building and on the grounds. Teachers have full authority and responsibility to correct student behavior whenever such correction is necessary.

In cases where a student has been unable to adjust to his/her school environment and where his/her behavior has become so objectionable that the problem cannot be resolved otherwise, he/she will be referred to the principal. There, through conference, every effort will be made to assist the student in overcoming his/her difficulty.

Counselors and parents may be called in when it is felt that they can help the student become an acceptable member of the student body. If all these efforts fail to obtain the desired result, the principal will make a final disposition of the case in line with the best interests of the individual student and the school as a whole.

STUDENT CONDUCT AND DISCIPLINE

Policy # 5080

Standards of Behavior

Discipline Policy

It is the belief of Mustang Public Schools that the primary function of the schools is to educate the students. It is further believed that students have the right to learn free of unnecessary distractions and to attend a school in which an atmosphere conducive to learning exists.

Education includes establishing norms of acceptable behavior and assisting students in understanding and attaining

those norms. From time to time, it may be necessary for the benefit of the students and of the school, for the faculty and the administrators to enforce corrective actions for breaches in acceptable behavior. Each student will be treated in a fair and equitable manner, and the severity of the disciplinary action will be based on a careful assessment of the circumstances surrounding any infraction of the school regulations.

It is the policy of Mustang Public Schools that no student of the district shall participate in any form of hazing, harassment, intimidation and bullying. Threatening behavior by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. Furthermore, no student of the district shall participated in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. (Refer to District Policy # 5110)

The administrator has the discretion to choose any disciplinary action in regard to unacceptable student behavior. The following examples of behavior are not acceptable in society generally and in the school environment particularly:

1. Truancy
2. Developing non-factual accounts for absence or behavior
3. Cheating on school work
4. Gum chewing
5. Using profanity or expressing vulgarities
6. Disrespectful conduct/language toward another student, teacher, substitute teacher or staff member in or out of the classroom
7. Blatant disrespect toward faculty or staff
8. Public display of affection
9. Physical altercation/fighting while at school or at a school activity
10. Assault and battery
11. Insubordination or defiance
12. Dress code violation
13. Misuse of wireless communication device
14. Other disruptive or insubordinate behavior
15. Misuse of the Internet and/or local area network computer
16. Vandalism/arson
17. Theft
18. Forgery, fraud or embezzlement of legal tender
19. Gambling
20. Gang-related behavior, including gestures, language or dress
21. Sexual, physical and verbal harassment, threats or threatening behavior, bullying, intimidation, hazing, racial slurs or stalking of students or employees
22. Possessing or distribution of pornography
23. Use or possession of tobacco products on campus or school activity
24. Possessing, selling, distributing or use of alcohol, illicit substances or paraphernalia including intoxicating and/or non-intoxicating substances
25. Possessing, selling, distributing and/or use of prescription, non-prescription drugs in violation of school policy
26. Possessing, selling, distributing and/or use of substances represented as intoxicating or non-intoxicating
27. Possession, threat or actual use of dangerous or offensive weapons including “fake” weapon
28. An act of violence
29. Acts of licentious behavior, sexual misconduct, lewdness or indecent exposure
30. Adjudication as a delinquent for an offense that is non-violent (Title 57-571 of the Oklahoma Statutes)committed on any school premise, while in transit under the authority of the school or while attending any function authorized or sponsored by the school
31. Adjudication for an offense that is a violent act off campus
32. Repeated minor offenses
33. Failure to wear MPS identification badges (grades 9-12). Badges must be visible at all times.
34. Parking lot violations
35. Failure to comply with the teacher or school administrator when asked to empty pockets or provide your backpack will be grounds for disciplinary action.

These examples are not intended to be exhaustive and the exclusion or omission of examples of unacceptable behavior is not an endorsement or acceptance of such behavior.

In considering the different forms of disciplinary action, the faculty and the administration of the school district will consider the following; however, the school is not limited to these various methods, nor does this list reflect any order of sequence of events to follow in disciplinary actions:

1. Conference with student
2. Conference with parent
3. In-school Intervention
4. Detention
5. Referral to counselor
6. Behavior contract
7. Temporary removal from class
8. Financial restitution for lost, stolen or damaged property
9. Restriction of privileges
10. Referral to police and/or citations issued
11. Short-term suspension
12. Long-term suspension
13. Other appropriate disciplinary action as required and as indicated by circumstances

Procedures for Hazing/Harassment/Intimidation and Bullying:

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

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as e-mail address or Web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent shall notify the local law enforcement and request that the alleged victim also contact the law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel.(Refer to District Policy # 5110)

Personal Technology Device (PTD) Violations

- PTD's that are used inappropriately will be confiscated and the parent must pick up the device. Repeated problems may warrant disciplinary action. Misuse (filming fights, inappropriate pictures, etc.) of the electronic device will warrant disciplinary action.
- Telephones are available for student use in the office. Messages may be left for students at the office during the school day.

    - **First offense:** Any electronic device will be confiscated, and parent will be notified and required to pick up the device from the front office.

- **Second offense:** Any electronic device will be confiscated, parent will be notified and required to pick up the device from the front office, and student will not be permitted to carry the phone for the remainder of the school year.

The use of wireless telecommunication/electronic devices and any exceptions to disciplinary action will be at the administrator's discretion.

Mustang Public schools will not be responsible for any lost or stolen wireless or electronic telecommunication devices or any other personal devices or equipment.

Dress Code Standards

The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety and general good taste. It is the intent to permit students to dress according to current fashions, and at the same time restrict extremes and indecency in grooming which will distract from the main purpose of the educational program. The student dress code applies at school, on school property and at school-sponsored activities or authorized activities. Students who are dressed inappropriately will be asked to change and may be counted absent from any classes he/she misses.

The principal's discretion will judge questionable attire. Violations may result in disciplinary action.

General Guidelines:

1. Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drug or tobacco; or carry connotations of immorality, vulgarity, sexual innuendos, obscenity or nudity or promotion of violence and/or gang activity on any person or article of clothing, belt buckle, jewelry or school materials are not allowed.
2. Frayed or purposely torn clothing will not be considered appropriate school wear.

The following is a general guide regarding proper dress. Inappropriate attire includes, but is not limited to, the following:

Pants/Jeans/Shorts/Skirts

- No shredded or tattered clothing worn independently or with other clothing with holes above the knee that expose skin or undergarments
- No biker or spandex shorts, short mini-skirts, boxer shorts or athletic shorts without pockets
- Sagging is not permitted.
- The bottom of the pants/jeans may not be worn longer than the sole of the heel of shoe.
- Pants/jeans must be worn high enough to cover undergarment when seated.
- Skirts, dresses and shorts length should be below fingertips with arms extended down; a slit in skirt must be below fingertips.

Shirts/Blouses/Tops

- No midriff should be showing.
- All tops should be long enough that when a student sits down the midriff does not show in back.
- No cleavage
- No tube tops, halter tops, tank tops, off the shoulder tops, spaghetti straps or backless tops, muscle shirts, mesh/fishnet or transparent shirts. Leggings must be covered by a dress, skirt or shirt that is below fingertips with arms extended down.
- Undergarments should be covered.

Hats/Caps/Beanies/Bandanas/Sunglasses

- All headgear (examples, but not limited to caps, hats, bandanas and sunglasses, etc.) may not be brought or worn in or around the school building or classrooms. Beanies (stocking caps) will be permitted outside during inclement weather. Exception will be for medical or religious reasons.

Jewelry or manner of dress that could harm or cause harm to others are prohibited.

- No spiked jewelry
- No chains or chains connected to wallet or keys
- No pacifiers

Shoes

- All students are required to wear shoes. Cleats, shoes with wheels, house shoes or any shoe that limits physical activity or safety are not permitted.

Gang or Satanic Cult Related

- Gang dress, such as bandanas, hats, headgear, gang-related jewelry, attire, symbols or paraphernalia identified by police and or school official as gang related; gang-related color or color combinations will not be allowed.
- These items will be identified and monitored by police and school officials. They are subject to change at the discretion of the administration as the need arises.

Undergarments

- Undergarments should be covered by outerwear.
- Clothing that is considered pajamas or bedtime wear is prohibited.

Hair color/ hairstyle

- Hair color/hairstyle that distracts from the main purpose of the educational program is prohibited, including makeup or face paint.

FOOD CONSUMPTION

Food must be consumed in designated areas. **No outside drinks of any kind are allowed**, unless parent/guardian has checked in with front office to have lunch with their child.

TOBACCO USE

In accordance with Oklahoma law and the wishes of parents, educators and students, tobacco in any form, ~~or~~ tobacco products or simulated tobacco products of any kind will not be possessed or used by students while on school premises. Tobacco will not be possessed or used by students attending any school-sponsored event outside school premises or while in transport to or from such an event in school authorized vehicles.

First Offense: The parent is notified and the student is given In School Isolation (ISI).
Second Offense: The parent is notified and the student will be suspended for three (3) days.
Third Offense: The parent is notified and the student will be suspended for five (5) days.
Fourth Offense: The parent is notified and the student may be suspended for a period in excess of five (5) days.

In accordance with School Laws of Oklahoma and the Mustang Public School District's desire to provide a healthy smoke-free environment for students, employees and patrons, commencing the 16th day of March 2004, all facilities within the District will be smoke-free twenty-four (24) hours per day on a year round basis. This prohibits smoking, the use of snuff, chewing tobacco, simulated tobacco products, or any other form of tobacco product by all persons. This policy extends to all activities, vehicles and property.

There will be no designated smoking areas anywhere in the District. (Policy and Procedures, # 2060)

ILLICIT DRUG DEFINITION, AS USED IN THIS HANDBOOK, IS DEFINED AS FOLLOWS:

1. any controlled dangerous substance as defined in the Uniform Controlled Dangerous Substance Act
2. any intoxicating beverage as defined by Oklahoma law
3. any low-point beer as defined by Oklahoma law
4. any substance which is represented to be a prescription, non-prescription drug, "turkey" drug, or synthetic drug
5. any inhalant
6. any other chemical or natural substance which is capable of producing injury and is misused by a student

USE OR POSSESSION OF ILLICIT SUBSTANCES DURING THE SCHOOL DAY OR AT ANY SCHOOL SPONSORED ACTIVITY

Students using, in possession of, or after having used controlled illicit substances, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages, paraphernalia and/or intoxicating substances, or exhibiting observable behaviors during school, while attending a school sanctioned activity, while on any school premises, or when being transported, will be suspended:

First Offense: The student will be suspended for ninety (90) school days. The suspension may be reduced to ten (10) days for the first offense if the student/parent/guardian agrees to complete a voluntary urinalysis and counseling. The counseling will consist of an eight (8) hour course in a school approved chemical dependency education program, or a comparable program approved by the administration, and one (1) additional hour to be spent with Mustang Public Schools' Student Assistance Counselor. Counseling fees will be the responsibility of the parent/guardian. At administrative request, the urinalysis will be required throughout the term of the suspension (a minimum of once per month). If a student has a second unacceptable specimen, refuses, or fails the urinalysis, the full term of the suspension will be reinstated without any right to appeal the full length of the suspension. If a second unacceptable specimen is reported, an additional test may be requested of the same sample at an additional expense. Any additional expenses will be the responsibility of the parent/guardian. By choosing the ten (10) day suspension option, any right to an appeal of the full length of the suspension is voluntarily waived.

Second Offense: Student will be suspended ninety (90) school days without reinstatement option. The ten (10) day suspension option is not available for a second offense.

SALE OR DISTRIBUTION OF ILLICIT SUBSTANCES

Any student selling, sharing or distributing illicit substances, prescription and/or non-prescription drugs, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances during the school day, or a school activity, on school premises or while being transported by school personnel, will be suspended for ninety (90) school days. A forty-five (45) school days reinstatement option may be available in some circumstances. A second offense will result in a suspension for the remainder of the current semester, as well as, all of the succeeding semester. In addition, law enforcement authorities will be notified.

Teachers are required by state law to report any suspected drug or alcohol use to the principal. Violation of this policy will be reported to the law enforcement authorities. Any incident that occurs outside the school day or not at a school function will be reported to the police.

VANDALISM

Each student shall pay for all damages he/she may do to school property within one (1) week after demand, unless an arrangement for deferred payment has been made with the superintendent. Failure to make such payment shall be cause for suspension. The pupil responsible shall pay for books belonging to the school that are lost, stolen or mutilated.

DANGEROUS WEAPONS

The use, display or possession of any kind of gun, **ammunition, fireworks**, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, or the possession of any dagger, pocket knife, bowie knife, dirk knife, switchblade knife, spring-type knife, butterfly knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles or any other offensive weapon on the campus, parking lots, premises or property of the Mustang Public Schools or during school sponsored activities, functions or events may result in the immediate suspension of all students involved for the current school semester and possibly the succeeding semester.

The term "gun or device capable of discharging or throwing projectiles" shall include, but not be limited to:

a. rifles, pistols or shotguns of any caliber and/or

b. B-B guns or air pistols and/or
c. potato throwers, dart guns or blow guns and/or
d. any other device the purpose of which is to throw, discharge or fire objects, bullets or shells

For the purpose of this policy, any student who aids, knowingly accompanies, assists or participates with another student who uses displays or possesses a gun or device capable of discharging or throwing projectiles in violation of this policy may be suspended for the current school semester and possibly the succeeding semester.

USE OR POSSESSION OF DANGEROUS OR OFFENSIVE WEAPONS

Any pupil found to be in possession of or using dangerous or offensive weapons on the school grounds or at any school-sponsored activity will be suspended by the superintendent or administrator for a period not to exceed the current school semester and possible the succeeding semester (Refer to School Laws of Oklahoma, Article 24/Section 488.2).

SUSPENSION OF STUDENTS

The term suspension or suspended as used in this policy and Oklahoma Law means that the student has been removed from attendance at any school. Alternative in-school placement, in-school restriction, detention, and similar disciplinary measures are not considered to be out-of-school suspensions and are not subject to an appeal process. Any student suspended out of school is prohibited by the terms of said suspension from being on the school grounds before, during, or after school hours and from participating in or attending any school sponsored activity unless otherwise directed by the administration. All suspensions must have the approval of the superintendent or his/her designee. The authority to suspend a student from a school in the district is delegated to the respective building administrator. The administrator shall exercise his/her discretion as to the length of time of the suspension. When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered if similar infractions have occurred in the past and other forms of discipline have not deterred such behavior.

1. Students may be suspended from school for engaging in any of the following while on school grounds, while on school vehicles and buses, or at school activities/events:
   - Violation of policy, rule, or regulation
   - Acts of immorality
   - Possession of an intoxicating beverage, low-point beer (37 O.S. 163.2)
   - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school
   - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substance Act)
   - Possession of a firearm (may result in out-of-school suspension of not less than one year)
   - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teacher, or officials, or damages property
   - Adjudication as a delinquent
   - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student, who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the district.
5. Students who are suspended out-of –school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the child's IEP.
6. Any student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

No school board member, administrator or teacher may be held civilly liable for any action, taken in good faith, which is authorized by law under the provisions of this policy.

SHORT-TERM SUSPENSION

Short-term suspension is when a student is suspended from school for ten (10) days or less. Before a student is suspended out of school, the school administration shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension (such as placement in an alternative school setting, reassignment to another classroom, in-school intervention, etc.)

When a student is suspended, his/her parent(s) will be notified as soon as possible. If the student is suspended for five (5) days or less the district may provide an educational plan. If a student is suspended for more than five (5) days the district shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The parent(s) will bear the responsibility of monitoring the student's education progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

The first level of appeal for suspensions of ten (10) days or less will be to the building principal. A written request specifying the reason or reasons for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension. In order to appeal the building principal's decision, a written request specifying the reason or reasons for the appeal must be submitted to the appeal committee for short-term suspensions within three (3) days. The appeal committee will consist of one (1) central office administrator and two (2) building principals other than the suspending principal. Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension. The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

The decision of the appeal committee for short-term suspension will be final and may not be appealed to the hearing officer or the board of education/board hearing officer.

LONG-TERM SUSPENSION

A long-term suspension is when a student is suspended from school for more than ten (10) days. When a long-term suspension occurs, the student's parent(s) will be notified as soon as possible, except under circumstances that require the immediate removal of the student.

Before a long-term suspension is imposed, an initial suspension will occur while an investigation is conducted. A conference with a site administrator will be arranged to take place when the investigation is complete. The parent(s) will be given a copy of the results of the conference at that time and a copy of the results will be mailed to the parent(s) by certified mail. The parent(s) will be provided a copy of the education plan and will bear the responsibility of monitoring the student's education progress until the student is readmitted to school. Schools are not responsible for the provision of educational services to those students who have been suspended for possession of a dangerous weapon or a controlled dangerous substance. (Reference Title 70, OK statutes, Section 24-101.3) Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

A student and/or his/her parent(s) may appeal the suspension.

The student and his/her parent(s) may request a review of the suspension with the building principal. This step may be skipped if the building principal was part of the first conference. A written request specifying the reason or reasons for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension. A conference will be scheduled with the building principal. If the building principal does not withdraw the suspension, the student has the right to appeal the decision. In order to appeal the building principal's decision, a written request specifying the reason or reasons for the appeal must be submitted to the office of the district hearing officer within ten

(10) days. Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing within ten (10) days from the date the notice of intent is filed. During the hearing with the district hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel. The suspension appeals hearing shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension-hearing officer may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

If the district hearing officer does not withdraw the suspension, the student and his/her parent(s) shall have the right to appeal the decision to the board of education/board hearing officer. The student or the student's parent(s) shall notify the superintendent in writing within ten (10) days following receipt of the decision of the district hearing officer.

Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education/board hearing officer. The board of education/board hearing officer will conduct the hearing within ten (10) days from the date the notice of intent is filed with the superintendent. During the hearing of the appeal before the board of education/board hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

The board of education/board hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education/board hearing officer may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. Decisions of the suspension appeal may not be appealed. The decision of the board of education/board hearing officer suspension hearing with the hearing officer shall be final.

NOTE: 70 O.S. § 24-101.3 (E) states that a student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless regard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

STUDENT DISCIPLINE FOR OUT-OF-SCHOOL ACTIONS

The Board of Education recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the Board. However, the Board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this Board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct, which in the opinion of the school administrators, has an adverse impact upon the school.

Such activity includes, but is not limited to, the following:

1. Damaging school property, e.g. a school bus;
2. Engaging in activity which causes physical or emotional harm to other students, teachers or other school personnel;
3. Engaging in activity which directly impedes discipline at school or the general welfare of school activities.

TRANSPORTATION - USE OF BUSES
POLICY 5155

The Mustang School District recognizes that in Oklahoma pupil transportation is a service provided by the school. The school district wishes to assure its patrons that transportation services are provided in a manner that accomplishes three (3) goals:

1. To ensure that all children of our school that are eligible to ride are transported in the safest manner possible
2. To ensure that the transportation services provided are cost effective
3. To ensure that all transportation services are rendered in an equitable manner

The school district will accomplish these goals through enforcement of its school transportation policies.

SCHOOL BUS ROUTE POLICIES

1. The Mustang School District will provide transportation for an eligible special education student when transportation has been identified as "related services" necessary to enable the student to receive the education services outlined in his/her IEP (SDE Regulations).
2. The Mustang School District will provide transportation for all district students who reside within one and one-half (1 ½) miles or more from the school attended by a commonly traveled road.
3. Students residing less than one and one-half (1 1/2) miles from the school the student attends will be transported if the student has no direct path of public access to his/her assigned school without traveling parallel to a designated state highway, any road having more than two (2) travel lanes, a section line road or any street deemed to be unsafe due to traffic conditions, congestion or physical hazard.
   The above mentioned transportation exceptions will not apply if the following exists:
   - a thirty-six (36) inch wide sidewalk ten (10) feet from the road's edge is present
   - a thirty-six (36) inch high chain link fence present if sidewalk does not meet minimum standards
   - the presence of a crossing guard
4. No school bus shall be permitted to operate on any private driveway.
5. All school bus stops shall be selected with the safety of the children at the bus stop the first consideration. Whenever possible, a bus stop shall be located within one fourth (1/4) mile of the home of every child being transported.
6. No bus stop shall be established in which the student must cross a roadway having more than two (2) lanes.
7. No bus stop shall be permitted to operate on any privately constructed or maintained roadway without written waiver of liability executed by the controlling association or parties. It shall be the responsibility of the association or parties to obtain the liability waver from the Mustang School District to complete the form and return it as directed.
8. No bus stop shall be established in which a school bus must back up in order to complete a regular route.
9. No school bus will be utilized for any activity trip prohibited by Oklahoma State Department Regulations.

SPECIAL BUS RIDING PRIVILEGES

It is the policy of the MPS to transport students from a point no more than one-fourth (1/4) mile of their home residence and return them to the pick-up point in the most secure and safe manner. Students shall be picked up and returned to the same bus stop location each day. Students will be allowed to exit their regular bus at a different location if they have written authority from a parent or guardian and it must be signed by a building administrator.

Students are not permitted to change buses (routes) to go to another location except as following:

- Students will be permitted to change buses (routes) in the case of a family emergency. Notification must be made to the school prior to the scheduled boarding time.
- Bus transfers for the purpose of baby-sitting arrangements will be made on an individual basis, if the following conditions are present:
- "Special-Riding Privilege" form has been completed and returned to the building principal
- the bus transfer will not cause a passenger overload on the receiving bus
- no new stop will be established to accommodate the transfer
- the transfer must have the student exiting the bus at the same location each day
- Student must be already eligible to ride
- No students will be delivered to a job site.
- All students will exit the bus prior to the beginning of the next scheduled route.

PARENT COMPLAINT PROCEDURE

The MPS strive to provide the finest student transportation program possible. Our staff of drivers and support personnel has the safety of our children as the primary goal. When problems occur, they will be dealt with in a prompt and professional manner. The following guidelines have been established to insure that problems will be directed to the proper authorities:

- Adults are prohibited from boarding a bus during a route to discuss a problem directly with a driver.
- Complaints concerning bus drivers are to be directed to the Transportation Department at (405) 376-2630, or the Administration Office at (405) 376-2461.
- The school building administration handles student behavior problems.

PUPIL CONDUCT ON BUSES

Riding a school bus is a privilege. Student safety is our main priority and rules that are enforced at school also apply on the bus.

The following rules and regulations shall govern the conduct of school bus passengers:

- Students should be at their bus stop five (5) minutes prior to the time the bus is scheduled to arrive.
- Bus drivers will have the same authority over pupils while riding buses as the teachers have while the pupils are in school. The bus is an extension of the classroom.
- All students must be seated in their assigned seats
- The noise level on the bus must remain at a low quiet voice level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing or otherwise cause any disturbance that may distract the driver.
- School bus windows must remain closed unless the driver permits them to be opened. When windows are open, students are not allowed to throw objects from the windows or extend any part of the body through a window.
- The use of tobacco or electronic cigarettes or the consumption of food or beverage is not permitted on school buses.
- No glass containers are allowed on the bus.
- No balloons are allowed on the bus.
- Any passenger who defaces or vandalizes a school bus in any way shall have the bus riding privilege suspended. No suspended student shall be permitted to resume the bus privilege until all damages for which the student was responsible are paid.

- If a student is denied transportation for any reason, the parent(s) must be notified. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.
- Horseplay is not allowed in or around the bus.
- Students must keep all objects out of the aisle.
- Students should never tamper with the emergency door or windows of the bus.
- Be respectful and courteous to the bus driver at all times.
- Proper conduct at the bus stop is expected. Parents should be aware of the children's activities and behavior at the bus stop.
- No profanity will be allowed.
- Technology center transportation will be provided for students to and from the technology center. Students who do not desire to ride the bus may provide their own transportation by completing a Parental Permission form. The form may be picked up in the Front Office of the Mustang High School. Permission may be granted when the completed form is turned in to the assistant principal.

Bus riding is a privilege and may be taken away.

WRITTEN CONDUCT REPORT

A written report about a student's unsatisfactory conduct will be issued by the bus driver and delivered to the school principal. The principal will take the appropriate disciplinary action. This action may include short-term or permanent suspension from bus riding privileges and/or suspension from school. A copy of the written report will be sent home with the student. The parent is asked to sign the report, certifying that the parent has been made aware of the situation. The student must then present the signed copy to the bus driver to regain riding privilege within three (3) days.

Any meeting required with the parents relating to problems of bus conduct will be scheduled during normal school hours with the principal or assistant principal.

Field trips outside the State of Oklahoma are expressly prohibited unless prior board approval is obtained.

B.U.S.
Be Responsible - Use Safety - Show Respect

BUS	Responsible	Safe	Respectful
Waiting for the Bus	Be on time Have belongings together and organized Know and understand expectations	Stay at least 20 feet back Line up single file in an orderly manner Wait for Driver directions	Respect each other Respect others' property Use proper language
Entering the Bus	Move to assigned seat Dispose of trash in receptacle (uneaten foods included)	Proceed in a single file line Use handrail Walk on bus and walk to seats	Greet driver Be courteous Use proper language
Riding the Bus	Keep school supplies and cell phones in backpack Keep food and drink in your bag Follow Driver directions	Keep school supplies and cell phones in backpack Keep food and drink in your bag Follow Driver directions	Keep hands, feet and objects to self Use appropriate language Use a quiet voice (level 2) Respect bus property
Exiting the Bus	Follow Driver directions Take belongings with you	Stay seated until bus comes to a complete stop Take turns leaving; front to back Move safely away from the bus Use handrail	Appreciate and respect others Keep hands, feet and objects to self Be courteous
Evacuation	Stay quiet Leave belongings on bus	Listen for directions Exit quickly and safely	Follow Driver directions Help others when appropriate

ACTIVITY/FIELD TRIPS
Policy # 3115 and Policy # 3130

Activity Trips

Activity trips will be made only with the prior approval of the building principal, administrative designee and the transportation director. Activity trips are trips related to travel in association with interscholastic contests or extracurricular activities where students perform or compete.

All school-sponsored activity trips must fall within the boundaries of the State of Oklahoma. Activity trips outside the State of Oklahoma are expressly prohibited unless board permission is obtained prior to the event.

Activities that maintain a regular schedule will provide a general permission slip to cover that schedule and must be signed and returned to the coach/sponsor of that activity prior to the student being transported or otherwise participating. All other activities not included in a regular schedule will require individual permission slips that must be signed and returned to the coach/sponsor of that activity prior to the student being transported or otherwise participating.

Field Trips

Field trips will be made only with the prior approval of the building principal, administrative designee and transportation director. Advance written consent of the student's parent or legal guardian is required for any off-campus field trip. The Mustang Board of Education defines educational field trips as visits to an industry, factory, shop or plant, courthouse, museum, theater, lecture or symposium, farm, ranch, creek, river, park, zoo, etc., by a group of students pursuing academic or vocational study in a stated subject for the purpose of enriching their appreciation of or acquiring additional knowledge in the subject. It does not refer to interscholastic contests or extracurricular activities where students perform or compete.

The Mustang Board of Education recognizes educational field trips as part of the curriculum. The following criteria should be considered in deciding whether or not a field trip would be a profitable experience for students:

- Would this field trip be a better experience for students than other activities which might be conducted within the school building?
- Would the students profit more from the field trip than they would from an available videotape, slides, filmstrip, model, experiment, resource person, etc.?

Any school-sponsored field trip exceeding 150 miles (one way) from Mustang Public Schools must have board approval. Any trip less than 150 miles (one way) must have approval of the aforementioned personnel. Distance, educational value and expense to the district will be taken into consideration before approval is given for any field trip. Field trips outside the State of Oklahoma are expressly prohibited unless prior board approval is obtained.

CHILD NUTRITION

ELEMENTARY & INTERMEDIATE SCHOOLS CAFETERIA PROCEDURES

Household Application for Free/Reduced Meals

Participation in the school lunch program is very important and beneficial to our students. If you feel your family may qualify for free/reduced meals, beginning on August 1st and thereafter, you can apply for free and reduced meal benefits 24/7 by applying online at mustangps.schoollunchapp.com This will be the quickest way to ensure your application is processed before school starts. However, if you prefer, you can still pick up and complete a hard copy of the application and send it to school with your child to give to the cafeteria staff, or mail it to Mustang Public Schools, 906 S. Heights Drive, Mustang, OK 73064, attention: Tammy Bales, Child Nutrition Director. Additional applications are available at the school office, the Child Nutrition Office or the Administration Building. Applications may be completed at any time throughout the year if you've had a change in income, household size, etc., that might qualify your family for free/reduced meals. **Requests for applications in different languages can be made at the Child Nutrition Office, call (405) 376-7317 or e-mail request to balest@mustangps.org.

A new application on the correct year's form must be filled out every year in order to qualify for the program. One application is all that is necessary per household. Please do not complete more than one application when applying. If you were on the program last year, you will be carried over on the same status temporarily, but you must reapply before 9/26/14 or on 10/1/14 you will be changed back to full-price status.

You will receive a letter of notification of the status of your application. Accounts can be flagged to only allow a certain dollar amount to be spent in one day, or flagged to not allow your child to purchase ala carte items-- whatever fits your family's needs. Call the school office and ask for the cafeteria cashier to flag your child's account.

A $25.00 fee will be charged for insufficient checks – No Exceptions. Further checks will not be accepted at any school until the insufficient check is cleared up.

Refunds

Students in the MPS district with money left in their meal account at the end of the school year will automatically have the money rolled into their accounts for the following school year.

Until you receive notification, money should be sent with student to cover the price of full-priced meals.

Ala carte items such as bottled water, extra milk or extra juice are regular priced items and are not included in the free/reduced program.
If your child wants to purchase these items, money will be needed in his/her account.

PAYING FOR LUNCHES

Mustang elementary and intermediate schools allow 6 meal charges. After the sixth charge, at the principal's discretion, an alternate lunch may be provided until charges are paid. All charges must be paid before ala carte items or 2nd trays can be purchased.

Approximately three weeks before school is out, through the end of the school year, no charging is allowed. This helps MPS collect what is owed. Therefore, during this time, if your child still has lunch charges, money will need to be put in his/her account to completely cover the charge, plus the meal for the day or bring a lunch from home. Money brought will be put toward past charges before new purchases can be made.

Student identification numbers are issued to each student. These I.D. numbers are used the entire time the student attends Mustang Public Schools. The I.D. numbers are also the student's lunch account numbers. No lunch tickets are used. The student's account is like a bank account. If paying by cash or check, it is suggested that deposits be made in the mornings before school starts in sufficient amounts to pay for two (2) weeks of lunches.

**Online payments can be made by going to the school website, www.mustangps.org, Child Nutrition section, manage your child's school lunch account and you will be directed to MySchoolbucks.com. Create a user account (will need student I.D.#). Payment (and purchase history) will typically show up in the student account by the next school day, but occasionally external factors may affect the process and could delay when the funds are received by the school. (Electronic check payments can take up to one week to show up in student's account.) There is a $1.95 convenience fee per each deposit transaction. You can set up a "low balance" alert to notify you when you need to make another payment. By signing up for MySchoolbucks you are able to view your child's purchase history at no charge, even if you decide not to use the online payment program.

Lunch prices are $2.50. Reduced-priced lunches are $.40. Second trays are $2.85 (including students on the free/reduced meal program). Adult and visiting student lunches are $3.25.

Breakfast prices are $1.50. Reduced-priced breakfasts are $.30. Adult and visiting student breakfasts are $1.75.

Students are not allowed to use other student's lunch accounts. MPS software program shows a picture of each student as they purchase items. This will ensure that the student using the account number given is the correct person that is supposed to be using that account.

Cashiers can run reports for parents of what was purchased on specific dates and when money was added in.
Refunds to lunch accounts can be made upon parental request. No cash refunds will be made at any school site. All refunds will be issued by check from the Child Nutrition Office following the monthly meeting of the Mustang Board of Education. Parents of students leaving the district must provide a forwarding address with the cafeteria cashier. If the refund envelope is returned to the district unopened, the money will be considered an outstanding warrant. After two years, the outstanding warrant is estopped (void) by law.

Note: Due to the cost of issuance, no refund will be issued if the total is less than $5.00 unless at parent's request.

Students with Food Allergies

Parents of students with food allergies should submit a current doctor's note to the cafeteria manager stating the food allergy, and recommended substitute for that food item. (forms on the next pages). This information will be put into our computer system and will alert our staff as to the allergy. It is recommended that parents of students with severe food allergies contact the cafeteria manager and request a meeting to review foods served. In order to remove an allergy note from a child's account, the Child Nutrition Office must have a written note, dated and signed by a doctor or parent, stating the child no longer has that allergy.

MILK SUBSTITUTION REQUEST

Student's Name: _____ Age: _____ Grade: _____

The _____ Public School is participating in the milk substitution provision which states that a school may substitute for the fluid milk a nondairy beverage that is nutritionally equivalent to fluid milk and meets Nutritional Standards established by the United States Department of Agriculture (USDA). At a minimum, the Nutritional Standards shall include fortification of calcium, protein, vitamin A, and vitamin D to levels founds in cow's milk for students who cannot consume fluid milk because of a medical or other special dietary need other than a disability.

The _____ Public School has notified the State Department of Education (the State Agency) that the school is implementing this variation. The substitution requires a written statement by a medical authority or by a student's parent or legal guardian that identifies the medical or other special dietary need which restricts the student's diet, except that the school shall not be required to provide beverages other than beverages the school has identified as acceptable substitutes.

Acceptable substitutes are as follows:

_____

_____

_____

_____

_____

Expenses incurred in providing substitutions that are in excess of expenses covered by reimbursements shall be paid by the school district.

*Must not revise or change a diet prescription or medical order.

_____ _____

Date Signature of Medical Authority or Parent/Guardian

MEDICAL STATEMENT
FOR
CHILDREN *WITH* DISABILITIES
Requesting Special Foods in Child Nutrition Programs

Part I (to be filled out by the School District or the Parent/Guardian)

Name of Student: _____ Age: _____

Name of Parent/Guardian: _____ Telephone Number: _____

School District: _____ School Attended by Student: _____

Part II (to be filled out by a Physician)

Diagnosis (include description of the patient's disability and the major life activity affected by the disability):

_____

_____

_____

List food(s) to be omitted from diet:

_____

_____

_____

List food(s) that may be substituted (diet plan) and any modifications of texture or consistency that are necessary:

_____

_____

_____

_____

_____ _____

Date Signature of Physician

Physician'sTelephone Number: _____

MEDICAL STATEMENT
FOR
CHILDREN *WITHOUT* DISABILITIES
Requesting Special Foods in Child Nutrition Programs

Part I (to be filled out by SFA or Parent/Guardian)

Name of Student: _____ Age: _____

Name of Parent/Guardian: _____ Telephone Number: _____

School District: _____ School Attended by Student: _____

Part II (to be filled out by a recognized Medical Authority)

Diagnosis (include description of the patient's medical or other special dietary needs that restrict the child's diet):

_____

_____

_____

List food(s) to be omitted from diet:

_____

_____

_____

List food(s) that may be substituted (diet plan):

_____

_____

_____

Additional information:

_____

_____

_____

_____ _____

Date Signature of Recognized Medical Authority

Telephone Number: _____

MUSTANG HIGH SCHOOL
HANDBOOK FOR STUDENTS

(GRADES 9-12)

MUSTANG PUBLIC SCHOOLS
906 SOUTH HEIGHTS DRIVE
MUSTANG, OKLAHOMA 73064

Mustang High School Telephone Number: (405) 376-2404
Safe-Call Telephone Number: 1-877-723-3225, ext 651
District Web Site: www.mustangps.org
High School Website: http://mhs.mustangps.org

ADMINISTRATION

Dr. Sean McDaniel, Superintendent
Charles Bradley, Deputy Superintendent
Dr. Angela Mills, Assistant Superintendent
Tracy Skinner, Executive Director of Human Resources
Ryan McKinney, Director of Secondary Schools
Chuck Bailey, District Athletic Director
Scott Selby, Assistant Athletic/Activities Coordinator
Teresa Wilkerson, Principal
Craig Chestnut, Assistant Principal (Senior)
Kenny Nelson, Assistant Principal (Junior)
Toby Blair, Assistant Principal (Sophomore)
Robert Foreman, Assistant Principal (Freshman Academy)
Ramae Collins, Assistant Principal (Curriculum and Instruction)
Renee Boatman, Assistant Principal (Student Assistance/Technology)

BOARD OF EDUCATION

Chad Fulton	President
Jim Davis	Vice-President
Amanda Strassle	Board Clerk
Mike Kessler	Member
Jeff Landrith	Member

Mustang Public Schools
14-15 School Calendar

Empowering today to achieve a better tomorrow

July '14

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August '14

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September '14

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October '14

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November '14

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December '14

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 5	Intermediate School Schedule Pick-up
August 7	Middle School Schedule Pick-up
August 4-8	High School Schedule Pick-up
August 12	Elementary Open House
August 19	Intermediate School Open House
August 21	Middle School Open House
August 19	High School Open House
August 7 & 8	New Teachers
August 11-13	Professional Days
August 14	First Day of School
September 1	Labor Day
September 15	Professional Day
September 23&25	P/T Conf
September 26	No School
October 15	End of 1st 9 weeks
October 16 & 17	Fall Break
November 24-28	Thanksgiving
December 19	End of 1st Semester
Dec 22 - Jan 2	Winter Break
January 19th	MLK Day
February 16	Professional Day
March 10 & 12	P/T Conf
March 12	End of 3rd 9 weeks
March 13	No School
March 16-20	Spring Break
May 21	Last Day of School*
May 21	*Shortend Day With Early Dismissal
May 25	Memorial Day
# of Days	Instructional Period
43	1st Quarter
40	2nd Quarter
83	1st Semester
48	3rd Quarter
44	4th Quarter
92	2nd Semester

January '15

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February '15

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March '15

Su	M	Tu	W	Th	F	Sa
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
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29	30	31				

April '15

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19	20	21	22	23	24	25
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May '15

Su	M	Tu	W	Th	F	Sa
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31						

June '15

Su	M	Tu	W	Th	F	Sa
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FOREWORD

This handbook has been prepared to help you and your parents become better acquainted with your school. It is the desire of the administration and your teachers that you will use the handbook to become well informed about your school and to be challenged to make an honest effort to live up to the high ideals and standards of the MPS. This handbook will be used as a guideline for students and staff.

The MPS Board of Education recognizes that parts of this policy are taken directly from the Oklahoma State Board of Education Regulations (OSBER). The Board further recognizes that OSBER is subject to change. Therefore, this Board directs the MPS System annually to review this policy and make changes as necessitate by OSBER. These changes will not require Board approval. The Mustang Board of Education must approve all other changes.

MUSTANG PUBLIC SCHOOLS
VISION STATEMENT

Vision: We aspire to have:

Highly effective, compassionate teachers in every classroom delivering a world - class education to every student in a safe and mutually respectful environment to the extent that Mustang students achieve at their highest level and contribute to their world in a meaningful way, both now and in the future.

MISSION STATEMENT

Mission: As we pursue our vision, we will:

Develop Mustang's community of collaborative learners as self - confident, creative problem solvers and skillful communicators, who are capable of accessing and processing information in a lifelong pursuit of excellence.

CORE VALUES

1) Attend to relationships
2) Laser focus on student success
3) Clear and timely communication
4) Collaborative culture

DISTRICT GOALS

1) **Focus on Student Success**
    - All students attending Mustang Public Schools will reach high standards by attaining proficiency or better in all core academic areas as measured by district provided or state assessments
    - Students will have meaningful opportunities to explore interests and develop talents
    - Mustang Public Schools will attain a 100% graduation rate

2) **Maintain standards of fiscal stability**
    - Balance the operating budget, annually
    - Adhere to all audit recommendations

3) **Provide a culture that values employees as professionals**
    - Recruit and retain highly effective employees
    - Provide opportunities for growth, professional development, and advancement

- Deliver timely and meaningful feedback

Parent Portal

Parent Portal is a web-based home-to-school program that links parents and schools via the Internet. Data is transferred from (the student information program) and (the teacher's electronic grade book) to a read-only web interface.

The following information can be displayed in Parent Portal:

- Attendance
- Assignments and Current Grades
- Report Cards
- Course History –High School only
- Transcripts –High School only
- Student Personal Information – address, phone number, etc.
- Emergency Contacts
- Student Photo – if available
- School Announcements
- School Address
- School Phone Number
- Staff Contact Information

Parents can also complete a screen to receive an e-mail notification when there is a change in grades, attendance, etc. The information displayed is in "real time."

Parent Portal **does not** provide information on lunch accounts or transportation information.

To register for Parent Portal, custodial parents or legal guardians with proper legal documentation on file at the child's school can register at www.mustangps.org, Parent Portal link or http://ps.mustangps.org. Please allow 7-10 days for registration to be completed and verified.

Approved registrations can be picked up by the registered parent/guardian at the child's school. Proper picture identification is required to receive the login and password information. Each school will make a copy of the photo identification to keep on file.

Due to all records and grades being accessed on-line through the Parent Portal, progress reports will not be printed and distributed unless parent/guardian/student requests one from the front office.

VOTING INFORMATION

All registered voters who live within the MPS attendance area are allowed to vote in bond elections and other school related issues. The privilege of voting is not dependent on residing within the twelve (12) square miles of the Mustang City limits, but on residing within the seventy (70) square miles comprising the District.

STUDENTS

It is the responsibility of the student and guardians to read carefully all information and policies included in this handbook. The student will be held responsible for knowing and following all policies and procedures contained herein.

EXCEPTIONAL STUDENT CHILD FIND

The MPS District is conducting a search and find effort for students ages three (3) through twenty-one (21) who are suspected of having a disability and are not currently being served in a free and appropriate public school program or a private school program. Students who are highly mobile, homeless or are considered an unaccompanied youth are included in this effort.

Disabilities include autism, deaf-blindness, deafness/hearing impairment, developmental delays, intellectually disabled, multiple disabilities, orthopedic impairments, other health impairments, emotional disturbance, specific learning disability, speech/language impairment, traumatic brain injury and visual impairment.

If you are aware of any student who resides in the MPS District and is in need of specialized school services, please contact, Karen Wilson, Director of Special Education, at (405) 376-7335.

PARENTS RIGHT TO KNOW

The *No Child Left Behind Act* gives you the right as a parent to request information regarding the professional qualifications of your child's teacher(s) including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction,
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived,
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree, and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, *No Child Left Behind* requires the school to provide you information on the level of achievement of your child on the State academic assessments. This is something you have been given in previous years.

The law calls for you to be given timely notice that your child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. This legislation recognizes the importance of the school and family working together.

NO CHILD LEFT BEHIND (NCLB) ACT OF 2001
Title III, Part A: Language Instruction for Limited English Proficient (LEP) and Immigrant Students

The term "Limited English Proficient" means an individual

- who is aged 3 through 21
- who is enrolled or preparing to enroll in an elementary or secondary school
- who is not born in the United States or whose native language is a language other than English
- who is a Native American, Alaska Native or a native resident of the outlying areas; and
- who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
- who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- whose difficulties in speaking, reading, writing, or understanding the English may be sufficient to deny the individual
    - the ability to meet the State's proficient level of achievement on State assessments
    - the ability to successfully achieve in classrooms where the language of instruction is English or
    - the opportunity to participate fully in society.

The term “immigrant” means individuals who—

- are aged 3 through 21
- were not born in any State; and
- have not been attending one or more schools in any one or more States for more than three full academic years.

MPS will provide the following assurances for language instruction of all Limited English Proficient (LEP) and immigrant students enrolled in the district following the guidelines of the No Child Left Behind (NCLB) Act of 2001, Title III, Part A.

- Compliance with parental notification as outlined in section 3302 of NCLB
- Annual assessment of English proficiency of all LEP students in listening, speaking, reading, writing and comprehension using the State and Federal mandated tests
- Use of scientifically based research for language instruction programs for LEP students
- Evidence that LEP programs will enable students to speak, read, write and comprehend the English language and meet challenging district and state academic achievement standards
- No violation of any state law, including state constitutional law, regarding the education of LEP students
- Consultation with teachers, school administrators and parents in developing appropriate plans of study for the LEP student
- Certification that all teachers in any language instruction educational program that is funded under Title III are fluent in English with written and oral communication skills.

* LEP (Limited English Proficient) and ELL (English Language Learners) are interchangeable terms.

HOME LANGUAGE SURVEY

The parent/guardian(s) of any student enrolling must complete the Home Language Survey for K-12 School Districts.

New forms must be signed yearly.

In compliance with state and federal laws, if your child meets the state of Oklahoma's definition for "bilingual", your child will be given a language assessment placement test within 30 calendar days at the start of the school year and within two weeks thereafter. If your child qualifies for *ELL (English Language Learners) services, he/she will also participate in the post-testing procedures in the spring. Results of these tests will be provided for the parent's review and will be maintained in the student's cumulative folder and in other district files.

- LEP (Limited English Proficient) and ELL (English Language Learners) are interchangeable terms.

EQUAL OPPORTUNITIES

It is the policy of the MPS to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to the Compliance Coordinator for MPS.

GENERAL INFORMATION

NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

Policy # 2045

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Mustang Public Schools receives a written request for access.

   Parents or eligible students should submit a written request that identifies the records they wish to inspect to the school principal or other appropriate school official. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the Mustang Public Schools to amend a record should write the school principal, or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The Mustang School District proposes to designate the following personally identifiable information contained in a student's record as "directory information," and it will disclose that information without prior written consent:

   1. Student name
   2. Participation of officially recognized activities and sports
   3. Weights and height of members of athletic teams
   4. Dates of attendance
   5. Degrees and awards received
   6. The most recent school attended by the student
   7. Current grade level

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) Policy # 2047

PPRA affords parents and students who are eighteen (18) or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent before students are required to submit to a survey* that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
    1. political affiliations or beliefs of the student or student's parent
    2. mental or psychological problems of the student or student's family
    3. sex behavior or attitudes
    4. illegal, anti-social, self-incriminating or demeaning behavior
    5. critical appraisals of others with whom respondents have close family relationships
    6. legally recognized privileged relationships, such as with lawyers, doctors or ministers
    7. religious practices, affiliations or beliefs of the student or parents
    8. income, other than as required by law to determine program eligibility
- *Receive notice and an opportunity to opt a student out of*
    1. any other protected information survey, regardless of funding
    2. any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings or any physical exam or screening permitted or required under State law and
    3. activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- *Inspect,* upon request and before administration or use of
    1. protected information surveys of students
    2. instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposed and
    3. instructional material used as part of the educational curriculum

MPS will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. MPS will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. MPS will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- collection, disclosure or use of personal information for marketing, sales or other distribution
- administration of any protected information survey not funded in whole or in part by the U.S. Department of Education
- any non-emergency, invasive physical examination or screening as described above

Parents/eligible students 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. 20202-4605

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

The Asbestos Hazard Emergency Response Act of 1986 requires that all building in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at your child's school and at the main office if you wish to see it.

MPS will annually notify all parents, teachers and other employees of the availability of the management plan by inclusion of this information in the Board Policy and Procedures Handbook. Additionally, information regarding any asbestos-related activities planned or in progress, will be disseminated by notes sent home with students and given directly to employees concerning the specific activity.

The Mustang Board of Education realizes that hazardous materials are used in the day-to-day operation of the school facilities and in the support of educational requirements. The term "hazardous materials" includes any substance or mixture of substances that pose a fire, explosive, reactive or health hazard. The following policies/ procedures will govern the storage, handling, transportation and disposal of hazardous materials used for school facilities and operations:

- Storage of hazardous materials will comply with all local ordinances, state and federal law.
- The superintendent or designee will maintain a master chemical information list (CIL), which shall contain the common and trade names of all hazardous substances used or stored with the district.
- Each building/department will maintain a CIL of hazardous materials used or stored at site.
- MOP/HAZMAT in service programs will be conducted annually for all appropriate support personnel.
- Material Safety Data Sheets (MSDS) will be maintained for all hazardous chemicals to which employees of the district may be exposed. MSDS's will be available to all employees in their work areas.

ANNOUNCEMENTS

Students will not be allowed to make announcements using the public address system unless supervised by the school administration.

PETITIONS AND SURVEYS

Neither petitions nor surveys for any cause may be circulated in the school without the permission of the principal.

USE OF TELEPHONES

Students should use the telephone in the school office. Neither teachers nor students will be called to the telephone during a class period unless it is an emergency.

PERSONAL ITEMS

Students are not to bring any toys, including toys that look like “fake” weapons, electronic games, cameras, etc. to school without permission from the teachers or administrator.
THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGED, LOST OR STOLEN PERSONAL ITEMS.

VISITORS

Students are asked not to bring visitors to the school without prior approval of the principal. This causes unnecessary confusion in the classrooms and does not help the educational climate. All visitors are to report to the office when they arrive on the campus.

FUNDRAISING CAMPAIGNS

Any methods for raising money must be approved by the Principal and the central administration office prior to the beginning of the activity.

STUDENT INSURANCE

The only students who are insured are those students whose parents have obtained a Student Accident Insurance Policy made available at the beginning of each school term. This is only a limited accident policy; it does not cover illness. If additional insurance coverage is desired, parents should purchase trip insurance from a private carrier.

EMERGENCY SIGNALS

Due to the differences in intercom systems throughout the district, each site administrator will be responsible for educating students, parents and staff of emergency signals for the school. Students should remember to conduct themselves in the proper manner when a drill is being conducted.

CLOSING OF SCHOOL

In the event school is dismissed due to bad weather, the announcement will be made on local news stations prior to 6:00 a.m. MPS will also post the information on the district web site a**t www.mustangps.org.**

HAZING, HARASSMENT, INTIMIDATION AND BULLYING
Policy # 5110

It is the policy of this school district that no student or employee of the district shall participate in any form of hazing, harassment, intimidation or bullying. Furthermore, no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity.

"Hazing" is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult or humiliating tasks.

"Harassment, intimidation and bullying" means any gesture, written or verbal expression, physical act or **electronic communication** which is defined as the communication of any written, verbal or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone, other wireless telecommunication devices or a computer. In addition, **"threatening behavior"** is defined as any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicated potential for future harm to students, school personnel or school property. **"At school"** means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities or at school-sanctioned events.

The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to district policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

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

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as e-mail address or Web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent shall notify the local law enforcement and request that the alleged victim also contact the law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel.

COMPLAINT POLICY
Policy # 1095

The Mustang Board of Education believes that it is important to implement a policy that promotes a fair, conscientious and equitable investigation and/or resolution of complaints involving or affecting district personnel. This policy is intended to establish a procedure whereby complaints against employees of the district can be fully and effectively resolved at the proper administrative level.

PROCEDURES FOR RESOLVING COMPLAINTS REGARDING DISTRICT PERSONNEL
Policy # 1095.1

Step One
All complaints pertaining to an employee shall be initiated with the principal or other administrator who supervises such employee. The principal or administrator shall discuss the nature of the complaint with the person initiating the complaint. After becoming sufficiently informed as to the subject matter, the principal or administrator shall timely set up an informal meeting between the person initiating the complaint and the employee(s) who is (are) the subject of the complaint. It shall be the purpose of the meeting to attempt to resolve the complaint to the satisfaction of all parties. Such meetings shall occur during the regular school day and on school premises. At such meeting, the records kept will be a memorandum confirming that an informal meeting occurred, the date of the meeting, the subject of the complaint, persons present and whether or not the complaint was resolved.

If resolved, the complaint shall proceed no further.

Step Two
If not resolved, the complaining party shall be given a *Formal Complaint Form* by the principal or supervising administrator on which to formally submit the complaint.

The person initiating the complaint shall sign and complete such form and return the form to the principal or other administrator that supervises the employee. The building principal or supervising administrator will investigate the complaint and within five (5) school days shall provide both parties his/her written response to the complaint stating the decision reached, and the reason(s).

In the event the person who initiated the formal complaint is not satisfied with the decision of the building principal or supervising administrator, the complaint may be appealed to the superintendent level by written request delivered to the building principal or supervising administrator within five (5) working days.

Upon receipt of a written request for, an appeal, the building principal or supervising administrator shall on the same or subsequent working day, deliver to the Central Administration offices the written appeal, the *Formal Complaint Form* and copies of all other documents and decisions related to the complaint.

Step Three

Within ten (10) working days of receipt of the written request for a Step Appeal, the superintendent, or an assistant superintendent designated by the superintendent, shall meet with the complainant and the building principal or supervising administrator to ascertain the relevant facts, review the documentation from all levels and render a decision stating the reasons therefore and the procedures to be used to appeal the decision to the board. If the complainant is not satisfied with the decision rendered, he/she within three (3) days after receipt of the decision may appeal the issue to the Mustang Board of Education by delivering a written request to the Clerk of the Board. No issue may be appealed to the Board, which was not clearly stated within the *Formal Complaint* initially filed.

The Board may consider the matter at the next regular board meeting if the appeal is received in sufficient time or may defer the matter to any subsequent meeting it deems appropriate, or decline to review the matter making the decision of the superintendent final. If the Board determines to review the matter, there shall be no public discussion or debate. The Board shall render their decision in open session.

Internet Acceptable Use and Safety Policy (IAUSP)

Policy #2130

The Mustang Public Schools ("District") provides access to the District's Internet Systems for its employees and students, collectively referred to as "users" for educational and business purposes, in conformance with applicable law. This Internet Acceptable Use and Safety Policy ("policy") governs all electronic activity of users using and accessing the District's Internet systems, including District e-mail and District-provided access to the Internet, and applies to the use of the District Internet Systems both on and off District property.

"The District's Internet Systems" means District-provided devices, Internet connections (including wireless connections) provided by the District, District-provided e-mail accounts, intranet and any remote connection to District systems. A user is deemed to access and use the District's Internet Systems through any electronic activity conducted on the District's Internet Systems using any device (whether or not such device is a District-provided device) regardless of the user's physical location.

"District-provided devices" means any electronic device provided by the District, including, but not limited to, desktop computers, laptops, and hand-held devices, such as personal digital assistants (PDAs), smartphones, iPads, tablets and e-readers.

Employee and Student use of the District's Internet Systems is governed by this policy, District regulations, policies and guidelines..

By using the District's Internet Systems, a user agrees to follow this policy and all applicable District regulations, policies and guidelines. All users must report any misuse of the network or Internet or receipt of any communication that violates this policy to a teacher, supervisor or other appropriate District personnel.

Principles of Acceptable and Safe Internet Use

General

Internet access and e-mail provided by the District are intended for educational use, instruction, research and the facilitation of communication, collaboration, and other District related purposes. Users are subject to the same standards expected in a classroom and/or professional workplace.

Monitoring and Privacy

Users have no right to privacy while using the District's Internet Systems. The District monitors users' online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on District-provided devices, such as files, e-mails, cookies, and Internet history.

The District reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The District will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the District's Internet Systems.

Prohibited Uses of the District's Internet Systems

Users may not engage in any of the activities prohibited by this policy when using or accessing the District's Internet Systems.

If a user is uncertain whether behavior is prohibited, he or she should contact a teacher, supervisor or other appropriate District personnel. The District reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) expend District resources on content the District determines lacks legitimate educational or District content or purpose, or (3) the District determines are inappropriate.

Below is a non-exhaustive list of examples of prohibited behavior:

1. Causing harm to others, damage to their property or District property, such as:

- Using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in e-mail messages, material posted on District web pages, or professional social media sites;
- Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene, advocate illegal or dangerous acts, or advocate violence or discrimination. If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school or central division office;
- Accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others;
- Sending, posting, or otherwise distributing chain letters or engaging in spamming;
- Damaging computer equipment, files, data or the District's Internet System in any way, including spreading computer viruses, vandalizing data, software or equipment, damaging or disabling others' electronic property, or engaging in conduct that could interfere or cause a danger of disruption to the District's educational or business environment;
- Using the District's Internet System in a manner that interferes with the education of the user or others or the job duties of the user or others;
- Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws. Any music, photographs and/or video should only be downloaded for District, and not personal purposes. If a work specifies how that work may be used, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner; or
- Engaging in plagiarism. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

2. Gaining or attempting to gain unauthorized access to the District's Internet Systems, or to any third party's computer system, such as:

- Malicious tampering, phishing or hacking activities;
- Intentionally seeking information about passwords belonging to other users;
- Disclosing a user's password to the District's Internet Systems to other individuals. However, students may share their District password with their parents.
- Modifying passwords belonging to other users;
- Attempting to log in through another person's account;
- Attempting to gain access to material that is blocked or filtered by the District;
- Accessing, copying, or modifying another user's files without authorization;
- Disguising a user's identity;
- Using the password or identifier of an account that does not belong to the user; or
- Engaging in uses that jeopardize access into others' accounts or other computer networks.

3. Using the District's Internet Systems for commercial purposes, such as:

- Using the District's Internet Systems for personal financial gain;
- Conducting for-profit business activities, personal advertising, or other non-District business communications;
- Engaging in fundraising (except as set forth in the Chancellor's Regulation A-610); or
- Using the District's Internet Systems on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee.

4. Engaging in criminal or other unlawful activities.

Filtering

In accordance to Children's Internet Protection Act ("CIPA"), the District blocks or filters content over the Internet that the District considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The District may also block or filter other content deemed to be inappropriate, lacking educational or work-related content or that pose a threat to the network. The District may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or business purposes.

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities.

See additional http://www.fcc.gov/guides/childrens-internet-protection-act

Protection of Personally Identifiable & Confidential Information

The Family Educational Rights and Privacy Act ("FERPA") prohibits District school officials from disclosing personally identifiable information ("PII") from education records of District students and families to third parties without parental consent. However, several exceptions to this general rule may apply.

All users of the District's Internet Systems must comply with FERPA. If you are unsure about whether the activity will comply with FERPA, please contact the District's Technology and/or Special Services Department.

Users should ensure that e-mails that include or attach confidential information are only sent to the intended recipients.

Student Internet Safety

1. District Responsibilities:

- The District will provide curriculum about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyber bullying awareness and response.
- The District will work to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- As appropriate, the District will provide students, staff and parents with guidelines and instructions for student safety while using the Internet.

2. Students Using the District's Internet Systems

- Students must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails or other direct electronic communications, or any other forum over the Internet. For example, students must not reveal their home address, or telephone or cell phone number. Students must not display photographs of themselves, or the images of others.
- Students should not meet in person anyone they have met only on the Internet.
- Students must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.
- Students should not allow District computers to save their passwords.

3. Teachers using the District Internet Systems, including Social Media for class activities

- Teachers should educate students about appropriate and safe online behavior, including interacting with individuals on social networking websites and in chat rooms and cyber bullying awareness and response.
- Social Media
    - "Social media" means any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+, Flickr, Snapchat, Instagram etc.
    - Schools use a variety of online web-based interactive communication technologies to enhance students' education and learning. Social media sites must be used only for educational and school related purposes, in connection with lessons and assignments and to facilitate communication with teachers and other students.

4. Parents:

- Although students generally will be supervised when using the District's Internet System on school property, it is not practical for the District to monitor and enforce a wide range of social values in student use of the Internet. Parents are primarily responsible for transmitting their particular set of family values to their children, and discussing with their children what material is and is not acceptable for their children to access through the District's Internet Systems.

Violations of this Policy

The District, including central offices and schools, reserves the right to terminate any user's access to District Internet Systems - including access to District e-mail - at any time.

If a student violates this policy, appropriate disciplinary action will be taken consistent with the Discipline Code and applicable District Policies. If a student's access to the District's Internet System is revoked, the student may not be penalized academically, and the District will ensure that the student continues to have a meaningful opportunity to participate in the educational program.

Employee violations of this policy will be handled with appropriate discipline.

All users must promptly disclose to their teacher, supervisor, principal or manager any information they receive that is inappropriate or makes them feel uncomfortable.

Limitation of Liability

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Copies of this Policy and Inquiries

The District reserves the right to amend and/or revise this policy at any time as the need arises. This policy is available upon request.

PERSONAL TECHNOLOGY DEVICE (PTD) USE POLICY
Policy # 2140

Personal Device Use

The district may provide the opportunity for students to access the District network for Internet access. This access is not required but rather may be provided to augment the teaching and learning experience. Use of personal devices in a school setting is at the sole discretion of the instructor and/or designated administrator.

Acceptable device types include but are not limited to the following:

Laptop
Computer
Tablet
(I-Pad)
Cellular Phone
Smart Phone
Kindle

Devices whose primary purpose is gaming are specifically prohibited.

Purpose: Communication and Instruction

The purpose of Personal Technology Device use is to provide an additional conduit in the pursuit of teaching and learning. It is not required as a component of curriculum but may exist as an instructional option.

Its integration into curriculum is the discretion of the instructor with approval of the designated administrator. The instructor will determine the specific instructional objective addressed and the manner in which the device will be used. Such use must not constitute a distraction or inhibit the instructional environment. The instructor and, or, administrator may terminate the student's access at their discretion.

PTD use in one classroom does not constitute approval for use elsewhere in the District.

PTD is not provided for parents or patrons in accordance with Federal ERATE regulation.

Personal Use

Use of personal devices at school is for instructional purposes. All other types of access are prohibited.

Acceptable Use/ CIPA Compliance.

The District's Internet and Other Computer Networks Acceptable Use, Internet Safety and CIPA Policies apply to the use of PTD while on campus. This includes CIPA compliant internet filtering. Students using PTD are prohibited from accessing inappropriate material on personal devices while on campus.

Students are prohibited from recording sounds or images in the classroom without the express consent of the instructor.

Liability

The District assumes no liability for any personally owned device used to access the District's Network. The District reserves the right to deny network access to any user or any specific device.

STUDENT IDENTIFICATION

All students in grades 9-12 will be encouraged–to wear official school issued identification badges during the school day. The MPS identification badges are to be available at all times. The need for replacement due to lost, damaged or stolen ID's will be at the cost to the student at $5.00 each.

RESIDENCY POLICY
Policy # 5015

Legal Residency

The MPS will enroll students who are deemed legal residents of the district. In order to establish the legal residency of a child for school attendance, the student must be residing in the district with **his/her parent(s), court appointed legal guardian or person having legal custody**. The MPS will not accept affidavit forms or notarized affidavits obtained from the custodial parent giving care and custody to another individual. The student must be living with the parent(s), court appointed legal guardian or person having legal custody full time, as a permanent resident or with a legal guardian who can provide verifiable documentation that they are contributing to a "substantial degree" to the support of the child.

If a divorce has been granted, the decree will state which parent has legal custody. If the decree awards joint custody and each parent contributes in "substantial degree" to the child's support while they have custody, then the residence in which the child resides on a regular basis determines the legal residency of the child for school attendance.

In order to determine legal guardianship or legal custody, the parent or guardian will be asked to provide a copy of the divorce decree indicating which parent has custody, a copy of the court order granting legal guardianship or a legal power of attorney. When the issue of whether a parent, legal guardian or custodial parent is contributing

to a “substantial degree” to the support of the child, health insurance coverage forms and IRS end-of-year tax statements from the previous calendar year may be requested.

Students without visible means of support, who reside within the MPS district, will be granted enrollment privileges as a Homeless Student.

Homeless students are defined in accordance with the McKinney-Vento Homeless Education Assistance Improvement Act of 2001.

Individuals who lack a fixed, regular and adequate night time residence. These include:

- children and youths who are sharing the housing of another person due to the loss of housing, economic hardship or a similar reason
- children living in motels, hotels and trailer parks or camping grounds due to the lack of alternative adequate accommodations
- children living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement
- children and youths who have primary night time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- children and youths who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations or similar settings
- migratory children

Any student meeting these criteria should be referred to the MPS Homeless Liaison at (405) 376-7335 to assist in completing immediate enrollment per the procedures in place with MPS.

In cases of dispute of enrollment as a homeless student or the assigned attendance school, the parent shall be afforded due process per the MPS District McKinney-Vento Homeless Education Complaint Guidelines. (AR5015.3)

Custodial and Non-Custodial Parental Rights

It is the policy of the Mustang Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the non-custodial parent, appropriate written instruction should also be filed with the school.

All staff is instructed to refer any questions to the appropriate building principal or the deputy superintendent.

Absent a court decree to the contrary, both natural parents have the right to view the student’s school records, to receive school progress reports, to visit the child briefly at school and to participate in parent/teacher conferences (not necessarily together in the same conference).

Residency Due Process

In cases of dispute of residency, the student/parent/legal guardian shall be afforded due process by the Mustang Board of Education. A student who has been denied enrollment by the MPS has the right to submit his/her written appeal to the Residency Dispute Officer of MPS within three (3) days of residency dispute.

Parent/Legal guardian must provide, with the request for review, additional pertinent information pertaining to the residency dispute.

The residency officer will render a decision and notify parent/legal guardian within three (3) days of the receipt of the request for review.

In the event that the parent/legal guardian disagrees with the decision, they must notify the residency officer in writing within three (3) days of the receipt of the decision. The residency officer will submit findings and documentation to the Mustang Board of Education.

The Board will review the dispute and render a decision at the next regularly scheduled board meeting. The Board's decision shall be final.

New Student Enrollment – Proof of Residence

Students enrolling in MPS shall be required to provide **two (2) verifiable proofs of residency**. The parent/legal guardian shall be asked to provide current utility billings and/or lease agreement, contract on a home, warranty deed statement, ad valorem tax statement or mortgage statement. The school shall accept a current gas, electric or water and sewer billing. Telephone billing, television cable billing, personal checks or driver's license will not be accepted. If utility billings are not available, the school shall accept a statement from the utility company that the services have been established. The letter must be on letterhead and signed by an appropriate official.

Residence Affidavit

Parent(s)/Legal guardian(s)/Students who cannot provide the necessary information to verify their address because they are residing with a friend or relative on a temporary or permanent basis shall be required to complete a "Residence Affidavit Form." At the beginning of each school year a form shall be available and requires both the homeowner/resident and the parent/legal guardian of the student to be present, and each must provide a valid driver's license or state issued I.D. card. The homeowner/resident shall provide the two (2) proofs of residence as required for all new students. Name on the affidavit must match the name on the proofs of residence.

The child shall not be enrolled until all necessary documentation has been provided and verified. If the homeowner/resident/parent/legal guardian/student moves, the enrollment of the student is null and void and the student will be immediately withdrawn.

The MPS Administration reserves the right to make a home inspection. MPS may bill the legal MPS resident for the cost of educational services if falsification of the affidavit occurs. Oklahoma State Law specifies that any person who willfully makes a false statement in a "Residence Affidavit" form shall, upon conviction, be guilty of a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year, or a fine of not more than five hundred dollars ($500.00), or both. The parent must agree to notify MPS immediately upon any change in residence.

New Residence

The intent to build a home within the Mustang Public School District does not constitute legal residency. If a home is in the process of construction, and a copy of a construction contract with local address can be filed with the school system, a resident shall have approximately forty-five (45) school days from the date of initial enrollment to establish permanent residence in the home under construction. If residency is not established within the allotted time period, the student's enrollment can be terminated.

ENROLLMENT OF STUDENTS
Policy # 5035

New Student Enrollment

Enrollment of new students can be completed in the school office. Returning students will fill out pre-enrollment forms during each spring semester. State law and district policy requires that parents bring the following information with them at the time of enrollment:

- official birth certificate for all new students enrolling in MPS
- two (2) proofs of residence (see New Student Enrollment - Proof of Residency in Residency Policy # 5015)
- immunization record that meets the immunization requirements for the State of Oklahoma. For a current guide please contact the Oklahoma State Department of Health Immunization Services at 1-800-234-6196 or their website at http://www.health.ok.gov.

STUDENTS MAY NOT ENROLL WITHOUT COMPLETE IMMUNIZATION RECORDS OR PROOF THAT THE STUDENT IS IN THE PROCESS OF RECEIVING REQUIRED IMMUNIZATIONS. NO EXCEPTIONS WILL BE MADE. Exemptions to the immunization law may be granted in accordance with the state law and State Health Department requirements.

Notification of Changes in Enrollment Information

Please notify the office when you have a change of address, phone, work, emergency numbers, etc.

Pre-Enrollment for Returning Students

Returning students will fill out pre-enrollment forms during each spring semester. District policy requires two (2) proofs of residency (gas, water, or electric bills).

Enrollment of Students From a School Not Accredited By the Oklahoma State Board of Education Policy # 5016

A student enrolling in grades 1-8 in the MPS after having attended a school not accredited by the Oklahoma State Board of Education for nine weeks or longer shall be required to be tested by the MPS before enrollment is completed. The principal shall determine the test and indicate it on a written permission to enroll. If achievement testing is required, the written permission to enroll shall have recorded on it the achievement test scores and be placed in the student's permanent record folder prior to completion of enrollment.

Students requesting validation of credits from a school not accredited at the high school level (grades 9-12) by the Oklahoma State Board of Education must submit an official transcript from the school to the Principal of Mustang High School. The Principal, after evaluating the official transcript, shall require the student to take one or more tests to determine validity of any or all of the credits on the transcript. The local school counselors shall supervise all testing and the Principal shall validate credit based on testing.

In addition to the use of achievement testing, other consideration may be given by the principal or delegated authority to the type of program in which the student participated, the facilities and equipment, types of activities, number of hours per week, etc. No credit will be given for tutorial study. Only passing grades (A, B, C, D) from the non-accredited school will be considered and all tests will be considered. The receiving school shall administer testing and results shall be kept on file for one (1) year.

TRANSFER POLICY Policy # 5005

It is the policy of the Mustang Board of Education that an application for transfer will be reviewed by the Mustang Board of Education and considered on a first-come, first-served basis. Written application for any transfer shall be made by the parent(s) of the student. For purposes of the Education Open Transfer competent student having reached the age of majority. Act, the term "parent" means the parent of the student or person having legal custody of the student or a

The District shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, and proficiency in the English language, measure of achievement, aptitude or athletic ability. Notwithstanding the provision of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes.

For consideration of a transfer request, parent/guardian must provide documentation of active enrollment, attendance, and discipline; whereas; the student is not suspended or has not voluntarily withdrawn for acts of violence or reckless disregard for others.

Mustang Public Schools offers three (3) transfer options to attend a district school:

1. In-District Transfers (Resident Students)
2. Open Transfers (Non-Resident Students)
3. Emergency Transfers (Non-Resident Students)

PARENTS WILL BE REQUIRED TO PROVIDE TRANSPORTATION FOR ANY STUDENT ACCEPTED FOR TRANSFER INTO THE MUSTANG PUBLIC SCHOOLS, UNLESS PROVIDED OTHERWISE BY LAW.

Siblings of students granted transfers may apply to attend the same said school system. Parent may cancel an approved transfer at any time to return to their resident school by providing written notification to the Principal and to the office of the Deputy Superintendent.

All transfer applications will be considered for approval or denial based on the following criteria:

1. Availability of Programs
2. Staffing Availability
3. If accepting the transfer will require the addition of personnel, transfer application will be denied.
4. Space Availability
5. Schools may not accept transfers after classroom capacities have been met or exceeded.
6. Disciplinary Record and Attendance History
7. Discipline and attendance records of students transferring to Mustang Public Schools shall be requested as part of the student's records. It shall be within the discretion of the Mustang Board of Education, based upon the student's disciplinary records and attendance records, as to whether a transfer shall be approved or denied. As a general rule, students with poor discipline or attendance records or those deemed "not in good standing" at their former school will not be approved for transfer to this district. Students who are currently on a suspension from another school or district shall not be permitted a transfer.
8. Adjudication as a Juvenile Sex Offender will be denied.

The following information must be provided and attached to the transfer application in order for the application to be considered complete for processing:

1. Two proofs of residence in another school district (utility bills, lease agreements or property title)
2. Immunization Record
3. Most recent grade report or grade transcript
4. Attendance Records
5. Discipline Records
6. If the student is in special education, most recent IEP and MEEGS forms; an IEP meeting must be held with representatives of both districts prior to approval of the transfer request.
7. If certain elective courses or programs are desired, they must be noted.
8. The same documentation is required for each sibling to be considered for a transfer.
9. Listing of desired elective courses or programs (solely for determination of program availability; unnecessary if transfer is not contingent upon availability of particular elective or programs)

IN-DISTRICT TRANSFER

A request to transfer to another school in the Mustang district can be submitted any time after January 1 for the following school year. All requests must be submitted at the school of residence. Forms for request of transfer are available at all elementary, intermediate and middle school administrative offices.

A transfer is approved for one (1) year only. The transfer request process must be completed each year before a child can be considered for a transfer.

Parents will be notified three (3) business days before the first day of school if the transfer request is approved or denied.

An in-district transfer may be revoked at any time for disciplinary reasons.

OPEN TRANSFER

An open transfer application may be obtained from the Deputy Superintendent and shall be filed with the office of the Deputy Superintendent during regular business hours of the Mustang Public Schools beginning January 1 and ending the first Monday in June for the following school year.

By the first Monday in June, the Deputy Superintendent shall notify the resident school district that a student enrolled in the resident school district has filed an application for transfer

The Mustang Board of Education shall vote to approve or deny the application for transfer no later than within thirty (30) days of receipt of the completed transfer application. Within 10 days receiving approval, the parents of the student shall notify Mustang Public Schools that the student will be enrolling in the school district. Failure of parents to notify the district as required may result in loss of the student's right to enroll in Mustang Public Schools for that year. The Mustang Board of Education in executive session shall review transfer applications in order to protect the confidentiality of student records. However, the vote to approve or to deny the application for transfer shall take place in open session.

Upon Mustang Board of Education approval, a student whose parent(s) or legal guardian is employed as a teacher in the MPS District shall be allowed to transfer to the school district.

No student shall be permitted an open transfer more than once in any school year.
Completed applications for open transfers will be accepted after January 1 of each year. Any application received after the first Monday of June will be considered emergency status only.
On or before September 1, the Deputy Superintendent shall file a copy of a list of students granted transfer showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

EMERGENCY TRANSFER

On an adequate showing of emergency, the Deputy Superintendent may make and order a transfer, subject to approval by the State Board of Education.
An emergency transfer shall include only:

1. The destruction or partial destruction of a school building;
2. The inability to offer the subject a pupil desires to pursue, if the student becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the pupil is seeking the transfers;
3. A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, or disorder or injury which as a permanently detrimental effect on the body's system or renders the risk unusually hazardous;
4. The total failure of transportation facilities;
5. The concurrence of both the sending and receiving school districts;
6. The unavailability of remote or on-site Internet-based instruction by course title in the district of residence for a student identified as in need of drop-out recovery or alternative education services, provided such student was enrolled at any time in a public school in this state during the previous three (3) school years;
7. The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired.
8. When a student has been the victim of harassment, intimidation, and bullying a defined in 70 O.S. § 24-100.3, and the receiving school district has verified that:
    i. The student has been the victim of harassment, intimidation or bullying: and
    ii. The sending school district was notified of the incidents or incidents prior to the filing of
    iii. the application for transfer.

A child who has reached the age of four (4) on or before September 1 of the school year, and resides in a district that does not offer an early childhood program shall be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for an early childhood education program.
A child whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district. The parent must provide transportation.

Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade. Students transferring from private, non-accredited schools shall be tested and placed accordingly.
Any student residing in a school district that does not offer the grade that such child is entitled to pursue shall be entitled to be transferred to any school district inside or outside of the transportation area in which such student resides which offers the grade which he is entitled to pursue. Such transfer shall be automatically approved.
Any student transfer approved for any reason prior to January 1, 2000, shall continue to be valid and shall not be subject to the Education Open Transfer Act unless the parent having custody chooses otherwise.
Beginning July 1, 2008, the transfer of a child with disabilities for three (3) years creates an automatic and permanent transfer to this school district.

TRANSFER FOR CHILDREN OF ACTIVE DUTY MILITARY MEMBERS

Mustang Public Schools shall allow the transfer of students who are the dependent children of a member of the active uniformed military services of the United States on full-time active duty status and for whom Oklahoma is the home of record and for students who are the dependent children of a member of the military reserve on active duty orders and for whom Oklahoma is the home of record shall be approved if:

1. At least one parent of the student has a Department of Defense-issued identification card;
2. At least one parent can provide evidence that he or she will be on active duty status or active duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a natural disaster requiring the use of orders for more than (30) consecutive days; and

3. The student will be residing with a relative of the student who lives in the receiving school district or who will be living in the receiving school district within six (6) months of the filing of the application for transfer. (70 O. S. §8-103.1)

Requests for transfer shall be evaluated on an annual basis. Should the Mustang Administration and/or Board of Education determine that cancellation of a previously approved transfer is in the best interest of the district, the resident district and the parents/guardian of the student shall be notified of the cancellation. Such notice shall be made by July 15 prior to the school year for the cancellation is applicable.

FOREIGN EXCHANGE STUDENTS
Policy # 5025

Unless otherwise prohibited by federal law, Mustang Schools will:

1. Accept exchange students on J-1 visas, issued pursuant to paragraph (a) (15) (J) of Section 1101 of Title 8 of the United States Code, and limit to five (5) students in any academic year.
2. Mustang Schools will not accept exchange students on M-1 visas, issued pursuant to paragraph (a) (15) (M) of Section 1101 of Title 8 of the United States Code, which are for vocational or nonacademic students or F-1 visas, issued pursuant to paragraph (a) (15) (f) of Section 1101 of Title 8 of the United States Code, therefore, MPS is not an I-20 issuing school.
3. Use the governing regulations set by the United States Information Agency (USIA) for Exchange Visitor Programs as guidelines and standards for local schools.
4. Have the right to accept or reject any exchange student or sponsoring organization not adhering to the USIA regulations and have the right to reject any exchange student if the student, legal custodian, or legal guardian is not a resident of the district.
5. Foreign exchange students will be classified as juniors and will not participate in graduation exercises.

SCHOOL ATTENDANCE POLICIES AND PROCEDURES

ATTENDANCE LAWS AND REGULATIONS

According to the Oklahoma School Code, any person having control of a child between five (5) and eighteen (18) years of age is required to compel that child to attend school. Failure to do so may result in fines and/or imprisonment. Attendance is important. Mustang Public Schools are required by state law to keep an accurate record of attendance and reasons for absence. Attendance records are updated daily.

If a student must be absent from school, the parent/guardian should call the day before, if possible, or the morning of the day the student is absent.

CLASSIFICATION OF ABSENCES AND TARDIES

1. **Verified/Unverified Absences:** Verified Absence - when a parent or guardian notifies the office of the resason for the absence. Unverified Absence - when no contact with the office has been made to verify the absence. Unverified absences will result in truancy.

Some absences are unavoidable, but every effort should be made to keep absences to a minimum. It is the parents'/guardians' responsibility to inform the school about the circumstances surrounding their student's absence. Verified absences are those due to illness or personal injury, medical and dental appointments, court appearances, religious holidays, and family emergencies. Assignments and tests missed due to a verified absence can be completed for credit within a reasonable length of time as determined by individual site policy. It is the sole responsibility of the student to make arrangements with each teacher for completing the work missed. If an absence is unverified, the student may be required to make up missed assignments for partial credit.

According to state law, students shall not be excused from school once they have arrived unless parent permission is granted. Students shall be counted absent for any reason other than missing for school activities. Students must strive to be on time. A student who has been absent has the privilege of doing make-up work, but it is his/her responsibility to communicate with the teacher regarding the work. Time given for this make-up work should correspond to length of absence. i.e. If absent two (2) days, he/she should be given two (2) days following the day of his/her return to make up the work. Every effort will be made to help the student master what was missed.

Requests for homework assignments through the office can only be made when a student is absent for three (3) or more consecutive days. Requests for homework assignments should be made by 9:30 a.m. and will be available for pick up the following day.

2. School Activity (not counted absent)**:** Students should make every effort to complete work in advance; however, time given to make up this work should not exceed the corresponding time the student was gone. If a student knows he/she is going to be absent due to a school activity, arrangements should be made with the school at least one day prior to the absence. Assignments should be completed following the same guidelines as verified absences.

3. Truancy (Absences without permission of parents or school)**:** A student may not be permitted to make up work missed as a result of truancy, which may be recorded as a zero in the teacher's grade book. All truancies are subject to other discipline such as detention, suspension or other consequences. Each teacher is asked to report all suspected truancy incidents to the principal. Any student or students participating in an unauthorized skip day or walk out will be subject to the regulation covering truancy and/or referred to the district attorney.
If a child is absent without valid excuse four (4) or more days or parts of days within a four week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the District Attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.

4. Tardiness: Any student who arrives late to school must report to the office for admit. All other tardiness would be classified as an unexcused tardy. Any student who is detained by the office or a teacher should ask for a note to his/her next teacher so he/she will not be counted tardy. Teachers will mark all tardies in Powerschool. An absence will be recorded for every three (3) tardies received in a class during a semester. Such absences are applied to the twelve (12) day absence total. Students will be assigned detention after the third (3rd) tardy, sixth (6th) tardy, and ninth (9th) tardy, and every third (3rd) tardy thereafter. Parents will be contacted each time the student is assigned detention. Any student missing more than fifteen (15) minutes will be counted absent.

EXCESSIVE ABSENCES

1. **Penalty for Excessive Absences:** A student will not receive credit for a course if he/she has in excess of twelve (12) absences in any course in which a student is enrolled during the semester or three (3) out of the seventeen (17) day block if enrolled in MED Alt Ed program, not to exceed twelve (12) absences per semester. If a student exceeds the twelve (12) absences per class, a No Credit (NC) will be posted in place of a letter grade.
2. **Appeal of Attendance Record:** A written appeal concerning attendance must be made to the Appeal Committee within five (5) days prior to the end of the current semester. The appeal form is located on the High School website. Instructions for the process of submitting the form to the Appeal Committee is located on the form. Doctors' notes should be submitted to building secretaries throughout the semester. Original doctor's notes or other documentation should be kept for your own records. An appeal committee consisting of an administrator, teacher and counselor will review the merits of the appeal and submit a final decision to the site administrator. The decision of the committee is final.
3. **Student Activity Absences**: Refer to "Activity Eligibility and Regulation Section" in this handbook.

4. **College Visits**: Students (9th – 12th) will be allowed two (2) college visits (4 days total). These days will be counted as activity absences and will not be counted toward exemptions or attendance. The student must apply for college visits through the appropriate counselor and provide documentation of the visit upon return to school.

LEAVING SCHOOL GROUNDS

All MPS have a closed campus. Students who become ill or are injured during the school day will be allowed to leave only after their parents have been notified and permission has been granted by the attendance office personnel.

No student will be checked out by telephone to leave campus for lunch. Students must be checked out by a parent, guardian or emergency contact in person only after showing proper identification.

OFFICIAL WITHDRAWAL FROM SCHOOL

If a student plans to request withdrawal from school, the parent/guardian of the student must notify the principal of parental approval. The student will then receive a withdrawal slip to present to each of his/her teachers and counselor. The teachers will record a withdrawal grade, which will be the grades earned during the current semester. If he/she has any state owned books, library or departmental books or supplies, he/she must return them to the counseling office. After he/she gets his/her teachers' and counselor's signatures on the slip, he/she must present it to the principal for approval.

CURRICULUM

CLASSIFICATION OF STUDENTS

Students will be classified at the beginning of each school year. The completion of five (5) credits is required for sophomore classification, twelve (12) credits for junior classification and eighteen (18) credits for senior classification.

Those students who fail a required course are strongly encouraged to repeat the course in summer school, correspondence or approved on-line course. In addition, at least two (2) credits of the last three (3) credits completed for graduation shall be completed in attendance in the accredited high school from which the individual expects his/her diploma. Any deviation must be approved by the administration.

Any student who has not obtained sufficient credits to advance to a higher grade level has two (2) options:

- Reclassification – The student will be classified as being in the grade previously attempted. The student may be reclassified at the beginning of each school year with the exception of a reclassified junior who has the possibility of graduating. This student may graduate with his/her original class if all credits are made up in summer school, correspondence or approved on-line courses.
- Retention – The student will repeat the grade previously attempted. Any student who is retained may be enrolled in required courses failed in previous years. Any retained student will be unable to graduate with his/her original class. A student will not be retained if sufficient credits to advance to a higher grade have been obtained. No student will be enrolled in more than one (1) required English course during the regular school day.

SCHEDULE CHANGES

Determining academic schedules should be for the growth of the student. Therefore, changes for such reasons as to have the student moved to a class generally below the intellectual capability of the student, a student's failure due to incomplete assignments, "to be with a friend" or "that the teacher is too hard" will not be considered serious enough reason to cause a schedule change.

Schedule changes are permitted through the first five (5) days of the semester with the exception of AP courses. Schedule changes will be considered for legitimate reasons such as a schedule conflict, meeting graduation requirements or inappropriate placement as determined and recommended by a teacher or counselor with administrative approval. **Any change after the first five (5) days of a semester requires administrative approval. See procedures for appeal process for a change of schedule after the deadline.**

Schedules may be adjusted if any of the following criteria exist and space is available:

- incomplete schedules or computer errors
- duplication of courses
- student who does not meet prerequisites or does not have teacher approval
- student accepted to a special program (Career Tech, PASS, work experience, etc.)
- enrolled in a course with a teacher under whom the student previously failed
- taking a more challenging course (no reversal at a later date)

Appeal Process for a Schedule or Teacher Change After the Deadline

1. A conference with parent, student, teacher, and an administrator is required. During this conference, the problem/concern is discussed and a plan should be made by which the student and teacher can solve the problem/concern through mutual effort. The plan must be in effect for a minimum of six weeks.

2. If the parent feels the above plan has not been successful, he or she may write a letter to the principal, describing efforts the student has made to meet the specifications of the plan and why they have not solved the problem.

3. The principal will determine, based on the letter from the parent and an interview with the student and the teacher, as to whether a problem exists and a change is in the best interest of the student.

REQUIREMENTS FOR GRADUATION

All students will remain under the graduation requirements that were in effect at the time of his/her enrollment in the ninth (9th) grade. The state of Oklahoma has set minimum requirements for graduation from which the local board of education may work to develop the kind of quality educational program desired. Beginning with the Class of 2014, students will be required to take a financial literacy class. Local school district requirements may exceed state graduation requirements.

A credit/unit represents the credit/unit given for successful completion of one (1) year of study in a solid subject. All students must be enrolled in a minimum of seven (7) classes per semester.

MHS GRADUATION REQUIREMENTS

COLLEGE PREPARATORY CURRICULUM (for those following ACE and/or Oklahoma's Promise/OHLAP):

4-English:

1 unit grammar and composition
3 units selected from American literature, English literature, World Literature, advanced English courses, Speech

3-Mathematics (beginning with student entering the 9th grade in 2008-2009 three years must be taken in grades 9-12**)**:
Limited to Intermediate Algebra, Algebra I, Algebra II, Geometry, Trigonometry, Math Analysis, Pre- Calculus, Calculus, AP Statistics, or any math course with content and/or rigor above Algebra I and approved for college admission requirements.

3-Laboratory Science:

Limited to Biology, Chemistry, Physics, Forensic Science or any lab science course with content and/or rigor equal to or above Biology and approved for college admission requirements. Note: Science courses above Biology I may be taught at a high school or technology center.

3-Social Studies:

1 unit United States History**,**
½ to 1 unit United States Government
½ unit Oklahoma History, and
½ to 1 unit selected from World History, Geography, Economics, and Anthropology

2-Foreign Language or Non-English Language <u>OR</u> Computer Technology:

2 units of the same foreign or non-English language or
2 units of computer technology approved for college admission requirements

1-Additional Unit selected from the courses listed above:

1- unit selected from the courses listed above or career and technology courses approved for college admission requirements

1-Fine Arts:

1- unit or set of competencies for fine arts, such as Music, Drama, or Art or 1 credit of Speech

* All students shall fulfill the requirement for a Personal Financial Literacy Passport in order to graduate from an accredited public high school with a standard diploma.

Electives: The number of elective units plus the number of units from above must be equal to a minimum of 26 units for graduation.

To meet graduation requirements, local options may include comparable courses taken by advanced placement. A Carnegie Unit of credit is given for the successful completion of a course that meets forty (40) minutes a day, five (5) days per week, for at least thirty-six (36) weeks, or equivalent of one hundred twenty (120) clock hours with the school year.

<u>CORE CURRICULUM (for those opting out of the College Preparatory curriculum):</u>

4-English:

1 unit-grammar and composition
3 units-selected from American literature, English literature, World Literature, advanced English courses, Speech

3-Mathematics

(beginning with students entering the 9th grade in 2008-2009 three years <u>must</u> be taken in grades 9-12**)**:

1 unit-Algebra I
2 units-selected from Algebra II, Geometry, Trigonometry, Math Analysis or Pre-calculus, Foundation of College Mathematics, Calculus, Statistics and/or Probability, or Mathematics of Finance,
Intermediate Algebra, Computer Science (if taught by a certified math teacher).

3-Science:

1 unit-Biology I
1 unit-of a **physical science**
1 unit-in the following areas but not limited to: Chemistry I, Physics I, Physics II Biology II, Chemistry II, Forensic Science, Physical Science, Earth Science, Botany, Zoology, Physiology, Astronomy/Meteorology, Geology, applied sciences, principles of technology qualified agricultural education courses (including but not limited to Horticulture, Plant and Soil Science, Natural Resources and Environmental Science, and Animal Science), or other science courses with content and/or rigor equal to or above Biology I.

3-Social Studies:

1 unit United States History**,**
½ to 1 unit United States Government
½ unit Oklahoma History, and

½ to 1 unit selected from World History, Geography, Economics, and Anthropology

2-The Arts:

2- units or sets of competencies including Humanities, Instrumental Music, Choir, General Music, AP European History, Art, Drama

* All students shall fulfill the requirement for a Personal Financial Literacy Passport in order to graduate from an accredited public high school with a standard diploma.

Electives: The number of elective units plus the number of units from above must be equal to a minimum of 26 units for graduation.

Concurrent Enrollment

High school students taking college courses as concurrent enrollment will be granted high school elective credit, which will count toward graduation. Only concurrent English, Comp I and Comp 2, and government and College Algebra will be counted as a core curriculum graduation requirement. All grades earned through concurrent enrollment will be placed on the transcript and will be computed into the cumulative GPA**. The student has the responsibility of notifying the college and his/her high school counselor when he/she drops or stops attending the concurrent college course.** A grade of WP (Withdrawn Passing) or WF (Withdrawn Failing) will be entered on the student's transcript to indicate the student has not successfully completed the college course. All WP and WF grades will be computed into the student's transcript the same as NC (No Credit) which will compute as a failing grade (0.0). Students who drop any concurrent course within the first twenty (20) days of the semester may enroll in a Mustang High School course for full credit. Failing a concurrent class may affect graduation status. If a student should take any summer concurrent class, he/she must meet the concurrent college entrance requirements and must have prior approval from his/her high school counselor. Before a student is accepted for concurrent credit, he or she must sign the concurrent enrollment contract which will be kept in the student cumulative file.

Specific Information:

1. Twelfth grade students enrolled in an accredited high school may, if they meet the requirements, be admitted provision-ally to a college or university in the Oklahoma State System of Higher Education as special students. After qualifying for admission, students must also qualify with a 19 or higher ACT subject area score in the corresponding subject area of the college course for which they wish to enroll.
   (The ACT and SAT scores are established by the Oklahoma State Regents for Higher Education and are revised annually, as needed.)
2. Students must have a signed statement from the high school principal stating that they are eligible to satisfy requirements for graduation from high school (including curricular requirements for college admission) no later than the spring of the current school year. Students must also provide a letter of recommendation from their high school counselor and a written permission from their parents/legal guardian.
3. Eleventh grade students enrolled in an accredited high school may, if they meet the requirements on the charts below, be admitted provisionally to a college or university in the Oklahoma State System of Higher Education as special students.
4. A high school student may enroll in a combined number of high school and college courses per semester not to exceed a full time college work load of 19 semester credit hours. For purposes of calculating workload, one half high school unit shall be equivalent to three semester credit hours of college work. Students will either be enrolled in AM concurrent or PM concurrent; split schedules will not be accommodated. To maintain high school student status, a 3 hour minimum of high school classes are required.
5. If a student chooses to enroll concurrently for high school credit in a required course, they will complete that credit concurrently. For example, a student enrolled in a college course for a one-semester high school elective course will not be permitted to begin the course then return to the high school mid-semester to complete the semester of credit. Similarly, if a student concurrently enrolls in English, a two-semester district re-quirement, he will not be permitted to complete one semester in college coursework, then return to his high-school to complete the second semester of credit. (Exceptions are extremely limited and require building principal approval.)
6. All other students not qualified by grade level may be considered for full enrollment or concurrent enrollment under the State Regents Opportunity Admission Category. Each high school senior who meets the eligibility requirements shall be entitled to receive a tuition waiver equivalent to the amount of resident tuition for a maximum of six (6) credit hours per semester. (Tuition waivers shall be granted in the amount of funds

available for the program and the number of eligible applicants. The Oklahoma State Regents for Higher Education shall establish an application process and criteria for prioritizing applicants as determined by the State Regents. Contact the local college or university for information on the application process.)
7. Concurrent enrollment in specific coursework, as regulated by state and district graduation requirements, as well as the Oklahoma Academic Stan-dards, must meet state and district guidelines for graduation.

Withdrawing from Concurrent:
Students are responsible to report any changes in their concurrent enrollment status to their school counselor immediately to allow for a schedule change. Failure to report withdrawal from college courses will result in academic and disciplinary consequences, and may result in failure to graduate.

Any student who moves into the MPS District from out of state after his/her junior year of high school shall not be denied, because of differing graduation requirements, the opportunity to be awarded a standard diploma. A review committee consisting of one administrator, one counselor and the director of secondary schools–will review, on an individual basis and approve exceptions, if warranted, for any courses that the student has taken at the sending school district that would substitute for the courses that are required for graduation by the MPS District. The number of students affected by any exceptions granted shall be reported to the State Board of Education on or before July 1 of each year.

EARLY GRADUATION

REQUIREMENTS FOR SIX (6) SEMESTER EARLY GRADUATION

- The student shall declare by the end of the sophomore year
- English III shall be successfully completed before the end of the first semester of the senior year
- Credits may be earned through proficiency testing with 90% accuracy, correspondence courses, and/or online course through Mustang Public Schools
- Credits earned through high school summer school will not be accepted for early graduation

Factors to be considered are:

- PSAT/ACT Testing
- EOI testing
- Certificate of Distinction
- OHLAP
- Parent conference is required
- Any variation to the above guidelines will need administrative approval

Six (6) semester graduates must have eighteen (18) credits completed by the end of the 5th semester; the weighted GPA of those eighteen (18) credits are used for valedictorian/salutatorian determination

REQUIREMENTS FOR SEVEN (7) SEMESTER EARLY GRADUATION

- The student shall declare by the end of the junior year
- English IV second semester course work must be completed by the end of the first nine (9) weeks of the senior year. Until the grade is received, the student will be enrolled in 2nd semester classes
- Credit may be earned through the proficiency testing with 90% accuracy, correspondence courses, and/or online course through Mustang Public Schools
- Credits earned through high school summer school will not be accepted for early graduation

Factors to be considered are:

- PSAT/ACT Testing
- EOI testing
- Certificate of Distinction
- OHLAP
- Parent conference is required
- Any variation to the above guidelines will need administrative approval

NCAA CLEARINGHOUSE

To be certified by the clearinghouse, the student must:

- Graduate from high school and have successfully complete sixteen (16) core courses and have a core-course grade-point average (based on a 4.00 scale) and a combined score on the SAT or a sum score on the ACT based on the new core GPA/test score index.

It is the responsibility of the student/parent to notify the appropriate counselor if they have registered with the NCAA Clearinghouse. Counselors will assist students tracking the necessary coursework for eligibility. However, the student is ultimately responsible for completing all of the requirements of the program. The NCAA requires that a student's ACT score come directly from ACT. Students and parents need to be sure to use the ACT Code (9999) when registering for the ACT. It is recommended a student register by spring of the junior year. Go to www.ncaaclearinghouse.net to register.

GRADUATION EXERCISES

Only those seniors in attendance at MHS and qualified under the aforementioned requirements shall be considered for participation in the Mustang graduation ceremony. Students must complete **all** graduation requirements to participate in graduation exercises. Refer to Policy # 5075 in the Mustang Policies and Procedures Handbook located on the Mustang website, www.mustangps.org.

GRADUATION CONTRACT

The graduation commencement ceremony is a dignified occasion. In that spirit, the following guidelines have been established for student participation and for the audience:

- Students must complete all graduation requirements to participate in graduation ceremonies.
- Male students should wear long trousers, a shirt with a collar, and preferably a tie.
- Female students should wear a dress or long pants and a blouse.
- Regular street shoes with dark socks for men, must be worn, tennis shoes are not appropriate. No flip-flops. Remember this is the most prestigious occasion of high school.
- Decorations of the hat (mortar board) and gown will not be allowed.
- Signs or flags of any description will not be allowed among the students or in the audience.
- Students who have consumed or possess drugs or alcohol will not be allowed to participate.
- Students are not to carry anything onto the floor of the arena. (Purses, cameras, caps, hats, sunglasses, cell phones, etc.)
- Participating in commencement exercises is a school activity.
- Students involved in inappropriate behavior during graduation exercises will be removed from the commencement ceremony.
- Only board approved cords are allowed.
- Students and parents need to be advised that inappropriate behavior during the last few weeks of school may result in the loss of privilege of participation in the commencement ceremony.

Parents are asked to emphasize to the student the importance of appropriate behavior at the public recognition of the Class. The Administration does not desire to remove a student from the arena or terminate the proceedings early.

Parents, friends and relatives are asked to help keep the proper decorum by not bringing items such as noise makers, air horns, balloons, silly string and beach balls in the arena so that all parents can see and hear their graduate's name announce. In addition, the Lloyd Noble policy prohibits such devices. Tight security will be in place the night of the ceremony. The graduation ceremony is the time to recognize the Senior Class as a whole, not individual accomplishments.

A contract will be sent home for both the parent(s) and the student to sign and return before being issued the cap and gown.

PROFICIENCY-BASED PROMOTION/CREDIT BY EXAMINATION

Policy # 5065

Upon the request of a student, parent or guardian, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area. Elementary, middle and high school students who are legally enrolled in MPS and who have not previously received instruction in the requested course/grade level will qualify to request proficiency based promotion. Proficiency for advancing to the next level of study will be indicated by a 90 percent or comparable performance on an assessment or demonstration. The opportunity for proficiency assessment will be provided at least twice each school year. Application for testing must be made at least fourteen (14) days prior to the testing date. Students shall have the opportunity to demonstrate proficiency in the following core areas as identified in 70 O.S.11-103.6:

Social Studies	Language Arts	The Arts
Languages	Mathematics	Science

Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be allowed to advance to the next grade/level of study. The school will confer with parents in making promotion/ acceleration decisions. Students must progress through a curriculum area in a sequential manner. If proficiency is demonstrated, the notation to be placed on the student's permanent record/transcript will be a letter grade of an "A." The credit(s) shall count toward meeting the requirements for the high school diploma.

Students who do not demonstrate proficiency will be allowed to request testing during the next assessment period. Failure to demonstrate proficiency will not be noted on the student's transcript
Application forms, testing dates and other information are available from the school counselor.

STUDENT PROMOTION/RETENTION
Policy # 5070

In accordance with the policy of the Mustang Board of Education, the following criteria for the selection of students to be promoted to the next grade level, retained in their current grade, or denied course credit, will be used in the Mustang School District.
Students in grades 9-12:

Shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

Standardized Testing: End-of-Instruction Tests:
Each student who completes the instruction for English II, English III, United States History, Biology I, Algebra I, Geometry and Algebra II shall take an end-of-instruction test and score proficiently in order to graduate with a standard diploma. All students shall take the tests prior to graduation, unless otherwise exempt by law. Students who do not score at the proficient level or above shall be afforded the opportunity to retake each test up to three (3) times each calendar year until achieving a proficient score. In order to provide an indication of the levels of competency attained by the student in a permanent record for potential future employers and institutions of higher education, the highest achieved state test performance level on the end-of-instruction tests will be reported on the student's high school transcript. Oklahoma students will be required to pass Algebra I and English II and (2) of the other five (5) tests, or state approved alternatives, in order to graduate from high school.

A student may not receive credit for a course if he/she has in excess of twelve (12) absences in any course in which a student is enrolled during the semester or three (3) out of the seventeen (17) day block if enrolled in MEC Alt Ed Program, not to exceed twelve (12) absences per semester.
A conference with parent(s) or guardian(s) will be held prior to the retention of any student. Considerations for retention will include: grade level achievement, standardized test scores, attendance records and other criteria as needed.
Whenever a teacher or placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal

the decision by complying with the district's appeal process. The decision of the Board of Education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

Reference: 70 O.S. §24-114.1
70 O.S. §1210.508C

GRADES

GRADE SCALE

Letter Grade	Percentage	Grade Point*
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	Below 60	0.0
P	Passing	0.0
U	Failing	0.0
NC	No Credit	0.0

GRADE POINT AVERAGE

A "simple average" of the grade points from all classes for a student will be calculated (add grade points from each class and divide by the number of classes taken). If a student has not taken an advanced placement (AP) or advanced placement prep class, the process ends here.

GRADE WEIGHTING

The following grade weight policy is:

- advanced placement classes will be weighted on a 5-point scale in computing grade point averages
- pre advanced placement classes will be weighted on a 4.5-point scale
- courses termed "honors" will be noted on the high school transcript as such, but will receive no additional grade weight

VALEDICTORIAN/SALUTATORIAN

All students with a GPA of 4.00, weighted or unweighted (no rounding of points) and above, with no grade lower than a B, will be valedictorians and will have a class rank of number 1. All students with a 3.970 (no rounding of points) through 3.999, with no grade lower than a B, will be salutatorians. This is computed from a seven (7) semester transcript. Early Graduates: Six (6) semester graduates must have eighteen (18) credits completed by the end of the 5th semester; the weighted GPA of those eighteen (18) credits is used for valedictorian/salutatorian determination. Students coming from out-of-state/out-of-country institutions with transfer grades that can only be transcripted as "P" may be eligible for valedictorian/salutatorian consideration only with administrative approval.

Students with weighted GPAs, which fall within the designated range for valedictorian/salutatorian, **will be removed** from consideration for the following:

- one (1) or more grades lower than a "B"
- one (1) or more grades of "NC"
- one (1) or more semesters of grades of "P," which may be transcripted from out-of-state/out-of-country transfer grades, unless administration approval is granted
- fewer than seven (7) semesters of grades, unless on a six (6) semester early graduation contract

The person or persons with the highest GPA will serve as the speaker at graduation.

INCOMPLETES

A student will receive an incomplete grade for any progress report if that student has been on homebound education or excessively absent due to illness. The appropriate grade will be given for completed work at the time of the semester grades and no assignments will be accepted after the semester without administrative approval.

EXAMINATIONS

Examinations will be given at the end of each semester. Any deviation from the scheduled testing dates must have the approval of the administration and teacher five (5) days in advance of the scheduled testing dates.

Students will be exempt from semester tests if they meet all the following criteria:

1. "A" average in the class to be exempted with 3 or less absences
2. "B" average in the class to be exempted with 2 or less absences
3. No discipline referrals for truancy, leaving campus/class without permission, tardies, excessive absences that have been waived with an attendance appeal, outstanding detention or other major discipline issues
4. No suspensions or ISI for the current school year
5. College visits (2 visits/4 days) will not count toward absences or exemptions for semester tests if documentation has been provided to the assistant principal.

EOI/Grade Appeals Procedure

If a student passes the End-of- Instruction exam with a proficient or advanced score but fails the corresponding course, the student has two options.

Option 1
Retake the course. The original grade of "F" will remain on the transcript and the grade earned from retaking the course will also be added to their transcript. Both grades will be calculated in the grade point average.

Option 2
The student or parent may request credit by End-of-Instruction examination. The request shall be submitted using the Request for Credit Examination form that will be located in the counseling office. Once the appeal is received, a "P" will be added to the transcript, awarding credit for completion of the class, but the grade of "F" will remain on the transcript.

Grades of NC or No Credit due to lack of attendance are not eligible for the appeal process without administrative approval.

INTERNET BASED INSTRUCTION
Policy # 5056

Internet-based programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Mustang Public Schools Board of Education. The purpose of this policy is to establish guidelines for implementing Internet-based instruction for secondary students, but not limited to:

- Credit for courses not offered by the District
- Curriculum for long-term suspended students
- Credit recovery
- Fulfill graduation requirements
- Virtual school
- Advancement
- Enrichment

- Remediation
- Homebound
- Home-based

This policy complies with 70 O.S Section 1-111, which states:

> "Students absent from school in which they are regularly enrolled may be considered as being in attendance if the reason for such absence is to participate in scheduled school activities under the direction and supervision of a regular member of the faculty or to participate in an online course approved by the district board of education. The State Board of Education shall adopt rules to provide for the implementation of supplemental online courses. Each district board of education shall adopt policies and procedures that conform to rules for online courses as adopted by the State Board."

Definitions:

Alternative Method Delivery System—the delivery of instruction through Web-based or video-based technologies.

Asynchronous instruction—the primary format of instruction does not depend on real-time interaction of the participants. Asynchronous instruction allows the student to engage in learning activities anywhere at any time.

Supplemental online course—is an online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.

Educationally appropriate—means an instructional delivery method best suited for an individual student to advance the student's academic standing toward meeting the learning expectations of the district and State graduation requirements for the student. The determination of educationally appropriate will be made at the local school district level.

Blended or Hybrid Learning—a delivery method that combines online lessons for theory and periodic class meetings on campus to complete lab exercises and/or assessments.

Enhanced or Component Learning—a delivery method in which students attend face-to-face classes full-time while utilizing the Internet to access various instructional components for additional learning opportunities.

Online Course—a delivery method in which students completes the entire course online with minimal visits to the campus.

Synchronous instruction—occurs when the instructor and student's primary interactions are in real-time.
Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is synchronous instruction.

Two-way interactive video instruction—provides for real-time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may see and hear each other in an approximation of real-time.

Web-based instruction—uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction. Web-based instruction may be synchronous or asynchronous.

Guidelines

Prior to offering an online instructional course, the Board of Education shall comply with the following guidelines recommended by the State Department of Education:

1. The Board of Education will grant students credit for completion of courses offered by means of Internet based instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.
2. Only students who are enrolled in MPS District will be granted access to supplemental online courses

3. Internet-based instruction shall be viewed as a method by which the school district can expand the course offerings and can access instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.
4. Requests for enrollment in supplemental online courses shall be as follows:
    a. Interested students shall be required to fill out a request for enrollment in supplemental online course(s) form.
    b. The principal or designee shall evaluate the application and determine whether the supplemental online course is educationally appropriate for the student. Upon completion of the course, the credit earned by students shall be placed on the student's high school transcript or for grades 6-8 the student cumulative record.
    c. If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal's recommendation and the student shall be afforded the opportunity to appeal the principal's decision to the local school board or designee. The decision of the local school board or designee with regard to whether a course is educationally appropriate is final and non-appealable. A copy of the notification shall be provided to the Director of Instructional Technology at the State Department of Education.

5. If enrollment in the supplemental online course is allowed, the site principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in Internet-based instruction to serve as a liaison to the on-line teachers and provider(s). Students shall have a grace period for withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A written request for withdrawal should be provided to the principal from the student prior to the expiration of the fifteen (15) day period.
6. Students earning credit by means of Internet-based instruction shall participate in required state-level academic assessments in the same manner as other regularly enrolled students within the district. No student shall be allowed to participate in these assessments at a place other than a MPS site.
7. Courses offered for credit by means of Internet-based instruction shall be aligned with the Priority Academic Student Skills (PASS) and the Common Core State Standards (CCSS) when applicable.
8. Contractual agreements shall be established between the school district and parent(s) or legal guardian of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, the responsibility for course costs (if applicable), equipment and other issues deemed necessary by the district. Contracts and applications for Internet based instruction are available at each secondary site's counseling office.
9. Instructors of Internet-based instruction shall be: (a) certified in Oklahoma or another state to teach in the content areas of the course offered or (b) a faculty member at an accredited institution of higher education that possess the specific content expertise necessary to teach the course.
10. Each teacher for Internet-based instruction will be provided in-service training pertaining to the methodology of instructional delivery and the technical aspects of Internet-based instruction.
11. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in Internet-based instruction courses shall be used for any purposes other than those that support the instruction on the individual student.
12. District level aggregated data obtained through participation in online instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.
13. All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district.
14. Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, postings/submission of lessons. The student may be counted "present" or "in attendance" when the supplemental online course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to student, parents, and the school district reports that reflect daily attendance/

participation, progress reports, and grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades twice per month.

15. Students at remote sites who participate in the online courses offered by Mustang Public Schools will be responsible for providing their own equipment and Internet access.
16. Any student who receives their entire class schedule through an online environment cannot participate in any extra-curricular activities. A student must be enrolled and in physical attendance at a secondary school site for at least three (3) periods of the school day to participate in any extracurricular activities.

STANDARDIZED TESTING
END-OF-INSTRUCTION TESTS

Each student who completes the instruction for English II, English III, United States History, Biology I, Algebra I, Geometry and Algebra II shall take an end-of-instruction test in order to graduate with a standard diploma. All students shall take the tests prior to graduation, unless otherwise exempt by law. Students who do not score at least at the satisfactory level shall be afforded the opportunity to retake each test up to three (3) times each calendar year until achieving at the satisfactory level. In order to provide an indication of the levels of competency attained by the student in a permanent record for potential future employers and institutions of higher education, the highest achieved state test performance level on the end-of-instruction tests will be reported on the student's high school transcript.

SCHOLARSHIPS

DISTRICT HONOR ROLLS

The Superintendent's Semester Honor Roll shall consist of those students who have no grade less than "A" for the indicated period. The Principal's Honor Roll shall consist of those students who have a grade average of "B" or 3.0 on a four point system who have no grade less than a "B."

RENAISSANCE

Mustang High School is excited about this program with a new commitment to Excellence in Education. The purpose of the Renaissance program is to recognize students who are achieving academic excellence with tangible incentives, rewards and recognition. Renaissance takes the inventive program from business and ties it to education. It is an attempt to motivate all students to strive for excellence with a new commitment to their academic endeavors. Renaissance is more than a program; it is an attitude that everyone can achieve excellence.

Students who receive all A's shall be eligible for a Renaissance gold card; and, all A's and B's shall be eligible for a Renaissance red card. Cards are awarded for 1st semester grades and the 2nd semester grades. These cards entitle students to certain rewards, discounts and coupons as available. Seniors that have received all A's and B's throughout their four (4) years of high school shall be eligible for Renaissance graduation cords.

STATE HONOR SOCIETY MEMBERSHIP

The member of the State Honor Society shall be designated as the top 10% of each class based on the cumulative grade point average at the end of the first semester. These students will be notified in late spring.

NATIONAL HONOR SOCIETY

Students in the sophomore, junior and senior classes who have attained a cumulative grade point average of 3.8 or higher are academically eligible to apply for membership in the Mustang High School Chapter of the National Honor Society. (Freshmen are not eligible.)
Students who are accepted for membership by the Faculty Advisory Committee must comply with the guidelines set forth in the National Honor Society Constitution and High School Chapter By-laws.

A National Honor Society member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school adviser shall be accepted automatically as a member in the new school's chapter. Transfer members must meet the new chapter's standards within one (1) semester in order to retain membership.

OKLAHOMA ACADEMIC SCHOLAR

Graduating seniors who meet all of the requirements listed below shall be recognized by the local school district and the State Board of Education as an Oklahoma Academic Scholar in compliance with State law, which became effective in 1986.

- Accumulative over grades 9, 10, 11 and the first semester of Grade 12, a minimum grade point average of 3.7 on a 4.0 scale or be in the unweighted top ten (10) percent of their graduation class
- Complete (or will complete) the curricular requirements for a standard diploma
- Achieve a composite score of 27 on the ACT or 1,220 combined score on the SAT I. The ACT or SAT I must have been taken on a national test date before the date of graduation

ACADEMIC LETTERING

Academic lettering has been established to give recognition to those students who have made outstanding scholastic achievements. The guidelines for academic lettering are as follows:

- students must have a 3.5 or better cumulative grade point average with no semester grade of "D" or "F" recorded on the transcript
- students must have been in attendance at Mustang High School for two (2) full consecutive semesters to be eligible to letter academically
- any student who commits a major offense as outlined in the "Student Handbook" will not be eligible to letter academically. Students who letter academically will be eligible to purchase and wear the "Academic Letter" and letter sweater or letter jacket.

ACADEMIC ACHIEVEMENT AWARD

Mustang High School will issue an Academic Achievement Diploma to all graduating seniors who have fulfilled the following scholastic requirements:

- minimum of 3.60 cumulative grade point average
- minimum score of 25 on the ACT Test or a minimum score of 1050 on the SAT
- minimum of 26 credits earned in the following courses:
    - English 4 credits
    - Science 3 credits – starting with Biology I
    - Math 3 credits – starting with Algebra I
    - Social Studies 3 credits
    - Foreign Languages or Approved Computer Technology 2 credits – 1st and 2nd year courses
    - Electives 11 credits

CERTIFICATE OF DISTINCTION

A Certificate of Distinction will be awarded to students who have met or exceeded the following criteria by the end of their senior year in high school with at least a 3.25 grade point average on a 4.00 scale:

- earned four (4) units each in English, mathematics (excluding Math of Finance), social studies and science

- earned two (2) additional units in the area of technology, the humanities or the arts (Art I, II, III, IV; Instrumental Music I, II, III, IV; Drama I, II, III, IV; Debate I, II, III, IV; Crafts I, II; Digital Art Media, All vocal music choirs)
- earned two (2) units in the same foreign language and
- achieved a satisfactory score or its equivalent on all End-of Instruction Tests as required pursuant to Section 1201.508 of Title 70 of the Oklahoma Statutes, as those tests are implemented

ACTIVITY ELIGIBILITY and REGULATIONS

A student must be maintaining a "passing grade" in all classes in order to participate in an activity. Effective January 1, 1989 scholastic eligibility will be determined by the regulations listed at the end of this section. These regulations conform to Rules of the Oklahoma Secondary School Activities Association (OSSAA). A student must be present in all classes the day an activity is scheduled; or if the activity is scheduled on a weekend or holiday, or is an all-day activity, a student must have been present the preceding school day. Any exception to this policy must be approved by the administration.
The maximum number of absences for activities, whether sponsored by the school or outside agency/ organization, which removes any student from the classroom shall be ten (10) for any one (1) class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local board of education.

Each local board of education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local board of education. Any deviation from the ten (10) days absence rule shall not exceed five (5) days.

A student must be maintaining a "passing grade" in classes to be missed while participating in an activity during the school day. A weekly eligibility list of students will be made available at the end of each week through the activities director's office.

*REGULATIONS OF OSSAA RULE 3 – SCHOLASTIC ELIGIBILITY

Section 1 – Semester Grades

a. A student must have received a passing grade in any five (5) subjects counted for graduation in which he/she was enrolled during the last semester he/she attended fifteen (15) or more days.
b. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six (6) weeks of the next semester he/she attends.
c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects in which he/she is enrolled at the end of a six (6) week period.

Section 2 – Student Eligibility During a Semester

a. Scholastic eligibility for students will be checked at the end of the third week (during the fourth week) of a semester and each succeeding week thereafter.
b. A student must be passing in all subjects in which he/she is enrolled during a semester. If a student is not passing all subjects in whom he/she is enrolled at the end of the week, he/she will be placed on probation for the next one (1) week period. If a student is still failing one or more classes at the end of his/her probationary one (1) week period, he/she will be ineligible to participate during the next one (1) week period. The ineligibility periods will begin on Monday and end on Sunday.
c. A student who has lost eligibility under this provision must regain passing grades in all of his/her classes in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one (1) week period (Monday through Sunday).

Section 3 – Special Provisions

a. A 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet

the minimum number of subjects needed to maintain eligibility. These may be a combination of high school subjects equivalent to high school units, which are accepted by the Oklahoma State Department of Education. (Physical education and athletics cannot be included in the requirements.)

b. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.
c. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unanticipated hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster) OSSAA Board policy allows a maximum of two (2) weeks to apply for this exception.
d. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1a for the end of the spring semester.
e. School may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

GUIDANCE and TESTING SERVICES

Guidance is considered an essential part of any good school program. Guidance and counseling services are available to all students of the Mustang Schools. Your school has a testing program designed to provide information to help the student know himself/herself better, his/her interest and capabilities and to help in planning his/her schoolwork and his/her life work. A well-rounded testing program has been developed that can be very valuable to each student if the information is properly interpreted and used. General test results are made available and explained to each student taking them. Any student or parent having questions about the tests or testing program is encouraged to ask for help from the school counselor.

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT
Policy # 2050

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hotline of the Department of Human Services. The statewide Department of Human Services hotline number is 1-800-522-3511. The MPS Board of Education fully supports that requirement and has established this policy to facilitate such reporting.

All employees of MPS shall report any suspected physical, mental or sexual abuse or neglect of any student to the Department of Human Services in the county The employee shall also inform the building principal who will advise the Superintendent that the report was made using Form AR2050.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor or administrator who discharges, discriminates or retaliates against such person shall be liable for damages, costs and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.
Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report.

HEALTHY and FIT POLICY
Policy # 5145

MPS will comply with all mandates of local, state and federal laws to ensure proper nutrition, health and safety of its students, staff and patrons. For detailed information, refer to Board Policy # 5145 in the Policy and Procedures Handbook at www.mustangps.org.

HEALTH SERVICES
Policy # 5045

All employees of MPS have a crisis management plan that will be followed during an emergency or crisis. The first call will always be to 911.

A nurse is available at the schools on scheduled days of the week. If an emergency occurs, a nurse will be called to help with the situation. The nurses also act as resource persons and often work with the teachers on units of study concerning health issues. Our nurses act as liaisons between the public health department and the public schools. They inform school staff and patrons of current health problems, epidemics, etc. The nurse maintains student health records. Please inform the school of any chronic illness or conditions. Example: asthma, diabetes, heart condition, ulcer, etc.

ILLNESS

Attendance at school is very important, however, students cannot be expected to perform well if they are ill. Please keep students home if they are running a temperature. Students must be free of fever, vomiting or diarrhea for twenty-four (24) hours without the aid of medication before returning to school. If your child becomes ill during the school day and/or has a temperature of 100 degrees or more, he/she will be sent home. Please make sure the office has current telephone numbers for parents, guardians and all emergency contacts.

HEAD LICE

Per the authority of the Oklahoma School Law Section 815, any student with head lice will be prohibited from attending school and cannot re-enter without certification from a health professional or a representative of the State Department of Health that the child is no longer afflicted with head lice.

"Health professional" means for the purposes of this act any licensed physician, psychologist, dentist, osteopathic physician, podiatrist, chiropractor, registered or licensed practical nurse or physician's assistant.

Any teacher or district employee may check for lice and nits when deemed appropriate and, in addition there will be periodic and random organized checks for lice and nits. Any individualized checks shall be done outside the presence of other children, and any confirmation of the presence of lice or nits resulting from any check, shall be handled in a professional manner.

Any child excused or prohibited from attending school due to head lice or nits shall not be readmitted or permitted to return to school until said child has been examined by a school nurse or health professional as defined above, and found to be free of lice and nits.

Any teacher or other employee who has contracted head lice is expected to take leave from work until the lice or nits have been eliminated.

MEDICATION

It is the policy of the Mustang Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication an administrator, school nurse or a designated school employee may administer the medication when authorized in writing by the student's parent or guardian(s) provided by law.

General Procedures for the Authorization of Medication

- A written authorization form must be on file in the clinic or office before the school nurse or designated school employee can administer any medication to a student. The parent(s) or the person having legal custody or the legal guardian of a minor may sign the authorization form
- Each school in which any medication is given shall keep a record of the name of the student to whom the medication was administered; the date the medication was administered; the name of the person who administered the medication and the type or name of the medication, which was administered
- Medication to be administered will be kept in the school clinic or office, properly stored and not readily accessible to persons other than the persons who will administer the medication
- The parent, guardian, or person having legal custody of the student is responsible for informing the school of any change in the student's health or change in medication
- Requests from parents/guardians to change the dosage of any medication from that listed on the label will not be honored without written confirmation from the physician
- A one-month supply of medication will be allowed in the school clinic
- Parents/guardians must pick up any unused prescription/non-prescription by the last day of the school year or it will be disposed
- Students **MAY NOT** carry medicine with them to take during the school day unless it meets the guidelines listed under Procedure for self-administration of a medication
- Any prescription or non-prescription medication is or can be considered dangerous if the above procedures are not followed
- Students in possession or distributing personal medication to other students during school, at school events or on school premises **WILL BE** subject to disciplinary action

Non-Prescription/Over the Counter

If possible, parents are advised to try to give medication at home on a schedule other than during school hours. If, however, it is necessary that a medication be given during the school day, compliance with the following instructions is required:

- It is the responsibility of the parent/guardian of the child to bring in to the office any medication to be given at school
- Medication is not allowed on the school bus and must be brought to school by the parent/guardian or appropriate designee
- Written authorization and instructions from parent/guardian must be on file in the school clinic or office before school employees may administer any medication to the student. A new authorization form must be completed for each school year and any change in medication. Telephone permission will not be accepted
- Non-prescription medicines must be brought to school in the original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration, side effects and contraindications, and other directions as appropriate. The medicine must be age and dose appropriate and must not be past the expiration date
- Non-prescription medication that needs to be given daily or longer than the manufacturer's recommendation for use, must be accompanied by a physician's written order
- Non-prescription inhalers for asthma will not be given at school
- No aspirin or aspirin-type products such as, Excedrin or Pepto-Bismol will be given at school without written authorization from a physician *
- Requests from parents/guardians to increase the dosage of any medication beyond that listed on the label will not be honored without written confirmation from the physician
- All medication to be given at school must be kept in the school clinic or office, regardless of the student's age
- For incidents of major concern or questions regarding the administration of any medication and in the absence of either the written authorization/instructions from the parent/guardian or medication in the properly labeled container, no medication will be administered. Every effort will be made to notify the parent/guardian

*As recommended by the National Reyes Syndrome Foundation, the U.S. Surgeon General, the F.D.A., and the Center for Disease Control.

Prescription Medication

Must be brought to school by a parent/guardian in the original prescription container labeled with (The pharmacist will supply an extra bottle with the following information if you ask.):

- Date
- Name of the prescriber
- Name of the student
- Name and dosage of the medication
- Directions for administration
- Name and phone number of the pharmacy

Sample drugs must be accompanied by a physician's written order, specifying the dosage, frequency, and directions for administration.

Procedures for Self-Administration of a Medication

Students with severe asthma, anaphylaxis or a life threatening condition who need to carry and self-administer an emergency medication must adhere to the following guidelines. Anaphylaxis medication includes but is not limited to Epinephrine injectors, prescribed by a physician and having an individual label. A student who is permitted to self-administer anaphylaxis medication shall be permitted to possess and use the anaphylaxis medication at all times for the school year in which permission for self-administration is granted. (i.e. inhaler, an anaphylaxis medication used to treat anaphylaxis, insulin pump, glucagon injection, and EpiPen)

- Submit a written statement from the physician treating the student indicating the child's condition and that he/she is capable of and has been instructed in the proper method of self-administration of the medication.
- The parent/guardian must fill out and sign the Authorization to Administer Medication form. This form gives parental consent for administration of the medication and acknowledges that the school district, employees and agents shall incur no liability as a result of any injury arising from the self-administration of the medication by the student.
- It is the parents/guardians responsibility to provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- Permission for the self-administration of medication is effective for the school year for which it is granted and must be renewed each subsequent school year upon the fulfillment of the above requirements.

Field Trips

If a student takes scheduled and/or emergency medication at school and will need this medication during the time of a school-sponsored field trip, the parent will need to send a pharmacy labeled bottle with the amount of the pills the student will need during the field trip. Each medication must be in a separate, labeled bottle. It is the parent's responsibility to notify the school if any of the student's medication is to be taken on a field trip. **Student's medication will be carried and dispensed by a MPS employee.** If a student is accompanied by his/her parent, that parent may carry and administer their child's medication.

PHYSICAL EXAMINATION POLICY

It is the intent of the Mustang Board of Education to safeguard the health and wellness of all students. To that end, students wishing to participate in extra-curricular, secondary level (grades 7-12) sport teams will be required to obtain a physical examination by a licensed medical doctor prior to participation.

In the event the administration becomes aware of a medical condition occurring after the physical examination, the district requires a new physical examination conducted by a physician in the subspecialty area and a medical clearance or release before the student will be allowed to physically participate in the sport. If the illness or condition warrants, more frequent monitoring may be required. (i.e. monthly, quarterly, etc.)

For the purpose of this policy, a "medical condition" is defined as any injury, illness or condition where continued stressful physical participation might adversely affect the student's health.

USE OF THE MEDIA CENTER

Our goal is to provide a welcoming atmosphere for student research, facilitate learning and personal growth and promote a love for reading.

The media center provides a wide selection of materials and equipment for student use – books, magazines, newspapers, computers and copying machine.

Hours: Monday – Thursday, 8:05 a.m. –3:45 p.m.; Friday, 8:05a.m. – 3:30 p.m.

The following rules shall be observed when visiting the media center:

1. No student has the right to interfere with the learning of another student or the purpose of an activity.
2. A student may have up to two (2) items checked out under his/her name at one time.
3. Students will check out books and other items at the circulation desk; regular books check out for a period of two (2) weeks and can be renewed for an additional two (2) weeks if necessary. Magazines can be checked out during the school day and are due at the end of 6th period. Reference items can be checked out overnight and can be renewed one (1) time.
4. A fine of five (5) cents per day must be paid for each book kept past the due date. Reference books and magazines are twenty-five (25) cents per day.
5. The person checking out material(s) is responsible for returning the item(s) or paying for replacement costs.
6. Printing more than five (5) pages will result in a charge of .05 cents per page. Printing assignments to be submitted for a grade will have no charge. Color printing will cost .50 cents per page.
7. No student may check out materials for another student.
8. Students entering the media center must have a pass designating his/her purpose, signed and dated by his/her teacher. No passes are required for the lunch hour.
9. Any student possessing media center materials without having checked them out will be denied the privilege of using the media center for the remainder of the semester.
10. Items can be returned in a book drop or taken to the circulation desk for check in.
11. Any fine(s) or overdue book(s) must be remedied before a student can check out anything else in his/her name.
12. Students must place unwanted items in their proper place on the shelf or bring them to the circulation desk for re-shelving.
13. Books must be returned and fines paid before a student leaves the school either by withdrawing or graduating.
14. All media center records are final.

GENERAL STATEMENT ON STUDENT BEHAVIOR AND RESPONSIBILITIES

The State and Local Boards of Education vest in this administration the power to establish student behavior rules and regulations necessary to create and preserve conditions essential to orderly operation of the school.

The Boards require that all school personnel share in the supervision of the students' development toward desired standards of conduct and support all personnel acting within the framework of established policy.

The Boards advocate that while education is a right of our youth, it is not an absolute right. It is qualified first by eligibility requirements and secondly by performance requirements. The school must be concerned with the individual and his/her welfare, but in working with the individual, must at all times be concerned with the welfare of all students. Too much time spent on a few, results in neglecting the majority. The following are responsibilities, which MPS students are expected to assume and follow at all times:

1. To obey all rules and regulations pertaining to students of MPS while on the school campus, while using district transportation and when representing MPS in a school-sponsored activity.
2. To apply themselves to the established course of study.
    a. be prompt and regular in attendance
    b. complete school assignments on time
    c. pay attention to teachers
    d. learn to criticize fairly and to accept criticism

3. To respect the authority of the administration, faculty and staff of MPS.
4. To respect school property. Remember: A modern, fully equipped school building designed for beauty and utility belongs to many generations and is not the sole property of any annual group of students. Thus, it is the privilege and obligation of any one-student body to appreciate fully, use carefully, preserve faithfully and pass to future generations, the building, its grounds and its equipment without blemish.
   NOTE: Anyone who damages or defaces any school property will be held liable and is expected to replace or pay for the property damaged in order that the citizenship record of the student will not be adversely affected.
5. To refrain from expressions of non-conformity through demonstrations, violence and other forms of incitement.

GENERAL STATEMENT ON RESPONSIBILITIES OF PARENTS

The ultimate responsibility of student behavior rests with the parents. The following are among their specific responsibilities:

1. Support the school in requiring each student to observe all school rules and regulations, as well as accepting responsibility for any willful misbehavior on the part of the student.
2. Send each student to school with proper cleanliness and neatness of dress.
3. Maintain an active interest in the student's daily work. Make it possible for him/her to complete assigned homework particularly by providing a quiet place with conditions conducive to study.
4. Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
5. Cooperate with the school in attending conferences set up for exchanging information and for planning of the student's continued progress.

It is the belief of the administration that the most effective discipline is self-discipline. Students in MPS are treated as young ladies and gentlemen, and are expected to prove to be such by their actions and by their response to the school society.
The office of the principal is charged with the responsibility of handling such discipline problems as may become serious enough to be referred to the office. However, every teacher is responsible for the discipline at all times in all parts of the building and on the grounds. Teachers have full authority and responsibility to correct student behavior whenever such correction is necessary.

In cases where a student has been unable to adjust to his/her school environment and where his/her behavior has become so objectionable that the problem cannot be resolved otherwise, he/she will be referred to the principal. Therefore, through conference, every effort will be made to assist the student in overcoming his/her difficulty.

Counselors and parents may be called in when it is felt that they can help the student become an acceptable member of the student body. If all these efforts fail to obtain the desired result, the principal will make a final disposition of the case in line with the best interests of the individual student and the school as a whole.

STUDENT CONDUCT AND DISCIPLINE

Policy # 5080

STANDARDS OF BEHAVIOR

Discipline Policy
It is the belief of Mustang Public Schools that the primary function of the schools is to educate the students. It is further believed that students have the right to learn free of unnecessary distractions and to attend a school in which an atmosphere conducive to learning exists.

Education includes establishing norms of acceptable behavior and assisting students in understanding and attaining those norms. From time to time, it may be necessary for the benefit of the students and of the school,

for the faculty and the administrators to enforce corrective actions for breaches in acceptable behavior. Each student will be treated in a fair and equitable manner, and the severity of the disciplinary action will be based on a careful assessment of the circumstances surrounding any infraction of the school regulations.

It is the policy of Mustang Public Schools that no student of the district shall participate in any form of hazing, harassment, intimidation and bullying. Threatening behavior by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. Furthermore, no student of the district shall participated in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. (Refer to District Policy # 5110)

The administrator has the discretion to choose any disciplinary action in regard to unacceptable student behavior. The following examples of behavior are not acceptable in society generally and in the school environment particularly:

1. Truancy
2. Developing non-factual accounts for absence or behavior
3. Cheating on school work
4. Gum chewing
5. Using profanity or expressing vulgarities
6. Disrespectful conduct/language toward another student, teacher, substitute teacher or staff member in or out of the classroom
7. Blatant disrespect toward faculty or staff
8. Public display of affection
9. Physical altercation/fighting while at school or at a school activity
10. Assault and battery
11. Insubordination or defiance
12. Dress code violation
13. Misuse of wireless communication device
14. Other disruptive or insubordinate behavior
15. Misuse of the internet and/or local area network computer
16. Vandalism/arson
17. Theft
18. Forgery, fraud or embezzlement of legal tender
19. Gambling
20. Gang-related behavior, including gestures, language or dress
21. Sexual, physical and verbal harassment, threats or threatening behavior, bullying, intimidation, hazing, racial slurs or stalking of students or employees
22. Possessing or distribution of pornography
23. Use or possession of tobacco products on campus or school activity
24. Possessing, selling, distributing or use of alcohol, illicit substances or paraphernalia including intoxicating and/or non-intoxicating substances
25. Possessing, selling, distributing and/or use of prescription, non-prescription drugs in violation of school policy
26. Possessing, selling, distributing and/or use of substances represented as intoxicating or non-intoxicating
27. Possession, threat or actual use of dangerous or offensive weapons including “fake” weapon
28. An act of violence
29. Acts of licentious behavior, sexual misconduct, lewdness or indecent exposure
30. Adjudication as a delinquent for an offense that is non-violent (Title 57-571 of the Oklahoma Statutes) committed on any school premise, while in transit under the authority of the school or while attending any function authorized or sponsored by the school
31. Adjudication for an offense that is a violent act off campus
32. Repeated minor offenses
33. Failure to produce MPS identification badges (grades 9-12). Badges must be visible at all times
34. Parking lot violations

35. Failure to comply with the teacher or school administrator when asked to empty pockets or provide your backpack will be grounds for disciplinary action

These examples are not intended to be exhaustive and the exclusion or omission of examples of unacceptable behavior is not an endorsement or acceptance of such behavior.

In considering the different forms of disciplinary action, the faculty and the administration of the school district will consider the following; however, the school is not limited to these various methods, nor does this list reflect any order of sequence of events to follow in disciplinary actions:

1. Conference with student
2. Conference with parent
3. In-school Intervention
4. Detention
5. Referral to counselor
6. Behavior contract
7. Temporary removal from class
8. Financial restitution for lost, stolen or damaged property
9. Restriction of privileges
10. Referral to police and/or citations issued
11. Short-term suspension
12. Long-term suspension
13. Other appropriate disciplinary action as required and as indicated by circumstances

ISI

In-school Intervention is an alternative to home suspension when deemed advisable by the principal. In-school Intervention is assigned during part of or all of a student's schedule, where the student spends time in a monitored, structured study environment. Students will have access to regular child nutrition programs during assigned restriction and access to equal education opportunities. .

Student Privileges While Under ISI

When a student's behavior justifies ISI, the student forfeits the privilege of participating in the social activities and will not be permitted to participate in or be in attendance at any extracurricular activities in which schools participate.

Procedures for Hazing/Harassment/Intimidation and Bullying:

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

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as e-mail address or Web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.

3. If during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent shall notify the local law enforcement and request that the alleged victim also contact the law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel.

(Refer to District Policy # 5110)

Personal Technology Device (PTD) Violations

- PTD's that are used inappropriately will be confiscated and the parent must pick up the device. Repeated problems may warrant disciplinary action. Misuse (filming fights, inappropriate pictures, etc.) of the electronic device will warrant disciplinary action.
- Telephones are available for student use in the office. Messages may be left for students at the office during the school day.

First offense: Any electronic device will be confiscated, and returned to student at end of the day
Repeated offenses: Any electronic device will be confiscated, parent will be notified and required to pick up the device from the front office.

The use of wireless telecommunication/electronic devices and any exceptions to disciplinary action will be at the administrator's discretion.

Mustang Public schools will not be responsible for any lost or stolen wireless or electronic telecommunication devices or any other personal devices or equipment.

Dress Code Standards

The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety and general good taste. It is the intent to permit students to dress according to current fashions, and at the same time restrict extremes and indecency in grooming which will distract from the main purpose of the educational program. The student dress code applies at school, on school property and at school-sponsored activities or authorized activities. Students who are dressed inappropriately will be asked to change and may be counted absent from any classes he/she misses.

The principal's discretion will judge questionable attire. Violations may result in disciplinary action.

General Guidelines:

1. Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drug or tobacco; or carry connotations of immorality, vulgarity, sexual innuendos, obscenity or nudity or promotion of violence and/or gang activity on any person or article of clothing, belt buckle, jewelry or school materials are not allowed.
2. Frayed or purposely torn clothing will not be considered appropriate school wear.

The following is a general guide regarding proper dress. Inappropriate attire includes, but is not limited to, the following:

Pants/Jeans/Shorts/Skirts

- No shredded or tattered clothing worn independently or with other clothing with holes above the knee that expose skin or undergarments
- No biker or spandex shorts, short mini-skirts, or boxer shorts. Sagging is not permitted.
- The bottom of the pants/jeans may not be worn longer than the sole of the heel of shoe.
- Pants/jeans must be worn high enough to cover undergarment when seated.
- Skirts, dresses and shorts length should be below fingertips with arms extended down; a slit in skirt must be below fingertips.

Shirts/Blouses/Tops

- No midriff should be showing.
- All tops should be long enough that when a student sits down the midriff does not show in back.
- No cleavage
- No tube tops, halter tops, tank tops, off the shoulder tops, spaghetti straps or backless tops, muscle shirts, mesh/fishnet or transparent shirts. Leggings must be covered by a dress, skirt or shirt that is below fingertips with arms extended down.
- Undergarments should be covered.

Hats/Caps/Beanies/Bandanas/Sunglasses

- All headgear (examples, but not limited to caps, hats, bandanas and sunglasses, etc.) may not be brought or worn in or around the school building or classrooms. Beanies (stocking caps) will be permitted outside during inclement weather. Exception will be for medical or religious reasons.

Jewelry or manner of dress that could harm or cause harm to others are prohibited.

- No spiked jewelry
- No chains or chains connected to wallet or keys
- No pacifiers

Shoes

- All students are required to wear shoes. Cleats, shoes with wheels, house shoes or any shoe that limits physical activity or safety are not permitted.

Gang or Satanic Cult Related

- Gang dress, such as bandanas, hats, headgear, gang-related jewelry, attire, symbols or paraphernalia identified by police and or school official as gang related; gang-related color or color combinations will not be allowed.
- These items will be identified and monitored by police and school officials. They are subject to change at the discretion of the administration as the need arises.

Undergarments

- Undergarments should be covered by outerwear.
- Clothing that is considered pajamas or bedtime wear is prohibited.

Hair color/ hairstyle

- Hair color/hairstyle that distracts from the main purpose of the educational program is prohibited, including makeup or face paint.

FOOD CONSUMPTION

Food must be consumed in designated areas. **No outside drinks of any kind are allowed**.

TOBACCO USE

In accordance with Oklahoma law and the wishes of parents, educators and students, tobacco in any form, tobacco products or simulated tobacco products of any kind will not be possessed or used by students while on school premises. Tobacco will not be possessed or used by students attending any school-sponsored event

First Offense: The parent is notified and the student is given In School isolation (ISI).
Second Offense: The parent is notified and the student will be suspended for three (3) days.
Third Offense: The parent is notified and the student will be suspended for five (5) days.
Fourth Offense: The parent is notified and the student may be suspended for a period in excess of five {5) days.

In accordance with School Laws of Oklahoma and the Mustang Public School District's desire to provide a healthy smoke-free environment for students, employees and patrons, commencing the 16th day of March 2004, all facilities within the District will be smoke-free twenty-four (24) hours per day on a year round basis. This prohibits smoking, the use of snuff, chewing tobacco, simulated tobacco products (e-cigarettes) or any other form of tobacco product by all persons. This policy extends to all activities, vehicles and property. There will be no designated smoking areas anywhere in the District. (Policy and Procedures, # 2060)

ILLICIT DRUG DEFINITION, AS USED IN THIS HANDBOOK, IS DEFINED AS FOLLOWS:

1. any controlled dangerous substance as defined in the Uniform Controlled Dangerous Substance Act
2. any intoxicating beverage as defined by Oklahoma law
3. any low-point beer as defined by Oklahoma law
4. any substance which is represented to be a prescription, non-prescription drug, "turkey" drug, or synthetic drug
5. any inhalant
6. any other chemical or natural substance which is capable of producing injury and is misused by a student

USE OR POSSESSION OF ILLICIT SUBSTANCES DURING THE SCHOOL DAY OR AT ANY SCHOOL SPONSORED ACTIVITY

Students using, in possession of, or after having used controlled illicit substances, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances, paraphernalia or exhibiting observable behaviors during school, while attending a school sanctioned activity, while on any school premises, or when being transported, will be suspended.

First Offense: The student will be suspended for ninety (90) school days. The suspension may be reduced to ten (10) days for the first offense if the student/parent/guardian agrees to complete a voluntary urinalysis and counseling. The counseling will consist of an eight (8) hour course in a school approved chemical dependency education program, or a comparable program approved by the administration, and one (1) additional hour to be spent with Mustang Public Schools' Student Assistance Counselor. Counseling fees will be the responsibility of the parent/guardian. At administrative request, the urinalysis will be required throughout the term of the suspension (a minimum of once per month). If a student has a second unacceptable specimen, refuses, or fails the urinalysis, the full term of the suspension will be reinstated without any right to appeal the full length of the suspension. If a second unacceptable specimen is reported, an additional test may be requested of the same sample at an additional expense. Any additional expenses will be the responsibility of the parent/guardian. By choosing the ten (10) day suspension option, any right to an appeal of the full length of the suspension is voluntarily waived.

Second Offense: Student will be suspended ninety (90) school days without a reinstatement option. The ten (10) day suspension option is not available for a second offense.

SALE OR DISTRIBUTION OF ILLICIT SUBSTANCES

Any student selling, sharing or distributing illicit substances, prescription and/or non-prescription drugs, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances during the school day, or a school activity, on school premises or while being transported by school personnel, will be suspended for ninety (90) school days. A forty-five (45) school days reinstatement option may be available in some circumstances. A second offense will result in a ninety (90) school day suspension with no reinstatement option. In addition, law enforcement authorities will be notified.

Teachers are required by state law to report any suspected drug or alcohol use to the principal. Violation of this policy will be reported to the law enforcement authorities. Any incident that occurs outside the school day or not at a school function will be reported to the police.

VANDALISM

Each student shall pay for all damages he/she may do to school property within one (1) week after demand, unless an arrangement for deferred payment has been made with the superintendent. Failure to make such payment shall be cause for suspension. The pupil responsible shall pay for books belonging to the school that

are lost, stolen or mutilated.

DANGEROUS WEAPONS

The use, display or possession of any kind of gun, **ammunition, fireworks**, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, or the possession of any dagger, pocket knife, bowie knife, dirk knife, switchblade knife, spring-type knife, butterfly knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles or any chemical or biological device intended by its nature to cause property damage, harm or endanger the life, health or safety of others. Examples include but are not limited to, mace, or pepper spray or other offensive weapon on the campus, parking lots, premises or property of the Mustang Public Schools or during school sponsored activities, functions or events may result in the immediate suspension of all students involved for the current school semester and possibly the succeeding semester.

The term "gun or device capable of discharging or throwing projectiles" shall include, but not be limited to:

a. rifles, pistols or shotguns of any caliber and/or
b. B-B guns, tasers or air pistols and/or
c. potato throwers, dart guns or blow guns and/or
d. any other device the purpose of which is to throw, discharge or fire objects, bullets or shells

For the purpose of this policy, any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a gun or device capable of discharging or throwing projectiles in violation of this policy may be suspended for the current school semester and possibly the succeeding semester.

USE OR POSSESSION OF DANGEROUS OR OFFENSIVE WEAPONS

Any pupil found to be in possession of or using dangerous or offensive weapons on the school grounds or at any school-sponsored activity will be suspended by the superintendent or administrator for a period not to exceed the current school semester and possible the succeeding semester (Refer to School Laws of Oklahoma, Article 24/ Section 488.2).

SUSPENSION OF STUDENTS

The term suspension or suspended as used in this policy and Oklahoma Law means that the student has been removed from attendance at any school. Alternative in-school placement, in-school restriction, detention, and similar disciplinary measures are not considered to be out-of-school suspensions and are not subject to an appeal process. Any student suspended out of school is prohibited by the terms of said suspension from being on the school grounds before, during, or after school hours and from participating in or attending any school sponsored activity unless otherwise directed by the administration. All suspensions must have the approval of the superintendent or his/her designee. The authority to suspend a student from a school in the district is delegated to the respective building administrator. The administrator shall exercise his/her discretion as to the length of time of the suspension. When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered if similar infractions have occurred in the past and other forms of discipline have not deterred such behavior.

1. Students may be suspended from school for engaging in any of the following while on school grounds, while on school vehicles and buses, or at school activities/events:
   - Violation of policy, rule, or regulation
   - Acts of immorality
   - Possession of an intoxicating beverage, low-point beer (37 O.S. 163.2)
   - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school
   - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substance Act)

- Possession of a firearm (may result in out-of-school suspension of not less than one year)
- Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teacher, or officials, or damages property
- Adjudication as a delinquent
- Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.

2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the district.
5. Students who are suspended out-of –school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the child's IEP.
6. Any student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

No school board member, administrator, or teacher may be held civilly liable for any action, taken in good faith, which is authorized by law under the provisions of this policy.

SHORT-TERM SUSPENSION

Short-term suspension is when a student is suspended from school for ten (10) days or less. Before a student is suspended out of school, the school administration shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension (such as placement in an alternative school setting, reassignment to another classroom, in-school intervention, etc.).

When a student is suspended, his/her parent(s) will be notified as soon as possible. If the student is suspended for five (5) days or less the district may provide an educational plan. If a student is suspended for more than five (5) days the district shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The parent(s) will bear the responsibility of monitoring the student's education progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

The first level of appeal for suspensions of ten (10) days or less will be to the building principal. A written request specifying the reason or reasons for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension. In order to appeal the building principal's decision, a written request specifying the reason or reasons for the appeal must be submitted to the appeal committee for short-term suspensions within three (3) days. The appeal committee will consist of one (1) central office administrator and two (2) building principals other than the suspending principal. Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension. The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

The decision of the appeal committee for short-term suspension will be final and may not be appealed to the hearing officer or the board of education/board hearing officer.

LONG-TERM SUSPENSION

A long-term suspension is when a student is suspended from school for more than ten (10) days. When a long-term suspension occurs, the student's parent(s) will be notified as soon as possible, except under circumstances that require the immediate removal of the student.

Before a long-term suspension is imposed, an initial suspension will occur while an investigation is conducted. A conference with a site administrator will be arranged to take place when the investigation is complete. The parent(s) will be given a copy of the results of the conference at that time and a copy of the results will be mailed to the parent(s) by certified mail. The parent(s) will be provided a copy of the education plan and will bear the responsibility of monitoring the student's education progress until the student is readmitted to school.

Schools are not responsible for the provision of educational services to those students who have been suspended for possession of a dangerous weapon or a controlled dangerous substance. (Reference Title 70, OK statutes, Section 24-101.3) A student, who is suspended from school for more than ten (10) days, may be eligible for an alternative placement to enroll in internet-based course work, but must abide by the contract guidelines given at time of enrollment. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

A student and/or his/her parent(s) may appeal the suspension.

The student and his/her parent(s) may request a review of the suspension with the building principal. This step may be skipped if the building principal was part of the first conference. A written request specifying the reason or reasons for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension. A conference will be scheduled with the building principal. If the building principal does not withdraw the suspension, the student has the right to appeal the decision.

In order to appeal the building principal's decision, a written request specifying the reason or reasons for the appeal must be submitted to the office of the district hearing officer within ten (10) days. Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing within ten (10) days from the date the notice of intent is filed. During the hearing with the district hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall have the right for representation. If legal counsel is to be present in the meeting, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation. The suspension appeals hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension-hearing officer may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

If the district hearing officer does not withdraw the suspension, the student and his/her parent(s) shall have the right to appeal the decision to the board of education/board hearing officer. The student or the student's parent(s) shall notify the superintendent in writing within ten (10) days following receipt of the decision of the district hearing officer.
Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education/ board hearing officer. The board of education/board hearing officer will conduct the hearing within ten (10) days from the date the notice of intent is filed with the superintendent. During the hearing of the appeal before the board of education/board hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall have the right for representation. If legal counsel is to be present in the meeting, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.

The board of education/board hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education/board hearing officer may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. Decisions of the suspension appeal may not be appealed. The decision of the board of education/ board hearing officer suspension hearing with the hearing officer shall be final.
NOTE: 70 O.S. § 24-101.3 (E) states that a student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless regard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no

public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

STUDENT DISCIPLINE FOR OUT-OF-SCHOOL ACTIONS

The Board of Education recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the Board. However, the Board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this Board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct, which in the opinion of the school administrators, has an adverse impact upon the school.

Such activity includes, but is not limited to, the following:

1. Damaging school property, e.g. a school bus;
2. Engaging in activity which causes physical or emotional harm to other students, teachers or other school personnel;
3. Engaging in activity which directly impedes discipline at school or the general welfare of school activities.

TRANSPORTATION - USE OF BUSES
POLICY 5155

The Mustang School District recognizes that in Oklahoma pupil transportation is a service provided by the school. The school district wishes to assure its patrons that transportation services are provided in a manner that accomplishes three (3) goals:

1. to ensure that all children of our school that are eligible to ride are transported in the safest manner possible
2. to ensure that the transportation services provided are cost effective
3. to ensure that all transportation services are rendered in an equitable manner

The school district will accomplish these goals through enforcement of its school transportation policies.

SCHOOL BUS ROUTE POLICIES

1 .The Mustang School District will provide transportation for an eligible special education student when transportation has been identified as "related services" necessary to enable the student to receive the education services outlined in his/her IEP (SDE Regulations).

2. The Mustang School District will provide transportation for all district students who reside within one and one-half (1 ½) miles or more from the school attended by a commonly traveled road.

3. Students residing less than one and one-half (1 1/2) miles from the school the student attends will be transported if the student has no direct path of public access to his/her assigned school without traveling parallel to a designated state highway, any road having more than two (2) travel lanes, a section line road or any street deemed to be unsafe due to traffic conditions, congestion or physical hazard.

The above mentioned transportation exceptions will not apply if the following exists:

- a thirty-six (36) inch wide sidewalk ten (10) feet from the road's edge is present
- a thirty-six (36) inch high chain link fence present if sidewalk does not meet minimum standards
- the presence of a crossing guard

4. No school bus shall be permitted to operate on any private driveway.

5. All school bus stops shall be selected with the safety of the children at the bus stop the first consideration. Whenever possible, a bus stop shall be located within one fourth (1/4) mile of the home of every child being transported.

6. No bus stop shall be established in which the student must cross a roadway having more than two (2) lanes.

7. No bus stop shall be permitted to operate on any privately constructed or maintained roadway without written waiver of liability executed by the controlling association or parties. It shall be the responsibility of the association or parties to obtain the liability waver from the Mustang School District to complete the form and return it as directed.

8. No bus stop shall be established in which a school bus must back up in order to complete a regular route.

9. No school bus will be utilized for any activity trip prohibited by Oklahoma State Department Regulations.

SPECIAL BUS RIDING PRIVILEGES

It is the policy of the MPS to transport students from a point no more than one-fourth (1/4) mile of their home residence and return them to the pick-up point in the most secure and safe manner. Students shall be picked up and returned to the same bus stop location each day. Students will be allowed to exit their regular bus at a different location if they have written authority from a parent or guardian and it must be signed by a building administrator.

Students are not permitted to change buses (routes) to go to another location except as following:

- Students will be permitted to change buses (routes) in the case of a family emergency. Notification must be made to the school prior to the scheduled boarding time.
- Bus transfers for the purpose of baby-sitting arrangements will be made on an individual basis, if the following conditions are present:
- "Special-Riding Privilege" form has been completed and returned to the building principal
- the bus transfer will not cause a passenger overload on the receiving bus
- no new stop will be established to accommodate the transfer
- the transfer must have the student exiting the bus at the same location each day
- Student must be already eligible to ride
- No students will be delivered to a job site.
- All students will exit the bus prior to the beginning of the next scheduled route.

PARENT COMPLAINT PROCEDURE

The MPS strive to provide the finest student transportation program possible. Our staff of drivers and support personnel has the safety of our children as the primary goal. When problems occur, they will be dealt with in a prompt and professional manner. The following guidelines have been established to insure that problems will be directed to the proper authorities:

- Adults are prohibited from boarding a bus during a route to discuss a problem directly with a driver.
- Complaints concerning bus drivers are to be directed to the Transportation Department at (405) 376-2630, or the Administration Office at (405) 376-2461.
- The school building administration handles student behavior problems.

PUPIL CONDUCT ON BUSES

Riding a school bus is a privilege. Student safety is our main priority and rules that are enforced at school also apply on the bus.

The following rules and regulations shall govern the conduct of school bus passengers:

- Students should be at their bus stop five (5) minutes prior to the time the bus is scheduled to arrive.
- Bus drivers will have the same authority over pupils while riding buses as the teachers have while the pupils are in school. The bus is an extension of the classroom.
- All students must be seated in their assigned seats
- The noise level on the bus must remain at a low quiet voice level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing or otherwise cause any disturbance that may distract the driver.
- School bus windows must remain closed unless the driver permits them to be opened. When windows are open, students are not allowed to throw objects from the windows or extend any part of the body through a window.
- The use of tobacco or electronic cigarettes or the consumption of food or beverage is not permitted on school buses.
- No glass containers are allowed on the bus.
- No balloons are allowed on the bus.
- Any passenger who defaces or vandalizes a school bus in any way shall have the bus riding privilege suspended. No suspended student shall be permitted to resume the bus privilege until all damages for which the student was responsible are paid.
- If a student is denied transportation for any reason, the parent(s) must be notified. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.
- Horseplay is not allowed in or around the bus.
- Students must keep all objects out of the aisle.
- Students should never tamper with the emergency door or windows of the bus.
- Be respectful and courteous to the bus driver at all times.

- Proper conduct at the bus stop is expected. Parents should be aware of the children's activities and behavior at the bus stop.
- No profanity will be allowed.
- Technology center transportation will be provided for students to and from the technology center. Students who do not desire to ride the bus may provide their own transportation by completing a Parental Permission form. The form may be picked up in the Front Office of the Mustang High School. Permission may be granted when the completed form is turned in to the assistant principal.

Bus riding is a privilege and may be taken away.

WRITTEN CONDUCT REPORT

A written report about a student's unsatisfactory conduct will be issued by the bus driver and delivered to the school principal. The principal will take the appropriate disciplinary action. This action may include short-term or permanent suspension from bus riding privileges and/or suspension from school. A copy of the written report will be sent home with the student. The parent is asked to sign the report, certifying that the parent has been made aware of the situation. The student must then present the signed copy to the bus driver to regain riding privilege within three (3) days.

Any meeting required with the parents relating to problems of bus conduct will be scheduled during normal school hours with the principal or assistant principal.

Field trips outside the State of Oklahoma are expressly prohibited unless prior board approval is obtained.

ACTIVITY/FIELD TRIPS
Policy # 3115 and Policy # 3130

Activity Trips

Activity trips will be made only with the prior approval of the building principal, administrative designee and the transportation director. Activity trips are trips related to travel in association with interscholastic contests or extracurricular activities where students perform or compete.

All school-sponsored activity trips must fall within the boundaries of the State of Oklahoma. Activity trips outside the State of Oklahoma are expressly prohibited unless board permission is obtained prior to the event.

Activities that maintain a regular schedule will provide a general permission slip to cover that schedule and must be signed and returned to the coach/sponsor of that activity prior to the student being transported or otherwise participating. All other activities not included in a regular schedule will require individual permission slips that must be signed and returned to the coach/sponsor of that activity prior to the student being transported or otherwise participating.

Field Trips

Field trips will be made only with the prior approval of the building principal, administrative designee and transportation director. Advance written consent of the student's parent or legal guardian is required for any off-campus field trip. The Mustang Board of Education defines educational field trips as visits to an industry, factory, shop or plant, courthouse, museum, theater, lecture or symposium, farm, ranch, creek, river, park, zoo, etc., by a group of students pursuing academic or vocational study in a stated subject for the purpose of enriching their appreciation of or acquiring additional knowledge in the subject. It does not refer to interscholastic contests or extracurricular activities where students perform or compete.

The Mustang Board of Education recognizes educational field trips as part of the curriculum. The following criteria should be considered in deciding whether or not a field trip would be a profitable experience for students:

- Would this field trip be a better experience for students than other activities which might be conducted within the school building?
- Would the students profit more from the field trip than they would from an available videotape, slides, filmstrip, model, experiment, resource person, etc.?

Any school-sponsored field trip exceeding 150 miles (one way) from MPS must have board approval. Any trip less than 150 miles (one way) must have approval of the aforementioned personnel. Distance, educational value and expense to the district will be taken into consideration before approval is given for any field trip.

Field trips outside the State of Oklahoma are expressly prohibited unless prior board approval is obtained.

PARKING and TRAFFIC

All students who drive an automobile or other vehicle on the school grounds must purchase a parking permit and display a current registration sticker. Parking permits are available through the Central Office of the high school. The main lot is the designated student parking area. Students who occasionally drive a vehicle other than the one normally driven to school are to notify the office, giving the description of the vehicle and tag number. Vehicles will be towed at the owner's expense if vehicles are parked in staff parking lot, handicapped parking, no parking areas or illegally parked.

Students who drive a vehicle to school which does not have a parking permit and who do not notify the office, shall lose the privilege of bringing a vehicle on the school grounds.

Continued parking violations by a student shall cost him/her the privilege of bringing a vehicle on the school grounds for the remainder of the school year. All student vehicles must be parked in the student parking lot. Students with motorcycles must park them in the designated and assigned areas of the student parking lot.

Students are not to be in the parking lot at any time after arriving at school unless they have an authorized pass from an instructor or the office.

REGULATIONS

1. Students who drive an automobile or other vehicle on the school grounds must purchase a parking permit and display a current registration sticker.
2. The main parking lot will be used until all spaces are filled and the baseball field lot will be used for overflow parking.
3. Students who drive a vehicle to school that does not have a parking permit and do not notify the office will lose the privilege of bringing a vehicle on school grounds, receive detention or the vehicle will be towed at the owner's expense.
4. A parking fee of $25.00 per year shall be charged to all students who desire to drive a motor vehicle to school and meet the requirements stated in this policy. Replacement stickers will cost $25.00.
   *No sticker will be replaced unless the old sticker (with the number) or proof of windshield replacement is brought to the office.

5. Placement of sticker and responsibilities.
   All motor vehicles must have a parking sticker permanently affixed to the front lower left window. The sticker must be placed on the inside of the window! (No exceptions!)
6. Persons counterfeiting, altering, defacing or transferring a parking sticker to another vehicle or person, or providing false information will be subject to disciplinary action and will face loss of parking privileges.
7. May a vehicle be towed or ticketed?
   - Vehicles shall be parked only in areas designated by the building principal for student parking. Motor vehicles that do not have a parking sticker or are improperly parked shall be towed away by a bonded commercial wrecker. It shall be the responsibility of the student and/or the vehicle owner to pay for any towing and storage charges.

MPS is not responsible for any damage, vandalism or theft of a vehicle.

CHILD NUTRITION

MUSTANG HIGH SCHOOL

CAFETERIA PROCEDURES

Household Application for Free/Reduced Meals

Participation in the school lunch program is very important and beneficial to our students. If you feel your family may qualify for free/reduced meals, beginning on August 1st and thereafter, you can apply for free and reduced meal benefits 24/7 by applying online at mustangps.schoollunchapp.com This will be the quickest way to ensure your application is processed before school starts. However, if you prefer, you can still pick up and complete a hard copy of the application and send it to school with your child to give to the cafeteria staff, or mail it to Mustang Public Schools, 906 S. Heights Drive, Mustang, OK 73064, Attention: Tammy Bales, Child Nutrition Director. Additional applications are available at the school office, the Child Nutrition Office or the Administration Building. Applications may be completed at any time throughout the year if you've had a change in income, household size, etc., that might qualify your family for free/reduced meals. **Requests for applications in different languages can be made at the Child Nutrition Office, call (405) 376-7317 or e-mail request to balest@mustangps.org.

A new application on the correct year's form must be filled out every year in order to qualify for the program. One application is all that is necessary per household. Please do not complete more than one application when applying. If you were on the program last year, you will be carried over on the same status temporarily, but you must reapply before 9/26/14 or on 10/1/14 you will be changed back to full-price status.

You will receive a letter of notification of the status of your application. Until you receive notification, money should be sent with student to cover the price of full-priced meals.

At MHS, all 7 serving lines offer reimbursable meals, meaning any student will be able to get a meal that qualifies on the lunch program, on any serving line. However, in order not to be charged any extra, the student MUST take no less than 3 of 5 components of the meal (and 1 of the 3 items MUST be either ½ cup serving of fruit or fruit juice or vegetable). For instance, if the meal is chicken tenders, mashed potatoes & gravy, carrots, peaches, hot roll, milk and or juice – the student must select no less than 3 items. One of the items selected must be either mashed potatoes & gravy, carrots, peaches or the 100% fruit juice in order to meet the "meal" requirements – otherwise the items taken will be charged out at ala carte pricing, which would be more expensive.

*Reimbursable meals not only benefit the students in that they meet all USDA requirements for healthy meals, but they also benefit the school district. The district is reimbursed a percentage of each complete meal, providing much needed money for student use.

Ala carte items are not available under the free/reduced program. Items such as bottled water, Switch drinks, chips, crackers, granola bars, ice cream bars, etc. are full priced items (please refer to the school web site under Lunch Menus, Meal Prices, Ala Carte items for pricing).

PAYING FOR LUNCHES

Mustang High School has a no charging policy. In extenuating circumstances, the Child Nutrition Department will allow two (2) charges of reimbursable meals to make sure anyone who needs food receives it. Ala carte items cannot be purchased until all charges are paid.

Student identification cards are issued to each student and scanned at mealtimes to charge the proper accounts, so it is necessary to have your I.D. cards with you in the cafeteria every day. The student picture and barcode must not be covered up or destroyed, or the student will be sent to the office to purchase a new card. The I.D. card numbers are used the entire time the student attends Mustang Public Schools. The I.D. numbers are also

the student's lunch account numbers. The student's account is like a bank account. If paying by cash or check, it is suggested that deposits be made in the mornings before school starts in sufficient amounts to pay for two (2) weeks of lunches. Students are not allowed to use other students' lunch accounts.

**Online payments can be made by going to the school website, www.mustangps.org, Child Nutrition section, manage your child's school lunch account and you will be directed to MySchoolbucks.com. Create a user account (will need student I.D.#). Payment (and purchase history) will typically show up in the student account by the next school day, but occasionally external factors may affect the process and could delay when the funds are received by the school. (Electronic check payments can take up to one week to show up in student's account.) There is a $1.95 convenience fee per each deposit transaction. You can set up a "low balance" alert to notify you when you need to make another payment. By signing up for MySchoolbucks you are able to view your child's purchase history at no charge, even if you decide not to use the online payment program.

Breakfast prices are $1.50. Reduced-price breakfasts are $.30. Adult and visiting student breakfasts are $1.75. Lunch prices are $2.75. Reduced-priced meals are $.40. Second trays are $3.10 for all MHS students, including students on the free/reduced meal program. Adult and visiting student lunches are $3.25.

A $25.00 fee will be charged for insufficient checks – No Exceptions. Further checks will not be accepted at any school until the insufficient check is cleared up. In order to ensure that funds sent in cover any insufficient checks, please send cash or a money order rather than make an online payment.

REFUNDS

Students in the MPS district with money left in their meal accounts at the end of the school year will automatically have that money rolled into their accounts for the following school year.

Refunds to lunch accounts can be made upon parental request. No cash refunds will be made at any school site. All refunds will be issued by check from the Child Nutrition Office following the monthly meeting of the Mustang Board of Education. Parents of students leaving the district must provide a forwarding address with the cafeteria cashier. If the refund envelope is returned to the district unopened, the money will be considered an outstanding warrant. After two years, the outstanding warrant is estopped (void) by law.

Note: Due to the cost of issuance, no refund will be issued if the total is less than $5.00 unless at parent's request.

Students with Food Allergies

Parents of students with food allergies should submit a current doctor's note to the cafeteria manager stating the food allergy, and recommended substitute for that food item. (forms on next pages). This information will be put into our computer system and will alert our staff as to the allergy. It is recommended that parents of students with severe food allergies contact the cafeteria manager and request a meeting to review foods served. In order to remove an allergy note from a child's account, the Child Nutrition Office must have a written note, dated and signed by a doctor or parent, stating the child no longer has that allergy.

MILK SUBSTITUTION REQUEST

Student's Name: _____ Age: _____ Grade: _____

The _____ Public School is participating in the milk substitution provision which states that a school may substitute for the fluid milk a nondairy beverage that is nutritionally equivalent to fluid milk and meets Nutritional Standards established by the United States Department of Agriculture (USDA). At a minimum, the Nutritional Standards shall include fortification of calcium, protein, vitamin A, and vitamin D to levels found in cow's milk for students who cannot consume fluid milk because of a medical or other special dietary need other than a disability.

The _____ Public School has notified the State Department of Education (the State Agency) that the school is implementing this variation. The substitution requires a written statement by a medical authority or by a student's parent or legal guardian that identifies the medical or other special dietary need which restricts the student's diet, except that the school shall not be required to provide beverages other than beverages the school has identified as acceptable substitutes.

Acceptable substitutes are as follows:

_____

_____

_____

_____

_____

Expenses incurred in providing substitutions that are in excess of expenses covered by reimbursements shall be paid by the school district.

*Must not revise or change a diet prescription or medical order.

_____ _____

Date Signature of Medical Authority or Parent/Guardian

MEDICAL STATEMENT
FOR
CHILDREN *WITH* DISABILITIES
Requesting Special Foods in Child Nutrition Programs

Part I (to be filled out by the School District or the Parent/Guardian)

Name of Student: _____ Age: _____

Name of Parent/Guardian: _____ Telephone Number: _____

School District: _____ School Attended by Student: _____

Part II (to be filled out by a Physician)

Diagnosis (include description of the patient's disability and the major life activity affected by the disability):

_____

_____

_____

List food(s) to be omitted from diet:

_____

_____

_____

List food(s) that may be substituted (diet plan) and any modifications of texture or consistency that are necessary:

_____

_____

_____

_____

_____ _____

Date Signature of Physician

Physician'sTelephone Number: _____

MEDICAL STATEMENT
FOR
CHILDREN *WITHOUT* DISABILITIES
Requesting Special Foods in Child Nutrition Programs

Part I (to be filled out by SFA or Parent/Guardian)

Name of Student: _____ Age: _____

Name of Parent/Guardian: _____ Telephone Number: _____

School District: _____ School Attended by Student: _____

Part II (to be filled out by a recognized Medical Authority)

Diagnosis (include description of the patient's medical or other special dietary needs that restrict the child's diet):

_____

_____

_____

List food(s) to be omitted from diet:

_____

_____

_____

List food(s) that may be substituted (diet plan):

_____

_____

_____

Additional information:

_____

_____

_____

_____ _____

Date Signature of Recognized Medical Authority

Telephone Number: _____

MUSTANG INTERMEDIATE SCHOOLS
HANDBOOK FOR STUDENTS

(Grades 5-6)

Mustang Public Schools
906 South Heights Drive
Mustang, Oklahoma 73064
Web Site – www.mustangps.org

1-877-SAFECALL
1-877-723-3225, ext 651
Free and Confidential – 24 hours, 7 days a week
Call if there is any activity that threatens your school.

ADMINISTRATION

Dr. Sean McDaniel, Superintendent of Schools
Charles Bradley, Deputy Superintendent of Schools
Dr. Angela Mills, Assistant Superintendent
Ryan McKinney, Director of Secondary Schools

BOARD OF EDUCATION

Chad Fulton	President
Jim Davis	Vice-President
Amanda Strassle	Board Clerk
Mike Kessler	Member
Jeff Landrith	Member

SCHOOLS

Canyon Ridge Intermediate Center
Kathy Blackwell, Principal
Ryan Waggoner, Assistant Principal
(405) 256-6955
3600 S. Sara Road
http://canyonridge.mustangps.org

Horizon Intermediate Center
Holly McKinney, Principal
Chris Tobler, Assistant Principal
(405) 256-6282
430 Forest
http://horizon.mustangps.org

SCHOOL TIMES

GRADES 5-6

First Bell	8:00 a.m.
Tardy Bell	8:10 a.m.
Dismissal	3:05 p.m.

BEFORE AND AFTER SCHOOL PROGRAMS

Licensed before and after school programs will be offered at each–intermediate site on student attendance days.

Please contact your child's school for more information.

Calendar

Mustang Public Schools

14-15 School Calendar

Empowering today to achieve a better tomorrow

July '14

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August '14

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September '14

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October '14

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November '14

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December '14

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 5	Intermediate School Schedule Pick-up
August 7	Middle School Schedule Pick-up
August 4-8	High School Schedule Pick-up
August 12	Elementary Open House
August 19	Intermediate School Open House
August 21	Middle School Open House
August 19	High School Open House
August 7 & 8	New Teachers
August 11-13	Professional Days
August 14	First Day of School
September 1	Labor Day
September 15	Professional Day
September 23&25	P/T Conf
September 26	No School
October 15	End of 1st 9 weeks
October 16 & 17	Fall Break
November 24-28	Thanksgiving
December 19	End of 1st Semester
Dec 22 - Jan 2	Winter Break
January 19th	MLK Day
February 16	Professional Day
March 10 & 12	P/T Conf
March 12	End of 3rd 9 weeks
March 13	No School
March 16-20	Spring Break
May 21	Last Day of School*
May 21	*Shortend Day With Early Dismissal
May 25	Memorial Day
# of Days	Instructional Period
43	1st Quarter
40	2nd Quarter
83	1st Semester
48	3rd Quarter
44	4th Quarter
92	2nd Semester

January '15

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February '15

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March '15

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April '15

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May '15

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June '15

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

FOREWORD

This handbook has been prepared to help you and your parents become better acquainted with your school. It is the desire of the administration and your teachers that you will use the handbook to become well informed about your school and to be challenged to make an honest effort to live up to the high ideals and standards of the Mustang Public Schools. This handbook will be used as a guideline for students and staff.

The Mustang School Board of Education recognizes that parts of this policy are taken directly from the Oklahoma State Board of Education Regulations (OSBER). The Board further recognizes that OSBER is subject to change. Therefore, this Board directs the Mustang Public School System annually to review this policy and make changes as necessitated by OSBER. These changes will not require Board approval. The Mustang Board of Education must approve all other changes.

MUSTANG PUBLIC SCHOOLS
VISION STATEMENT

VISION: We aspire to have:

Highly effective, compassionate teachers in every classroom delivering a world - class education to every student in a safe and mutually respectful environment to the extent that Mustang students achieve at their highest level and contribute to their world in a meaningful way, both now and in the future.

MISSION STATEMENT

MISSION: As we pursue our vision, we will:

Develop Mustang's community of collaborative learners as self - confident, creative problem solvers and skillful communicators, who are capable of accessing and processing information in a lifelong pursuit of excellence.

CORE VALUES

1) Attend to relationships
2) Laser focus on student success
3) Clear and timely communication
4) Collaborative culture

DISTRICT GOALS

1) **Focus on Student Success**
    - All students attending Mustang Public Schools will reach high standards by attaining proficiency or better in all core academic areas as measured by district provided or state assessments
    - Students will have meaningful opportunities to explore interests and develop talents
    - Mustang Public Schools will attain a 100% graduation rate
2) **Maintain standards of fiscal stability**
    - Balance the operating budget, annually
    - Adhere to all audit recommendations
3) **Provide a culture that values employees as professionals**
    - Recruit and retain highly effective employees
    - Provide opportunities for growth, professional development, and advancement
    - Deliver timely and meaningful feedback

WELCOME FROM THE PRINCIPALS

Welcome to Mustang Schools. We are looking forward to an exciting and successful school year. We have prepared this handbook so that we may bring about a better understanding between the school and parents/students. We ask for your support so that we may provide your child with a rewarding and enriching educational experience. **Please take time to read this handbook thoroughly.**

On behalf of the faculty and staff, we would like to extend an invitation for you to visit our school, attend your child's programs, and become an active member in the PTA/PTSO and volunteer programs. We are very happy to have you and your child with us in our schools.

Mustang Public Schools seek to create a school improvement plan that accurately targets school excellence and quality programs. Mustang Public Schools define quality as continuous improvement.

We will work to ensure these beliefs are lived each day in our schools. We hope you will visit us often and be an active member of our school community all year long.

If a child lives with encouragement,
He learns confidence.

If a child lives with praise,
He learns to appreciate.

If a child lives with fairness,
He learns justice.

If a child lives with approval,
He learns to like himself.

If a child lives with acceptance and friendship,
He learns to find love in the world.

MUSTANG INTERMEDIATE SCHOOLS CONCEPT STATEMENT

To provide…
meaningful support for students, parents, and staff which decreases anxiety and cultivates enriched, positive, developmentally appropriate learning environments

In a way that…

- **Fosters positive relationships**
- **Promotes positive, consistent, transparent, and on-going communication**
- **Creates a flexible working and learning environment through creative, risk-free collaborative climate**
- **Plans transitional activities for all stakeholders**
- **Increases community and parent involvement**
- **Challenges each student through rigorous curriculum**

So that…
students are recognized and affirmed as they demonstrate the ability to be confident, creative problem solvers equipped for college, careers, and citizenship

Parent Portal

Sign up for Parent Portal! It is a great way to stay informed about your student's grades, assignments and attendance. Our school goal is 100% participation in Parent Portal. Register online at www.mustangps.org, Parent Portal link or http://ps.mustangps.org. Stay informed! Sign up today!

The following information can be displayed in Parent Portal:

- Attendance
- Assignments and Current Grades
- Report Cards
- Course History – Mid High/High School only
- Transcripts – Mid High/High School only
- Student Personal Information – address, phone number, etc.
- Emergency Contacts
- Student Photo – if available
- School Announcements
- School Address
- School Phone Number
- Staff Contact Information

Parents can also complete a screen to receive an e-mail notification when there is a change in grades, attendance, etc. The information displayed is in "real time."

Parent Portal **does not** provide information on lunch accounts or transportation information.

To register for Parent Portal, custodial parents or legal guardians with proper legal documentation on file at the child's school can register at www.mustangps.org, Parent Portal link or http://ps.mustangps.org. Please allow 7-10 days for registration to be completed and verified.

Approved registrations can be picked up by the registered parent/guardian at the child's school. Proper picture identification is required to receive the login and password information. Each school will make a copy of the photo identification to keep on file.

Due to all records and grades being accessed through the Parent Portal, Progress Reports and Report Cards will not be printed and distributed unless parent/guardian requests a copy through the front office.

VOTING INFORMATION

All registered voters who live within the MPS attendance area are allowed to vote in bond elections and other school related issues. The privilege of voting is not dependent on residing within the twelve (12) square miles of the Mustang City limits, but on residing within the seventy (70) square miles comprising the District

STUDENTS

It is the responsibility of the students and guardians to read carefully all information and policies included in this handbook. The student will be held responsible for knowing and following all policies and procedures contained herein.

EXCEPTIONAL STUDENT CHILD FIND

The MPS District is conducting a search and find effort for students ages three (3) through twenty-one (21) who are suspected of having a disability and are not currently being served in a free and appropriate public school program or a private school program. Students who are highly mobile, homeless or are considered an unaccompanied youth are included in this effort.

Disabilities include autism, deaf-blindness, deafness/hearing impairment, developmental delays, intellectually disabled, multiple disabilities, orthopedic impairments, other health impairments, emotional disturbance, specific learning disability, speech/language impairment, traumatic brain injury and visual impairment.
If you are aware of any student who resides in the Mustang Public School District and is in need of specialized school services, please contact Karen Wilson, Director of Special Education, at (405) 376-7335.

PARENTS RIGHT TO KNOW

The *No Child Left Behind Act* gives you the right as a parent to request information regarding the professional qualifications of your child's teacher(s) including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction,
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived,
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree, and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, *No Child Left Behind* requires the school to provide you information on the level of achievement of your child on the State academic assessments. This is something you have been given in previous years.

The law calls for you to be given timely notice that your child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. This legislation recognizes the importance of the school and family working together.

NO CHILD LEFT BEHIND (NCLB) ACT OF 2001
Title III, Part A: Language Instruction for Limited English Proficient (LEP) and Immigrant Students

The term "Limited English Proficient" means an individual

- who is aged 3 through 21
- who is enrolled or preparing to enroll in an elementary or secondary school
- who is not born in the United States or whose native language is a language other than English
- who is a Native American, Alaska Native or a native resident of the outlying areas; and
- who comes from an environment where a language other than English has had a significant impact on the individual's level of English language proficiency; or
- who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- whose difficulties in speaking, reading, writing, or understanding the English may be sufficient to deny the individual
  - the ability to meet the State's proficient level of achievement on State assessments
  - the ability to successfully achieve in classrooms where the language of instruction is English or
  - the opportunity to participate fully in society.

The term "immigrant" means individuals who—

- are aged 3 through 21

- were not born in any State; and
- have not been attending one or more schools in any one or more States for more than three full academic years.

Mustang Public Schools will provide the following assurances for language instruction of all Limited English Proficient (LEP) and immigrant students enrolled in the district following the guidelines of the No Child Left Behind (NCLB) Act of 2001, Title III, Part A.

- Compliance with parental notification as outlined in section 3302 of NCLB
- Annual assessment of English proficiency of all LEP students in listening, speaking, reading, writing and comprehension using the State and Federal mandated tests
- Use of scientifically based research for language instruction programs for LEP students
- Evidence that LEP programs will enable students to speak, read, write and comprehend the English language and meet challenging district and state academic achievement standards
- No violation of any state law, including state constitutional law, regarding the education of LEP students
- Consultation with teachers, school administrators and parents in developing appropriate plans of study for the LEP student
- Certification that all teachers in any language instruction educational program that is funded under Title III are fluent in English with written and oral communication skills.

* LEP (Limited English Proficient) and ELL (English Language Learners) are interchangeable terms.

HOME LANGUAGE SURVEY

The parent/guardian(s) of any student enrolling must complete the Home Language Survey. Copies of this signed form will be included in cumulative folder and other district files.

New forms must be signed yearly.

In compliance with state and federal laws, if your child meets the state of Oklahoma's definition for "bilingual", your child will be given a language assessment placement test within 30 calendar days at the start of the school year and within two weeks thereafter. If your child qualifies for *ELL (English Language Learners) services, he/she will also participate in the post-testing procedures in the spring. Results of these tests will be provided for the parent's review and will be maintained in the student's cumulative folder and in other district files.

* LEP (Limited English Proficient) and ELL (English Language Learners) are interchangeable terms.

EQUAL OPPORTUNITIES

It is the policy of the Mustang Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to the Compliance Coordinator for Mustang Public Schools.

GENERAL INFORMATION

NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) Policy # 2045

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Mustang Public Schools receives a written request for access.

   Parents or eligible students should submit a written request that identifies the records they wish to inspect to the school principal or other appropriate school official. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the Mustang Public Schools to amend a record should write the school principal, or appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The Mustang School District proposes to designate the following personally identifiable information contained in a student's record as "directory information," and it will disclose that information without prior written consent:

   1. Student name
   2. Participation of officially recognized activities and sports
   3. Weights and height of members of athletic teams
   4. Dates of attendance
   5. Degrees and awards received
   6. The most recent school attended by the student
   7. Current grade level

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

   The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Family Policy Compliance Office
   U.S. Department of Education
   400 Maryland Avenue, SW
   Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a) (10)

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) Policy # 2047

PPRA affords parents and students who are eighteen (18) or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent before students are required to submit to a survey* that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
    1. political affiliations or beliefs of the student or student's parent
    2. mental or psychological problems of the student or student's family
    3. sex behavior or attitudes
    4. illegal, anti-social, self-incriminating or demeaning behavior
    5. critical appraisals of others with whom respondents have close family relationships
    6. legally recognized privileged relationships, such as with lawyers, doctors or ministers
    7. religious practices, affiliations or beliefs of the student or parents
    8. income, other than as required by law to determine program eligibility
- *Receive notice and an opportunity to opt a student out of*
    1. any other protected information survey, regardless of funding
    2. any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings or any physical exam or screening permitted or required under State law and
    3. activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- *Inspect,* upon request and before administration or use of
    1. protected information surveys of students
    2. instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposed and
    3. instructional material used as part of the educational curriculum

Mustang Public Schools will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. Mustang Public Schools will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Mustang Public Schools will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- collection, disclosure or use of personal information for marketing, sales or other distribution
- administration of any protected information survey not funded in whole or in part by the U.S. Department of Education
- any non-emergency, invasive physical examination or screening as described above

Parents/eligible students 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. 20202-4605

ASBESTOS HAZARD EMERGENCY RESPONSE ACT
Policy # 4010

The Asbestos Hazard Emergency Response Act of 1986 requires that all building in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at your child's school and at the main office if you wish to see it.

Mustang Public Schools will annually notify all parents, teachers and other employees of the availability of the management plan by inclusion of this information in the Board Policy and Procedures Handbook. Additionally, information regarding any asbestos-related activities, planned or in progress, will be disseminated by notes sent home with students and given directly to employees concerning the specific activity.

The Mustang Board of Education realizes that hazardous materials are used in the day-to-day operation of the school facilities and in the support of educational requirements. The term "hazardous materials" includes any substance or mixture of substances that pose a fire, explosive, reactive or health hazard. The following policies/procedures will govern the storage, handling, transportation and disposal of hazardous materials used for school facilities and operations:

- Storage of hazardous materials will comply with all local ordinances, state and federal law.
- The superintendent or designee will maintain a master chemical information list (CIL), which shall contain the common and trade names of all hazardous substances used or stored with the district.
- Each building/department will maintain a CIL of hazardous materials used or stored at site.
- MOP/HAZMAT in service programs will be conducted annually for all appropriate support personnel.
- Material Safety Data Sheets (MSDS) will be maintained for all hazardous chemicals to which employees of the district may be exposed. MSDS's will be available to all employees in their work areas.

ADVERTISING AND COMMERCIAL ANNOUNCEMENTS

Advertising and commercial announcements will be made in the schools only upon the approval of the superintendent of schools. Advertisements may not be posted on the school premises.

PARENTAL AND STUDENT INVOLVEMENT

Involvement Encouraged

At both the site and district levels active parental and student involvement in decision-making is vital to the successful operation of Mustang Public Schools. Parents and students of appropriate age are:

- encouraged to participate in all levels of committee work
- free to express, without fear, their own opinions concerning the issues before the respective committee. Although employees of Mustang public schools can serve on all committees as employees or parents, first consideration for parental representation concerning committee membership should be given to parents who are not employed with Mustang Public Schools.

PRIVATE LESSONS

Students will not be allowed to take private lessons during school hours.

PERSONAL ITEMS

Students are not to bring any toys, including toys that look like “fake” weapons, electronic games,–laser pointers, cameras, etc., to school without permission from the teachers or administrator. THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN PERSONAL ITEMS.

PLAYGROUND RULES

Students will follow all playground rules and procedures established by the individual teacher(s) and/or principal at each school site**.** Children should be dressed appropriately for outdoor activities. Outdoor activities such as recess will take place unless inclement weather, wind chill of 32 degrees or less, or heat index of 100 degrees or more. All students will be expected to be outside for physical activity all other days. In order to ensure the safety of all students, visitors will not be allowed on the playground during scheduled recess times.

WALKERS

If your child walks to and from school, discuss safe and appropriate routes and encourage him/her to respect other people's property.

PETITIONS AND SURVEYS

Neither petitions nor surveys for any cause may be circulated in the school without the permission of the principal.

USE OF TELEPHONES

Use of student's personal cellphone is limited calling or texting from the front office and/or under teacher supervision. A student may use the telephone only with the permission of the student's teacher or permission of office personnel. Students are not to receive telephone calls or texts while in class unless it is an emergency. Students must ask permission to use the school phone or their personal cell phone and should primarily use in case of emergency.

VISITORS

Parents are encouraged to visit the school. **All guests are required to check in at the school office first and receive a visitor's pass.** If a guest wishes to visit a classroom, the administrator must give permission. Advance notice of one school day is preferred. **In order to ensure the safety of all students, visitors will not be allowed on the playground during scheduled recess times**.

FUND RAISING CAMPAIGNS

Any methods for raising money must be approved by the Principal and the central administration office prior to the beginning of the activity.

STUDENT INSURANCE

The only students who are insured are those students whose parents have obtained a Student Accident Insurance Policy made available at the beginning of each school term. This is only a limited accident policy; it does not cover illness. If additional insurance coverage is desired, parents should purchase trip insurance from a private carrier.

EMERGENCY SIGNALS

Due to the differences in intercom systems throughout the district, each site administrator will be responsible for educating students, parents and staff of emergency signals for the school. Students should remember to conduct themselves in the proper manner when a drill is being conducted.

CLOSING OF SCHOOL

In the event school is dismissed due to bad weather, the announcement will be made on local news stations prior to 6:00a.m. MPS will also post the information on the district web site at www.mustangps.org.

RENAISSANCE

We are excited about this program with a commitment to Excellence in Education. The purpose of the Renaissance program is to recognize students who are achieving academic excellence with tangible incentives, rewards and recognition. Renaissance takes the incentive program from business and ties it to education. It is an attempt to motivate all students to strive for excellence with a new commitment to their academic endeavors. Renaissance is more than a program; it is an attitude that everyone can achieve excellence. Students who maintain a grade point average of 3.0 or above each nine weeks will be eligible to participate in the program, thus receiving the incentives

and rewards that accompany it.

HAZING, HARASSMENT, INTIMIDATION AND BULLYING
Policy # 5110

It is the policy of this school district that no student or employee of the district shall participate in any form of hazing, harassment, intimidation or bullying. Furthermore, no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity.

"Hazing" is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult or humiliating tasks.

"Harassment, intimidation and bullying" means any gesture, written or verbal expression, physical act or **electronic communication** which is defined as the communication of any written, verbal or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone, other wireless telecommunication devices or a computer. In addition, **"threatening behavior"** is defined as any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicated potential for future harm to students, school personnel or school property. **"At school"** means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities or at school-sanctioned events.

The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to district policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

Procedures:

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

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as e-mail address or Web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent shall notify the local law enforcement and request that the alleged victim also contact the law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel.

COMPLAINT POLICY

Policy # 1095

The Mustang Board of Education believes that it is important to implement a policy that promotes a fair, conscientious and equitable investigation and/or resolution of complaints involving or affecting district personnel. This policy is intended to establish a procedure whereby complaints against employees of the district can be fully and effectively resolved at the proper administrative level.

PROCEDURES FOR RESOLVING COMPLAINTS REGARDING DISTRICT PERSONNEL
Policy # 1095.1

Step One
All complaints pertaining to an employee shall be initiated with the principal or other administrator who supervises such employee. The principal or administrator shall discuss the nature of the complaint with the person initiating the complaint. After becoming sufficiently informed as to the subject matter, the principal or administrator shall timely set up an informal meeting between the person initiating the complaint and the employee(s) who is (are) the subject of the complaint. It shall be the purpose of the meeting to attempt to resolve the complaint to the satisfaction of all parties. Such meetings shall occur during the regular school day and on school premises. At such meeting, the records kept will be a memorandum confirming that an informal meeting occurred, the date of the meeting, the subject of the complaint, persons present and whether or not the complaint was resolved.

If resolved, the complaint shall proceed no further:

Step Two
If not resolved, the complaining party shall be given a *Formal Complaint Form* by the principal or supervising administrator on which to formally submit the complaint.

The person initiating the complaint shall sign and complete such form and return the form to the principal or other administrator that supervises the employee. The building principal or supervising administrator will investigate the complaint and within five (5) school days shall provide both parties his/her written response to the complaint stating the decision reached, and the reason(s).

In the event the person who initiated the formal complaint is not satisfied with the decision of the building principal or supervising administrator, the complaint may be appealed to the superintendent level by written request delivered to the building principal or supervising administrator within five (5) working days.

Upon receipt of a written request for an appeal, the building principal or supervising administrator shall on the same or subsequent working day, deliver to the Central Administration offices the written appeal, the *Formal Complaint Form* and copies of all other documents and decisions related to the complaint.

Step Three
Within ten (10) working days of receipt of the written request for a Step 2 Appeal, the superintendent, or an assistant superintendent designated by the superintendent, shall meet with the complainant and the building principal or supervising administrator to ascertain the relevant facts, review the documentation from all levels and render a decision stating the reasons therefore and the procedures to be used to appeal the decision to the board. If the complainant is not satisfied with the decision rendered, he/she within three (3) days after receipt of the decision may appeal the issue to the Mustang Board of Education by delivering a written request to the Clerk of the Board. No issue may be appealed to the Board, which was not clearly stated within the *Formal Complaint* initially filed.

The Board may consider the matter at the next regular board meeting if the appeal is received in sufficient time or may defer the matter to any subsequent meeting it deems appropriate, or decline to review the matter making the decision of the superintendent final. If the Board determines to review the matter, there shall be no public discussion or debate. The Board shall render their decision in open session.

Policy #2130

The Mustang Public Schools ("District") provides access to the District's Internet Systems for its employees and students, collectively referred to as "users" for educational and business purposes, in conformance with applicable law. This Internet Acceptable Use and Safety Policy ("policy") governs all electronic activity of users using and accessing the District's Internet systems, including District e-mail and District-provided access to the Internet, and applies to the use of the District Internet Systems both on and off District property.

"The District's Internet Systems" means District-provided devices, Internet connections (including wireless connections) provided by the District, District-provided e-mail accounts, intranet and any remote connection to District systems. A user is deemed to access and use the District's Internet Systems through any electronic activity conducted on the District's Internet Systems using any device (whether or not such device is a District-provided device) regardless of the user's physical location.

"District-provided devices" means any electronic device provided by the District, including, but not limited to, desktop computers, laptops, and hand-held devices, such as personal digital assistants (PDAs), smartphones, iPads, tablets and e-readers.

Employee and Student use of the District's Internet Systems is governed by this policy, District regulations, policies and guidelines..

By using the District's Internet Systems, a user agrees to follow this policy and all applicable District regulations, policies and guidelines. All users must report any misuse of the network or Internet or receipt of any communication that violates this policy to a teacher, supervisor or other appropriate District personnel.

Principles of Acceptable and Safe Internet Use

General

Internet access and e-mail provided by the District are intended for educational use, instruction, research and the facilitation of communication, collaboration, and other District related purposes. Users are subject to the same standards expected in a classroom and/or professional workplace.

Monitoring and Privacy

Users have no right to privacy while using the District's Internet Systems. The District monitors users' online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on District-provided devices, such as files, e-mails, cookies, and Internet history.

The District reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The District will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the District's Internet Systems.

Prohibited Uses of the District's Internet Systems

Users may not engage in any of the activities prohibited by this policy when using or accessing the District's Internet Systems.

If a user is uncertain whether behavior is prohibited, he or she should contact a teacher, supervisor or other appropriate District personnel. The District reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) expend District resources on content the District determines lacks legitimate educational or District content or purpose, or (3) the District determines are inappropriate.

Below is a non-exhaustive list of examples of prohibited behavior:

1. Causing harm to others, damage to their property or District property, such as:

- Using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in e-mail messages, material posted on District web pages, or professional social media sites;
- Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene, advocate illegal or dangerous acts, or advocate violence or discrimination. If users inadvertently

access such information, they should immediately disclose the inadvertent access in a manner specified by their school or central division office;

- Accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others;
- Sending, posting, or otherwise distributing chain letters or engaging in spamming;
- Damaging computer equipment, files, data or the District's Internet System in any way, including spreading computer viruses, vandalizing data, software or equipment, damaging or disabling others' electronic property, or engaging in conduct that could interfere or cause a danger of disruption to the District's educational or business environment;
- Using the District's Internet System in a manner that interferes with the education of the user or others or the job duties of the user or others;
- Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws. Any music, photographs and/or video should only be downloaded for District, and not personal purposes. If a work specifies how that work may be used, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner; or
- Engaging in plagiarism. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

2. Gaining or attempting to gain unauthorized access to the District's Internet Systems, or to any third party's computer system, such as:

- Malicious tampering, phishing or hacking activities;
- Intentionally seeking information about passwords belonging to other users;
- Disclosing a user's password to the District's Internet Systems to other individuals. However, students may share their District password with their parents.
- Modifying passwords belonging to other users;
- Attempting to log in through another person's account;
- Attempting to gain access to material that is blocked or filtered by the District;
- Accessing, copying, or modifying another user's files without authorization;
- Disguising a user's identity;
- Using the password or identifier of an account that does not belong to the user; or
- Engaging in uses that jeopardize access into others' accounts or other computer networks.

3. Using the District's Internet Systems for commercial purposes, such as:

- Using the District's Internet Systems for personal financial gain;
- Conducting for-profit business activities, personal advertising, or other non-District business communications;
- Engaging in fundraising (except as set forth in the Chancellor's Regulation A-610); or
- Using the District's Internet Systems on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee.

4. Engaging in criminal or other unlawful activities.

Filtering

In accordance to Children's Internet Protection Act ("CIPA"), the District blocks or filters content over the Internet that the District considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The District may also block or filter other content deemed to be inappropriate, lacking educational or work-related content or that pose a threat to the network. The District may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or business purposes.

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities.

See additional http://www.fcc.gov/guides/childrens-internet-protection-act

Protection of Personally Identifiable & Confidential Information

The Family Educational Rights and Privacy Act ("FERPA") prohibits District school officials from disclosing personally identifiable information ("PII") from education records of District students and families to third parties without parental consent. However, several exceptions to this general rule may apply.

All users of the District's Internet Systems must comply with FERPA. If you are unsure about whether the activity will comply with FERPA, please contact the District's Technology and/or Special Services Department.

Users should ensure that e-mails that include or attach confidential information are only sent to the intended recipients.

Student Internet Safety

1. District Responsibilities:

- The District will provide curriculum about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
- The District will work to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- As appropriate, the District will provide students, staff and parents with guidelines and instructions for student safety while using the Internet.

2. Students Using the District's Internet Systems

- Students must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails or other direct electronic communications, or any other forum over the Internet. For example, students must not reveal their home address, or telephone or cell phone number. Students must not display photographs of themselves, or the images of others.
- Students should not meet in person anyone they have met only on the Internet.
- Students must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.
- Students should not allow District computers to save their passwords.

3. Teachers using the District Internet Systems, including Social Media for class activities

- Teachers should educate students about appropriate and safe online behavior, including interacting with individuals on social networking websites and in chat rooms and cyber bullying awareness and response.
- Social Media

- o “Social media” means any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+, Flickr, Snapchat, Instagram, etc.
- o Schools use a variety of online web-based interactive communication technologies to enhance students’ education and learning. Social media sites must be used only for educational and school related purposes, in connection with lessons and assignments and to facilitate communication with teachers and other students.

4. Parents:

- Although students generally will be supervised when using the District’s Internet System on school property, it is not practical for the District to monitor and enforce a wide range of social values in student use of the Internet. Parents are primarily responsible for transmitting their particular set of family values to their children, and discussing with their children what material is and is not acceptable for their children to access through the District’s Internet Systems.

Violations of this Policy

The District, including central offices and schools, reserves the right to terminate any user’s access to District Internet Systems - including access to District e-mail - at any time.

If a student violates this policy, appropriate disciplinary action will be taken consistent with the Discipline Code and applicable District Policies. If a student’s access to the District’s Internet System is revoked, the student may not be penalized academically, and the District will ensure that the student continues to have a meaningful opportunity to participate in the educational program.

Employee violations of this policy will be handled with appropriate discipline.

All users must promptly disclose to their teacher, supervisor, principal or manager any information they receive that is inappropriate or makes them feel uncomfortable.

Limitation of Liability

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District’s network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Copies of this Policy and Inquiries

The District reserves the right to amend and/or revise this policy at any time as the need arises. This policy is available upon request.

PERSONAL TECHNOLOGY DEVICE (PTD) USE POLICY

Policy # 2140

Personal Device Use

The district may provide the opportunity for students to access the District network for Internet access. This access is not required but rather may be provided to augment the teaching and learning experience. Use of personal devices in a school setting is at the sole discretion of the instructor and/or designated administrator. Acceptable device types include but are not limited to the following:

Laptop Computer
Tablet (iPad, Kindle, etc.)
Cellular Phone
Smart Phone

Devices whose primary purpose is gaming are specifically prohibited.

Purpose: Communication and Instruction

The purpose of Personal Technology Device use is to provide an additional conduit in the pursuit of teaching and learning. It is not required as a component of curriculum but may exist as an instructional option.

Its integration into curriculum is the discretion of the instructor with approval of the designated administrator. The instructor will determine the specific instructional objective addressed and the manner in which the device will be used. Such use must not constitute a distraction or inhibit the instructional environment. The instructor and, or, administrator may terminate the student's access at their discretion.

PTD use in one classroom does not constitute approval for use elsewhere in the District.

PTD is not provided for parents or patrons in accordance with Federal ERATE regulation.

Personal Use

Use of personal devices at school is for instructional purposes. All other types of access are prohibited.

Acceptable Use/ CIPA Compliance.

The District's Internet and Other Computer Networks Acceptable Use, Internet Safety and CIPA Policies apply to the use of PTD while on campus. This includes CIPA compliant internet filtering. Students using PTD are prohibited from accessing inappropriate material on personal devices while on campus.

Students are prohibited from recording sounds or images in the classroom without the express consent of the instructor.

Liability

The District assumes no liability for any personally owned device used to access the District's Network. The District reserves the right to deny network access to any user or any specific device.

RESIDENCY POLICY
Policy # 5015

Legal Residency

The Mustang Public Schools will enroll students who are deemed legal residents of the district. In order to establish the legal residency of a child for school attendance, the student must be residing in the district with **his/her parent(s), court appointed legal guardian or person having legal custody**. The Mustang Public Schools will not accept affidavit forms or notarized affidavits obtained from the custodial parent giving care and custody to another individual. The student must be living with the parent(s), court appointed legal guardian or person having legal custody full time, as a permanent resident or with a legal guardian who can provide verifiable documentation that they are contributing

to a “substantial degree” to the support of the child.
If a divorce has been granted, the decree will state which parent has legal custody. If the decree awards joint custody, and each parent contributes in “substantial degree” to the child’s support while they have custody, then the residence in which the child resides on a regular basis determines the legal residency of the child for school attendance.

In order to determine legal guardianship or legal custody, the parent or guardian will be asked to provide a copy of the divorce decree indicating which parent has custody, a copy of the court order granting legal guardianship or a legal power of attorney. When the issue of whether a parent, legal guardian or custodial parent is contributing to a “substantial degree” to the support of the child, health insurance coverage forms and IRS end-of-year tax statements from the previous calendar year may be requested.

Students without visible means of support, who reside within the MPS District, will be granted enrollment privileges as a Homeless Student.

Homeless students are defined in accordance with the McKinney-Vento Homeless Education Assistance Improvement Act of 2001.

Individuals who lack a fixed, regular and adequate night time residence. These include:

- children and youths who are sharing the housing of another person due to the loss of housing, economic hardship or a similar reason
- children living in motels, hotels and trailer parks or camping grounds due to the lack of alternative adequate accommodations
- children living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement
- children and youths who have primary night time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- children and youths who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations or similar settings
- migratory children

Any student meeting these criteria should be referred to the MPS Homeless Liaison at (405) 376-7335 to assist in completing immediate enrollment per the procedures in place with MPS.

In cases of dispute of enrollment as a homeless student or the assigned attendance school, the parent shall be afforded due process per the MPS District McKinney-Vento Homeless Education Complaint Guidelines. (AR5015.3)

Custodial and Non-Custodial Parental Rights
It is the policy of the Mustang Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the non-custodial parent, appropriate written instruction should also be filed with the school.

All staff is instructed to refer any questions to the appropriate building principal or the deputy superintendent.
Absent a court decree to the contrary, both natural parents have the right to view the student’s school records, to receive school progress reports, to visit the child briefly at school and to participate in parent/teacher conferences (not necessarily together in the same conference).

Residency Due Process
In cases of dispute of residency, the student/parent/legal guardian shall be afforded due process by the Mustang Board of Education. A student who has been denied enrollment by the Mustang Public Schools has the right to submit his/her written appeal to the Residency Dispute Officer of Mustang Public Schools within three (3) days of residency dispute.

Parent/Legal guardian must provide, with the request for review, additional pertinent information pertaining to the residency dispute.

The residency officer will render a decision and notify parent/legal guardian within three (3) days of the receipt of the request for review.
In the event that the parent/legal guardian disagrees with the decision, they must notify the residency officer in writing within three (3) days of the receipt of the decision. The residency officer will submit findings and documentation to the Mustang Board of Education.

The Board will review the dispute and render a decision at the next regularly scheduled board meeting. The Board's decision shall be final.

New Student Enrollment – Proof of Residence
Students enrolling in Mustang Public Schools shall be required to provide two **(2) verifiable proofs of residency**. The parent/legal guardian shall be asked to provide current utility billings and/or lease agreement, contract on a home, warranty deed statement, ad valorem tax statement or mortgage statement. The school shall accept a current gas, electric or water and sewer billing. Telephone billing, television cable billing, personal checks or driver's license will not be accepted. If utility billings are not available, the school shall accept a statement from the utility company that the services have been established. The letter must be on letterhead and signed by an appropriate official.

Residence Affidavit
Parent(s)/Legal guardian(s)/Students who cannot provide the necessary information to verify their address because they are residing with a friend or relative on a temporary or permanent basis shall be required to complete a "Residence Affidavit Form. At the beginning of each school year a form shall be available and requires both the homeowner/resident and the parent/legal guardian of the student to be present, and each must provide a valid driver's license or state issued I.D. card. The homeowner/resident shall provide the two (2) proofs of residence as required for all new students. Name on the affidavit must match the name on the proofs of residence.

The child shall not be enrolled until all necessary documentation has been provided and verified. If the homeowner/ resident/parent/legal guardian/student moves, the enrollment of the student is null and void and the student will be immediately withdrawn.

The MPS Administration reserves the right to make a home inspection. MPS may bill the legal MPS resident for the cost of educational services if falsification of the affidavit occurs. Oklahoma State Law specifies that any person who willfully makes a false statement in a "Residence Affidavit" form shall, upon conviction, be guilty of a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year, or a fine of not more than five hundred dollars ($500.00), or both. The parent must agree to notify MPS immediately upon any change in residence.

New Residence
The intent to build a home within the Mustang Public School District does not constitute legal residency. If a home is in the process of construction, and a copy of a construction contract with local address can be filed with the school system, a resident shall have approximately forty-five (45) school days from the date of initial enrollment to establish permanent residence in the home under construction. If residency is not established within the allotted time period, the student's enrollment can be terminated.

ENROLLMENT OF STUDENTS
Policy # 5035

New Student Enrollment
Enrollment of new students can be completed in the school office. Returning students will fill out pre-enrollment forms during each spring semester. State law and district policy requires that parents bring the following information with them at the time of enrollment:

- official birth certificate for all new students enrolling in MPS
- two (2) proofs of residence (see New Student Enrollment - Proof of Residency in Residency Policy # 5015)
- immunization record that meets the immunization requirements for the State of Oklahoma. For a current guide please contact the Oklahoma State Department of Health Immunization Services at 1-800-234-6196 or their website at http://www.health.ok.gov.

STUDENTS MAY NOT ENROLL WITHOUT COMPLETE IMMUNIZATION RECORDS OR PROOF THAT THE STUDENT IS IN THE PROCESS OF RECEIVING REQUIRED IMMUNIZATIONS. NO EXCEPTIONS WILL B MADE. Exemptions to the immunization law may be granted in accordance with the state law and State Health Department requirements.

Notification of Changes in Enrollment Information

Please notify the office when you have a change of address, phone, work, emergency numbers, etc. If moving, please notify the office so withdrawals can be made properly.

Pre-Enrollment for Returning Students

Returning students will fill out pre-enrollment forms during each spring semester. District policy requires 2 proofs of residency (gas, water, or electric bills).

Enrollment of Students From a School Not Accredited By the Oklahoma State Board of Education
Policy # 5016

A student enrolling in grades 1-8 in the Mustang Public Schools after having attended a school not accredited by the Oklahoma State Board of Education for nine weeks or longer shall be required to be tested by the Mustang Public Schools before enrollment is completed. The principal shall determine the test and indicate it on a written permission to enroll. If achievement testing is required, the written permission to enroll shall have recorded on it the achievement test scores and be placed in the student's permanent record folder prior to completion of enrollment.

TRANSFER POLICY
Policy # 5005

It is the policy of the Mustang Board of Education that an application for transfer will be reviewed by the Mustang Board of Education and considered on a first-come, first-served basis. Written application for any transfer shall be made by the parent(s) of the student. For purposes of the Education Open Transfer competent student having reached the age of majority. Act, the term "parent" means the parent of the student or person having legal custody of the student or a

The District shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, and proficiency in the English language, measure of achievement, aptitude or athletic ability. Notwithstanding the provision of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes.

For consideration of a transfer request, parent/guardian must provide documentation of active enrollment, attendance, and discipline; whereas; the student is not suspended or has not voluntarily withdrawn for acts of violence or reckless disregard for others.

Mustang Public Schools offers three (3) transfer options to attend a district school:

1. In-District Transfers (Resident Students)
2. Open Transfers (Non-Resident Students)
3. Emergency Transfers (Non-Resident Students)

PARENTS WILL BE REQUIRED TO PROVIDE TRANSPORTATION FOR ANY STUDENT ACCEPTED FOR TRANSFER INTO THE MUSTANG PUBLIC SCHOOLS, UNLESS PROVIDED OTHERWISE BY LAW.

Siblings of students granted transfers may apply to attend the same said school system. Parent may cancel an approved transfer at any time to return to their resident school by providing written notification to the Principal and to the office of the Deputy Superintendent.

All transfer applications will be considered for approval or denial based on the following criteria:

1. Availability of Programs
2. Staffing Availability
3. If accepting the transfer will require the addition of personnel, transfer application will be denied.
4. Space Availability

5. Schools may not accept transfers after classroom capacities have been met or exceeded.
6. Disciplinary Record and Attendance History
7. Discipline and attendance records of students transferring to Mustang Public Schools shall be requested as part of the student's records. It shall be within the discretion of the Mustang Board of Education, based upon the student's disciplinary records and attendance records, as to whether a transfer shall be approved or denied. As a general rule, students with poor discipline or attendance records or those deemed "not in good standing" at their former school will not be approved for transfer to this district. Students who are currently on a suspension from another school or district shall not be permitted a transfer.
8. Adjudication as a Juvenile Sex Offender will be denied.

The following information must be provided and attached to the transfer application in order for the application to be considered complete for processing:

1. Two proofs of residence in another school district (utility bills, lease agreements or property title)
2. Immunization Record
3. Most recent grade report or grade transcript
4. Attendance Records
5. Discipline Records
6. If the student is in special education, most recent IEP and MEEGS forms; an IEP meeting must be held with representatives of both districts prior to approval of the transfer request.
7. If certain elective courses or programs are desired, they must be noted.
8. The same documentation is required for each sibling to be considered for a transfer.
9. Listing of desired elective courses or programs (solely for determination of program availability; unnecessary if transfer is not contingent upon availability of particular elective or programs)

IN-DISTRICT TRANSFER

A request to transfer to another school in the Mustang district can be submitted any time after January 1 for the following school year. All requests must be submitted at the school of residence. Forms for request of transfer are available at all elementary, intermediate and middle school administrative offices.

A transfer is approved for one (1) year only. The transfer request process must be completed each year before a child can be considered for a transfer.

Parents will be notified three (3) business days before the first day of school if the transfer request is approved or denied.

An in-district transfer may be revoked at any time for disciplinary reasons.

OPEN TRANSFER

An open transfer application may be obtained from the Deputy Superintendent and shall be filed with the office of the Deputy Superintendent during regular business hours of the Mustang Public Schools beginning January 1 and ending the first Monday in June for the following school year.

By the first Monday in June, the Deputy Superintendent shall notify the resident school district that a student enrolled in the resident school district has filed an application for transfer

The Mustang Board of Education shall vote to approve or deny the application for transfer no later than within thirty (30) days of receipt of the completed transfer application. Within 10 days receiving approval, the parents of the student shall notify Mustang Public Schools that the student will be enrolling in the school district. Failure of parents to notify the district as required may result in loss of the student's right to enroll in Mustang Public Schools for that year. The Mustang Board of Education in executive session shall review transfer applications in order to protect the confidentiality of student records. However, the vote to approve or to deny the application for transfer shall take place in open session.

Upon Mustang Board of Education approval, a student whose parent(s) or legal guardian is employed as a teacher in the MPS District shall be allowed to transfer to the school district.

No student shall be permitted an open transfer more than once in any school year.

Completed applications for open transfers will be accepted after January 1 of each year. Any application received after the first Monday of June will be considered emergency status only.

On or before September 1, the Deputy Superintendent shall file a copy of a list of students granted transfer showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

EMERGENCY TRANSFER

On an adequate showing of emergency, the Deputy Superintendent may make and order a transfer, subject to approval by the State Board of Education.

An emergency transfer shall include only:

1. The destruction or partial destruction of a school building;
2. The inability to offer the subject a pupil desires to pursue, if the student becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the pupil is seeking the transfers;
3. A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, or disorder or injury which as a permanently detrimental effect on the body's system or renders the risk unusually hazardous;
4. The total failure of transportation facilities;
5. The concurrence of both the sending and receiving school districts;
6. The unavailability of remote or on-site Internet-based instruction by course title in the district of residence for a student identified as in need of drop-out recovery or alternative education services, provided such student was enrolled at any time in a public school in this state during the previous three (3) school years;
7. The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired.
8. When a student has been the victim of harassment, intimidation, and bullying a defined in 70 O.S. § 24-100.3, and the receiving school district has verified that:
    i. The student has been the victim of harassment, intimidation or bullying: and
    ii. The sending school district was notified of the incidents or incidents prior to the filing of
    iii. the application for transfer.

A child who has reached the age of four (4) on or before September 1 of the school year, and resides in a district that does not offer an early childhood program shall be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for an early childhood education program.

A child whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district. The parent must provide transportation.

Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade. Students transferring from private, non-accredited schools shall be tested and placed accordingly.

Any student residing in a school district that does not offer the grade that such child is entitled to pursue shall be entitled to be transferred to any school district inside or outside of the transportation area in which such student resides which offers the grade which he is entitled to pursue. Such transfer shall be automatically approved.

Any student transfer approved for any reason prior to January 1, 2000, shall continue to be valid and shall not be subject to the Education Open Transfer Act unless the parent having custody chooses otherwise.

Beginning July 1, 2008, the transfer of a child with disabilities for three (3) years creates an automatic and permanent transfer to this school district.

TRANSFER FOR CHILDREN OF ACTIVE DUTY MILITARY MEMBERS

Mustang Public Schools shall allow the transfer of students who are the dependent children of a member of the active uniformed military services of the United States on full-time active duty status and for whom Oklahoma is the home of record and for students who are the dependent children of a member of the military reserve on active duty orders and for whom Oklahoma is the home of record shall be approved if:

1. At least one parent of the student has a Department of Defense-issued identification card;
2. At least one parent can provide evidence that he or she will be on active duty status or active duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a natural disaster requiring the use of orders for more than (30) consecutive days; and
3. The student will be residing with a relative of the student who lives in the receiving school district or who will be living in the receiving school district within six (6) months of the filing of the application for transfer. (70 O. S. §8-103.1)

Requests for transfer shall be evaluated on an annual basis. Should the Mustang Administration and/or Board of Education determine that cancellation of a previously approved transfer is in the best interest of the district, the resident district and the parents/guardian of the student shall be notified of the cancellation. Such notice shall be made by July 15 prior to the school year for the cancellation is applicable.

FOREIGN EXCHANGE STUDENTS
Policy # 5025

Unless otherwise prohibited by federal law, Mustang Schools will:

1. Accept exchange students on J-1 visas, issued pursuant to paragraph (a) (15) (J) of Section 1101 of Title 8 of the United States Code, and limit to five (5) students in any academic year.
2. Mustang Schools will not accept exchange students on M-1 visas, issued pursuant to paragraph (a) (15) (M) of Section 1101 of Title 8 of the United States Code, which are for vocational or nonacademic students or F-1 visas, issued pursuant to paragraph (a) (15) (f) of Section 1101 of Title 8 of the United States Code, therefore, Mustang Public Schools is not an I-20 issuing school.
3. Use the governing regulations set by the United States Information Agency (USIA) for Exchange Visitor Programs as guidelines and standards for local schools.
4. Have the right to accept or reject any exchange student or sponsoring organization not adhering to the USIA regulations and have the right to reject any exchange student if the student, legal custodian, or legal guardian is not a resident of the district.
5. Foreign exchange students will be classified as juniors and will not participate in graduation exercises.

SCHOOL ATTENDANCE POLICIES AND PROCEDURES

ATTENDANCE LAWS AND REGULATIONS

According to the Oklahoma School Code, any person having control of a child between five (5) and eighteen (18) years of age is required to compel that child to attend school. Failure to do so may result in fines and/or imprisonment. Attendance is important. Mustang Public Schools are required by state law to keep an accurate record of attendance and reasons for absence. Attendance records are updated daily.

If a student must be absent from school, the parent/guardian should call the day before, if possible, or the morning of the day the student is absent.

CLASSIFICATION OF ABSENCES AND TARDIES

1. **Verified/Unverified Absences:** Verified Absence - when a parent or guardian notifies the office of the resason for the absence. Unverified Absence - when no contact with the office has been made to verify the absence. Unverified absences will result in truancy.

Some absences are unavoidable, but every effort should be made to keep absences to a minimum. It is the parents'/ guardians' responsibility to inform the school about the circumstances surrounding their student's absence. Verified absences are those due to illness or personal injury, medical and dental appointments, court appearances, religious holidays, and family emergencies. Assignments and tests missed due to a verified absence can be completed for credit within a reasonable length of time as determined by individual site policy. It is the sole responsibility of the student to make arrangements with each teacher for completing the work missed. If an absence is unverified, the student may be required to make up missed assignments for partial credit.

According to state law, students shall not be excused from school once they have arrived unless parent permission is granted. Students shall be counted absent for any reason other than missing for school activities. Students must strive to be on time. A student who has been absent has the privilege of doing make-up work, but it is his/her responsibility to communicate with the teacher regarding the work. Time given for this make-up work should correspond to length of absence. i.e. If absent two (2) days, he/she should be given two (2) days following the day of his/her return to make up the work. Every effort will be made to help the student master what was missed.

Requests for homework assignments through the office can only be made when a student is absent for three (3) or more consecutive days. Requests for homework assignments should be made by 9:30 a.m. and will be available for pick up the following day.

2. School Activity (not counted absent)**:** Students should make every effort to complete work in advance; however, time given to make up this work should not exceed the corresponding time the student was gone. If a student knows he/she is going to be absent due to a school activity, arrangements should be made with the school at least one day prior to the absence. Assignments should be completed following the same guidelines as verified absences.

3. Truancy (Absences without permission of parents or school)**:** A student may not be permitted to make up work missed as a result of truancy, which may be recorded as a zero in the teacher's grade book. All truancies are subject to other discipline such as detention, suspension or other consequences. Each teacher is asked to report all suspected truancy incidents to the principal. Any student or students participating in an unauthorized skip day or walk out will be subject to the regulation covering truancy and/or referred to the district attorney.
If a child is absent without valid excuse four (4) or more days or parts of days within a four week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the District Attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.

4. Tardiness: Any student who arrives late to school must report to the office for a pass. Any student who is detained by the office or a teacher should ask for a note to his/her next teacher so he/she will not be counted tardy. Otherwise, a student will be counted tardy upon late arrival to class. Teachers will mark all tardies in their grade books. An absence will be recorded for every three (3) tardies received in a class during a semester. Such absences are applied to the twelve (12) day absence total. Students will be assigned detention after the third (3rd) tardy, and every third (3rd) tardy thereafter. Parents will be contacted each time the student is assigned detention. Any student missing more than fifteen (15) minutes will be counted absent.

EXCESSIVE ABSENCES

1. **Penalty for Excessive Absences:** A student will not receive credit for a course if he/she has in excess of twelve (12) absences in any course in which a student is enrolled during the semester. If a student exceeds the twelve (12) absences per class, a No Credit (NC) will be posted in place of a letter grade.
2. **Appeal of Attendance Record:** A written appeal concerning attendance must be made to the building principal in writing within ten (10) days of the student's thirteenth (13th) absence or five (5) days prior to the end of the current semester. Copies of doctors' notes should be submitted to building secretaries throughout the semester. Original doctor's notes or other documentation should be kept for your own records. An appeal committee consisting of an administrator, teacher and counselor will review the merits of the appeal and submit a final decision to the site administrator. The decision of the committee is final.
3. **Student Activity Absences**: Refer to "Activity Eligibility and Regulation Section" in this handbook.

LEAVING SCHOOL GROUNDS

All Mustang Public Schools have a closed campus. Students who become ill or are injured during the school day will be allowed to leave only after their parents have been notified and permission has been granted by the attendance office personnel.

No student will be checked out by telephone to leave campus for lunch. Students must be checked out by a parent, guardian or emergency contact in person only after showing proper identification.

OFFICIAL WITHDRAWAL FROM SCHOOL

If a student plans to request withdrawal from school, the parent/guardian of the student must notify the principal of parental approval. The student will then receive a withdrawal slip to present to each of his/her teachers and counselor. The teachers will record a withdrawal grade, which will be the grades earned during the current semester. If he/she has any state owned books, library or departmental books or supplies, he/she must return them to the teachers who issued them. After he/she gets his/her teachers' and counselor's signatures on the slip, he/she must present it to the principal for approval.

ARRIVAL and DROP OFF

Intermediate classes will begin promptly at the times indicated on the schedule. **STUDENTS ARE NOT TO ARRIVE EARLY. No children should be dropped off prior to 7:35 a.m since there is no adult supervision.** If a child is dropped off at the school in the morning, please **follow all of the building's traffic procedures. Always consider the safety of the children**.

CAR-RIDER PICK UP

Intermediate classes will end promptly at times indicated on schedule. Students should not be picked up early unless it is an emergency. **The office needs to be notified of any changes in student transportation prior to 2:45 pm.** Please follow all CAR-RIDER Building Procedures. To pick up students, drivers should drive through designated areas, follow procedures, and display student name card in car window. If the driver does not have car-rider sign, they must drive to front office and show proper ID to pick up child. Unsafe driving may be reported to authorities.

CURRICULUM

The Mustang Schools offer a full-range curriculum, which includes the core subjects, music, art and physical education. Excellent programs are offered through the school guidance counselors and nurses. A foreign language program has been implemented at the elementary level. Gifted/talented students are served through the Advanced Communication course.

The individual needs of each child are met through the special education services and facilities throughout the district. The Mustang curriculum meets or exceeds the standards established by the Oklahoma State Department of Education. The staff and administration are dedicated to providing the best possible educational environment and programs of instruction. If at any time you have questions about our schools, please do not hesitate to call the office or schedule an appointment. We will be happy to meet with you.

We use quality textbooks. Parents are welcome to review any of the textbooks and other educational materials used by the students of our schools.

CLASSROOM ASSIGNMENT OF STUDENT

Principals and teachers, with the aid of evaluative criteria, will group students in the classes that will provide the best possible learning situation. It is recommended that once a student is assigned to a group that he/she continues with that group for the term.

FIELD TRIPS AND EXCURSIONS

Field trips are considered an extension of the curriculum and are planned at the discretion of the teacher subject to administrative approval. Students are to ride the bus as a part of the group so they will not miss out on instructions, discussions, etc. **Because of their supervisory responsibilities, we require that sponsors not bring siblings, preschoolers, or other children who are not enrolled in the class.** Sponsors are defined as a parent/legal guardian. Transportation for field trips shall be restricted to school vehicles specifically authorized by the principal. Any parent wanting to take his/her child home at the end of the field trip without returning to school must sign the child out with the appropriate teacher or school office.

VIDEOS/FILMS (INSTRUCTIONAL AND NON-INSTRUCTIONAL)

The use of video or DVD must be approved by the principal. Any non-instructional video or DVD will require written parental permission prior to the child's viewing. Alternate activities will be provided to students whose parent elects

for the child not to view a given video or DVD. Upon request, parent(s) will be given the opportunity to preview any video/DVD used in the classroom.

CRITERION-REFERENCE TESTS

State required Criterion-referenced tests will be given to the fifth and sixth grade students near the completion of the school year. Math, science, social studies, reading and writing are the subject areas that the fifth grade students will be tested this school year. Reading and Math are the subject areas that the sixth grade students will be tested this school year. Criterion-referenced tests are designed to measure state-mandated curriculum in those areas listed above. All students who fail the criterion- reference tests shall be offered remediation.

PROFICIENCY-BASED PROMOTION/CREDIT BY EXAMINATION
Policy # 5065

Upon the request of a student, parent or guardian, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area. Elementary, middle and high school students who are legally enrolled in Mustang Public Schools and who have not previously received instruction in the requested course/grade level will qualify to request proficiency based promotion. Proficiency for advancing to the next level of study will be indicated by a 90 percent or comparable performance on an assessment or demonstration. The opportunity for proficiency assessment will be provided at least twice each school year. Application for testing must be made at least fourteen (14) days prior to the testing date. Students shall have the opportunity to demonstrate proficiency in the following core areas as identified in 70 O.S.11-103.6:

Social Studies	Language Arts	The Arts
Languages	Mathematics	Science

Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be allowed to advance to the next grade/level of study. The school will confer with parents in making promotion/acceleration decisions. Students must progress through a curriculum area in a sequential manner. If proficiency is demonstrated, the notation to be placed on the student's permanent record/transcript will be a letter grade of an "A." The credit(s) shall count toward meeting the requirements for the high school diploma.

Students who do not demonstrate proficiency will be allowed to request testing during the next assessment period. Failure to demonstrate proficiency will not be noted on the student's transcript.

Application forms, testing dates and other information are available from the school counselor.

GRADES

GRADING SYSTEM

The GRADING SCALE for the Mustang Schools as approved by the Board of Education is as follows:

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

The classroom teacher shall determine the percentage of a subject area grade to be given to class work, homework and exams.

The semester grade will be determined by finding the average of the two (2) nine-week averages.

Report cards will be issued at the close of each nine-week grading period. Attendance including absences and tardies, will be reported on the report card. Progress reports will be issued after approximately five weeks of instruction.

Student grades may be accessed by using Parent Portal.

INCOMPLETES

A student will receive an incomplete grade for the first nine (9) weeks grade or progress report if that student has been on homebound education or excessively absent due to illness. The appropriate grade will be given for completed work at the time of the semester grades and no assignments will be accepted after the semester without administrative approval.

REPORT TO PARENTS

At the end of each nine-week period, the student will be given a copy of his/her report card, which he/she is to take home to his/her parents. Parents are urged to confer with the principal and teachers when there is a question concerning these cards or the grades of the students.

Progress reports will be given to all students to take home to their parents at regular intervals. Parents are encouraged to contact their child(s) teacher if they have any questions concerning progress reports.

Student grades may be accessed by using PowerSchool.

INTERNET-BASED INSTRUCTION
Policy # 5056

Internet-based programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Mustang Public Schools Board of Education. The purpose of this policy is to establish guidelines for implementing Internet-based instruction for secondary students, but not limited to:

- Credit for courses not offered by the District
- Curriculum for long-term suspended students
- Credit recovery
- Fulfill graduation requirements
- Virtual school
- Advancement
- Enrichment
- Remediation
- Homebound
- Home-based

This policy complies with 70 O.S Section 1-111, which states:
"Students absent from school in which they are regularly enrolled may be considered as being in attendance if the reason for such absence is to participate in scheduled school activities under the direction and supervision of a regular member of the faculty or to participate in an online course approved by the district board of education. The State Board of Education shall adopt rules to provide for the implementation of supplemental online courses. Each district board of education shall adopt policies and procedures that conform to rules for online courses as adopted by the State Board."

Definitions:

Alternative Method Delivery System—the delivery of instruction through Web-based or video-based technologies.
Asynchronous instruction—the primary format of instruction does not depend on real-time interaction of the participants. Asynchronous instruction allows the student to engage in learning activities anywhere at any time.

Supplemental online course—is an online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.

Educationally appropriate—means an instructional delivery method best suited for an individual student to advance the student's academic standing toward meeting the learning expectations of the district and State graduation requirements for the student. The determination of educationally appropriate will be made at the local school district level.

Blended or Hybrid Learning—a delivery method that combines online lessons for theory and periodic class meetings on campus to complete lab exercises and/or assessments.

Enhanced or Component Learning—a delivery method in which students attend face-to-face classes full-time while utilizing the Internet to access various instructional components for additional learning opportunities.

Online Course—a delivery method in which students completes the entire course online with minimal visits to the campus.

Synchronous instruction—occurs when the instructor and student's primary interactions are in real-time.

Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is synchronous instruction.

Two-way interactive video instruction—provides for real-time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may see and hear each other in an approximation of real-time.

Web-based instruction—uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction. Web-based instruction may be synchronous or asynchronous.

Guidelines

Prior to offering an online instructional course, the Board of Education shall comply with the following guidelines recommended by the State Department of Education:

1. The Board of Education will grant students credit for completion of courses offered by means of Internet based instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.
2. Only students who are enrolled in MPS District will be granted access to supplemental online courses.
3. Internet-based instruction shall be viewed as a method by which the school district can expand the course offerings and can access instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.
4. Requests for enrollment in supplemental online courses shall be as follows:

    a. Interested students shall be required to fill out a request for enrollment in supplemental online course(s) form.
    b. The principal or designee shall evaluate the application and determine whether the supplemental online course is educationally appropriate for the student. Upon completion of the course, the credit earned by students shall be placed on the student's high school transcript or for grades 6-8 the student cumulative record.
    c. If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal's recommendation and the student shall be afforded the opportunity to appeal the principal's decision to the local school

board or designee. The decision of the local school board or designee with regard to whether a course is educationally appropriate is final and non-appealable. A copy of the notification shall be provided to the Director of Instructional Technology at the State Department of Education.

1. If enrollment in the supplemental online course is allowed, the site principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in Internet-based instruction to serve as a liaison to the on-line teachers and provider(s). Students shall have a grace period for withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A written request for withdrawal should be provided to the principal from the student prior to the expiration of the fifteen (15) day period.
2. Students earning credit by means of Internet-based instruction shall participate in required state-level academic assessments in the same manner as other regularly enrolled students within the district. No student shall be allowed to participate in these assessments at a place other than a MPS site.
3. Courses offered for credit by means of Internet-based instruction shall be aligned with the Priority Academic Student Skills (PASS) and the Common Core State Standards (CCSS) when applicable.
4. Contractual agreements shall be established between the school district and parent(s) or legal guardian of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, the responsibility for course costs (if applicable), equipment and other issues deemed necessary by the district. Contracts and applications for Internet based instruction are available at each secondary site's counseling office.
5. Instructors of Internet-based instruction shall be: (a) certified in Oklahoma or another state to teach in the content areas of the course offered or (b) a faculty member at an accredited institution of higher education that possess the specific content expertise necessary to teach the course.
6. Each teacher for Internet-based instruction will be provided in-service training pertaining to the methodology of instructional delivery and the technical aspects of Internet-based instruction.
7. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in Internet-based instruction courses shall be used for any purposes other than those that support the instruction on the individual student.
8. District level aggregated data obtained through participation in online instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.
9. All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district.
10. Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, postings/submission of lessons. The student may be counted "present" or "in attendance" when the supplemental online course provider provides evidence of student/teacher/ course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to student, parents, and the school district reports that reflect daily attendance/participation, progress reports, and grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades twice per month.
11. Students at remote sites who participate in the online courses offered by Mustang Public Schools will be responsible for providing their own equipment and Internet access.

12. Any student who receives their entire class schedule through an online environment cannot participate in any extra-curricular activities. A student must be enrolled and in physical attendance at a secondary school site for at least three (3) periods of the school day to participate in any extracurricular activities.

HONOR ROLL AND AWARD

Students will be recognized at the Academic Awards Assembly at the end of the school year when named to the Superintendent's or Principal's Honor Roll. The Superintendent's Honor Roll shall consist of those students who have no grade less than an "A" in every subject for each quarter of the current school year. The Principal's Honor Roll shall consist of those students who have no grade below "B" for each quarter of the current school year. For the purpose of computing Honor Roll during the second semester students' third nine-week grade and the six-week grade of the fourth nine-week period will be averaged.
The State Honor Society is a statewide organization recognizing those students who have made "A's" each nine-weeks of the second semester of the previous school year and each nine-weeks of the first semester of the current school year.

Transfer students are eligible for the State Honor Society and for the Principal's and Superintendent's Honor Roll.

Several additional honors such as academic, citizenship, outstanding boy/girl and 8th grade prestige awards are presented at the annual academic awards assembly. Student disciplinary records will be reviewed when students are considered for awards and honors. Frequent or serious referral for behavior will reflect negatively upon honors selections.

ACTIVITY ELIGIBILITY and REGULATIONS

A student must be maintaining a "passing grade" in all classes in order to participate in an activity. Effective January 1, 1989 scholastic eligibility will be determined by the regulations listed at the end of this section. These regulations conform to Rules of the Oklahoma Secondary School Activities Association (OSSAA). A student must be present in all classes the day an activity is scheduled; or if the activity is scheduled on a weekend or holiday, or is an all-day activity, a student must have been present the preceding school day. Any exception to this policy must be approved by the administration.

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten (10) for any one (1) class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local board of education.

Each local board of education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation nof the activities policy to the local board of education. Any deviation from the ten (10) days absence rule shall not exceed five (5) days.

A student must be maintaining a "passing grade" in classes to be missed while participating in an activity during the school day. A weekly eligibility list of students will be made available at the end of each week through the activities director's office.

REGULATIONS OF OSSAA RULE 3 – SCHOLASTIC ELIGIBILITY

A student must be maintaining a “passing grade” in all classes in order to participate in an activity. Effective January 1, 1989 scholastic eligibility will be determined by the regulations listed at the end of this section. These regulations conform to Rules of the Oklahoma Secondary School Activities Association (OSSAA). A student must be present in all classes the day an activity is scheduled; or if the activity is scheduled on a weekend or holiday, or is an all-day activity, a student must have been present the preceding school day. Any exception to this policy must be approved by the administration.

The maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes any student from the classroom shall be ten (10) for any one (1) class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local board of education.

Each local board of education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local board of education. Any deviation from the ten (10) days absence rule shall not exceed five (5) days.

A student must be maintaining a “passing grade” in classes to be missed while participating in an activity during the school day. A weekly eligibility list of students will be made available at the end of each week through the activities director’s office.

Section 1 – Semester Grades

a. A student must have received a passing grade in any five (5) subjects counted for graduation in which he/she was enrolled during the last semester he/she attended fifteen (15) or more days.
b. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six (6) weeks of the next semester he/she attends.
c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects in which he/she is enrolled at the end of a six (6) week period.

Section 2 – Student Eligibility During a Semester

a. Scholastic eligibility for students will be checked at the end of the third week (during the fourth week) of a semester and each succeeding week thereafter.
b. A student must be passing in all subjects in which he/she is enrolled during a semester. If a student is not passing all subjects in whom he/she is enrolled at the end of the week, he/she will be placed on probation for the next one (1) week period. If a student is still failing one or more classes at the end of his/her probationary one (1) week period, he/she will be ineligible to participate during the next one (1) week period. The ineligibility periods will begin on Monday and end on Sunday.
c. A student who has lost eligibility under this provision must regain passing grades in all of his/her classes in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one (1) week period (Monday through Sunday).

Section 3 – Special Provisions

a. A 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school

subjects equivalent to high school units, which are accepted by the Oklahoma State Department of Education. (Physical education and athletics cannot be included in the requirements.)

b. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.
c. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unanticipated hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster) OSSAA Board policy allows a maximum of two (2) weeks to apply for this exception.
d. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1a for the end of the spring semester.
e. School may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

PARENT/TEACHER CONFERENCES

Two days are set aside for conferences, one in the fall and one in the spring. Parents sign up for scheduled times. Consult the school calendar for specific dates. Parents and/or teachers may request other conferences as deemed necessary. Two days are set aside for Come-and-Go Conferences, once in the fall and once in the spring. During this time, parents have the option to sign up for the specific appointment. Parents may be contacted by teachers to set up a conference, or they may simply come and go.

STUDENT PROMOTION
Policy # 5070

In accordance with the policy of the Mustang Board of Education, the following criteria for the selection of students to be promoted to the next grade level, retained in their current grade, or denied course credit, will be used in the Mustang School District.

Students in grades 5-6:

Effective with students entering the first grade in the 2011-2012 school year, a student will be retained at the third grade level if the student scores an unsatisfactory level on the reading portion of the third-grade criterion-referenced test. For those students who do not meet the academic requirements for promotion, a school district may promote the student for good cause only. A student may be promoted for "good cause" if the student meets one of the following statutory exemptions:

1. Limited-English-proficient students who have had less than two years of instruction in an English language learner program;
2. Students with disabilities whose individualized education plans, consistent with state law, indicates that participation in the statewide criterion-referenced tests are not appropriate;
3. Students who demonstrate an acceptable level of performance on an alternative standardized reading assessment approved by the State Board of Education;
4. Students who demonstrate through a student portfolio, that the student is reading on grade level as evidenced by demonstration of mastery of the state standards beyond the retention level;
5. Students with disabilities who participate in the statewide criterion-referenced tests and who have an individualized education plan that reflects that the student has received intensive remediation for reading for more than two years but still demonstrates a deficiency in reading and who were previously retained in kindergarten, first grade, second grade, or third grade for a total of two years.

A classroom teacher may recommend promotion or retention of a student. A placement committee that may consist of a principal, counselor, and teacher(s) shall determine if a student is to be assigned to the next higher

grade. The committee shall consider grade level achievement, standardized test scores, attendance records and other criteria as needed. Foreign Language, penmanship, art, music and physical education grades are not included in the core subjects when considering retention. A student may be considered for retention if he/she has in excess of twelve (12) absences during the semester. A conference with parent(s) or guardian(s) will be held prior to the retention of any student.

QUARTERLY HONOR ROLL

The honor roll for grades 5-6 will be published following the end of each nine-week period. There are two rolls to be recognized. They are:

- The SUPERINTENDENT'S HONOR ROLL - for all students who have all A's on the nine weeks' report card.
- The PRINCIPAL'S HONOR ROLL - for all students who have A's and B's on the nine weeks' report card.

STATE-MANDATED TESTS

Current law in Oklahoma mandates testing of students in the Mustang Public Schools.

GUIDANCE and TESTING SERVICES

Guidance is an essential part of any good school program. All students in our schools are entitled to the services provided by our counselors. A counselor will assist you in the areas of decision-making, planning and understanding. This service to pupils helps them solve problems and overcome obstacles, which might prevent a student from attaining his/her full potential.

The counselors provide the following types of services:

Testing: The testing program is designed to provide information to help the student know himself/herself better – his/her interests and capabilities – and to help in planning his/her school work and life's work. Test information is available through the counselor to the student, parent and teacher.

Counseling: Individual counseling is available to all students in school. Any student experiencing problems with scheduling, academics, fellow students, teachers and problems of personal adjustment is urged to contact the counselor for assistance. All contact will be kept in strict confidence. Counselors are assigned to students alphabetically: A-M and N-Z.

Individual Information Services: A cumulative record is kept current for each student who enters our schools. This record includes testing information, health records, course and grade information and personal identification.

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT
Policy # 2050

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hotline of the Department of Human Services. The statewide Department of Human Services hotline number is 1-800-522-3511. The MPS Board of Education fully supports that requirement and has established this policy to facilitate such reporting.

All employees of MPS shall report any suspected physical, mental or sexual abuse or neglect of any student to the Department of Human Services in the county The employee shall also inform the building principal who will advise the Superintendent that the report was made using Form AR2050.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor or administrator who discharges, discriminates or retaliates against such person shall be liable for damages, costs and attorney fees. Any person, who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report.

HEALTHY and FIT POLICY
Policy # 5145

MPS will comply with all mandates of local, state and federal laws to ensure proper nutrition, health and safety of its students, staff and patrons. For detailed information refer to Board Policy # 5145 in the Policy and Procedures Handbook at www.mustangps.org.

HEALTH SERVICES
Policy # 5045

All employees of MPS have a crisis management plan that will be followed during an emergency or crisis. The first call will always be to 911.

A nurse is available at the schools on scheduled days of the week. If an emergency occurs, a nurse will be called to help with the situation. The nurses also act as resource persons and often work with the teachers on units of study concerning health issues. Our nurses act as liaisons between the public health department and the public schools. They inform school staff and patrons of current health problems, epidemics, etc. The nurse maintains student health records. Please inform the school of any chronic illness or conditions. Example: asthma, diabetes, heart condition, ulcer, etc.

ILLNESS
Attendance at school is very important, however, students cannot be expected to perform well if they are ill. Please keep students home if they are running a temperature. Students must be free of fever, vomiting or diarrhea for twenty-four (24) hours without the aid of medication before returning to school. If your child becomes ill during the school day and has a temperature of 100 degrees or more, he/she will be sent home. Please make sure the office has current telephone numbers for parents, guardians and all emergency contacts.

HEAD LICE
Per the authority of the Oklahoma School Law Section 815, any student with head lice will be prohibited from attending school and cannot re-enter without certification from a health professional or a representative of the State Department of Health that the child is no longer afflicted with head lice.
"Health professional" means for the purposes of this act any licensed physician, psychologist, dentist, osteopathic physician, podiatrist, chiropractor, registered or licensed practical nurse or physician's assistant.

Any teacher or district employee may check for lice and nits when deemed appropriate and, in addition there will be periodic and random organized checks for lice and nits. Any individualized checks shall be done outside the presence

of other children, and any confirmation of the presence of lice or nits resulting from any check, shall be handled in a professional manner.

Any child excused or prohibited from attending school due to head lice or nits shall not be readmitted or permitted to return to school until said child has been examined by a school nurse or health professional as defined above, and found to be free of lice and nits.

Any teacher or other employee who has contracted head lice is expected to take leave from work until the lice or nits have been eliminated.

MEDICATION

It is the policy of the Mustang Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication an administrator, school nurse or a designated school employee may administer the medication when authorized in writing by the student's parent or guardian(s) provided by law.

General Procedures for the Authorization of Medication

- A written authorization form must be on file in the clinic or office before the school nurse or designated school employee can administer any medication to a student. The parent(s) or the person having legal custody or the legal guardian of a minor may sign the authorization form
- Each school in which any medication is given shall keep a record of the name of the student to whom the medication was administered; the date the medication was administered; the name of the person who administered the medication and the type or name of the medication, which was administered
- Medication to be administered will be kept in the school clinic or office, properly stored and not readily accessible to persons other than the persons who will administer the medication
- The parent, guardian, or person having legal custody of the student is responsible for informing the school of any change in the student's health or change in medication
- Requests from parents/guardians to change the dosage of any medication from that listed on the label will not be honored without written confirmation from the physician
- A one-month supply of medication will be allowed in the school clinic
- Parents/guardians must pick up any unused prescription/non-prescription by **the last** day of the school year or it will be disposed
- Students **MAY NOT** carry medicine with them to take during the school day unless it meets the guidelines listed under Procedure for self-administration of a medication
- Any prescription or non-prescription medication is or can be considered dangerous if the above procedures are not followed
- Students in possession or distributing personal medication to other students during school, at school events or on school premises **WILL BE** subject to disciplinary action

Non-Prescription/Over the Counter

If possible, parents are advised to try to give medication at home on a schedule other than during school hours. If, however, it is necessary that a medication be given during the school day, compliance with the following instructions is required:

- It is the responsibility of the parent/guardian of the child to bring in to the office any medication to be given at school
- Medication is not allowed on the school bus and must be brought to school by the parent/guardian or appropriate designee
- Written authorization and instructions from parent/guardian must be on file in the school clinic or office before school employees may administer any medication to the student. A new authorization form must be completed for each school year and any change in medication. Telephone permission will not be accepted
- Non-prescription medicines must be brought to school in the original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration, side effects and contraindications, and other directions as appropriate. The medicine must be age and dose appropriate and must not be past the expiration date
- Non-prescription medication that needs to be given daily or longer than the manufacturer's recommendation for use, must be accompanied by a physician's written order

- Non-prescription inhalers for asthma will not be given at school
- No aspirin or aspirin-type products such as, Excedrin or Pepto-Bismol will be given at school without written authorization from a physician *
- Requests from parents/guardians to increase the dosage of any medication beyond that listed on the label will not be honored without written confirmation from the physician
- All medication to be given at school must be kept in the school clinic or office, regardless of the student's age
- For incidents of major concern or questions regarding the administration of any medication and in the absence of either the written authorization/instructions from the parent/guardian or medication in the properly labeled container, no medication will be administered. Every effort will be made to notify the parent/guardian

*As recommended by the National Reyes Syndrome Foundation, the U.S. Surgeon General, the F.D.A., and the Center for Disease Control.

Prescription Medication

Must be brought to school by a parent/guardian in the original prescription container labeled with (The pharmacist will supply an extra bottle with the following information if you ask.):

- Date
- Name of the prescriber
- Name of the student
- Name and dosage of the medication
- Directions for administration
- Name and phone number of the pharmacy

Sample drugs must be accompanied by a physician's written order, specifying the dosage, frequency, and directions for administration.

Procedures for Self-Administration of a Medication

Students with severe asthma, anaphylaxis or a life threatening condition who need to carry and self-administer an emergency medication must adhere to the following guidelines. Anaphylaxis medication includes but is not limited to Epinephrine injectors, prescribed by a physician and having an individual label. A student who is permitted to self-administer anaphylaxis medication shall be permitted to possess and use the anaphylaxis medication at all times for the school year in which permission for self-administration is granted. (i.e. inhaler, an anaphylaxis medication used to treat anaphylaxis, insulin pump, glucagon injection, and epipen)

- Submit a written statement from the physician treating the student indicating the child's condition and that he/she is capable of and has been instructed in the proper method of self-administration of the medication.
- The parent/guardian must fill out and sign the Authorization to Administer Medication form. This form gives parental consent for administration of the medication and acknowledges that the school district, employees and agents shall incur no liability as a result of any injury arising from the self-administration of the medication by the student.
- It is the parents/guardians responsibility to provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- Permission for the self-administration of medication is effective for the school year for which it is granted and must be renewed each subsequent school year upon the fulfillment of the above requirements.

FIELD TRIPS

If a student takes scheduled and/or emergency medication at school and will need this medication during the time of a school-sponsored field trip, the parent will need to send a pharmacy labeled bottle with the amount of the pills the student will need during the field trip. Each medication must be in a separate, labeled bottle. It is the parent's responsibility to notify the school if any of the student's medication is to be taken on a field trip. **Student's medication will be carried and dispensed by a MPS employee.** If a student is accompanied by his/her parent, that parent may carry and administer their child's medication.

USE OF THE MEDIA CENTER

Our goal is to provide a welcoming atmosphere for student research, facilitate learning and personal growth and promote a love for reading.

The media center provides a wide selection of materials and equipment for student use – books, cassettes, films, pamphlets, computers, etc.
The following rules shall be observed when visiting the media center:

1. No more than two (2) books may be checked out at one (1) time.
2. Regular library materials may be checked out for two (2) weeks.
3. Reference material may be checked out only overnight.
4. The loss of any material will be paid for by the person having checked it out (fines will be assessed for overdue materials).
5. Every student will experience instructional time, research and book selection in the Media Center for library skill building.
6. No food, gum chewing or drink is allowed in the Media Center.

Many activities are scheduled in the Media Center for you such as book reviews, book fairs, movies, author-taped biographies, guest speakers, contests and computer activities.

Everything in the Media Center is for your convenience and for you to learn and to enjoy. NOON PASSES are available to you to enjoy the Media Center during your lunch period. Just remember to drop by before your noon hour to reserve one. Academic passes are also available in the office before school. This pass will allow students to solicit help from teachers before school starts.

GENERAL STATEMENT ON STUDENT BEHAVIOR AND RESPONSIBILITIES

The State and Local Boards of Education vest in this administration the power to establish student behavior rules and regulations necessary to create and preserve conditions essential to orderly operation of the school.

The Board requires that all school personnel share in the supervision of the students' development toward desired standards of conduct and supports all personnel acting within the framework of established policy.

The Board advocates that while education is a right of our youth, it is not an absolute right. It is qualified first by eligibility requirements and secondly by performance requirements. The school must be concerned with the individual and his/her welfare, but in working with the individual, must at all times be concerned with the welfare of all students. Too much time spent on a few, results in neglecting the majority. The following are responsibilities, which Mustang Public Schools (MPS) students are expected to assume and follow at all times:

1. To obey all rules and regulations pertaining to students of MPS while on the school campus, while using district transportation and when representing MPS in a school-sponsored activity.
2. To apply themselves to the established course of study.
    a. be prompt and regular in attendance
    b. complete school assignments on time
    c. pay attention to teachers
    d. learn to criticize fairly and to accept criticism

3. To respect the authority of the administration, faculty and staff of Mustang Public Schools.
4. To respect school property. Remember: A modern, fully equipped school building designed for beauty and utility belongs to many generations and is not the sole property of any annual group of students. Thus, it is the privilege and obligation of any one-student body to appreciate fully, use carefully, preserve faithfully and pass to future generations, the building, its grounds and its equipment without blemish.
   NOTE: Anyone who damages or defaces any school property will be held liable and is expected to replace or pay for the property damaged in order that the citizenship record of the student will not be adversely affected.

5. To refrain from expressions of non-conformity through demonstrations, violence and other forms of incitement.

GENERAL STATEMENT ON RESPONSIBILITIES OF PARENTS

The ultimate responsibility of student behavior rests with the parents. The following are among their specific responsibilities:

1. Support the school in requiring each student to observe all school rules and regulations, as well as accepting responsibility for any willful misbehavior on the part of the student.
2. Send each student to school with proper cleanliness and neatness of dress.
3. Maintain an active interest in the student's daily work. Make it possible for him/her to complete assigned homework particularly by providing a quiet place with conditions conducive to study.
4. Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
5. Cooperate with the school in attending conferences set up for exchanging information and for planning of the student's continued progress.

It is the belief of the administration that the most effective discipline is self-discipline. Students in Mustang Public Schools are treated as young ladies and gentlemen, and are expected to prove to be such by their actions and by their response to the school society.

The office of the principal is charged with the responsibility of handling such discipline problems as may become serious enough to be referred to the office. However, every teacher is responsible for the discipline at all times in all parts of the building and on the grounds. Teachers have full authority and responsibility to correct student behavior whenever such correction is necessary.

In cases where a student has been unable to adjust to his/her school environment and where his/her behavior has become so objectionable that the problem cannot be resolved otherwise, he/she will be referred to the principal. There, through conference, every effort will be made to assist the student in overcoming his/her difficulty.

Counselors and parents may be called in when it is felt that they can help the student become an acceptable member of the student body. If all these efforts fail to obtain the desired result, the principal will make a final disposition of the case in line with the best interests of the individual student and the school as a whole.

STUDENT CONDUCT AND DISCIPLINE
Policy # 5080

Standards of Behavior

Discipline Policy

It is the belief of Mustang Public Schools that the primary function of the schools is to educate the students. It is further believed that students have the right to learn free of unnecessary distractions and to attend a school in which an atmosphere conducive to learning exists.

Education includes establishing norms of acceptable behavior and assisting students in understanding and attaining those norms. From time to time, it may be necessary for the benefit of the students and of the school, for the faculty and the administrators to enforce corrective actions for breaches in acceptable behavior. Each student will be treated in a fair and equitable manner, and the severity of the disciplinary action will be based on a careful assessment of the circumstances surrounding any infraction of the school regulations.

It is the policy of Mustang Public Schools that no student of the district shall participate in any form of hazing, harassment, intimidation and bullying. Threatening behavior by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. Furthermore, no student of the district shall participated in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. (Refer to District Policy # 5110)

The administrator has the discretion to choose any disciplinary action in regard to unacceptable student behavior. The following examples of behavior are not acceptable in society generally and in the school environment particularly:

1. Truancy
2. Developing non-factual accounts for absence or behavior
3. Cheating on school work
4. Gum chewing
5. Using profanity or expressing vulgarities
6. Disrespectful conduct/language toward another student, teacher, substitute teacher or staff member in or out of the classroom
7. Blatant disrespect toward faculty or staff
8. Public display of affection
9. Physical altercation/fighting while at school or at a school activity
10. Assault and battery
11. Insubordination or defiance
12. Dress code violation
13. Misuse of wireless communication device
14. Other disruptive or insubordinate behavior
15. Misuse of the Internet and/or local area network computer
16. Vandalism/arson
17. Theft
18. Forgery, fraud or embezzlement of legal tender
19. Gambling
20. Gang-related behavior, including gestures, language or dress
21. Sexual, physical and verbal harassment, threats or threatening behavior, bullying, intimidation, hazing, racial slurs or stalking of students or employees
22. Possessing or distribution of pornography
23. Use or possession of tobacco products on campus or school activity
24. Possessing, selling, distributing or use of alcohol, illicit substances or paraphernalia including intoxicating and/or non-intoxicating substances
25. Possessing, selling, distributing and/or use of prescription, non-prescription drugs in violation of school policy
26. Possessing, selling, distributing and/or use of substances represented as intoxicating or non-intoxicating
27. Possession, threat or actual use of dangerous or offensive weapons including “fake” weapon
28. An act of violence
29. Acts of licentious behavior, sexual misconduct, lewdness or indecent exposure
30. Adjudication as a delinquent for an offense that is non-violent (Title 57-571 of the Oklahoma Statutes)committed on any school premise, while in transit under the authority of the school or while attending any function authorized or sponsored by the school
31. Adjudication for an offense that is a violent act off campus
32. Repeated minor offenses
33. Failure to produce MPS identification badges (grades 9-12). Badges must be visible at all times
34. Parking lot violations
35. Failure to comply with the teacher or school administrator when asked to empty pockets or provide your backpack will be grounds for disciplinary action

These examples are not intended to be exhaustive and the exclusion or omission of examples of unacceptable behavior is not an endorsement or acceptance of such behavior.

In considering the different forms of disciplinary action, the faculty and the administration of the school district will consider the following; however, the school is not limited to these various methods, nor does this list reflect any order of sequence of events to follow in disciplinary actions:

1. Conference with student
2. Conference with parent
3. In-school Intervention
4. Detention
5. Referral to counselor
6. Behavior contract
7. Temporary removal from class
8. Financial restitution for lost, stolen or damaged property
9. Restriction of privileges
10. Referral to police and/or citations issued
11. Short-term suspension
12. Long-term suspension
13. Other appropriate disciplinary action as required and as indicated by circumstances

Procedures for Hazing/Harassment/Intimidation and Bullying:

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

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as e-mail address or Web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent shall notify the local law enforcement and request that the alleged victim also contact the law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel.

(Refer to District Policy # 5110)

Personal Technology Device (PTD) Violations

- PTD's that are used inappropriately will be confiscated, may warrant disciplinary action, and the parent must pick up the device. Misuse (filming fights, inappropriate pictures, etc.) of the electronic device will warrant disciplinary action.
- Telephones are available for student use in the office. Messages may be left for students at the office during the school day.

First offense: Any electronic device will be confiscated, student will be given a warning, and the device will be kept in the front office. Student can pick up device in the front office.

Additional offenses: Any electronic device will be confiscated, parent will be notified and required to pick up the device from the front office., and student will receive disciplinary actions.

The use of wireless telecommunication/electronic devices and any exceptions to disciplinary action will be at the administrator's discretion.

Mustang Public schools will not be responsible for any lost or stolen wireless or electronic telecommunication devices or any other personal devices or equipment.

Dress Code Standards

The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety and general good taste. It is the intent to permit students to dress according to current fashions, and at the same time restrict extremes and indecency in grooming which will distract from the main purpose of the educational program. The student dress code applies at school, on school property and at school-sponsored activities or authorized activities. Students who are dressed inappropriately will be asked to change and may be counted absent from any classes he/she misses.
The principal's discretion will judge questionable attire. Violations may result in disciplinary action.

General Guidelines:

1. Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drug or tobacco; or carry connotations of immorality, vulgarity, sexual innuendos, obscenity or nudity or promotion of violence and/or gang activity on any person or article of clothing, belt buckle, jewelry or school materials are not allowed.
2. Frayed or purposely torn clothing will not be considered appropriate school wear.

The following is a general guide regarding proper dress. Inappropriate attire includes, but is not limited to, the following:

Pants/Jeans/Shorts/Skirts

- No shredded or tattered clothing worn independently or with other clothing with holes above the knee that expose skin or undergarments
- No bicycle or spandex shorts worn independently, short mini-skirts or boxer shorts
- Sagging is not permitted.
- The bottom of the pants/jeans may not be worn longer than the sole of the heel of shoe.
- Pants/jeans must be worn high enough to cover undergarment when seated.
- Skirts, dresses and shorts length should be below fingertips with arms extended down; a slit in skirt must be below fingertips.

Shirts/Blouses/Tops

- No midriff should be showing.
- All tops should be long enough that when a student sits down the midriff does not show in back.
- If sleeveless, shirts must be at least dollar bill width on shoulder; no tank tops unless covered
- No cleavage
- No tube tops, halter tops, tank tops, off the shoulder tops, spaghetti straps or backless tops, muscle shirts, mesh/fishnet or transparent shirts. Leggings/Jeggings/Tights must be covered by a dress, skirt or shirt that is fingertip length with arms extended down.
- Undergarments should be covered.

Hats/Caps/Beanies/Bandanas/Sunglasses

- All headgear (examples, but not limited to caps, hats, bandanas and sunglasses, etc.) may not be brought or worn in or around the school building or classrooms. Beanies (stocking caps) will be permitted outside during inclement weather. Exception will be for medical or religious reasons.

Jewelry or manner of dress that could harm or cause harm to others are prohibited.

- No spiked jewelry
- No chains or chains connected to wallet or keys
- No pacifiers

Shoes

- All students are required to wear shoes. Cleats, shoes with wheels, house shoes or any shoe that limits physical activity or safety are not permitted.

Gang or Satanic Cult Related

- Gang dress, such as bandanas, hats, headgear, gang-related jewelry, attire, symbols or paraphernalia identified by police and or school official as gang related; gang-related color or color combinations will not be allowed.

- These items will be identified and monitored by police and school officials. They are subject to change at the discretion of the administration as the need arises.

Undergarments

- Undergarments should be covered by outerwear.
- Clothing that is considered pajamas or bedtime wear is prohibited.

Hair color/ hairstyle

- Hair color/hairstyle that distracts from the main purpose of the educational program is prohibited, including makeup or face paint

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FOOD CONSUMPTION

Food must be consumed in designated areas. **No unsealed drinks of any kind are allowed**, unless parent/guardian has checked in with front office to have lunch with their child.

VISITORS BRINGING LUNCH: Parents are welcome to eat with their child. For safety reasons, parents may only provide food for their child and are not allowed on playground or in gym area during recess.

TOBACCO USE

In accordance with Oklahoma law and the wishes of parents, educators and students, tobacco in any form, tobacco products or simulated tobacco products of any kind will not be possessed or used by students while on school premises. Tobacco will not be possessed or used by students attending any school-sponsored event outside school premises or while in transport to or from such an event in school authorized vehicles.

First Offense:	The parent is notified and the student is given In School Isolation (ISI).
Second Offense:	The parent is notified and the student will be suspended for three (3) days.
Third Offense:	The parent is notified and the student will be suspended for five (5) days.
Fourth Offense:	The parent is notified and the student may be suspended for a period in excess of five (5) days.

In accordance with School Laws of Oklahoma and the Mustang Public School District's desire to provide a healthy smoke-free environment for students, employees and patrons, commencing the 16th day of March 2004, all facilities within the District will be smoke-free twenty-four (24) hours per day on a year round basis. This prohibits smoking, the use of snuff, chewing tobacco, simulated tobacco products, or any other form of tobacco product by all persons. This policy extends to all activities, vehicles and property.

There will be no designated smoking areas anywhere in the District. (Policy and Procedures, # 2060)

ILLICIT DRUG DEFINITION, AS USED IN THIS HANDBOOK, IS DEFINED AS FOLLOWS:

1. any controlled dangerous substance as defined in the Uniform Controlled Dangerous Substance Act
2. any intoxicating beverage as defined by Oklahoma law
3. any low-point beer as defined by Oklahoma law
4. any substance which is represented to be a prescription, non-prescription drug, "turkey" drug, or synthetic drug
5. any inhalant
6. any other chemical or natural substance which is capable of producing injury and is misused by a student

USE OR POSSESSION OF ILLICIT SUBSTANCES DURING THE SCHOOL DAY OR AT ANY SCHOOL SPONSORED ACTIVITY

Students using, in possession of, or after having used controlled illicit substances, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages, paraphernalia and/or intoxicating substances, or exhibiting observable behaviors during school, while attending a school sanctioned activity, while on any school premises, or when being transported, will be suspended:

First Offense: The student will be suspended for ninety (90) school days. The suspension may be reduced to ten (10) days for the first offense if the student/parent/guardian agrees to complete a voluntary urinalysis and counseling. The counseling will consist of an eight (8) hour course in

a school approved chemical dependency education program, or a comparable program approved by the administration, and one (1) additional hour to be spent with Mustang Public Schools' Student Assistance Counselor. Counseling fees will be the responsibility of the parent/guardian. At administrative request, the urinalysis will be required throughout the term of the suspension (a minimum of once per month). If a student has a second unacceptable specimen, refuses, or fails the urinalysis, the full term of the suspension will be reinstated without any right to appeal the full length of the suspension. If a second unacceptable specimen is reported, an additional test may be requested of the same sample at an additional expense. Any additional expenses will be the responsibility of the parent/guardian.

Second Offense: Student will be suspended ninety (90) school days without reinstatement option. The ten (10) day suspension option is not available for a second offense.

SALE, SHARE OR DISTRIBUTION OF ILLICIT SUBSTANCES

Any student selling, sharing or distributing illicit substances, prescription and/or non-prescription drugs, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances during the school day, or a school activity, on school premises or while being transported by school personnel, will be suspended for ninety (90) school days. A forty-five (45) school days reinstatement option may be available in some circumstances. A second offense will result in a suspension for the remainder of the current semester, as well as, all of the succeeding semester. In addition, law enforcement authorities will be notified.

Teachers are required by state law to report any suspected drug or alcohol use to the principal. Violation of this policy will be reported to the law enforcement authorities. Any incident that occurs outside the school day or not at a school function will be reported to the police.

VANDALISM

Each student shall pay for all damages he/she may do to school property within one (1) week after demand, unless an arrangement for deferred payment has been made with the superintendent. Failure to make such payment shall be cause for suspension. The pupil responsible shall pay for books belonging to the school that are lost, stolen or mutilated.

DANGEROUS WEAPONS

The use, display or possession of any kind of gun, **ammunition, fireworks**, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, or the possession of any dagger, pocket knife, bowie knife, dirk knife, switchblade knife, spring-type knife, butterfly knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles or any chemical or biological device intended by its nature to cause property damage, harm, or endanger the life, health, or safety of others (examples include, but are not limited to, mace or pepper spray) or other offensive weapon on the campus, parking lots, premises or property of the Mustang Public Schools or during school sponsored activities, functions or events may result in the immediate suspension of all students involved for the current school semester and possibly the succeeding semester.

The term "gun or device capable of discharging or throwing projectiles" shall include, but not be limited to:

a. rifles, pistols or shotguns of any caliber and/or
b. B-B guns, tasers or air pistols and/or
c. potato throwers, dart guns or blow guns and/or
d. any other device the purpose of which is to throw, discharge or fire objects, bullets or shells

For the purpose of this policy, any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a gun or device capable of discharging or throwing projectiles in violation of this policy may be suspended for the current school semester and possibly the succeeding semester.

USE OR POSSESSION OF DANGEROUS OR OFFENSIVE WEAPONS

Any pupil found to be in possession of or using dangerous or offensive weapons on the school grounds or at any school-sponsored activity will be suspended by the superintendent or administrator for a period not to exceed the current school semester and possible the succeeding semester (Refer to School Laws of Oklahoma, Article 24/ Section 488.2).

SUSPENSION OF STUDENTS

The term suspension or suspended as used in this policy and Oklahoma Law means that the student has been removed from attendance at any school. Alternative in-school placement, in-school restriction, detention, and similar disciplinary measures are not considered to be out-of-school suspensions and are not subject to an appeal process. Any student suspended out of school is prohibited by the terms of said suspension from being on the school grounds before, during, or after school hours and from participating in or attending any school sponsored activity unless otherwise directed by the administration. All suspensions must have the approval of the superintendent or his/her designee. The authority to suspend a student from a school in the district is delegated to the respective building administrator. The administrator shall exercise his/her discretion as to the length of time of the suspension. When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered if similar infractions have occurred in the past and other forms of discipline have not deterred such behavior.

1. Students may be suspended from school for engaging in any of the following while on school grounds, while on school vehicles and buses, or at school activities/events:
   - Violation of policy, rule, or regulation
   - Acts of immorality
   - Possession of an intoxicating beverage, low-point beer (37 O.S. 163.2)
   - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school
   - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substance Act)
   - Possession of a firearm (may result in out-of-school suspension of not less than one year)
   - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teacher, or officials, or damages property
   - Adjudication as a delinquent
   - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student, who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the district.
5. Students who are suspended out-of –school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the child's IEP.
6. Any student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

No school board member, administrator or teacher may be held civilly liable for any action, taken in good faith, which is authorized by law under the provisions of this policy.

SHORT-TERM SUSPENSION

Short-term suspension is when a student is suspended from school for ten (10) days or less. Before a student is suspended out of school, the school administration shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension (such as placement in an alternative school setting, reassignment to another classroom, in-school intervention, etc).

When a student is suspended, his/her parent(s) will be notified as soon as possible. If the student is suspended for five (5) days or less the district may provide an educational plan. If a student is suspended for more than five (5) days the district shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The parent(s) will bear the responsibility of monitoring the student's education progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

The first level of appeal for suspensions of ten (10) days or less will be to the building principal. A written request specifying the reason or reasons for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension. In order to appeal the building principal's decision, a written request specifying the reason or reasons for the appeal must be submitted to the appeal committee for short-term suspensions within three (3) days. The appeal committee will consist of one (1) central office administrator and two (2) building principals other than the suspending principal. Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension. The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
The decision of the appeal committee for short-term suspension will be final and may not be appealed to the hearing officer or the board of education/board hearing officer.

LONG-TERM SUSPENSION

A long-term suspension is when a student is suspended from school for more than ten (10) days. When a long-term suspension occurs, the student's parent(s) will be notified as soon as possible, except under circumstances that require the immediate removal of the student.

Before a long-term suspension is imposed, an initial suspension will occur while an investigation is conducted. A conference with a site administrator will be arranged to take place when the investigation is complete. The parent(s) will be given a copy of the results of the conference at that time and a copy of the results will be mailed to the parent(s) by certified mail. The parent(s) will be provided a copy of the education plan and will bear the responsibility of monitoring the student's education progress until the student is readmitted to school. Schools are not responsible for the provision of educational services to those students who have been suspended for possession of a dangerous weapon or a controlled dangerous substance. (Reference Title 70, OK statutes, Section 24-101.3) Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

A student and/or his/her parent(s) may appeal the suspension.

The student and his/her parent(s) may request a review of the suspension with the building principal. This step may be skipped if the building principal was part of the first conference. A written request specifying the reason or reasons for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension. A conference will be scheduled with the building principal. If the building principal does not withdraw the suspension, the student has the right to appeal the decision.

In order to appeal the building principal's decision, a written request specifying the reason or reasons for the appeal must be submitted to the office of the district hearing officer within ten (10) days. Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing within ten (10) days from the date the notice of intent is filed. During the hearing with the district hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel. The suspension appeals hearing shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension-hearing officer may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

If the district hearing officer does not withdraw the suspension, the student and his/her parent(s) shall have the right to appeal the decision to the board of education/board hearing officer. The student or the student's parent(s) shall notify the superintendent in writing within ten (10) days following receipt of the decision of the district hearing officer.

Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education/board hearing officer. The board of education/board hearing officer will conduct the hearing within ten (10) days from the date the notice of intent is filed with the superintendent. During the hearing of the appeal before the board of education/board hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall not have the right to be represented by legal counsel, unless the school district is represented by legal counsel.

The board of education/board hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education/board hearing officer may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. Decisions of the suspension appeal may not be appealed. The decision of the board of education/board hearing officer suspension hearing with the hearing officer shall be final.

> NOTE: 70 O.S. § 24-101.3 (E) states that a student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless regard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

STUDENT DISCIPLINE FOR OUT-OF-SCHOOL ACTIONS

The Board of Education recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the Board. However, the Board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this Board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct, which in the opinion of the school administrators, has an adverse impact upon the school.

Such activity includes, but is not limited to, the following:

1. Damaging school property, e.g. a school bus;
2. Engaging in activity which causes physical or emotional harm to other students, teachers or other school personnel;
3. Engaging in activity which directly impedes discipline at school or the general welfare of school activities.

TRANSPORTATION - USE OF BUSES
POLICY 5155

The Mustang School District recognizes that in Oklahoma pupil transportation is a service provided by the school. The school district wishes to assure its patrons that transportation services are provided in a manner that accomplishes three (3) goals:

1. to ensure that all children of our school that are eligible to ride are transported in the safest manner possible
2. to ensure that the transportation services provided are cost effective
3. to ensure that all transportation services are rendered in an equitable manner

The school district will accomplish these goals through enforcement of its school transportation policies.

SCHOOL BUS ROUTE POLICIES

1 .The Mustang School District will provide transportation for an eligible special education student when transportation has been identified as "related services" necessary to enable the student to receive the education services outlined in his/her IEP (SDE Regulations).

2. The Mustang School District will provide transportation for all district students who reside within one and one-half (1 ½) miles or more from the school attended by a commonly traveled road.

3. Students residing less than one and one-half (1 1/2) miles from the school the student attends will be transported if the student has no direct path of public access to his/her assigned school without traveling parallel to a designated state highway, any road having more than two (2) travel lanes, a section line road or any street deemed to be unsafe due to traffic conditions, congestion or physical hazard.

The above mentioned transportation exceptions will not apply if the following exists:

- a thirty-six (36) inch wide sidewalk ten (10) feet from the road's edge is present
- a thirty-six (36) inch high chain link fence present if sidewalk does not meet minimum standards
- the presence of a crossing guard

4. No school bus shall be permitted to operate on any private driveway.

5. All school bus stops shall be selected with the safety of the children at the bus stop the first consideration. Whenever possible, a bus stop shall be located within one fourth (1/4) mile of the home of every child being transported.

6. No bus stop shall be established in which the student must cross a roadway having more than two (2) lanes.

7. No bus stop shall be permitted to operate on any privately constructed or maintained roadway without written waiver of liability executed by the controlling association or parties. It shall be the responsibility of the association or parties to obtain the liability waver from the Mustang School District to complete the form and return it as directed.

8. No bus stop shall be established in which a school bus must back up in order to complete a regular route.

9. No school bus will be utilized for any activity trip prohibited by Oklahoma State Department Regulations.

SPECIAL BUS RIDING PRIVILEGES

It is the policy of the MPS to transport students from a point no more than one-fourth (1/4) mile of their home residence and return them to the pick-up point in the most secure and safe manner. Students shall be picked up and returned to the same bus stop location each day. Students will be allowed to exit their regular bus at a different location if they have written authority from a parent or guardian and it must be signed by a building administrator.

Students are not permitted to change buses (routes) to go to another location except as following:

- Students will be permitted to change buses (routes) in the case of a family emergency. Notification must be made to the school prior to the scheduled boarding time.
- Bus transfers for the purpose of baby-sitting arrangements will be made on an individual basis, if the following conditions are present:
- "Special-Riding Privilege" form has been completed and returned to the building principal
- the bus transfer will not cause a passenger overload on the receiving bus
- no new stop will be established to accommodate the transfer
- the transfer must have the student exiting the bus at the same location each day
- Student must be already eligible to ride
- No students will be delivered to a job site.
- All students will exit the bus prior to the beginning of the next scheduled route.

PARENT COMPLAINT PROCEDURE

The MPS strive to provide the finest student transportation program possible. Our staff of drivers and support personnel has the safety of our children as the primary goal. When problems occur, they will be dealt with in a prompt and professional manner. The following guidelines have been established to insure that problems will be directed to the proper authorities:

- Adults are prohibited from boarding a bus during a route to discuss a problem directly with a driver.
- Complaints concerning bus drivers are to be directed to the Transportation Department at (405) 376-2630, or the Administration Office at (405) 376-2461.
- The school building administration handles student behavior problems.

PUPIL CONDUCT ON BUSES

Riding a school bus is a privilege. Student safety is our main priority and rules that are enforced at school also apply on the bus.

The following rules and regulations shall govern the conduct of school bus passengers:

- Students should be at their bus stop five (5) minutes prior to the time the bus is scheduled to arrive.
- Bus drivers will have the same authority over pupils while riding buses as the teachers have while the pupils are in school. The bus is an extension of the classroom.
- All students must be seated in their assigned seats
- The noise level on the bus must remain at a low quiet voice level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing or otherwise cause any disturbance that may distract the driver.
- School bus windows must remain closed unless the driver permits them to be opened. When windows are open, students are not allowed to throw objects from the windows or extend any part of the body through a window.
- The use of tobacco or electronic cigarettes or the consumption of food or beverage is not permitted on school buses.
- No glass containers are allowed on the bus.
- No balloons are allowed on the bus.
- Any passenger who defaces or vandalizes a school bus in any way shall have the bus riding privilege suspended. No suspended student shall be permitted to resume the bus privilege until all damages for which the student was responsible are paid.
- If a student is denied transportation for any reason, the parent(s) must be notified. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.
- Horseplay is not allowed in or around the bus.
- Students must keep all objects out of the aisle.
- Students should never tamper with the emergency door or windows of the bus.
- Be respectful and courteous to the bus driver at all times.
- Proper conduct at the bus stop is expected. Parents should be aware of the children's activities and behavior at the bus stop.
- No profanity will be allowed.
- Technology center transportation will be provided for students to and from the technology center. Students who do not desire to ride the bus may provide their own transportation by completing a Parental Permission form. The form may be picked up in the Front Office of the Mustang High School. Permission may be granted when the completed form is turned in to the assistant principal.

Bus riding is a privilege and may be taken away.

WRITTEN CONDUCT REPORT

A written report about a student's unsatisfactory conduct will be issued by the bus driver and delivered to the school principal. The principal will take the appropriate disciplinary action. This action may include short-term or permanent suspension from bus riding privileges and/or suspension from school. A copy of the written report will be sent home with the student. The parent is asked to sign the report, certifying that the parent has been made aware of the situation. The student must then present the signed copy to the bus driver to regain riding privilege within three (3) days.

Any meeting required with the parents relating to problems of bus conduct will be scheduled during normal school hours with the principal or assistant principal.

Field trips outside the State of Oklahoma are expressly prohibited unless prior board approval is obtained.

ACTIVITY/FIELD TRIPS
Policy # 3115 and Policy # 3130

Activity Trips

Activity trips will be made only with the prior approval of the building principal, administrative designee and the transportation director. Activity trips are trips related to travel in association with interscholastic contests or extracurricular activities where students perform or compete.

All school-sponsored activity trips must fall within the boundaries of the State of Oklahoma. Activity trips outside the State of Oklahoma are expressly prohibited unless board permission is obtained prior to the event.
Activities that maintain a regular schedule will provide a general permission slip to cover that schedule and must be signed and returned to the coach/sponsor of that activity prior to the student being transported or otherwise participating. All other activities not included in a regular schedule will require individual permission slips that must be signed and returned to the coach/sponsor of that activity prior to the student being transported or otherwise participating.

Field Trips

Field trips will be made only with the prior approval of the building principal, administrative designee and transportation director. Advance written consent of the student's parent or legal guardian is required for any off-campus field trip. The Mustang Board of Education defines educational field trips as visits to an industry, factory, shop or plant, courthouse, museum, theater, lecture or symposium, farm, ranch, creek, river, park, zoo, etc., by a group of students pursuing academic or vocational study in a stated subject for the purpose of enriching their appreciation of or acquiring additional knowledge in the subject. It does not refer to interscholastic contests or extracurricular activities where students perform or compete.

The Mustang Board of Education recognizes educational field trips as part of the curriculum. The following criteria should be considered in deciding whether or not a field trip would be a profitable experience for students:

- Would this field trip be a better experience for students than other activities which might be conducted within the school building?
- Would the students profit more from the field trip than they would from an available videotape, slides, filmstrip, model, experiment, resource person, etc.?

Any school-sponsored field trip exceeding 150 miles (one way) from Mustang Public Schools must have board approval. Any trip less than 150 miles (one way) must have approval of the aforementioned personnel. Distance, educational value and expense to the district will be taken into consideration before approval is given for any field trip. Field trips outside the State of Oklahoma are expressly prohibited unless prior board approval is obtained.

CHILD NUTRITION

ELEMENTARY & INTERMEDIATE SCHOOLS

CAFETERIA PROCEDURES

Household Application for Free/Reduced Meals

Participation in the school lunch program is very important and beneficial to our students. If you feel your family may qualify for free/reduced meals, beginning on August 1st and thereafter, you can apply for free and reduced meal benefits 24/7 by applying online at mustangps.schoollunchapp.com This will be the quickest way to ensure your application is processed before school starts. However, if you prefer, you can still pick up and complete a hard copy of the application and send it to school with your child to give to the cafeteria staff, or mail it to Mustang Public Schools, 906 S. Heights Drive, Mustang, OK 73064, attention: Tammy Bales, Child Nutrition Director. Additional applications are available at the school office, the Child Nutrition Office or the Administration Building. Applications may be completed at any time throughout the year if you've had a change in income, household size, etc., that might qualify your family for free/reduced meals. **Requests for applications in different languages can be made at the Child Nutrition Office, call (405) 376-7317 or e-mail request to balest@mustangps.org.

A new application on the correct year's form must be filled out every year in order to qualify for the program. One application is all that is necessary per household. Please do not complete more than one application when applying. If you were on the program last year, you will be carried over on the same status temporarily, but you must reapply

before 9/26/14 or on 10/1/14 you will be changed back to full-price status.

You will receive a letter of notification of the status of your application. Accounts can be flagged to only allow a certain dollar amount to be spent in one day, or flagged to not allow your child to purchase ala carte items-- whatever fits your family's needs. Call the school office and ask for the cafeteria cashier to flag your child's account.

A $25.00 fee will be charged for insufficient checks – No Exceptions. Further checks will not be accepted at any school until the insufficient check is cleared up.

Refunds
Students in the MPS district with money left in their meal account at the end of the school year will automatically have the money rolled into their accounts for the following school year.
Until you receive notification, money should be sent with student to cover the price of full-priced meals.

Ala carte items such as bottled water, extra milk or extra juice are regular priced items and are not included in the free/reduced program. If your child wants to purchase these items, money will be needed in his/her account.

PAYING FOR LUNCHES
Mustang elementary and intermediate schools allow 6 meal charges. After the sixth charge, at the principal's discretion, an alternate lunch may be provided until charges are paid. All charges must be paid before ala carte items or 2nd trays can be purchased.

Approximately three weeks before school is out, through the end of the school year, no charging is allowed. This helps MPS collect what is owed. Therefore, during this time, if your child still has lunch charges, money will need to be put in his/her account to completely cover the charge, plus the meal for the day or bring a lunch from home. Money brought will be put toward past charges before new purchases can be made.

Student identification numbers are issued to each student. These I.D. numbers are used the entire time the student attends Mustang Public Schools. The I.D. numbers are also the student's lunch account numbers. No lunch tickets are used. The student's account is like a bank account. If paying by cash or check, it is suggested that deposits be made in the mornings before school starts in sufficient amounts to pay for two (2) weeks of lunches.

**Online payments can be made by going to the school website, www.mustangps.org, Child Nutrition section, manage your child's school lunch account and you will be directed to MySchoolbucks.com. Create a user account (will need student I.D.#). Payment (and purchase history) will typically show up in the student account by the next school day, but occasionally external factors may affect the process and could delay when the funds are received by the school. (Electronic check payments can take up to one week to show up in student's account.) There is a $1.95 convenience fee per each deposit transaction. You can set up a "low balance" alert to notify you when you need to make another payment. By signing up for MySchoolbucks you are able to view your child's purchase history at no charge, even if you decide not to use the online payment program.

Lunch prices are $2.50. Reduced-priced lunches are $.40. Second trays are $2.85 (including students on the free/reduced meal program). Adult and visiting student lunches are $3.25.

Breakfast prices are $1.50. Reduced-priced breakfasts are $.30. Adult and visiting student breakfasts are $1.75.

Students are not allowed to use other student's lunch accounts. MPS software program shows a picture of each student as they purchase items. This will ensure that the student using the account number given is the correct person that is supposed to be using that account.

Cashiers can run reports for parents of what was purchased on specific dates and when money was added in.
Refunds to lunch accounts can be made upon parental request. No cash refunds will be made at any school site. All refunds will be issued by check from the Child Nutrition Office following the monthly meeting of the Mustang Board of Education. Parents of students leaving the district must provide a forwarding address with the cafeteria cashier. If the

refund envelope is returned to the district unopened, the money will be considered an outstanding warrant. After two years, the outstanding warrant is estopped (void) by law.

Note: Due to the cost of issuance, no refund will be issued if the total is less than $5.00 unless at parent's request.

Students with Food Allergies

Parents of students with food allergies should submit a current doctor's note to the cafeteria manager stating the food allergy, and recommended substitute for that food item. (forms on the next pages). This information will be put into our computer system and will alert our staff as to the allergy. It is recommended that parents of students with severe food allergies contact the cafeteria manager and request a meeting to review foods served. In order to remove an allergy note from a child's account, the Child Nutrition Office must have a written note, dated and signed by a doctor or parent, stating the child no longer has that allergy.

MILK SUBSTITUTION REQUEST

Student's Name: _____ Age: _____ Grade: _____

The _____ Public School is participating in the milk substitution provision which states that a school may substitute for the fluid milk a nondairy beverage that is nutritionally equivalent to fluid milk and meets Nutritional Standards established by the United States Department of Agriculture (USDA). At a minimum, the Nutritional Standards shall include fortification of calcium, protein, vitamin A, and vitamin D to levels founds in cow's milk for students who cannot consume fluid milk because of a medical or other special dietary need other than a disability.

The _____ Public School has notified the State Department of Education (the State Agency) that the school is implementing this variation. The substitution requires a written statement by a medical authority or by a student's parent or legal guardian that identifies the medical or other special dietary need which restricts the student's diet, except that the school shall not be required to provide beverages other than beverages the school has identified as acceptable substitutes.

Acceptable substitutes are as follows:

_____

_____

_____

_____

_____

Expenses incurred in providing substitutions that are in excess of expenses covered by reimbursements shall be paid by the school district.

*Must not revise or change a diet prescription or medical order.

_____ _____

Date Signature of Medical Authority or Parent/Guardian

MEDICAL STATEMENT
FOR
CHILDREN *WITH* DISABILITIES
Requesting Special Foods in Child Nutrition Programs

Part I (to be filled out by the School District or the Parent/Guardian)

Name of Student: _____ Age: _____

Name of Parent/Guardian: _____ Telephone Number: _____

School District: _____ School Attended by Student: _____

Part II (to be filled out by a Physician)

Diagnosis (include description of the patient's disability and the major life activity affected by the disability):

_____

_____

_____

List food(s) to be omitted from diet:

_____

_____

_____

List food(s) that may be substituted (diet plan) and any modifications of texture or consistency that are necessary:

_____

_____

_____

_____

_____ _____

Date Signature of Physician

Physician'sTelephone Number: _____

MEDICAL STATEMENT
FOR
CHILDREN *WITHOUT* DISABILITIES
Requesting Special Foods in Child Nutrition Programs

Part I (to be filled out by SFA or Parent/Guardian)

Name of Student: _____ Age: _____

Name of Parent/Guardian: _____ Telephone Number: _____

School District: _____ School Attended by Student: _____

Part II (to be filled out by a recognized Medical Authority)

Diagnosis (include description of the patient's medical or other special dietary needs that restrict the child's diet):

_____

_____

_____

List food(s) to be omitted from diet:

_____

_____

_____

List food(s) that may be substituted (diet plan):

_____

_____

_____

Additional information:

_____

_____

_____

_____ _____

Date Signature of Recognized Medical Authority

Telephone Number: _____

MUSTANG MIDDLE SCHOOL
MUSTANG NORTH MIDDLE SCHOOL

(GRADES 7-8)

MUSTANG PUBLIC SCHOOLS (MPS)
906 SOUTH HEIGHTS DRIVE
MUSTANG, OKLAHOMA 73064

ADMINISTRATION

Dr. Sean McDaniel, Superintendent of Schools
Charles Bradley, Deputy Superintendent of Schools
Dr. Angela Mills, Assistant Superintendent
Ryan McKinney, Director of Secondary Schools

BOARD OF EDUCATION

Chad Fulton	President
Jim Davis	Vice-President
Amanda Strassle	Board Clerk
Mike Kessler	Member
Jeff Landrith	Member

MUSTANG PUBLIC SCHOOLS
MIDDLE SCHOOLS STAFF

906 South Heights Drive
Mustang, Oklahoma 73064

Mustang Middle School Telephone Number: (405) 376-2448
Mustang North Middle School Telephone Number (405) 324-2236
Safe-Call Telephone Number: 1-877-723-3225, ext 651
District Web Site: www.mustangps.org

Mustang Middle School
Website: http://mms.mustangps.org

Principal
Kathy Knowles

Assistant Principal
Jody McElhaney
Andy Collier

Counselors
Angie Winborn
Brieana Cooper

Counseling Secretary
Pattie Crawford

Office Secretaries
Lori Walkabout
Angelica Ledford

Cafeteria – 376-7984
Jane Logan

Mustang North Middle School
Website: http://mnms.mustangps.org

Principal
Christy Bradley

Assistant Principal
Danny Brown
Katy Korstjens

Counselors
Lisa Rohwer
Staci Hunt

Counseling Secretary
Cheryl Rodgers

Office Secretaries
Teresa Bieber
Randi Pena

Cafeteria – 324-4820
Brenda Roberts

Mustang Public Schools
14-15 School Calendar

Empowering today to achieve a better tomorrow

July '14

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August '14

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September '14

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

October '14

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

November '14

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

December '14

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

August 5	Intermediate School Schedule Pick-up
August 7	Middle School Schedule Pick-up
August 4-8	High School Schedule Pick-up
August 12	Elementary Open House
August 19	Intermediate School Open House
August 21	Middle School Open House
August 19	High School Open House
August 7 & 8	New Teachers
August 11-13	Professional Days
August 14	First Day of School
September 1	Labor Day
September 15	Professional Day
September 23&25	P/T Conf
September 26	No School
October 15	End of 1st 9 weeks
October 16 & 17	Fall Break
November 24-28	Thanksgiving
December 19	End of 1st Semester
Dec 22 - Jan 2	Winter Break
January 19th	MLK Day
February 16	Professional Day
March 10 & 12	P/T Conf
March 12	End of 3rd 9 weeks
March 13	No School
March 16-20	Spring Break
May 21	Last Day of School*
May 21	*Shortend Day With Early Dismissal
May 25	Memorial Day
# of Days	Instructional Period
43	1st Quarter
40	2nd Quarter
83	1st Semester
48	3rd Quarter
44	4th Quarter
92	2nd Semester

January '15

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February '15

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

March '15

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April '15

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May '15

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June '15

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

WELCOME

Welcome to our middle school. We are excited about the coming year. This handbook has information that will answer questions for you and make your time at our middle school more enjoyable. Please share this information with your parents because they will also have questions about the school. Your agenda will be your communication line. It will help you stay organized which in turn will help you be successful at the middle school.

We are concerned about each individual student. We have designed a program of studies and activities to meet your needs and help prepare you for high school and the future. Our schools were designed, built and staffed as a middle school. Our goal is for YOU, the student, to be successful. We challenge you to set goals, which reflect academic and social growth for the new school year. Share these goals with your parents, teachers, and administrators so we can all support you this year. Your success will continue to make our middle school an outstanding institution.

FOREWORD

This handbook has been prepared to help you and your parents become better acquainted with your school. It is the desire of the administration and your teachers that you will use the handbook to become well informed about your school and to be challenged to make an honest effort to live up to the high ideals and standards of the MPS. This handbook will be used as a guideline for students and staff.

The Mustang School Board of Education recognizes that parts of this policy are taken directly from the Oklahoma State Board of Education Regulations (OSBER). The Board further recognizes that OSBER is subject to change. Therefore, this Board directs the Mustang Public School System annually to review this policy and make changes as necessitated by OSBER. These changes will not require Board approval. The Mustang Board of Education must approve all other changes.
It is the responsibility of the student and guardians to read carefully all information and policies included in this handbook. The student will be held responsible for knowing and following all policies and procedures contained herein.

MUSTANG PUBLIC SCHOOLS
VISION STATEMENT

VISION: We aspire to have:

Highly effective, compassionate teachers in every classroom delivering a world - class education to every student in a safe and mutually respectful environment to the extent that Mustang students achieve at their highest level and contribute to their world in a meaningful way, both now and in the future.

MISSION STATEMENT

MISSION: As we pursue our vision, we will:

Develop Mustang's community of collaborative learners as self - confident, creative problem solvers and skillful communicators, who are capable of accessing and processing information in a lifelong pursuit of excellence.

CORE VALUES

1) Attend to relationships
2) Laser focus on student success
3) Clear and timely communication
4) Collaborative culture

DISTRICT GOALS

1) **Focus on Student Success**
   - All students attending Mustang Public Schools will reach high standards by attaining proficiency or better in all core academic areas as measured by district provided or state assessments
   - Students will have meaningful opportunities to explore interests and develop talents
   - Mustang Public Schools will attain a 100% graduation rate
   -
2) **Maintain standards of fiscal stability**
   - Balance the operating budget, annually
   - Adhere to all audit recommendations
   -
3) **Provide a culture that values employees as professionals**
   - Recruit and retain highly effective employees
   - Provide opportunities for growth, professional development, and advancement
   - Deliver timely and meaningful feedback

WHAT IS A MIDDLE SCHOOL?

A middle school is a special place . . .

* where students are changing from children into teenagers.

* where every student can experience success.

* where students are helped to move from the self contained elementary classroom with the same teacher to a departmentalized set of classrooms with several teachers.

* where teachers enjoy middle school students and prefer teaching in a middle school.

* where the educational needs of students receive the most attention.

* where children are not put down, ignored or fear physical harm.

* where there are high expectations, a challenging curriculum and a healthy level of support.

* where cooperation is emphasized and competition is de-emphasized.

* where young people can explore a variety of interests.

* with a high level of parent and community involvement.

SCHOOL CAN BE INTERESTING

1. It is a chance to make new friends, some your own age and some older.

2. There are classes of different sizes and lengths.

3. You have an opportunity for regular work assignments to achieve long-term goals.

4. You have a chance to work in small, intimate groups.

5. There are many chances for your opinions to be heard in class.

6. There are opportunities to see what you can do with freedom -- regulating much of your own behavior -- making choices -- thinking of other people -- setting goals.

WHO'S WHO

The teaching staff of Mustang's middle schools will help you with your learning program. Of course, you will not have them all, but you will soon find that it is fun to have a teacher for a friend.

A school counselor is available to you. Counselors enroll new pupils, administer achievement tests and help you in making plans for your future. They assist you in choosing the subjects or courses that will be the most helpful to you. You can expect counselors to assist you with your problems and give you someone to talk to in special times.

The school nurse is on duty two days each week in the clinic. She is here to help you if you get sick or have an accident at school. She works with other doctors and nurses who make periodic examinations of your teeth, ears, eyes and spine. She can help you with your health care.

Food service workers, custodial personnel and bus drivers are important school employees. You should always be courteous and respectful to these personnel.

Your principals are eager to know you. Take some time during your lunch to introduce yourself and say "Hello!" This is also a great time to have some of your questions about school answered.

VISITORS: Please welcome visitors to your school giving them friendly directions to the Office for help.

PARENT PORTAL

Parent Portal is a web-based home-to-school program that links parents and schools via the Internet. Data is transferred from (the student information program) and (the teacher's electronic grade book) to a read-only web interface.

The following information can be displayed in Parent Portal:

- Attendance
- Assignments and Current Grades
- Report Cards
- Course History –High School only
- Transcripts –High School only
- Student Personal Information – address, phone number, etc.
- Emergency Contacts
- Student Photo – if available
- School Announcements
- School Address
- School Phone Number
- Staff Contact Information

Parents can also complete a screen to receive an e-mail notification when there is a change in grades, attendance, etc. The information displayed is in "real time."

Parent Portal **does not** provide information on lunch accounts or transportation information.

To register for Parent Portal, custodial parents or legal guardians with proper legal documentation on file at the child's school can register at www.mustangps.org, Parent Portal link or http://ps.mustangps.org. Please allow 7-10 days for registration to be completed and verified.

Approved registrations can be picked up by the registered parent/guardian at the child's school. Proper picture identification is required to receive the login and password information. Each school will make a copy of the photo identification to keep on file.

Due to all records and grades being accessed on-line through the Parent Portal, progress reports will not be printed and distributed unless parent/guardian/student requests one from the front office.

VOTING INFORMATION

All registered voters who live within the MPS attendance area are allowed to vote in bond elections and other school related issues. The privilege of voting is not dependent on residing within the twelve (12) square miles of the Mustang City limits, but on residing within the seventy (70) square miles comprising the District.

EXCEPTIONAL STUDENT CHILD FIND

The MPS District is conducting a search and find effort for students ages three (3) through twenty-one (21) who are suspected of having a disability and are not currently being served in a free and appropriate public school program or a private school program. Students who are highly mobile, homeless or are considered an unaccompanied youth are included in this effort.

Disabilities include autism, deaf-blindness, deafness/hearing impairment, developmental delays, intellectually disabled, multiple disabilities, orthopedic impairments, other health impairments, emotional disturbance, specific learning disability, speech/language impairment, traumatic brain injury and visual impairment.

If you are aware of any student who resides in the Mustang Public School District and is in need of specialized school services, please contact Ms. Deborah Beel, Director of Special Services, at (405) 376-7335.

PARENTS RIGHT TO KNOW

The *No Child Left Behind Act* gives you the right as a parent to request information regarding the professional qualifications of your child's teacher(s) including, at a minimum, the following:

- Whether the teacher has met state qualification and licensing criteria for the grade level and subject areas in which the teacher provides instruction,
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria has been waived,
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree, and
- Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, *No Child Left Behind* requires the school to provide you information on the level of achievement of your child on the State academic assessments. This is something you have been given in previous years.
The law calls for you to be given timely notice that your child has been assigned or has been taught for four or more consecutive weeks by a teacher who is not highly qualified. This legislation recognizes the importance of the school and family working together.

NO CHILD LEFT BEHIND (NCLB) ACT OF 2001
Title III, Part A: Language Instruction for Limited English Proficient (LEP) and Immigrant Students

The term “Limited English Proficient” means an individual

- who is aged 3 through 21
- who is enrolled or preparing to enroll in an elementary or secondary school
- who is not born in the United States or whose native language is a language other than English
- who is a Native American, Alaska Native or a native resident of the outlying areas; and
- who comes from an environment where a language other than English has had a significant impact on the individual’s level of English language proficiency; or
- who is migratory, whose native language is a language other than English, and who comes from an environment where a language other than English is dominant; and
- whose difficulties in speaking, reading, writing, or understanding the English may be sufficient to deny the individual
    - the ability to meet the State’s proficient level of achievement on State assessments
    - the ability to successfully achieve in classrooms where the language of instruction is English or
    - the opportunity to participate fully in society.

The term “immigrant” means individuals who—

- are aged 3 through 21
- were not born in any State; and
- have not been attending one or more schools in any one or more States for more than three full academic years.

MPS will provide the following assurances for language instruction of all Limited English Proficient (LEP) and immigrant students enrolled in the district following the guidelines of the No Child Left Behind (NCLB) Act of 2001, Title III, Part A.

- Compliance with parental notification as outlined in section 3302 of NCLB
- Annual assessment of English proficiency of all LEP students in listening, speaking, reading, writing and comprehension using the State and Federal mandated tests
- Use of scientifically based research for language instruction programs for LEP students
- Evidence that LEP programs will enable students to speak, read, write and comprehend the English language and meet challenging district and state academic achievement standards
- No violation of any state law, including state constitutional law, regarding the education of LEP students
- Consultation with teachers, school administrators and parents in developing appropriate plans of study for the LEP student
- Certification that all teachers in any language instruction educational program that is funded under Title III are fluent in English with written and oral communication skills.

* LEP (Limited English Proficient) and ELL (English Language Learners) are interchangeable terms.

HOME LANGUAGE SURVEY

The parent/guardian(s) of any student enrolling must complete the Home Language Survey for K-12 School Districts. Copies of this signed form will be included in the students' cumulative folder and other district files.

New forms must be signed yearly.
In compliance with state and federal laws, if your child meets the state of Oklahoma's definition for "bilingual", your child will be given a language assessment placement test within 30 calendar days at the start of the school year and within two weeks thereafter. If your child qualifies for *ELL (English Language Learners) services, he/she will also participate in the post-testing procedures in the spring. Results of these tests will be provided for the parent's review and will be maintained in the student's cumulative folder and in other district files.

* LEP (Limited English Proficient) and ELL (English Language Learners) are interchangeable terms.

SCHOOL COLORS
Red and White

SCHOOL EMBLEM
Bronco

EQUAL OPPORTUNITIES

It is the policy of the MPS to provide equal opportunities without regard to race, color, national origin, sex, age, qualified handicap or veteran in its educational programs and activities. This includes, but is not limited to, admissions, educational services, financial aid and employment. Inquiries concerning application of this policy may be referred to the Compliance Coordinator for MPS.

GENERAL INFORMATION

NOTIFICATION OF RIGHTS UNDER FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA) Policy # 2045

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the **Mustang Public Schools** receives a written request for access.

   Parents or eligible students should submit a written request that identifies the records they wish to inspect to the school principal **or other appropriate school official**. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

   Parents or eligible students who wish to ask the **Mustang Public Schools** to amend a record should write the school principal, **or appropriate school official,** clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   The Mustang School District proposes to designate the following personally identifiable information contained in a student's record as "directory information," and it will disclose that information without prior written consent:

   1. Student name
   2. Participation of officially recognized activities and sports

3. Weights and height of members of athletic teams
4. Dates of attendance
5. Degrees and awards received
6. The most recent school attended by the student
7. Current grade level

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

See the list below of the disclosures that elementary and secondary schools may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(*1*) - (a)(1)(i)(B)(*2*) are met. (§99.31(a)(1))

- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))

- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal-

or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))

- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10)

- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA) Policy # 2047

PPRA affords parents and students who are eighteen (18) or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent before students are required to submit to a survey* that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)
  1. political affiliations or beliefs of the student or student's parent
  2. mental or psychological problems of the student or student's family
  3. sex behavior or attitudes
  4. illegal, anti-social, self-incriminating or demeaning behavior
  5. critical appraisals of others with whom respondents have close family relationships
  6. legally recognized privileged relationships, such as with lawyers, doctors or ministers
  7. religious practices, affiliations or beliefs of the student or parents
  8. income, other than as required by law to determine program eligibility
- *Receive notice and an opportunity to opt a student out of*
  1. any other protected information survey, regardless of funding
  2. any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision or scoliosis screenings or any physical exam or screening permitted or required under State law and
  3. activities involving collection, disclosure or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others
- *Inspect,* upon request and before administration or use of

1. protected information surveys of students
2. instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposed and
3. instructional material used as part of the educational curriculum

MPS will develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure or use of personal information for marketing, sales or other distribution purposes. MPS will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. MPS will also directly notify parents and eligible students, such as through U.S. Mail or e-mail, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- collection, disclosure or use of personal information for marketing, sales or other distribution
- administration of any protected information survey not funded in whole or in part by the U.S. Department of Education
- any non-emergency, invasive physical examination or screening as described above

Parents/eligible students 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. 20202-4605

ASBESTOS HAZARD EMERGENCY RESPONSE ACT
Policy # 4010

The Asbestos Hazard Emergency Response Act of 1986 requires that all building in our school be inspected for asbestos and a management plan be written to document this. A copy of this plan is available at your child's school and at the main office if you wish to see it.

MPS will annually notify all parents, teachers and other employees of the availability of the management plan by inclusion of this information in the Board Policy and Procedures Handbook. Additionally, information regarding any asbestos-related activities, planned or in progress, will be disseminated by notes sent home with students and given directly to employees concerning the specific activity.

The Mustang Board of Education realizes that hazardous materials are used in the day-to-day operation of the school facilities and in the support of educational requirements. The term "hazardous materials" includes any substance or mixture of substances that pose a fire, explosive, reactive or health hazard. The following policies/ procedures will govern the storage, handling, transportation and disposal of hazardous materials used for school facilities and operations:

- Storage of hazardous materials will be in compliance with all local ordinances, state and federal law.
- The superintendent or designee will maintain a master chemical information list (CIL), which shall contain the common and trade names of all hazardous substances used or stored with the district.
- Each building/department will maintain a CIL of hazardous materials used or stored at site.
- MOP/HAZMAT in service programs will be conducted annually for all appropriate support personnel.
- Material Safety Data Sheets (MSDS) will be maintained for all hazardous chemicals to which employees of the district may be exposed. MSDS's will be available to all employees in their work areas.

ANNOUNCEMENTS

Students will not be allowed to make announcements using the public address system unless supervised by the school administration.

PETITIONS AND SURVEYS

Neither petitions nor surveys for any cause may be circulated in the school without the permission of the principal.

USE OF TELEPHONES

Students should use the telephone in the school office. Neither teachers nor students will be called to the telephone during a class period unless it is urgent.

VISITORS

Students are asked not to bring visitors to the school without prior approval of the principal. This causes unnecessary confusion in the classrooms and does not help the educational climate. All visitors are to report to the front office when they arrive on the campus. All guests are to check in at the front office and receive a visitor's pass. If a guest wishes to visit a classroom, an administrator must give permission. An advance notice of one day is preferred.

PERSONAL ITEMS

Students are not to bring any toys, including toys that look like "fake" weapons, electronic games cameras, etc. to school without permission from the teachers or administrator. THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGED, LOST OR STOLEN PERSONAL ITEMS.

FUND RAISING CAMPAIGNS

Any methods for raising money must be approved by the Principal and the central administration office prior to the beginning of the activity.

STUDENT INSURANCE

The only students who are insured are those students whose parents have obtained a Student Accident Insurance Policy made available at the beginning of each school term. This is only a limited accident policy; it does not cover illness. If additional insurance coverage is desired, parents should purchase trip insurance from a private carrier.

EMERGENCY SIGNALS

Due to the differences in intercom systems throughout the district, each site administrator will be responsible for educating students, parents and staff of emergency signals for the school. Students should remember to conduct themselves in the proper manner when a drill is being conducted.

CLOSING OF SCHOOL

In the event school is dismissed due to bad weather, the announcement will be made on local news stations prior to 6:00a.m. MPS will also post the information on the district web site at www.mustangps.org.

RENAISSANCE

We are excited about this program with a commitment to Excellence in Education. The purpose of the Renaissance program is to recognize students who are achieving academic excellence with tangible incentives, rewards and recognition.

Renaissance takes the incentive program from business and ties it to education. It is an attempt to motivate all students to strive for excellence with a new commitment to their academic endeavors. Renaissance is more than a program; it is an attitude that everyone can achieve excellence.

Students who maintain a grade point average of 3.0 or above each nine weeks will be eligible to participate in the program, thus receiving the incentives and rewards that accompany it.

HAZING, HARASSMENT, INTIMIDATION AND BULLYING
Policy # 5110

It is the policy of this school district that no student or employee of the district shall participate in any form of hazing, harassment, intimidation or bullying. Furthermore, no student or employee of the district shall participate in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity.

"Hazing" is defined as the deliberate harassment of a student by means of rough practical jokes or causing the student to perform meaningless, difficult or humiliating tasks. **"Harassment, intimidation and bullying**" means any gesture, written or verbal expression, physical act or **electronic communication** which is defined as the communication of any written, verbal or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone, other wireless telecommunication devices or a computer. In addition, **"threatening behavior"** is defined as any pattern of behavior or isolated action, whether or not it is directed at another person, that a reasonable person would believe indicated potential for future harm to students, school personnel or school property. **"At school"** means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities or at school-sanctioned events.

The teacher of a child attending a public school shall have the same right as a parent or guardian to control and discipline such child according to district policies during the time the child is in attendance or in transit to or from the school or any other school function authorized by the school district or classroom presided over by the teacher.

This policy is not intended to deprive school district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action that may include expulsion for students and employment termination for employees.

Procedures:

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

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as e-mail address or Web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal(s) shall begin an investigation to determine the severity of the incident and the potential for future violence. Upon completion of the investigation the superintendent or designee will be notified.
3. If during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent shall notify the local law enforcement and request that the alleged victim also contact the law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel.

COMPLAINT POLICY
Policy # 1095

The Mustang Board of Education believes that it is important to implement a policy that promotes a fair, conscientious and equitable investigation and/or resolution of complaints involving or affecting district personnel. This policy is intended to establish a procedure whereby complaints against employees of the district can be fully and effectively resolved at the proper administrative level.

PROCEDURES FOR RESOLVING COMPLAINTS REGARDING DISTRICT PERSONNEL
Policy # 1095.1

Step One:
All complaints pertaining to an employee shall be initiated with the principal or other administrator who supervises such employee. The principal or administrator shall discuss the nature of the complaint with the person initiating the complaint. After becoming sufficiently informed as to the subject matter, the principal or administrator shall timely set up an informal meeting between the person initiating the complaint and the employee(s) who is (are) the subject of the complaint. It shall be the purpose of the meeting to attempt to resolve the complaint to the satisfaction of all parties. Such meetings shall occur during the regular school day and on school premises. At such meeting, the records kept will be a memorandum confirming that an informal meeting occurred, the date of the meeting, the subject of the complaint, persons present and whether or not the complaint was resolved.

If resolved, the complaint shall proceed no further.

Step Two:
If not resolved, the complaining party shall be given a *Formal Complaint Form* by the principal or supervising administrator on which to formally submit the complaint.

The person initiating the complaint shall sign and complete such form and return the form to the principal or other administrator that supervises the employee. The building principal or supervising administrator will investigate the complaint and within five (5) school days shall provide both parties his/her written response to the complaint stating the decision reached, and the reason(s).

In the event the person who initiated the formal complaint is not satisfied with the decision of the building principal or supervising administrator, the complaint may be appealed to the superintendent level by written request delivered to the building principal or supervising administrator within five (5) working days.

Upon receipt of a written request for, an appeal, the building principal or supervising administrator shall on the same or subsequent working day, deliver to the Central Administration offices the written appeal, the *Formal Complaint Form* and copies of all other documents and decisions related to the complaint.

Step Three:
Within ten (10) working days of receipt of the written request for a Step 2 Appeal, the superintendent, or an assistant superintendent designated by the superintendent, shall meet with the complainant and the building principal or supervising administrator to ascertain the relevant facts, review the documentation from all levels and render a decision stating the reasons therefore and the procedures to be used to appeal the decision to the board. If the complainant is not satisfied with the decision rendered, he/she within three (3) days after receipt of the decision may appeal the issue to the Mustang Board of Education by delivering a written request to the Clerk of the Board. No issue may be appealed to the Board, which was not clearly stated within the *Formal Complaint* initially filed.

The Board may consider the matter at the next regular board meeting if the appeal is received in sufficient time or may defer the matter to any subsequent meeting it deems appropriate, or decline to review the matter making the decision of the superintendent final. If the Board determines to review the matter, there shall be no public

discussion or debate. The Board shall render their decision in open session.

Internet Acceptable Use and Safety Policy (IAUSP)

Policy #2130

The Mustang Public Schools ("District") provides access to the District's Internet Systems for its employees and students, collectively referred to as "users" for educational and business purposes, in conformance with applicable law. This Internet Acceptable Use and Safety Policy ("policy") governs all electronic activity of users using and accessing the District's Internet systems, including District e-mail and District-provided access to the Internet, and applies to the use of the District Internet Systems both on and off District property.

"The District's Internet Systems" means District-provided devices, Internet connections (including wireless connections) provided by the District, District-provided e-mail accounts, intranet and any remote connection to District systems. A user is deemed to access and use the District's Internet Systems through any electronic activity conducted on the District's Internet Systems using any device (whether or not such device is a District-provided device) regardless of the user's physical location.

"District-provided devices" means any electronic device provided by the District, including, but not limited to, desktop computers, laptops, and hand-held devices, such as personal digital assistants (PDAs), smartphones, iPads, tablets and e-readers.

Employee and Student use of the District's Internet Systems is governed by this policy, District regulations, policies and guidelines..

By using the District's Internet Systems, a user agrees to follow this policy and all applicable District regulations, policies and guidelines. All users must report any misuse of the network or Internet or receipt of any communication that violates this policy to a teacher, supervisor or other appropriate District personnel.

Principles of Acceptable and Safe Internet Use

General

Internet access and e-mail provided by the District are intended for educational use, instruction, research and the facilitation of communication, collaboration, and other District related purposes. Users are subject to the same standards expected in a classroom and/or professional workplace.

Monitoring and Privacy

Users have no right to privacy while using the District's Internet Systems. The District monitors users' online activities and reserves the right to access, review, copy, store, or delete any electronic communications or files. This includes any items stored on District-provided devices, such as files, e-mails, cookies, and Internet history.

The District reserves the right to disclose any electronic activity, including electronic communications, to law enforcement officials or third parties, as appropriate and consistent with applicable law. The District will fully cooperate with local, state, or federal officials in any lawful investigation concerning or relating to any illegal activities conducted through the District's Internet Systems.

Prohibited Uses of the District's Internet Systems

Users may not engage in any of the activities prohibited by this policy when using or accessing the District's Internet Systems.

If a user is uncertain whether behavior is prohibited, he or she should contact a teacher, supervisor or other appropriate District personnel. The District reserves the right to take immediate action regarding activities that (1) create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) expend District resources on content the District determines lacks legitimate educational or District content or purpose, or (3) the District determines are inappropriate.

Below is a non-exhaustive list of examples of prohibited behavior:

1. Causing harm to others, damage to their property or District property, such as:

- Using, posting or distributing profane, lewd, vulgar, threatening, or abusive language in e-mail messages, material posted on District web pages, or professional social media sites;
- Accessing, using, posting, or distributing information or materials that are pornographic or otherwise obscene, advocate illegal or dangerous acts, or advocate violence or discrimination. If users inadvertently access such information, they should immediately disclose the inadvertent access in a manner specified by their school or central division office;
- Accessing, posting or distributing harassing, discriminatory, inflammatory, or hateful material, or making damaging or false statements about others;
- Sending, posting, or otherwise distributing chain letters or engaging in spamming;
- Damaging computer equipment, files, data or the District's Internet System in any way, including spreading computer viruses, vandalizing data, software or equipment, damaging or disabling others' electronic property, or engaging in conduct that could interfere or cause a danger of disruption to the District's educational or business environment;
- Using the District's Internet System in a manner that interferes with the education of the user or others or the job duties of the user or others;
- Downloading, posting, reproducing or distributing music, photographs, video or other works in violation of applicable copyright laws. Any music, photographs and/or video should only be downloaded for District, and not personal purposes. If a work specifies how that work may be used, the user should follow the expressed requirements. If users are unsure whether or not they can use a work, they should request permission from the copyright or trademark owner; or
- Engaging in plagiarism. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user.

2. Gaining or attempting to gain unauthorized access to the District's Internet Systems, or to any third party's computer system, such as:
    - Malicious tampering, phishing or hacking activities;
    - Intentionally seeking information about passwords belonging to other users;
    - Disclosing a user's password to the District's Internet Systems to other individuals. However, students may share their District password with their parents.
    - Modifying passwords belonging to other users;
    - Attempting to log in through another person's account;
    - Attempting to gain access to material that is blocked or filtered by the District;
    - Accessing, copying, or modifying another user's files without authorization;
    - Disguising a user's identity;
    - Using the password or identifier of an account that does not belong to the user; or
    - Engaging in uses that jeopardize access into others' accounts or other computer networks.
3. Using the District's Internet Systems for commercial purposes, such as:
    - Using the District's Internet Systems for personal financial gain;
    - Conducting for-profit business activities, personal advertising, or other non-District business communications;
    - Engaging in fundraising (except as set forth in the Chancellor's Regulation A-610); or
    - Using the District's Internet Systems on behalf of any elected official, candidate, candidates, slate of candidates or a political organization or committee.

4. Engaging in criminal or other unlawful activities.

Filtering

In accordance to Children's Internet Protection Act ("CIPA"), the District blocks or filters content over the Internet that the District considers inappropriate for minors. This includes pornography, obscene material, and other material that may be harmful to minors. The District may also block or filter other content deemed to be inappropriate, lacking educational or work-related content or that pose a threat to the network. The District may, in its discretion, disable such filtering for certain users for bona-fide research or other lawful educational or business purposes.

Users shall not use any website, application, or methods to bypass filtering of the network or perform any other unlawful activities.

See additional http://www.fcc.gov/guides/childrens-internet-protection-act

Protection of Personally Identifiable & Confidential Information

The Family Educational Rights and Privacy Act ("FERPA") prohibits District school officials from disclosing personally identifiable information ("PII") from education records of District students and families to third parties without parental consent. However, several exceptions to this general rule may apply.

All users of the District's Internet Systems must comply with FERPA. If you are unsure about whether the activity will comply with FERPA, please contact the District's Technology and/or Special Services Department.

Users should ensure that e-mails that include or attach confidential information are only sent to the intended recipients.

Student Internet Safety

1. District Responsibilities:

- The District will provide curriculum about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.
- The District will work to protect the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications.
- As appropriate, the District will provide students, staff and parents with guidelines and instructions for student safety while using the Internet.

2. Students Using the District's Internet Systems

- Students must not reveal personal information about themselves or other persons on social networking sites, in chat rooms, in emails or other direct electronic communications, or any other forum over the Internet. For example, students must not reveal their home address, or telephone or cell phone number. Students must not display photographs of themselves, or the images of others.
- Students should not meet in person anyone they have met only on the Internet.
- Students must promptly disclose to their teacher or other school employee any message or other activity they receive that is inappropriate or makes them feel uncomfortable.
- Students should not allow District computers to save their passwords.

3. Teachers using the District Internet Systems, including Social Media for class activities

- Teachers should educate students about appropriate and safe online behavior, including interacting with individuals on social networking websites and in chat rooms and cyber bullying awareness and response.
  - Social Media

- "Social media" means any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, Internet websites, internet forums, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, YouTube, Google+, and Flickr.
- Schools use a variety of online web-based interactive communication technologies to enhance students' education and learning. Social media sites must be used only for educational and school related purposes, in connection with lessons and assignments, and to facilitate communication with teachers and other students.

4. Parents:

- Although students generally will be supervised when using the District's Internet System on school property, it is not practical for the District to monitor and enforce a wide range of social values in student use of the Internet. Parents are primarily responsible for transmitting their particular set of family values to their children, and discussing with their children what material is and is not acceptable for their children to access through the District's Internet Systems.

Violations of this Policy

The District, including central offices and schools, reserves the right to terminate any user's access to District Internet Systems - including access to District e-mail - at any time.

If a student violates this policy, appropriate disciplinary action will be taken consistent with the Discipline Code and applicable District Policies. If a student's access to the District's Internet System is revoked, the student may not be penalized academically, and the District will ensure that the student continues to have a meaningful opportunity to participate in the educational program.

Employee violations of this policy will be handled with appropriate discipline.

All users must promptly disclose to their teacher, supervisor, principal or manager any information they receive that is inappropriate or makes them feel uncomfortable.

Limitation of Liability

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District's network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

Copies of this Policy and Inquiries

The District reserves the right to amend and/or revise this policy at any time as the need arises. This policy is available upon request.

PERSONAL TECHNOLOGY DEVICE (PTD) USE POLICY
Policy # 2140

Personal Device Use

The district may provide the opportunity for students to access the District network for Internet access. This access is not required but rather may be provided to augment the teaching and learning experience. Use of personal devices in a school setting is at the sole discretion of the instructor and/or designated administrator. Acceptable device types include but are not limited to the following:

Laptop Computer
Tablet (ex. Kindle, iPad.)
Cellular Phone
Smart Phone

Devices whose primary purpose is gaming are specifically prohibited.

Purpose: Communication and Instruction

The purpose of Personal Technology Device use is to provide an additional conduit in the pursuit of teaching and learning. It is not required as a component of curriculum but may exist as an instructional option.

Its integration into curriculum is the discretion of the instructor with approval of the designated administrator. The instructor will determine the specific instructional objective addressed and the manner in which the device will be used. Such use must not constitute a distraction or inhibit the instructional environment. The instructor and, or, administrator may terminate the student's access at their discretion.

PTD use in one classroom does not constitute approval for use elsewhere in the District.

PTD is not provided for parents or patrons in accordance with Federal ERATE regulation.

Personal Use

Use of personal devices at school is for instructional purposes. All other types of access are prohibited.

Acceptable Use/ CIPA Compliance.

The District's Internet and Other Computer Networks Acceptable Use, Internet Safety and CIPA Policies apply to the use of PTD while on campus. This includes CIPA compliant internet filtering. Students using PTD are prohibited from accessing inappropriate material on personal devices while on campus.

Students are prohibited from recording sounds or images in the classroom without the express consent of the instructor.

Liability

The District assumes no liability for any personally owned device used to access the District's Network. The District reserves the right to deny network access to any user or any specific device.

RESIDENCY POLICY
Policy # 5015

Legal Residency

The MPS will enroll students who are deemed to be legal residents of the district. In order to establish the legal residency of a child for school attendance, the student must be residing in the district with his/her parent(s), court appointed legal guardian or person having legal custody. The MPS will not accept affidavit forms or notarized affidavits obtained from the custodial parent giving care and custody to another individual. The student must be living with the parent(s), court appointed legal guardian or person having legal custody full time, as a permanent resident or with a legal guardian who can provide verifiable documentation that they are contributing to a "substantial degree" to the support of the child.

If a divorce has been granted, the decree will state which parent has legal custody. If the decree awards joint custody, and each parent contributes in "substantial degree" to the child's support while they have custody, then the residence in which the child resides on a regular basis determines the legal residency of the child for school

attendance.

In order to determine legal guardianship or legal custody, the parent or guardian will be asked to provide a copy of the divorce decree indicating which parent has custody, a copy of the court order granting legal guardianship or a legal power of attorney. When the issue of whether a parent, legal guardian or custodial parent is contributing to a "substantial degree" to the support of the child, health insurance coverage forms and IRS end-of-year tax statements from the previous calendar year may be requested.

Students without visible means of support, who reside within the MPS district, will be granted enrollment privileges as a Homeless Student.

Homeless students are defined in accordance with the McKinney-Vento Homeless Education Assistance Improvement Act of 2001.

Individuals who lack a fixed, regular and adequate night time residence. These include:

- children and youths who are sharing the housing of another person due to the loss of housing, economic hardship or a similar reason
- children living in motels, hotels and trailer parks or camping grounds due to the lack of alternative adequate accommodations
- children living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement
- children and youths who have primary night time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
- children and youths who are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations or similar settings
- migratory children

Any student meeting these criteria should be referred to the MPS Homeless Liaison at (405) 376-7335 to assist in completing immediate enrollment per the procedures in place with MPS. In cases of dispute of enrollment as a homeless student or the assigned attendance school, the parent shall be afforded due process per the MPS District McKinney-Vento Homeless Education Complaint Guidelines. (AR5015.3)

Custodial and Non-Custodial Parental Rights

It is the policy of the Mustang Board of Education that a parent who is awarded legal custody of a child by court action shall file a copy of the court decree awarding such custody with the school. If the custodial parent does not wish the child to be released to the non-custodial parent, appropriate written instruction should also be filed with the school.

All staff is instructed to refer any questions to the appropriate building principal or the deputy superintendent.

Absent a court decree to the contrary, both natural parents have the right to view the student's school records, to receive school progress reports, to visit the child briefly at school and to participate in parent/teacher conferences (not necessarily together in the same conference).

Residency Due Process

In cases of dispute of residency, the student/parent/legal guardian shall be afforded due process by the Mustang Board of Education. A student who has been denied enrollment by the MPS has the right to submit his/her written appeal to the Residency Dispute Officer of MPS within three (3) days of residency dispute.

Parent/Legal guardian must provide, with the request for review, additional pertinent information pertaining to the residency dispute.

The residency officer will render a decision and notify parent/legal guardian within three (3) days of the receipt of the request for review.

In the event that the parent/legal guardian disagrees with the decision, they must notify the residency officer in writing within three (3) days of the receipt of the decision. The residency officer will submit findings and documentation to the Mustang Board of Education.

The Board will review the dispute and render a decision at the next regularly scheduled board meeting. The Board's decision shall be final.

New Student Enrollment – Proof of Residence

Students enrolling in MPS shall be required to provide **two (2) verifiable proofs of residency**. The parent/legal guardian shall be asked to provide current utility billings and/or lease agreement, contract on a home, warranty deed statement, ad valorem tax statement or mortgage statement. The school shall accept a current gas, electric or water and sewer billing. Telephone billing, television cable billing, personal checks or driver's license will not be accepted. If utility billings are not available, the school shall accept a statement from the utility company that the services have been established. The letter must be on letterhead and signed by an appropriate official.

Residence Affidavit

Parent(s)/Legal guardian(s)/Students who cannot provide the necessary information to verify their address because they are residing with a friend or relative on a temporary or permanent basis shall be required to complete a "Residence Affidavit Form." The form will be available at each school site and requires both the homeowner/resident and the parent/legal guardian of the student to be present, and each must provide a valid driver's license or state issued I.D. card. The homeowner/resident shall provide the two (2) proofs of residence as required for all new students. Name on the affidavit must match the name on the proofs of residence.

The child shall not be enrolled until all necessary documentation has been provided and verified. If the homeowner/resident/parent/legal guardian/student moves, the enrollment of the student is null and void and the student will be immediately withdrawn.

The MPS Administration reserves the right to make a home inspection. MPS may bill the legal MPS resident for the cost of educational services if falsification of the affidavit occurs. Oklahoma State Law specifies that any person who willfully makes a false statement in a "Residence Affidavit" form shall, upon conviction, be guilty of a misdemeanor punishable by imprisonment in the county jail for not more than one (1) year, or a fine of not more than five hundred dollars ($500.00), or both. The parent must agree to notify MPS immediately upon any change in residence.

New Residence

The intent to build a home within the Mustang Public School District does not constitute legal residency. If a home is in the process of construction, and a copy of a construction contract with local address can be filed with the school system, a resident shall have approximately forty-five (45) school days from the date of initial enrollment to establish permanent residence in the home under construction. If residency is not established within the allotted time period, the student's enrollment can be terminated.

ENROLLMENT OF STUDENTS
Policy # 5035

New Student Enrollment

Enrollment of new students can be completed in the school office. Returning students will fill out pre-enrollment forms during each spring semester. State law and district policy requires that parents bring the following information with them at the time of enrollment:

- official birth certificate for all new students enrolling in MPS
- two (2) proofs of residence (see New Student Enrollment - Proof of Residency in Residency Policy # 5015)
- immunization record that meets the immunization requirements for the State of Oklahoma. For a current guide please contact the Oklahoma State Department of Health Immunization Services at 1-800-234-6196 or their website at http://www.health.ok.gov.

STUDENTS MAY NOT ENROLL WITHOUT COMPLETE IMMUNIZATION RECORDS OR PROOF THAT THE STUDENT IS IN THE PROCESS OF RECEIVING REQUIRED IMMUNIZATIONS. NO EXCEPTIONS WILL BE MADE. Exemptions to the immunization law may be granted in accordance with the state law and State Health Department requirements.

Notification of Changes in Enrollment Information
Please notify the office when you have a change of address, phone, work, emergency numbers, etc.

Pre-Enrollment for Returning Students
Returning students will fill out pre-enrollment forms during each spring semester. District policy requires 2 proofs of residency (gas, water, or electric bills) with pre-enrollment.

Enrollment of Students From a School Not Accredited By the Oklahoma State Board of Education Policy # 5016

A student enrolling in grades 1-8 in the MPS after having attended a school not accredited by the Oklahoma State Board of Education for nine weeks or longer shall be required to be tested by the MPS before enrollment is completed. The principal shall determine the test and indicate it on a written permission to enroll. If achievement testing is required, the written permission to enroll shall have recorded on it the achievement test scores and be placed in the student's permanent record folder prior to completion of enrollment.

Students requesting validation of credits from a school not accredited at the high school level (grades 9-12) by the Oklahoma State Board of Education must submit an official transcript from the school to the Principal of Mustang High School. The Principal, after evaluating the official transcript, shall require the student to take one or more tests to determine validity of any or all of the credits on the transcript. The local school counselors shall supervise all testing and the Principal shall validate credit based on testing.
In addition to the use of achievement testing, other consideration may be given by the principal or delegated authority to the type of program in which the student participated, the facilities and equipment, types of activities, number of hours per week, etc. No credit will be given for tutorial study. Only passing grades (A,B,C,D) from the non-accredited school will be considered and all tests will be considered. The receiving school shall administer testing and results shall be kept on file for one (1) year.

TRANSFER POLICY Policy # 5005

It is the policy of the Mustang Board of Education that an application for transfer will be reviewed by the Mustang Board of Education and considered on a first-come, first-served basis. Written application for any transfer shall be made by the parent(s) of the student. For purposes of the Education Open Transfer competent student having reached the age of majority. Act, the term "parent" means the parent of the student or person having legal custody of the student or a
The District shall not accept or deny a transfer based on ethnicity, national origin, gender, income level, disabling condition, and proficiency in the English language, measure of achievement, aptitude or athletic ability. Notwithstanding the provision of the Education Open Transfer Act, transfers of children with disabilities shall be granted as authorized in Section 13-103 of Title 70 of the Oklahoma Statutes.
For consideration of a transfer request, parent/guardian must provide documentation of active enrollment, attendance, and discipline; whereas; the student is not suspended or has not voluntarily withdrawn for acts of violence or reckless disregard for others.

Mustang Public Schools offers three (3) transfer options to attend a district school:

1. In-District Transfers (Resident Students)
2. Open Transfers (Non-Resident Students)
3. Emergency Transfers (Non-Resident Students)

PARENTS WILL BE REQUIRED TO PROVIDE TRANSPORTATION FOR ANY STUDENT ACCEPTED FOR TRANSFER INTO THE MUSTANG PUBLIC SCHOOLS, UNLESS PROVIDED OTHERWISE BY LAW.
Siblings of students granted transfers may apply to attend the same said school system. Parent may cancel an approved transfer at any time to return to their resident school by providing written notification to the Principal and to the office of the Deputy Superintendent.

All transfer applications will be considered for approval or denial based on the following criteria:

1. Availability of Programs
2. Staffing Availability
3. If accepting the transfer will require the addition of personnel, transfer application will be denied.
4. Space Availability
5. Schools may not accept transfers after classroom capacities have been met or exceeded.
6. Disciplinary Record and Attendance History
7. Discipline and attendance records of students transferring to Mustang Public Schools shall be requested as part of the student's records. It shall be within the discretion of the Mustang Board of Education, based upon the student's disciplinary records and attendance records, as to whether a transfer shall be approved or denied. As a general rule, students with poor discipline or attendance records or those deemed "not in good standing" at their former school will not be approved for transfer to this district. Students who are currently on a suspension from another school or district shall not be permitted a transfer.
8. Adjudication as a Juvenile Sex Offender will be denied.

The following information must be provided and attached to the transfer application in order for the application to be considered complete for processing:

1. Two proofs of residence in another school district (utility bills, lease agreements or property title)
2. Immunization Record
3. Most recent grade report or grade transcript
4. Attendance Records
5. Discipline Records
6. If the student is in special education, most recent IEP and MEEGS forms; an IEP meeting must be held with representatives of both districts prior to approval of the transfer request.
7. If certain elective courses or programs are desired, they must be noted.
8. The same documentation is required for each sibling to be considered for a transfer.
9. Listing of desired elective courses or programs (solely for determination of program availability; unnecessary if transfer is not contingent upon availability of particular elective or programs)

IN-DISTRICT TRANSFER

A request to transfer to another school in the Mustang district can be submitted any time after January 1 for the following school year. All requests must be submitted at the school of residence. Forms for request of transfer are available at all elementary, intermediate and middle school administrative offices.

A transfer is approved for one (1) year only. The transfer request process must be completed each year before a child can be considered for a transfer.

Parents will be notified three (3) business days before the first day of school if the transfer request is approved or denied.

An in-district transfer may be revoked at any time for disciplinary reasons.

OPEN TRANSFER

An open transfer application may be obtained from the Deputy Superintendent and shall be filed with the office of the Deputy Superintendent during regular business hours of the Mustang Public Schools beginning January 1 and ending the first Monday in June for the following school year.

By the first Monday in June, the Deputy Superintendent shall notify the resident school district that a student enrolled in the resident school district has filed an application for transfer

The Mustang Board of Education shall vote to approve or deny the application for transfer no later than within thirty (30) days of receipt of the completed transfer application. Within 10 days receiving approval, the parents of the student shall notify Mustang Public Schools that the student will be enrolling in the school district. Failure of parents to notify the district as required may result in loss of the student's right to enroll in Mustang Public Schools for that year. The Mustang Board of Education in executive session shall review transfer applications in order to protect the confidentiality of student records. However, the vote to approve or to deny the application for transfer shall take place in open session.

Upon Mustang Board of Education approval, a student whose parent(s) or legal guardian is employed as a teacher in the MPS District shall be allowed to transfer to the school district.

No student shall be permitted an open transfer more than once in any school year.
Completed applications for open transfers will be accepted after January 1 of each year. Any application received after the first Monday of June will be considered emergency status only.
On or before September 1, the Deputy Superintendent shall file a copy of a list of students granted transfer showing the resident school district and grade level of all students granted transfer with the State Board of Education and each resident school district.

EMERGENCY TRANSFER

On an adequate showing of emergency, the Deputy Superintendent may make and order a transfer, subject to approval by the State Board of Education.
An emergency transfer shall include only:

1. The destruction or partial destruction of a school building;
2. The inability to offer the subject a pupil desires to pursue, if the student becomes a legal resident of a school district after February 1 of the school year immediately prior to the school year for which the pupil is seeking the transfers;
3. A catastrophic medical problem of a student, which for purposes of this section shall mean an acute or chronic serious illness, disease, or disorder or injury which as a permanently detrimental effect on the body's system or renders the risk unusually hazardous;
4. The total failure of transportation facilities;
5. The concurrence of both the sending and receiving school districts;
6. The unavailability of remote or on-site Internet-based instruction by course title in the district of residence for a student identified as in need of drop-out recovery or alternative education services, provided such student was enrolled at any time in a public school in this state during the previous three (3) school years;
7. The unavailability of a specialized deaf education program for a student who is deaf or hearing impaired.
8. When a student has been the victim of harassment, intimidation, and bullying a defined in 70 O.S. § 24-100.3, and the receiving school district has verified that:
    i. The student has been the victim of harassment, intimidation or bullying: and
    ii. The sending school district was notified of the incidents or incidents prior to the filing of
    iii. the application for transfer.

A child who has reached the age of four (4) on or before September 1 of the school year, and resides in a district that does not offer an early childhood program shall be granted a transfer into the district provided the physical facilities and teaching personnel can accommodate the child. The district may also refuse to accept the nonresident child if the district determines the child is not ready for an early childhood education program.
A child whose family relocates from the school district may continue attendance to the end of the current school year provided the student began the school year in the school district. The parent must provide transportation.

Students transferring to the district between school years shall be admitted to the next higher grade upon meeting entrance requirements and showing evidence of having completed the preceding grade. Students transferring from private, non-accredited schools shall be tested and placed accordingly.
Any student residing in a school district that does not offer the grade that such child is entitled to pursue shall be entitled to be transferred to any school district inside or outside of the transportation area in which such student resides which offers the grade which he is entitled to pursue. Such transfer shall be automatically approved.
Any student transfer approved for any reason prior to January 1, 2000, shall continue to be valid and shall not be subject to the Education Open Transfer Act unless the parent having custody chooses otherwise.
Beginning July 1, 2008, the transfer of a child with disabilities for three (3) years creates an automatic and permanent transfer to this school district.

TRANSFER FOR CHILDREN OF ACTIVE DUTY MILITARY MEMBERS

Mustang Public Schools shall allow the transfer of students who are the dependent children of a member of the active uniformed military services of the United States on full-time active duty status and for whom Oklahoma is the home of record and for students who are the dependent children of a member of the military reserve on active duty orders and for whom Oklahoma is the home of record shall be approved if:

1. At least one parent of the student has a Department of Defense-issued identification card;
2. At least one parent can provide evidence that he or she will be on active duty status or active duty orders, meaning the parent will be temporarily transferred in compliance with official orders to another location in support of combat, contingency operation or a natural disaster requiring the use of orders for more than

(30) consecutive days; and

3. The student will be residing with a relative of the student who lives in the receiving school district or who will be living in the receiving school district within six (6) months of the filing of the application for transfer. (70 O. S. §8-103.1)

Requests for transfer shall be evaluated on an annual basis. Should the Mustang Administration and/or Board of Education determine that cancellation of a previously approved transfer is in the best interest of the district, the resident district and the parents/guardian of the student shall be notified of the cancellation. Such notice shall be made by July 15 prior to the school year for the cancellation is applicable.

FOREIGN EXCHANGE STUDENTS
Policy # 5025

Unless otherwise prohibited by federal law, Mustang Schools will:

1. Accept exchange students on J-1 visas, issued pursuant to paragraph (a) (15) (J) of Section 1101 of Title 8 of the United States Code, and limit to five (5) students in any academic year.
2. Mustang Schools will not accept exchange students on M-1 visas, issued pursuant to paragraph (a) (15) (M) of Section 1101 of Title 8 of the United States Code, which are for vocational or nonacademic students or F-1 visas, issued pursuant to paragraph (a) (15) (f) of Section 1101 of Title 8 of the United States Code, therefore, MPS is not an I-20 issuing school.
3. Use the governing regulations set by the United States Information Agency (USIA) for Exchange Visitor Programs as guidelines and standards for local schools.
4. Have the right to accept or reject any exchange student or sponsoring organization not adhering to the USIA regulations and have the right to reject any exchange student if the student, legal custodian, or legal guardian is not a resident of the district.
5. Foreign exchange students will be classified as juniors and will not participate in graduation exercises.

SCHOOL ATTENDANCE POLICIES AND PROCEDURES

ATTENDANCE LAWS AND REGULATIONS

According to the Oklahoma School Code, any person having control of a child between five (5) and eighteen (18) years of age is required to compel that child to attend school. Failure to do so may result in fines and/or imprisonment. Attendance is important. Mustang Public Schools are required by state law to keep an accurate record of attendance and reasons for absence. Attendance records are updated daily.

If a student must be absent from school, the parent/guardian should call the day before, if possible, or the morning of the day the student is absent.

CLASSIFICATION OF ABSENCES AND TARDIES

1. **Verified/Unverified Absences:** Verified Absence - when a parent or guardian notifies the office of the reason for the absence. Unverified Absence - when no contact with the office has been made to verify the absence. Unverified absences will result in truancy.

Some absences are unavoidable, but every effort should be made to keep absences to a minimum. It is the parents'/guardians' responsibility to inform the school about the circumstances surrounding their student's absence. Verified absences are those due to illness or personal injury, medical and dental appointments, court appearances, religious holidays, and family emergencies. Assignments and tests missed due to a verified absence can be completed for credit within a reasonable length of time as determined by individual site policy. It

is the sole responsibility of the student to make arrangements with each teacher for completing the work missed. If an absence is unverified, the student may be required to make up missed assignments for partial credit.

According to state law, students shall not be excused from school once they have arrived unless parent permission is granted. Students shall be counted absent for any reason other than missing for school activities. Students must strive to be on time. A student who has been absent has the privilege of doing make-up work, but it is his/her responsibility to communicate with the teacher regarding the work. Time given for this make-up work should correspond to length of absence. i.e. If absent two (2) days, he/she should be given two (2) days following the day of his/her return to make up the work. Every effort will be made to help the student master what was missed.

Requests for homework assignments through the office can only be made when a student is absent for three (3) or more consecutive days. Requests for homework assignments should be made by 9:30 a.m. and will be available for pick up the following day.

2. School Activity (not counted absent)**:** Students should make every effort to complete work in advance; however, time given to make up this work should not exceed the corresponding time the student was gone. If a student knows he/she is going to be absent due to a school activity, arrangements should be made with the school at least one day prior to the absence. Assignments should be completed following the same guidelines as verified absences.

3. Truancy (Absences without permission of parents or school)**:** A student may not be permitted to make up work missed as a result of truancy, which may be recorded as a zero in the teacher's grade book. All truancies are subject to other discipline such as detention, suspension or other consequences. Each teacher is asked to report all suspected truancy incidents to the principal. Any student or students participating in an unauthorized skip day or walk out will be subject to the regulation covering truancy and/or referred to the district attorney.
If a child is absent without valid excuse four (4) or more days or parts of days within a four week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian, or custodian of the child and immediately report such absences to the District Attorney in the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes.

4. Tardiness: Any student who arrives late to school must report to the office for admit. All other tardiness would be classified as an unexcused tardy. Any student who is detained by the office or a teacher should ask for a note to his/her next teacher so he/she will not be counted tardy. Teachers will mark all tardies in Powerschool. An absence will be recorded for every three (3) tardies received in a class during a semester. Such absences are applied to the twelve (12) day absence total. Students will be assigned detention after the third (3rd) tardy, sixth (6th) tardy, and ninth (9th) tardy, and every third (3rd) tardy thereafter. Parents will be contacted each time the student is assigned detention. Any student missing more than fifteen (15) minutes will be counted absent.

EXCESSIVE ABSENCES

1. **Penalty for Excessive Absences:** A student will not receive credit for a course if he/she has in excess of twelve (12) absences in any course in which a student is enrolled during the semester or three (3) out of the seventeen (17) day block if enrolled in MED Alt Ed program, not to exceed twelve (12) absences per semester. If a student exceeds the twelve (12) absences per class, a No Credit (NC) will be posted in place of a letter grade.
2. **Appeal of Attendance Record:** A written appeal concerning attendance must be made to the building principal in writing within ten (10) days of the student's thirteenth (13th) absence or five (5) days prior to the end of the current semester. Doctors' notes should be submitted to building secretaries throughout the semester. Original doctor's notes or other documentation should be kept for your own records. An appeal committee consisting of an administrator, teacher and counselor will review the merits of the appeal and submit a final decision to the site administrator. The decision of the committee is final.
3. **Student Activity Absences**: Refer to "Activity Eligibility and Regulation Section" in this handbook.

LEAVING SCHOOL GROUNDS

All Mustang Public Schools have a closed campus. Students who become ill or are injured during the school day will be allowed to leave only after their parents have been notified and permission has been granted by the attendance office personnel.

No student will be checked out by telephone to leave campus for lunch. Students must be checked out by a parent, guardian or emergency contact in person only after showing proper identification.

OFFICIAL WITHDRAWAL FROM SCHOOL

If a student plans to request withdrawal from school, the parent/guardian of the student must notify the principal of parental approval. The student will then receive a withdrawal slip to present to each of his/her teachers and counselor. The teachers will record a withdrawal grade, which will be the grades earned during the current semester. If he/she has any state owned books, library or departmental books or supplies, he/she must return them to the teachers who issued them. After he/she gets his/her teachers' and counselor's signatures on the slip, he/she must present it to the principal for approval.

CURRICULUM

CRITERION-REFERENCE TESTS

Criterion-referenced tests will be given to the eighth grade students near the completion of the school year. Math, science, social studies, reading, writing and art are the subject areas that will be tested this school year. Criterion-referenced tests are designed to measure state-mandated curriculum in those areas listed above. All students who fail the criterion- reference tests shall be offered remediation.

ACCELERATED COURSE WORK

Concurrent high school enrollment will be made available to all middle school students who have successfully completed accelerated middle school curriculum. High School course work taken on the high school campus will receive high school credit on the transcript. Middle school level students who successfully complete Algebra I courses that are taught on the middle school campus will receive high school credit. These credits will be noted on the student's high school transcript with a letter grade and will become part of their grade point average.

PROFICIENCY-BASED PROMOTION/CREDIT BY EXAMINATION
Policy # 5065

Upon the request of a student, parent or guardian, a student will be given the opportunity to demonstrate proficiency in one or more areas of the core curriculum. Proficiency will be demonstrated by assessment or evaluation appropriate to the curriculum area. Elementary, middle and high school students who are legally enrolled in MPS and who have not previously received instruction in the requested course/grade level will qualify to request proficiency based promotion. Proficiency for advancing to the next level of study will be indicated by a 90 percent or comparable performance on an assessment or demonstration. The opportunity for proficiency assessment will be provided at least twice each school year. Application for testing must be made at least fourteen (14) days prior to the testing date. Students shall have the opportunity to demonstrate proficiency in the following core areas as identified in 70 O.S.11-103.6:

Social Studies	Language Arts	The Arts
Languages	Mathematics	Science

Students demonstrating proficiency in a core curriculum area will be given credit for their learning and will be allowed to advance to the next grade/level of study. The school will confer with parents in making promotion/ acceleration decisions. Students must progress through a curriculum area in a sequential manner. If proficiency is demonstrated, the notation to be placed on the student's permanent record/transcript will be a letter grade of an

"A." The credit(s) shall count toward meeting the requirements for the high school diploma.

Students who do not demonstrate proficiency will be allowed to request testing during the next assessment period. Failure to demonstrate proficiency will not be noted on the student's transcript.

Application forms, testing dates and other information are available from the school counselor.

STUDENT PROMOTION/RETENTION

Policy #5070

In accordance with the policy of the Mustang Board of Education, the following criteria for the selection of students to be promoted to the next grade level, retained in their current grade, or denied course credit, will be used in the Mustang School District.

Students in grades 7-8:

Shall be promoted or receive credit for a course of study if a grade average of 60% has been achieved for an entire course of study as determined by the teacher.

A student may not receive credit for a course if he/she has in excess of twelve (12) absences in any course in which a student is enrolled during the semester or three (3) out of the seventeen (17) day block if enrolled in PASS, not to exceed twelve (12) absences per semester.

A conference with parent(s) or guardian(s) will be held prior to the retention of any student. Considerations for retention will include: grade level achievement, standardized test scores, attendance records and other criteria as needed.

Whenever a teacher or placement committee recommends that a student be retained at the present grade level or not passed in a course, the parent(s) or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final. The parent(s) or guardian may prepare a written statement to be placed in and become a part of the permanent record of the student stating the parent(s)'s or guardian's reason(s) for disagreeing with the decision of the board.

Reference: 70 O.S. §24-114.1
70 O.S. §1210.508C

GRADES

Grade Scale

Letter Grade	Percentage	Grade Point*
A	90-100	4.0
B	80-89	3.0
C	70-79	2.0
D	60-69	1.0
F	Below 60	0.0
P	Passing	0.0
U	Failing	0.0
NC	No Credit	0.0

INCOMPLETES

A student will receive an incomplete grade for the first nine (9) weeks grade or progress report if that student has been on homebound education or excessively absent due to illness. The appropriate grade will be given for completed work at the time of the semester grades and no assignments will be accepted after the semester without administrative approval.

REPORT TO PARENTS

At the end of each nine-week period, the student will be given a copy of his/her report card, which he/she is to take home to his/her parents. Parents are urged to confer with the principal and teachers when there is a question concerning these cards or the grades of the students.

Progress reports will be given to all students to take home to their parents at regular intervals. Parents are encouraged to contact their child(s) teacher if they have any questions concerning progress reports.

Student grades may be accessed by using PowerSchool.

STANDARDIZED TESTING
END-OF-INSTRUCTION TESTS

Each student who completes the instruction for English II, English III, United States History, Biology I, Algebra I, Geometry and Algebra II shall take an end-of-instruction test in order to graduate with a standard diploma. All students shall take the tests prior to graduation, unless otherwise exempt by law. Students who do not score at least at the satisfactory level shall be afforded the opportunity to retake each test up to three (3) times each calendar year until achieving at the satisfactory level. In order to provide an indication of the levels of competency attained by the student in a permanent record for potential future employers and institutions of higher education, the highest achieved state test performance level on the end-of-instruction tests will be reported on the student's high school transcript. Oklahoma students will be required to pass Algebra I and English II and two (2) of the other five (5) tests in order to graduate from high **s**chool**.**

INTERNET-BASED INSTRUCTION
Policy # 5056

Internet-based programs offered for instructional purposes and/or high school credit shall be approved by and under the supervision of the Mustang Public Schools Board of Education. The purpose of this policy is to establish guidelines for implementing Internet-based instruction for secondary students, but not limited to:

- Credit for courses not offered by the District
- Curriculum for long-term suspended students
- Credit recovery
- Fulfill graduation requirements
- Virtual school
- Advancement
- Enrichment
- Remediation
- Homebound
- Home-based

This policy complies with 70 O.S Section 1-111, which states:

> "Students absent from school in which they are regularly enrolled may be considered as being in attendance if the reason for such absence is to participate in scheduled school activities under the direction and supervision of a regular member of the faculty or to participate in an online course approved by the district board of education. The State Board of Education shall adopt rules to provide for the implementation of supplemental online courses. Each district board of education shall adopt policies and procedures that conform to rules for online courses as adopted by the State Board."

Definitions:

Alternative Method Delivery System—the delivery of instruction through Web-based or video-based technologies.

Asynchronous instruction—the primary format of instruction does not depend on real-time interaction of the participants. Asynchronous instruction allows the student to engage in learning activities anywhere at any time.

Supplemental online course—is an online program that allows students who are enrolled in a public school to supplement their education by enrolling part time in online courses that are educationally appropriate for the student, which are equal to the equivalent of classroom instruction time required by student attendance and participation in the district.

Educationally appropriate—means an instructional delivery method best suited for an individual student to advance the student's academic standing toward meeting the learning expectations of the district and State graduation requirements for the student. The determination of educationally appropriate will be made at the local school district level.

Blended or Hybrid Learning—a delivery method that combines online lessons for theory and periodic class meetings on campus to complete lab exercises and/or assessments.

Enhanced or Component Learning—a delivery method in which students attend face-to-face classes full-time while utilizing the Internet to access various instructional components for additional learning opportunities.

Online Course—a delivery method in which students completes the entire course online with minimal visits to the campus.

Synchronous instruction—occurs when the instructor and student's primary interactions are in real-time.
Regular classroom instruction is synchronous instruction, as well as two-way interactive video. Web-based instruction that requires real-time interaction between student(s) and instructor as the primary format of instruction is synchronous instruction.

Two-way interactive video instruction—provides for real-time (synchronous) interaction between student(s) and instructor by means of an electronic medium that provides audio (sound) and video (sight) signal. Students and instructors participating in two-way interactive video instruction may see and hear each other in an approximation of real-time.

Web-based instruction—uses the World Wide Web as the primary medium of instruction, with a computer serving as the primary tool of instruction. Web-based instruction may be synchronous or asynchronous.

Guidelines

Prior to offering an online instructional course, the Board of Education shall comply with the following guidelines recommended by the State Department of Education:

1. The Board of Education will grant students credit for completion of courses offered by means of Internet based instruction. School district policies governing grading scales and credits earned shall be applied to Oklahoma Supplemental Online Course Program courses under the same criteria as courses offered by the school district. A grade assigned for course credit that was completed through the supplemental online program shall be treated the same as any other course offered by the district.
2. Only students who are enrolled in MPS District will be granted access to supplemental online courses.
3. Internet-based instruction shall be viewed as a method by which the school district can expand the course offerings and can access instructional resources. These technologies should not be viewed solely as substitutes for direct, face-to-face student and teacher interactions, but as a means of expanding the ability of the district to bring the world of knowledge to the students.
4. Requests for enrollment in supplemental online courses shall be as follows:
    a. Interested students shall be required to fill out a request for enrollment in supplemental online course(s) form.
    b. The principal or designee shall evaluate the application and determine whether the supplemental online course is educationally appropriate for the student. Upon completion of the course, the credit earned by students shall be placed on the

student's high school transcript or for grades 6-8 the student cumulative record.

c. If the supplemental online course is not deemed to be educationally appropriate, notification shall be provided to the student in writing as to the reasons in support of the principal's recommendation and the student shall be afforded the opportunity to appeal the principal's decision to the local school board or designee. The decision of the local school board or designee with regard to whether a course is educationally appropriate is final and non-appealable. A copy of the notification shall be provided to the Director of Instructional Technology at the State Department of Education.

5. If enrollment in the supplemental online course is allowed, the site principal shall appoint a certified staff member to serve as the building level contact person to assist students enrolling in Internet-based instruction to serve as a liaison to the on-line teachers and provider(s). Students shall have a grace period for withdrawal from a supplemental online course of fifteen (15) calendar days from the first day of a supplemental online course enrollment without academic penalty. A written request for withdrawal should be provided to the principal from the student prior to the expiration of the fifteen (15) day period.
6. Students earning credit by means of Internet-based instruction shall participate in required state-level academic assessments in the same manner as other regularly enrolled students within the district. No student shall be allowed to participate in these assessments at a place other than a MPS site.
7. Courses offered for credit by means of Internet-based instruction shall be aligned with the Priority Academic Student Skills (PASS) and the Common Core State Standards (CCSS) when applicable.
8. Contractual agreements shall be established between the school district and parent(s) or legal guardian of students participating in alternative instructional delivery system courses prior to the beginning of instruction. These contracts may address such issues as grading criteria, time allotted for course completion, student attendance, the responsibility for course costs (if applicable), equipment and other issues deemed necessary by the district. Contracts and applications for Internet based instruction are available at each secondary site's counseling office.
9. Instructors of Internet-based instruction shall be: (a) certified in Oklahoma or another state to teach in the content areas of the course offered or (b) a faculty member at an accredited institution of higher education that possess the specific content expertise necessary to teach the course.
10. Each teacher for Internet-based instruction will be provided in-service training pertaining to the methodology of instructional delivery and the technical aspects of Internet-based instruction.
11. The security of individual student data and records shall be maintained and receive the same protection afforded students under state and federal laws. No individual student data obtained through participation in Internet-based instruction courses shall be used for any purposes other than those that support the instruction on the individual student.
12. District level aggregated data obtained through participation in online instruction courses shall be utilized for education purposes only and shall not be provided to commercial entities.
13. All federal and state statutes pertaining to student privacy, the posting of images on the World Wide Web, copyright of materials, Federal Communications Commission rules pertaining to the public broadcasting of audio and video, and other such issues shall be adhered to by the district.
14. Student progress shall be monitored on a weekly basis by the supplemental online course provider. Attendance/participation in a supplemental online course shall be monitored in accordance with local district policy and determined by documented student/teacher/course interaction that may include, but is not limited to, online chats, emails, postings/submission of lessons. The student may be counted "present" or "in attendance" when the supplemental online course provider provides evidence of student/teacher/course interaction that demonstrates student progress toward learning objectives and demonstrates regular student engagement in course activity. Supplemental online course providers shall make available to student, parents, and the school district reports that reflect daily attendance/ participation, progress reports, and grades. Such attendance/participation reports, progress reports, and grades shall be provided on a regular weekly basis to parents and the school district via electronic format. The district will review progress reports and grades twice per month.
15. Students at remote sites who participate in the online courses offered by Mustang Public Schools will be responsible for providing their own equipment and Internet access.
16. Any student who receives their entire class schedule through an online environment cannot participate in any extra-curricular activities. A student must be enrolled and in physical attendance at a secondary school site for at least three (3) periods of the school day to participate in any extracurricular activities.

HONOR ROLL AND AWARD

Students will be recognized at the Academic Awards Assembly at the end of the school year when named to the Superintendent's or Principal's Honor Roll. The Superintendent's Honor Roll shall consist of those students who have no grade less than an "A" in every subject for each quarter of the current school year. The Principal's Honor Roll shall consist of those students who have no grade below "B" for each quarter of the current school year. For the purpose of computing Honor Roll during the second semester students' third nine-week grade and the six-week grade of the fourth nine-week period will be averaged.

The State Honor Society is a statewide organization recognizing those students who have made "A's" each nine-weeks of the second semester of the previous school year and each nine-weeks of the first semester of the current school year.

Transfer students are eligible for the State Honor Society and for the Principal's and Superintendent's Honor Roll. Several additional honors such as academic, citizenship, outstanding boy/girl and 8th grade prestige awards are presented at the annual academic awards assembly. Student disciplinary records will be reviewed when students are considered for awards and honors. Frequent or serious referral for behavior will reflect negatively upon honors selections.

ACTIVITY ELIGIBILITY and REGULATIONS

A student must be maintaining a "passing grade" in all classes in order to participate in an activity. Effective January 1, 1989 scholastic eligibility will be determined by the regulations listed at the end of this section. These regulations conform to Rules of the Oklahoma Secondary School Activities Association (OSSAA). A student must be present in all classes the day an activity is scheduled; or if the activity is scheduled on a weekend or holiday, or is an all-day activity, a student must have been present the preceding school day. Any exception to this policy must be approved by the administration.

The maximum number of absences for activities, whether sponsored by the school or outside agency/ organization, which removes any student from the classroom shall be ten (10) for any one (1) class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved by the local board of education.

Each local board of education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local board of education. Any deviation from the ten (10) days absence rule shall not exceed five (5) days.

A student must be maintaining a "passing grade" in classes to be missed while participating in an activity during the school day. A weekly eligibility list of students will be made available at the end of each week through the activities director's office.

REGULATIONS OF OSSAA RULE 3 – SCHOLASTIC ELIGIBILITY

A student must be maintaining a "passing grade" in all classes in order to participate in an activity. Effective January 1, 1989 scholastic eligibility will be determined by the regulations listed at the end of this section. These regulations conform to Rules of the Oklahoma Secondary School Activities Association (OSSAA). A student must be present in all classes the day an activity is scheduled; or if the activity is scheduled on a weekend or holiday, or is an all-day activity, a student must have been present the preceding school day. Any exception to this policy must be approved by the administration.

The maximum number of absences for activities, whether sponsored by the school or outside agency/ organization, which removes any student from the classroom shall be ten (10) for any one (1) class period of each school year. Excluded from this number are state and national levels of school-sponsored contests. State and national contests are those for which a student must earn the right to compete. The criteria for earning the right to represent the school in any activity or contest must be submitted in writing by local school sponsors and approved

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Each local board of education shall appoint, at the beginning of the school year, an Internal Activities Review Committee. This committee shall be responsible for reviewing and recommending any deviation of the activities policy to the local board of education. Any deviation from the ten (10) days absence rule shall not exceed five (5) days.

A student must be maintaining a "passing grade" in classes to be missed while participating in an activity during the school day. A weekly eligibility list of students will be made available at the end of each week through the activities director's office.

Section 1 – Semester Grades

a. A student must have received a passing grade in any five (5) subjects counted for graduation in which he/she was enrolled during the last semester he/she attended fifteen (15) or more days.
b. If a student does not meet the minimum scholastic standard, he/she will not be eligible to participate during the first six (6) weeks of the next semester he/she attends.
c. A student who does not meet the above minimum scholastic standard may regain his/her eligibility by achieving passing grades in all subjects in which he/she is enrolled at the end of a six (6) week period.

Section 2 – Student Eligibility During a Semester

a. Scholastic eligibility for students will be checked at the end of the third week (during the fourth week) of a semester and each succeeding week thereafter.
b. A student must be passing in all subjects in which he/she is enrolled during a semester. If a student is not passing all subjects in whom he/she is enrolled at the end of the week, he/she will be placed on probation for the next one (1) week period. If a student is still failing one or more classes at the end of his/her probationary one (1) week period, he/she will be ineligible to participate during the next one (1) week period. The ineligibility periods will begin on Monday and end on Sunday.
c. A student who has lost eligibility under this provision must regain passing grades in all of his/her classes in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one (1) week period (Monday through Sunday).

Section 3 – Special Provisions

a. A 12th grade student may maintain eligibility if he/she is passing the classes required for graduation. A 12th grade student who is concurrently enrolled in high school and college may use the college courses to meet the minimum number of subjects needed to maintain eligibility. These may be a combination of high school subjects equivalent to high school units, which are accepted by the Oklahoma State Department of Education. (Physical education and athletics cannot be included in the requirements.)
b. An ineligible student who changes schools during a semester will not be eligible at the new school for a minimum period of three (3) weeks. A student may regain his/her eligibility by achieving the scholastic standard in Rule 3, Section 2-b at the end of a three (3) week period.
c. Incomplete grades will be considered to be the same as failing grades in determining scholastic eligibility. School administrators are authorized to make an exception to this provision (Rule 3, Section 3-c) if the incomplete grade was caused by an unanticipated hardship. (Examples of such hardships would be illness, injury, death in family and natural disaster) OSSAA Board policy allows a maximum of two (2) weeks to apply for this exception.
d. One summer school credit earned in an Oklahoma State Department of Education accredited program may be used to meet the requirements of Rule 3, Section 1a for the end of the spring semester.
e. School may choose to run eligibility checks on any day of the week. The period of ineligibility will always begin the Monday following the day eligibility is checked.

GUIDANCE and TESTING SERVICES

Guidance is an essential part of any good school program. All students in our schools are entitled to the services provided by our counselors. A counselor will assist you in the areas of decision-making, planning and understanding. This service to pupils helps them solve problems and overcome obstacles, which might prevent a student from attaining his/her full potential.

The counselors provide the following types of services:

Testing: The testing program is designed to provide information to help the student know himself/herself better – his/her interests and capabilities – and to help in planning his/her school work and life's work. Test information is available through the counselor to the student, parent and teacher.

Counseling: Individual counseling is available to all students in school. Any student experiencing problems with scheduling, academics, fellow students, teachers and problems of personal adjustment is urged to contact the counselor for assistance. All contact will be kept in strict confidence. Counselors are assigned to students alphabetically: A-M and N-Z.

Individual Information Services: A cumulative record is kept current for each student who enters our schools. This record includes testing information, health records, course and grade information and personal identification.

REPORTING SUSPECTED CHILD ABUSE AND/OR NEGLECT
Policy # 2050

In accordance with Oklahoma law, teachers are required to report suspected cases of physical abuse or neglect involving students to the statewide toll free hotline of the Department of Human Services. The statewide Department of Human Services hotline number is 1-800-522-3511. The MPS Board of Education fully supports that requirement and has established this policy to facilitate such reporting.

All employees of MPS shall report any suspected physical, mental or sexual abuse or neglect of any student to the Department of Human Services in the county The employee shall also inform the building principal who will advise the Superintendent that the report was made using Form AR2050.

The reporting obligations under this section are individual, and no employer, supervisor or administrator of a person required to provide information pursuant to this section shall discharge, or in any manner discriminate or retaliate against, any such person who in good faith provides such child abuse reports or information, testifies or is about to testify in any proceeding involving child abuse or neglect; provided, that such person did not perpetrate or inflict such abuse or neglect. Any such employer, supervisor or administrator who discharges, discriminates or retaliates against such person shall be liable for damages, costs and attorney fees. Any person who knowingly and willfully fails to promptly report any incident of child abuse may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor. Any person who knowingly and willfully makes a false report, or makes a report that the person knows lacks factual foundation may be reported by the Department of Human Services to local law enforcement for criminal investigation and, upon conviction thereof, shall be guilty of a misdemeanor.

Any person participating in good faith and exercising due care in the making of a report or any person who, in good faith and exercising due care, allows access to a child by persons authorized to investigate a report concerning the child shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed. Any such participant shall have the same immunity with respect to participation in any judicial proceeding resulting from such report.

HEALTHY and FIT POLICY
Policy # 5145

MPS will comply with all mandates of local, state and federal laws to ensure proper nutrition, health and safety of its students, staff and patrons. For detailed information refer to Board Policy # 5145 in the Policy and Procedures Handbook at www.mustangps.org.

HEALTH SERVICES
Policy # 5045

All employees of MPS have a crisis management plan that will be followed during an emergency or crisis.

A nurse is available at the schools on scheduled days of the week. If an emergency occurs, a nurse will be called to help with the situation. The nurses also act as resource persons and often work with the teachers on units of study concerning health issues. Our nurses act as liaisons between the public health department and the public schools. They inform school staff and patrons of current health problems, epidemics, etc. The nurse maintains student health records. Please inform the school of any chronic illness or conditions. Example: asthma, diabetes, heart condition, ulcer, etc.

ILLNESS

Attendance at school is very important, however, students cannot be expected to perform well if they are ill. Please keep students home if they are running a temperature. Students must be free of fever, vomiting or diarrhea for twenty-four (24) hours without the aid of medication before returning to school. If your child becomes ill during the school day and has a temperature of 100 degrees or more, he/she will be sent home. Please make sure the office has current telephone numbers for parents, guardians and all emergency contacts.

HEAD LICE

Per the authority of the Oklahoma School Law Section 815, any student with head lice will be prohibited from attending school and cannot re-enter without certification from a health professional or a representative of the State Department of Health that the child is no longer afflicted with head lice. "Health professional" means for the purposes of this act any licensed physician, psychologist, dentist, osteopathic physician, podiatrist, chiropractor, registered or licensed practical nurse or physician's assistant.

Any teacher or district employee may check for lice and nits when deemed appropriate and, in addition, there will be periodic and random organized checks for lice and nits. Any individualized checks shall be done outside the presence of other children, and any confirmation of the presence of lice or nits resulting from any check shall be handled in a professional manner.

Any child excused or prohibited from attending school due to head lice or nits shall not be readmitted or permitted to return to school until said child has been examined by a school nurse or health professional as defined above, and found to be free of lice and nits.

Any teacher or other employee who has contracted head lice is expected to take leave from work until the lice or nits have been eliminated.

MEDICATION

It is the policy of the Mustang Board of Education that if a student is required to take medication during school hours and the parent or guardian cannot be at school to administer the medication an administrator, school nurse or a designated school employee may administer the medication when authorized in writing by the student's parent or guardian(s) provided by law.

General Procedures for the Authorization of Medication

- A written authorization form must be on file in the clinic or office before the school nurse or designated school employee can administer any medication to a student. The parent(s) or the person having legal custody or the legal guardian of a minor may sign the authorization form
- Each school in which any medication is given shall keep a record of the name of the student to whom the medication was administered; the date the medication was administered; the name of the person who administered the medication and the type or name of the medication, which was administered
- Medication to be administered will be kept in the school clinic or office, properly stored and not readily accessible to persons other than the persons who will administer the medication

- The parent, guardian, or person having legal custody of the student is responsible for informing the school of any change in the student's health or change in medication
- Requests from parents/guardians to change the dosage of any medication from that listed on the label will not be honored without written confirmation from the physician
- A one-month supply of medication will be allowed in the school clinic
- Parents/guardians must pick up any unused prescription/non-prescription by the last day of the school year or it will be disposed
- Students **MAY NOT** carry medicine with them to take during the school day unless it meets the guidelines listed under **Procedure ~~2~~ for self-administration of a medication**
- Any prescription or non-prescription medication is or can be considered dangerous if the above procedures are not followed
- Students in possession or distributing personal medication to other students during school, at school events or on school premises **WILL BE** subject to disciplinary action

Non-Prescription/Over the Counter

If possible, parents are advised to try to give medication at home on a schedule other than during school hours. If, however, it is necessary that a medication be given during the school day, compliance with the following instructions is required:

- It is the responsibility of the parent/guardian of the child to bring in to the office any medication to be given at school
- Medication is not allowed on the school bus and must be brought to school by the parent/guardian or appropriate designee
- Written authorization and instructions from parent/guardian must be on file in the school clinic or office before school employees may administer any medication to the student. A new authorization form must be completed for each school year and any change in medication. Telephone permission will not be accepted
- Non-prescription medicines must be brought to school in the original manufacturer's container with the original label intact, which supplies the following information: ingredients, expiration date, dosage and frequency, route of administration, side effects and contraindications, and other directions as appropriate. The medicine must be age and dose appropriate and must not be past the expiration date
- Non-prescription medication that needs to be given daily or longer than the manufacturer's recommendation for use, must be accompanied by a physician's written order
- Non-prescription inhalers for asthma will not be given at school
- No aspirin or aspirin-type products such as Excedrin or Pepto-Bismol will be given at school without written authorization from a physician *
- Requests from parents/guardians to increase the dosage of any medication beyond that listed on the label will not be honored without written confirmation from the physician
- All medication to be given at school must be kept in the school clinic or office, regardless of the student's age
- For incidents of major concern or questions regarding the administration of any medication and in the absence of either the written authorization/instructions from the parent/guardian or medication in the properly labeled container, no medication will be administered. Every effort will be made to notify the parent/guardian

  *As recommended by the National Reyes Syndrome Foundation, the U.S. Surgeon General, the F.D.A., and the Center for Disease Control.

Prescription Medication

Must be brought to school by a parent/guardian in the original prescription container labeled with the pharmacist will supply an extra bottle with the following information if you ask.):

- Date
- Name of the prescriber
- Name of the student
- Name and dosage of the medication
- Directions for administration
- Name and phone number of the pharmacy

Sample drugs must be accompanied by a physician's written order, specifying the dosage, frequency, and directions for administration.

Procedures for Self-Administration of a Medication

Students with severe asthma, anaphylaxis or a life threatening condition who need to carry and self-administer an emergency medication must adhere to the following guidelines. Anaphylaxis medication includes but is not limited to Epinephrine injectors, prescribed by a physician and having an individual label. A student who is permitted to self-administer anaphylaxis medication shall be permitted to possess and use the anaphylaxis medication at all times for the school year in which permission for self-administration is granted. (i.e. inhaler, an anaphylaxis medication used to treat anaphylaxis, insulin pump, glucagon injection, and epipen)

- Submit a written statement from the physician treating the student indicating the child's condition and that he/she is capable of and has been instructed in the proper method of self-administration of the medication.
- The parent/guardian must fill out and sign the Authorization to Administer Medication form. This form gives parental consent for administration of the medication and acknowledges that the school district, employee and agents shall incur no liability as a result of any injury arising from the self-administration of the medication by the student.
- It is the parents/guardians responsibility to provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
- Permission for the self-administration of medication is effective for the school year for which it is granted and must be renewed each subsequent school year upon the fulfillment of the above requirements.

Field Trips

If a student takes scheduled and/or emergency medication at school and will need this medication during the time of a school-sponsored field trip, the parent will need to send a pharmacy labeled bottle with the amount of the pills the student will need during the field trip. Each medication must be in a separate, labeled bottle. It is the parent's responsibility to notify the school if any of the student's medication is to be taken on a field trip. **Student's medication will be carried and dispensed by a MPS employee.** If a student is accompanied by his/her parent, that parent may carry and administer their child's medication.

PHYSICAL EXAMINATION POLICY

It is the intent of the Mustang Board of Education to safeguard the health and wellness of all students. To that end, students wishing to participate in extra-curricular, secondary level (grades 7-12) sport teams will be required to obtain a physical examination by a licensed medical doctor prior to participation.

In the event the administration becomes aware of a medical condition occurring after the physical examination, the district requires a new physical examination conducted by a physician in the subspecialty area and a medical clearance or release before the student will be allowed to physically participate in the sport. If the illness or condition warrants, more frequent monitoring may be required. (i.e. monthly, quarterly, etc.)

For the purpose of this policy, a "medical condition" is defined as any injury, illness or condition where continued stressful physical participation might adversely affect the student's health.

USE OF THE MEDIA CENTER

Our goal is to provide a welcoming atmosphere for student research, facilitate learning and personal growth and promote a love for reading.

The media center provides a wide selection of materials and equipment for student use – books, cassettes, films, pamphlets, computers, etc.
The following rules shall be observed when visiting the media center:

1. No more than two (2) books may be checked out at one (1) time.
2. Regular library materials may be checked out for two (2) weeks.
3. Reference material may be checked out only overnight.
4. The loss of any material will be paid for by the person having checked it out (fines will be assessed for overdue materials).

5. Every student will experience instructional time, research and book selection in the Media Center for library skill building.
6. No food, gum chewing or drink is allowed in the Media Center.

Many activities are scheduled in the Media Center for you such as book reviews, book fairs, movies, author-taped biographies, guest speakers, contests and computer activities.

Everything in the Media Center is for your convenience and for you to learn and to enjoy. NOON PASSES are available to you to enjoy the Media Center during your lunch period. Just remember to drop by before your noon hour to reserve one. Academic passes are also available in the office before school. This pass will allow students to solicit help from teachers before school starts.

GENERAL STATEMENT ON STUDENT BEHAVIOR AND RESPONSIBILITIES

The State and Local Boards of Education vest in this administration the power to establish student behavior rules and regulations necessary to create and preserve conditions essential to orderly operation of the school. The Boards require that all school personnel share in the supervision of the students' development toward desired standards of conduct and support all personnel acting within the framework of established policy.
The Boards advocate that while education is a right of our youth, it is not an absolute right. It is qualified first by eligibility requirements and second by performance requirements. The school must be concerned with the individual and his/her welfare, but in working with the individual, must at all times be concerned with the welfare of all students. Too much time spent on a few results in neglecting the majority. The following are responsibilities, which MPS (MPS) students are expected to assume and follow at all times:

1. To obey all rules and regulations pertaining to students of MPS while on the school campus, while using district transportation and when representing MPS in a school-sponsored activity.
2. To apply themselves to the established course of study.
    a. be prompt and regular in attendance
    b. complete school assignments on time
    c. pay attention to teachers
    d. learn to criticize fairly and to accept criticism
3. To respect the authority of the administration, faculty and staff of MPS.
4. To respect school property. Remember: A modern, fully equipped school building designed for beauty and utility belongs to many generations and is not the sole property of any annual group of students. Thus, it is the privilege and obligation of any one-student body to appreciate fully, use carefully, preserve faithfully and pass to future generations, the building, its grounds and its equipment without blemish.
   NOTE: Anyone who damages or defaces any school property will be held liable and is expected to replace or pay for the property damaged in order that the citizenship record of the student will not be adversely affected.
5. To refrain from expressions of non-conformity through demonstrations, violence and other forms of incitement.

GENERAL STATEMENT ON RESPONSIBILITIES OF PARENTS

The ultimate responsibility of student behavior rests with the parents. The following are among their specific responsibilities:
1. Support the school in requiring each student to observe all school rules and regulations, as well as accepting responsibility for any willful misbehavior on the part of the student.
2. Send each student to school with proper cleanliness and neatness of dress.
3. Maintain an active interest in the student's daily work. Make it possible for him/her to complete assigned homework particularly by providing a quiet place with conditions conducive to study.
4. Comply with the school's requests. This includes reading carefully all communications and signing and returning them as requested.
5. Cooperate with the school in attending conferences set up for exchanging information and for planning of the student's continued progress.

It is the belief of the administration that the most effective discipline is self-discipline. Students in Mustang are treated as young ladies and gentlemen, and are expected to prove to be such by their actions and by their response to the school society.

The office of the principal is charged with the responsibility of handling such discipline problems as may become serious enough to be referred to the office. However, every teacher is responsible for the discipline at all times in all parts of the building and on the grounds. Teachers have full authority and responsibility to correct student behavior whenever such correction is necessary.

In cases where a student has been unable to adjust to his/her school environment and where his/her behavior has become so objectionable that the problem cannot be resolved otherwise, he/she will be referred to the principal. There, through conference, every effort will be made to assist the student in overcoming his/her difficulty.
Counselors and parents may be called in when it is felt that they can help the student become an acceptable member of the student body. If all these efforts fail to obtain the desired result, the principal will make a final disposition of the case in line with the best interests of the individual student and the school as a whole.

STUDENT CONDUCT AND DISCIPLINE
Policy # 5080

Standards of Behavior

Discipline Policy
It is the belief of Mustang Public Schools that the primary function of the schools is to educate the students. It is further believed that students have the right to learn free of unnecessary distractions and to attend a school in which an atmosphere conducive to learning exists.

Education includes establishing norms of acceptable behavior and assisting students in understanding and attaining those norms. From time to time, it may be necessary for the benefit of the students and of the school, for the faculty and the administrators to enforce corrective actions for breaches in acceptable behavior. Each student will be treated in a fair and equitable manner, and the severity of the disciplinary action will be based on a careful assessment of the circumstances surrounding any infraction of the school regulations.
It is the policy of Mustang Public Schools that no student of the district shall participate in any form of hazing, harassment, intimidation and bullying. Threatening behavior by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. Furthermore, no student of the district shall participated in or be members of any secret fraternity or secret organization that is in any degree related to the school or to a school activity. (Refer to District Policy # 5110)

The administrator has the discretion to choose any disciplinary action in regard to unacceptable student behavior. The following examples of behavior are not acceptable in society generally and in the school environment particularly:

1. Truancy
2. Developing non-factual accounts for absence or behavior
3. Cheating on school work
4. Gum chewing
5. Using profanity or expressing vulgarities
6. Disrespectful conduct/language toward another student, teacher, substitute teacher or staff member in or out of the classroom
7. Blatant disrespect toward faculty or staff
8. Public display of affection
9. Physical altercation/fighting while at school or at a school activity
10. Assault and battery

11. Insubordination or defiance
12. Dress code violation
13. Misuse of wireless communication device
14. Other disruptive or insubordinate behavior
15. Misuse of the Internet and/or local area network computer
16. Vandalism/arson
17. Theft
18. Forgery, fraud or embezzlement of legal tender
19. Gambling
20. Gang-related behavior, including gestures, language or dress
21. Sexual, physical and verbal harassment, threats or threatening behavior, bullying, intimidation, hazing, racial slurs or stalking of students or employees
22. Possessing or distribution of pornography
23. Use or possession of tobacco products on campus or school activity
24. Possessing, selling, distributing or use of alcohol, illicit substances or paraphernalia including intoxicating and/or non-intoxicating substances
25. Possessing, selling, distributing and/or use of prescription, non-prescription drugs in violation of school policy
26. Possessing, selling, distributing and/or use of substances represented as intoxicating or non-intoxicating
27. Possession, threat or actual use of dangerous or offensive weapons including “fake” weapon
28. An act of violence
29. Acts of licentious behavior, sexual misconduct, lewdness or indecent exposure
30. Adjudication as a delinquent for an offense that is non-violent (Title 57-571 of the Oklahoma Statutes) committed on any school premise, while in transit under the authority of the school or while attending any function authorized or sponsored by the school
31. Adjudication for an offense that is a violent act off campus
32. Repeated minor offenses
33. Failure to produce MPS identification badges (grades 9-12). Badges must be visible at all times.
34. Parking lot violations
35. Failure to comply with the teacher or school administrator when asked to empty pockets or provide your backpack will be grounds for disciplinary action.

These examples are not intended to be exhaustive and the exclusion or omission of examples of unacceptable behavior is not an endorsement or acceptance of such behavior.

In considering the different forms of disciplinary action, the faculty and the administration of the school district will consider the following; however, the school is not limited to these various methods, nor does this list reflect any order of sequence of events to follow in disciplinary actions:

1. Conference with student
2. Conference with parent
3. In-school Intervention
4. Detention
5. Referral to counselor
6. Behavior contract
7. Temporary removal from class
8. Financial restitution for lost, stolen or damaged property
9. Restriction of privileges
10. Referral to police and/or citations issued
11. Short-term suspension
12. Long-term suspension
13. Other appropriate disciplinary action as required and as indicated by circumstances

Procedures for Hazing/Harassment/Intimidation and Bullying:

The following procedures will be used by any person for the filing, processing and the resolution of a reported incident of harassment, intimidation, bullying or threatening behavior. The procedures are to be followed by the

administration of the school district in an effort to determine the severity of the incident and the potential to result in future violence.

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

1. The matter should immediately be reported to the building principal. If the bullying involved an electronic communication, a printed copy of the communication as well as any identifying information such as e-mail address or Web address shall be provided to the building principal. As much detailed information as possible should be provided to the building principal in written form to allow for a thorough investigation of the matter.
2. Upon receipt of a written report, the building principal shall contact the superintendent and begin an investigation to determine the severity of the incident and the potential for future violence.
3. If during the course of the investigation, it appears that a crime may have been committed, the building principal and/or superintendent shall notify the local law enforcement and request that the alleged victim also contact the law enforcement to report the matter for potential criminal investigation.
4. If it is determined that the school district's discipline code has been violated, the building principal shall follow district policies regarding the discipline of the student.
5. Upon completion of the investigation, the principal or superintendent may recommend that available community mental health care options be provided to the student, if appropriate. If such a recommendation is made, the administration shall request disclosure of any information that indicates an explicit threat to the safety of students or school personnel.

(Refer to District Policy # 5110)

Personal Technology Device (PTD) Violations

- PTD's that are used inappropriately (i.e. filming fights, inappropriate pictures or videos, etc.) will be confiscated, a parent must pick up the device, and the student will be subject to disciplinary action (possible ISI or suspension).
- Telephones are available for student use in the office. Messages may be left for students in the office during the school day.

First Offense: Electronic device will be confiscated, student will be given a warning and the device will be kept in the front office. Student can pick up the device after school.

Repeated Offense: Electronic device will be confiscated, parent will be notified and required to pick up the device. Disciplinary action will result.

The use of wireless telecommunication/electronic devices and any exceptions to disciplinary action will be at the administrator's discretion.

Mustang Public schools will not be responsible for any lost or stolen wireless or electronic telecommunication devices or any other personal devices or equipment.

Dress Code Standards

The student dress code is based upon the premise of recognizing fashion without sacrificing decency, safety and general good taste. It is the intent to permit students to dress according to current fashions, and at the same time restrict extremes and indecency in grooming which will distract from the main purpose of the educational program. The student dress code applies at school, on school property and at school-sponsored activities or authorized activities. Students who are dressed inappropriately will be asked to change and may be counted absent from any classes he/she misses.

The principal's discretion will judge questionable attire. Violations may result in disciplinary action.

General Guidelines:

1. Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drug or tobacco; or carry connotations of immorality, vulgarity, sexual innuendos, obscenity or nudity or promotion of violence and/or gang activity on any person or article of clothing, belt buckle, jewelry or school materials are not allowed.
2. Frayed or purposely torn clothing will not be considered appropriate school wear.

The following is a general guide regarding proper dress. Inappropriate attire includes, but is not limited to, the following:

Pants/Jeans/Shorts/Skirts

- No shredded or tattered clothing worn independently or with other clothing with holes above the knee that expose skin or undergarments
- No bicycle or spandex shorts, short mini-skirts, or boxer shorts ~~or athletic shorts without p~~ockets
- Sagging is not permitted.
- The bottom of the pants/jeans may not be worn longer than the sole of the heel of shoe.
- Pants/jeans must be worn high enough to cover undergarment when seated.
- Skirts, dresses and shorts length should be below fingertips with arms extended down; a slit in skirt must be below fingertips.

Shirts/Blouses/Tops

- No midriff should be showing.
- All tops should be long enough that when a student sits down the midriff does not show in back.
- No cleavage
- No tube tops, halter tops, tank tops, off the shoulder tops, spaghetti straps or backless tops, muscle shirts, mesh/fishnet or transparent shirts. Leggings must be covered by a dress, skirt or shirt that is below fingertips with arms extended down.
- Undergarments should be covered.

Hats/Caps/Beanies/Bandanas/Sunglasses

- All headgear (examples, but not limited to caps, hats, bandanas and sunglasses, etc.) may not be brought or worn in or around the school building or classrooms. Beanies (stocking caps) will be permitted outside during inclement weather. Exception will be for medical or religious reasons.

Jewelry or manner of dress that could harm or cause harm to others are prohibited.

- No spiked jewelry
- No chains or chains connected to wallet or keys
- No pacifiers

Shoes

- All students are required to wear shoes. Cleats, shoes with wheels, house shoes or any shoe that limits physical activity or safety are not permitted.

Gang or Satanic Cult Related

- Gang dress, such as bandanas, hats, headgear, gang-related jewelry, attire, symbols or paraphernalia identified by police and or school official as gang related; gang-related color or color combinations will not be allowed.
- These items will be identified and monitored by police and school officials. They are subject to change at the discretion of the administration as the need arises.

Undergarments

- Undergarments should be covered by outerwear.
- Clothing that is considered pajamas or bedtime wear is prohibited.

Hair color/ hairstyle

- Hair color/hairstyle that distracts from the main purpose of the educational program is prohibited, including makeup or face paint.

FOOD CONSUMPTION

Food must be consumed in designated areas. **No outside drinks of any kind are allowed**, unless parent/ guardian has checked in with front office to have lunch with their child. Parents are welcome to eat with their child. For safety reasons, parents may only provide food for their own child.

TOBACCO USE

In accordance with Oklahoma law and the wishes of parents, educators and students, tobacco in any form or tobacco products of any kind will not be possessed or used by students while on school premises. Tobacco will not be possessed or used by students attending any school-sponsored event outside school premises or while in transport to or from such an event in school authorized vehicles

First Offense: The parent is notified and the student is given In School Isolation (ISI).
Second Offense: The parent is notified and the student will be suspended for three (3) days.
Third Offense: The parent is notified and the student will be suspended for five (5) day
Fourth Offense: The parent is notified and the student may be suspended for a period in excess of five (5) days.

In accordance with School Laws of Oklahoma and the Mustang Public School District's desire to provide a healthy smoke-free environment for students, employees and patrons, commencing the 16th day of March 2004, all facilities within the District will be smoke-free twenty-four (24) hours per day on a year round basis. This prohibits smoking, the use of snuff, chewing tobacco, simulated tobacco products, ecigarettes, or any other form of tobacco product by all persons. This policy extends to all activities, vehicles and property.

There will be no designated smoking areas anywhere in the District.
(Policy and Procedures, # 2060)

ILLICIT DRUG DEFINITION, AS USED IN THIS HANDBOOK, IS DEFINED AS FOLLOWS:

1. any controlled dangerous substance as defined in the Uniform Controlled Dangerous Substance Act
2. any intoxicating beverage as defined by Oklahoma law
3. any low-point beer as defined by Oklahoma law
4. any substance which is represented to be a prescription, non-prescription drug, "turkey" drug, or synthetic drug
5. any inhalant
6. any other chemical or natural substance which is capable of producing injury and is misused by a student

USE OR POSSESSION OF ILLICIT SUBSTANCES DURING THE SCHOOL DAY OR AT ANY SCHOOL SPONSORED ACTIVITY

Students using, in possession of, or after having used, controlled illicit substances, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances, paraphernalia or exhibiting observable behaviors during school, while attending a school sanctioned activity, while on any school premises, or when being transported, will be suspended.

First Offense: The student will be suspended for ninety (90) school days. The suspension may be reduced to ten (10) days for the first offense if the student/parent/guardian agrees to complete a voluntary urinalysis and counseling. The counseling will consist of an eight (8) hour course in a school approved chemical dependency education program, or a comparable program approved by the administration, and one (1) additional hour to be spent with Mustang Public Schools' Student Assistance Counselor. Counseling fees will be the responsibility of the parent/guardian. At administrative request, the urinalysis will be required throughout the term of the suspension (a minimum of once per month). If a student has a second unacceptable specimen, refuses, or fails the urinalysis, the full term of the suspension will be reinstated without any right to appeal the full length of the suspension. If a second unacceptable specimen is reported, an additional test may be requested of the same sample at an additional expense. Any additional expenses will be the responsibility of the parent/guardian. By choosing the ten (10) day suspension option, any right to an appeal of the full length of the suspension is voluntarily waived.

Second Offense: Student will be suspended ninety (90) school days without reinstatement option. The ten (10) day suspension option is not available for a second offense.

SALE, SHARE OR DISTRIBUTION OF ILLICIT SUBSTANCES

Any student selling, sharing or distributing illicit substances, prescription and/or non-prescription drugs, illegal drugs, wine, beer, intoxicating beverages, non-intoxicating beverages and/or intoxicating substances during the school day, or a school activity, on school premises or while being transported by school personnel, will be suspended for ninety (90) school days. A forty-five (45) school days reinstatement option may be available in some circumstances. A second offense will result in a suspension for the remainder of the current semester, as well as, all of the succeeding semester. In addition, law enforcement authorities will be notified.

Teachers are required by state law to report any suspected drug or alcohol use to the principal. Violation of this policy will be reported to the law enforcement authorities. Any incident that occurs outside the school day or not at a school function will be reported to the police.

VANDALISM

Each student shall pay for all damages he/she may do to school property within one (1) week after demand, unless an arrangement for deferred payment has been made with the superintendent. Failure to make such payment shall be cause for suspension. The pupil responsible shall pay for books belonging to the school that are lost, stolen or mutilated.

DANGEROUS WEAPONS

The use, display or possession of any kind of gun, **ammunition, fireworks**, weapon or device capable of discharging or throwing projectiles, whether loaded or unloaded, or the possession of any dagger, pocket knife, bowie knife, dirk knife, switchblade knife, spring-type knife, butterfly knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any ther offensive weapon on the campus, parking lots, premises or property of the Mustang Public Schools or during school sponsored activities, functions or events may result in the immediate suspension of all students involved for the current school semester and possibly the succeeding semester.

The term "gun or devise capable of discharging or throwing projectiles" shall include, but not be limited to:

a. rifles, pistols or shotguns of any caliber and/or
b. B-B guns, tasers, or air pistols and/or
c. potato throwers, dart guns or blow guns and/or
d. any other device the purpose of which is to throw, discharge or fire objects, bullets or shells

For the purpose of this policy, any student who aids, knowingly accompanies, assists or participates with another student who uses, displays or possesses a gun or device capable of discharging or throwing projectiles in violation of this policy may be suspended for the current school semester and possibly the succeeding semester.

USE OR POSSESSION OF DANGEROUS OR OFFENSIVE WEAPONS

Any pupil found to be in possession of or using dangerous or offensive weapons on the school grounds or at any school-sponsored activity will be suspended by the superintendent or administrator for a period not to exceed the current school semester and possible the succeeding semester (Refer to School Laws of Oklahoma, Article 24/ Section 488.2).

SUSPENSION OF STUDENTS

The term suspension or suspended as used in this policy and Oklahoma Law means that the student has been removed from attendance at any school. Alternative in-school placement, in-school restriction, detention, and similar disciplinary measures are not considered to be out-of-school suspensions and are not subject to an appeal process. Any student suspended out of school is prohibited by the terms of said suspension from being

on the school grounds before, during, or after school hours and from participating in or attending any school sponsored activity unless otherwise directed by the administration. All suspensions must have the approval of the superintendent or his/her designee. The authority to suspend a student from a school in the district is delegated to the respective building administrator. The administrator shall exercise his/her discretion as to the length of time of the suspension. When determining whether cause exists for suspension or determining the length of a suspension, the student's prior history of disciplinary infractions during the current school year may be considered if similar infractions have occurred in the past and other forms of discipline have not deterred such behavior.

1. Students may be suspended from school for engaging in any of the following while on school grounds, while on school vehicles and buses, or at school activities/events:
   - Violation of policy, rule, or regulation
   - Acts of immorality
   - Possession of an intoxicating beverage, low-point beer (37 O.S. 163.2)
   - Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school
   - Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substance Act)
   - Possession of a firearm (may result in out-of-school suspension of not less than one year)
   - Any act which disrupts the academic atmosphere of the school, endangers or threatens fellow students, teacher, or officials, or damages property
   - Adjudication as a delinquent
   - Students in grades six through twelve found to have assaulted, attempted to cause physical bodily injury, or acted in a manner that could reasonably cause bodily injury to a school employee or person volunteering for a school shall be suspended for the remainder of the current semester and the next consecutive semester. The term of the suspension may be modified by the school district superintendent on a case-by-case basis.
2. A full suspension shall not extend beyond the present semester and the succeeding semester except for violations of the Gun-Free Schools Act which provides suspensions for up to one calendar year or longer.
3. Except under circumstances that require the immediate removal of a student or students, the parent(s) or legal guardian(s) shall be informed before a student is released from school.
4. Any student who has been adjudicated as a delinquent and has been removed from a public or private school in this state or any other state for such act, will not be enrolled in the district.
5. Students who are suspended out-of –school who are on an individualized education plan pursuant to IDEA, P.L. No. 101-476, shall be provided the education and related services in accordance with the child's IEP.
6. Any student who has been suspended for a violent offense that is directed towards a classroom teacher shall not be allowed to return to that teacher's classroom without the approval of that teacher.

No school board member, administrator, or teacher may be held civilly liable for any action, taken in good faith, which is authorized by law under the provisions of this policy.

SHORT-TERM SUSPENSION

Short-term suspension is when a student is suspended from school for ten (10) days or less. Before a student is suspended out of school, the school administration shall consider and apply, if appropriate, alternative in-school placement options that are not to be considered suspension (such as placement in an alternative school setting, reassignment to another classroom, in-school intervention, etc.).

When a student is suspended, his/her parent(s) will be notified as soon as possible. If the student is suspended for five (5) days or less the district may provide an educational plan. If a student is suspended for more than five (5) days the district shall provide the student with an education plan designed for the eventual reintegration of the student into school which provides for the core units in which the student is enrolled. The parent(s) will bear the responsibility of monitoring the student's education progress until the student is readmitted to school. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

The first level of appeal for suspensions of ten (10) days or less will be to the building principal. A written request specifying the reason or reasons for the appeal must be submitted to the building principal within three (3) days

of the notice of the suspension. In order to appeal the building principal's decision, a written request specifying the reason or reasons for the appeal must be submitted to the appeal committee for short-term suspensions within three (3) days. The appeal committee will consist of one (1) central office administrator and two (2) building principals other than the suspending principal. Upon full investigation of the matter, the committee shall determine the guilt or innocence of the student and the reasonableness for the term of the out of school suspension. The appeal committee may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.
The decision of the appeal committee for short-term suspension will be final and may not be appealed to the hearing officer or the board of education/board hearing officer.

LONG-TERM SUSPENSION

A long-term suspension is when a student is suspended from school for more than ten (10) days. When a long-term suspension occurs, the student's parent(s) will be notified as soon as possible, except under circumstances that require the immediate removal of the student.

Before a long-term suspension is imposed, an initial suspension will occur while an investigation is conducted. A conference with a site administrator will be arranged to take place when the investigation is complete. The parent(s) will be given a copy of the results of the conference at that time and a copy of the results will be mailed to the parent(s) by certified mail. The parent(s) will be provided a copy of the education plan and will bear the responsibility of monitoring the student's education progress until the student is readmitted to school.

Schools are not responsible for the provision of educational services to those students who have been suspended for possession of a dangerous weapon or a controlled dangerous substance. (Reference Title 70, OK statutes, Section 24-101.3) A student, who is suspended from school for more than ten (10) days, may be eligible for an alternative placement to enroll in internet-based course work, but must abide by the contract guidelines given at time of enrollment. Students suspended from school shall be ineligible to participate in extracurricular activities. Additionally, any student serving suspension during the time of graduation activities shall not be allowed to participate in or attend ceremonies or programs honoring graduates.

A student and/or his/her parent(s) may appeal the suspension.

The student and his/her parent(s) may request a review of the suspension with the building principal. This step may be skipped if the building principal was part of the first conference. A written request specifying the reason or reasons for the appeal must be submitted to the building principal within three (3) days of the notice of the suspension. A conference will be scheduled with the building principal. If the building principal does not withdraw the suspension, the student has the right to appeal the decision. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

In order to appeal the building principal's decision, a written request specifying the reason or reasons for the appeal must be submitted to the office of the district hearing officer within ten (10) days. Upon receipt of the appeal, the district hearing officer shall schedule an appeal hearing within ten (10) days from the date the notice of intent is filed. During the hearing with the district hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall have the right for representation. If legal counsel is to be present in the meeting, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation. The suspension appeals hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The suspension-hearing officer may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified in writing within five (5) days of the decision.

If the district hearing officer does not withdraw the suspension, the student and his/her parent(s) shall have the right to appeal the decision to the board of education/board hearing officer. The student or the student's parent(s) shall notify the superintendent in writing within ten (10) days following receipt of the decision of the district hearing officer.

Upon receiving notice of a student's intent to appeal, the superintendent shall advise the board of education/ board hearing officer. The board of education/board hearing officer will conduct the hearing within ten (10) days from the date the notice of intent is filed with the superintendent. During the hearing of the appeal before the board of education/board hearing officer, the student or the student's parent(s) shall have the right to provide evidence as to why the suspension, or the duration thereof, is inappropriate. The student shall have the right for representation. If legal counsel is to be present in the meeting, MPS requires a twenty-four (24) hour notice to exercise the option for legal counsel representation.

The board of education/board hearing officer shall determine the guilt or innocence of the student, and the reasonableness of the term of the suspension. The board of education/board hearing officer may uphold, overrule or modify the suspension. The student and the student's parent(s) shall be notified within five (5) days of the decision. Decisions of the suspension appeal may not be appealed. The decision of the board of education/ board hearing officer suspension hearing with the hearing officer shall be final.
NOTE: 70 O.S. § 24-101.3 (E) states that a student who has been suspended from a public or private school in the State of Oklahoma or another state for a violent act or an act showing deliberate or reckless regard for the health or safety of faculty or other students shall not be entitled to enroll in a public school of this state, and no public school shall be required to enroll such student, until the terms of the suspension have been met or the time of suspension has expired.

STUDENT DISCIPLINE FOR OUT-OF-SCHOOL ACTIONS

The Board of Education recognizes that out-of-school conduct of students attending school within this district is not normally a concern of the Board. However, the Board believes that disciplinary action for conduct occurring off school property and not involving a school activity is proper if the conduct has an adverse effect upon the school.

Therefore, it is the policy of this Board that any student attending school within this district will be subject to disciplinary action including, but not limited to, suspension from school for any conduct, which in the opinion of the school administrators, has an adverse impact upon the school.
Such activity includes, but is not limited to, the following:

1. Damaging school property, e.g. a school bus;
2. Engaging in activity which causes physical or emotional harm to other students, teachers or other school personnel;
3. Engaging in activity, which directly impedes discipline at school or the general welfare of school activities.

TRANSPORTATION - USE OF BUSES
POLICY 5155

The Mustang School District recognizes that in Oklahoma pupil transportation is a service provided by the school. The school district wishes to assure its patrons that transportation services are provided in a manner that accomplishes three (3) goals:

1. to ensure that all children of our school that are eligible to ride are transported in the safest manner possible
2. to ensure that the transportation services provided are cost effective
3. to ensure that all transportation services are rendered in an equitable manner

The school district will accomplish these goals through enforcement of its school transportation policies.

SCHOOL BUS ROUTE POLICIES

1 .The Mustang School District will provide transportation for an eligible special education student when transportation has been identified as "related services" necessary to enable the student to receive the education services outlined in his/her IEP (SDE Regulations).
2. The Mustang School District will provide transportation for all district students who reside within one and one-half (1 ½) miles or more from the school attended by a commonly traveled road.
3. Students residing less than one and one-half (1 1/2) miles from the school the student attends will be transported if the student has no direct path of public access to his/her assigned school without traveling parallel to a designated state highway, any road having more than two (2) travel lanes, a section line road or any street

deemed to be unsafe due to traffic conditions, congestion or physical hazard.
The above mentioned transportation exceptions will not apply if the following exists:

- a thirty-six (36) inch wide sidewalk ten (10) feet from the road's edge is present
- a thirty-six (36) inch high chain link fence present if sidewalk does not meet minimum standards
- the presence of a crossing guard

4. No school bus shall be permitted to operate on any private driveway.
5. All school bus stops shall be selected with the safety of the children at the bus stop the first consideration. Whenever possible, a bus stop shall be located within one fourth (1/4) mile of the home of every child being transported.
6. No bus stop shall be established in which the student must cross a roadway having more than two (2) lanes.
7. No bus stop shall be permitted to operate on any privately constructed or maintained roadway without written waiver of liability executed by the controlling association or parties. It shall be the responsibility of the association or parties to obtain the liability waver from the Mustang School District to complete the form and return it as directed.
8. No bus stop shall be established in which a school bus must back up in order to complete a regular route.
9. No school bus will be utilized for any activity trip prohibited by Oklahoma State Department Regulations.

SPECIAL BUS RIDING PRIVILEGES

It is the policy of the MPS to transport students from a point no more than one-fourth (1/4) mile of their home residence and return them to the pick-up point in the most secure and safe manner. Students shall be picked up and returned to the same bus stop location each day. Students will be allowed to exit their regular bus at a different location if they have written authority from a parent or guardian and it must be signed by a building administrator.

Students are not permitted to change buses (routes) to go to another location except as following:

- Students will be permitted to change buses (routes) in the case of a family emergency. Notification must be made to the school prior to the scheduled boarding time.
- Bus transfers for the purpose of baby-sitting arrangements will be made on an individual basis, if the following conditions are present:
- "Special-Riding Privilege" form has been completed and returned to the building principal
- the bus transfer will not cause a passenger overload on the receiving bus
- no new stop will be established to accommodate the transfer
- the transfer must have the student exiting the bus at the same location each day
- Student must be already eligible to ride
- No students will be delivered to a job site.
- All students will exit the bus prior to the beginning of the next scheduled route.

PARENT COMPLAINT PROCEDURE

The MPS strive to provide the finest student transportation program possible. Our staff of drivers and support personnel has the safety of our children as the primary goal. When problems occur, they will be dealt with in a prompt and professional manner. The following guidelines have been established to insure that problems will be directed to the proper authorities:

- Adults are prohibited from boarding a bus during a route to discuss a problem directly with a driver.
- Complaints concerning bus drivers are to be directed to the Transportation Department at (405) 376-2630, or the Administration Office at (405) 376-2461.
- The school building administration handles student behavior problems.

PUPIL CONDUCT ON BUSES

Riding a school bus is a privilege. Student safety is our main priority and rules that are enforced at school also apply on the bus.

The following rules and regulations shall govern the conduct of school bus passengers:

- Students should be at their bus stop five (5) minutes prior to the time the bus is scheduled to arrive.
- Bus drivers will have the same authority over pupils while riding buses as the teachers have while the pupils are in school. The bus is an extension of the classroom.
- All students must be seated in their assigned seats
- The noise level on the bus must remain at a low quiet voice level to enable the driver to hear emergency and train signals. Therefore, passengers must not shout, sing or otherwise cause any disturbance that may distract the driver.

- School bus windows must remain closed unless the driver permits them to be opened. When windows are open, students are not allowed to throw objects from the windows or extend any part of the body through a window.
- The use of tobacco or electronic cigarettes or the consumption of food or beverage is not permitted on school buses.
- No glass containers are allowed on the bus.
- No balloons are allowed on the bus.
- Any passenger who defaces or vandalizes a school bus in any way shall have the bus riding privilege suspended. No suspended student shall be permitted to resume the bus privilege until all damages for which the student was responsible are paid.
- If a student is denied transportation for any reason, the parent(s) must be notified. The bus driver shall not put a child off the bus other than at the student's regular stop without written parental permission.
- Horseplay is not allowed in or around the bus.
- Students must keep all objects out of the aisle.
- Students should never tamper with the emergency door or windows of the bus.
- Be respectful and courteous to the bus driver at all times.
- Proper conduct at the bus stop is expected. Parents should be aware of the children's activities and behavior at the bus stop.
- No profanity will be allowed.
- Technology center transportation will be provided for students to and from the technology center. Students who do not desire to ride the bus may provide their own transportation by completing a Parental Permission form. The form may be picked up in the Front Office of the Mustang High School. Permission may be granted when the completed form is turned in to the assistant principal.

Bus riding is a privilege and may be taken away.

WRITTEN CONDUCT REPORT

A written report about a student's unsatisfactory conduct will be issued by the bus driver and delivered to the school principal. The principal will take the appropriate disciplinary action. This action may include short-term or permanent suspension from bus riding privileges and/or suspension from school. A copy of the written report will be sent home with the student. The parent is asked to sign the report, certifying that the parent has been made aware of the situation. The student must then present the signed copy to the bus driver to regain riding privilege within three (3) days.

Any meeting required with the parents relating to problems of bus conduct will be scheduled during normal school hours with the principal or assistant principal.

Field trips outside the State of Oklahoma are expressly prohibited unless prior board approval is obtained.

ACTIVITY/FIELD TRIPS
Policy # 3115 and Policy # 3130

Activity Trips

Activity trips will be made only with the prior approval of the building principal, administrative designee and the transportation director. Activity trips are trips related to travel in association with interscholastic contests or extracurricular activities where students perform or compete.

All school-sponsored activity trips must fall within the boundaries of the State of Oklahoma. Activity trips outside the State of Oklahoma are expressly prohibited unless board permission is obtained prior to the event.

Activities that maintain a regular schedule will provide a general permission slip to cover that schedule and must be signed and returned to the coach/sponsor of that activity prior to the student being transported or otherwise participating. All other activities not included in a regular schedule will require individual permission slips that must be signed and returned to the coach/sponsor of that activity prior to the student being transported or otherwise participating.

Field Trips

Field trips will be made only with the prior approval of the building principal, administrative designee and transportation director. Advance written consent of the student's parent or legal guardian is required for any off-campus field trip. The Mustang Board of Education defines educational field trips as visits to an industry, factory, shop or plant, courthouse, museum, theater, lecture or symposium, farm, ranch, creek, river, park, zoo, etc., by a group of students pursuing academic or vocational study in a stated subject for the purpose of enriching their appreciation of or acquiring additional knowledge in the subject. It does not refer to interscholastic contests or extracurricular activities where students perform or compete.

The Mustang Board of Education recognizes educational field trips as part of the curriculum. The following criteria should be considered in deciding whether or not a field trip would be a profitable experience for students:

- Would this field trip be a better experience for students than other activities which might be conducted within the school building?
- Would the students profit more from the field trip than they would from an available videotape, slides, filmstrip, model, experiment, resource person, etc.?

Any school-sponsored field trip exceeding 150 miles (one way) from MPS must have board approval. Any trip less than 150 miles (one way) must have approval of the aforementioned personnel. Distance, educational value and expense to the district will be taken into consideration before approval is given for any field trip.
Field trips outside the State of Oklahoma are expressly prohibited unless prior board approval is obtained.

CHILD NUTRITION
MIDDLE SCHOOL
CAFETERIA PROCEDURES

Household Application for Free/Reduced Meals

Participation in the school lunch program is very important and beneficial to our students. If you feel your family may qualify for free/reduced meals, beginning on August 1st and thereafter, you can apply for free and reduced meal benefits 24/7 by applying online at mustangps.schoollunchapp.com This will be the quickest way to ensure your application is processed before school starts. However, if you prefer, you can still pick up and complete a hard copy of the application and send it to school with your child to give to the cafeteria staff, or mail it to Mustang Public Schools, 906 S. Heights Drive, Mustang, OK 73064, attention: Tammy Bales, Child Nutrition Director. Additional applications are available at the school office, the Child Nutrition Office or the Administration Building. Applications may be completed at any time throughout the year if you've had a change in income, household size, etc., that might qualify your family for free/reduced meals. **Requests for applications in different languages can be made at the Child Nutrition Office, call (405) 376-7317 or e-mail request to balest@mustangps.org.

A new application on the correct year's form must be filled out every year in order to qualify for the program. One application is all that is necessary per household. Please do not complete more than one application when applying. If you were on the program last year, you will be carried over on the same status temporarily, but you must reapply before 9/26/14 or on 10/1/14 you will be changed back to full-price status.

You will receive a letter of notification of the status of your application. **Until you receive notification, money should be sent with student to cover the price of full-priced meals.**

All serving lines will offer reimbursable meals, meaning any student will be able to get a meal that qualifies on the lunch program, on any serving line. **However**, in order **not** to be charged any extra, the student MUST take no less than 3 of 5 components of the meal (and 1 of the 3 items MUST be either ½ cup serving of fruit or fruit juice or vegetable). For instance, if the meal is chicken tenders, mashed potatoes & gravy, carrots, peaches, hot roll, milk and or juice – the student must select no less than 3 items. **One of the items selected must be** either mashed potatoes & gravy, carrots, peaches or the 100% fruit juice in order to meet the "meal" requirements – otherwise the items taken will be charged out at ala carte pricing, which would be more expensive.

*Reimbursable meals not only benefit the students in that they meet all USDA requirements for healthy meals, but they also benefit the school district. The district is reimbursed a percentage of each complete meal, providing much needed money for student use.

Ala carte items are not available under the free/reduced program. Items such as bottled water, Switch drinks, chips, crackers, granola bars, ice cream bars, etc. are full priced items (please refer to the school web site under Lunch Menus, Meal Prices, Ala Carte items for pricing).

PAYING FOR LUNCHES

Middle schools allow 3 meal charges. After the third charge, at the principal's discretion an alternate lunch may be provided until the charges are paid. All charges must be paid before ala carte items or second trays can be purchased.

Student identification numbers are issued to each student. These I.D. numbers are used the entire time the student attends Mustang Public Schools. The I.D. numbers are also the student's lunch account numbers. The student's account is like a bank account. If paying by cash or check, it is suggested that deposits be made in the mornings before school starts in sufficient amounts to pay for two (2) weeks of lunches.

**Online payments can be made by going to the school website, www.mustangps.org, Child Nutrition section, manage your child's school lunch account and you will be directed to MySchoolbucks.com. Create a user account (will need student I.D.#). Payment (and purchase history) will typically show up in the student account by the next school day, but occasionally external factors may affect the process and could delay when the funds are received by the school. (Electronic check payments can take up to one week to show up in student's account.) There is a $1.95 convenience fee per each deposit transaction. You can set up a "low balance" alert to notify you when you need to make another payment. By signing up for MySchoolbucks you are able to view your child's purchase history at no charge, even if you decide not to use the online payment program.

Lunch prices are $2.75. Reduced-priced lunches are $.40. Second trays are $3.10 (including students on the free/reduced meal program). Adult lunches and visiting student lunches are $3.25.

Breakfast prices are $1.50. Reduced-priced breakfasts are $.30. Adult breakfasts and visiting student breakfasts are $1.75.

Students are not allowed to use other student's lunch accounts. Our software program shows a picture of each student as they purchase items. This will ensure that the student using the account number given is the correct person that is supposed to be using that account.

A $25.00 fee will be charged for insufficient checks – No Exceptions. Further checks will not be accepted at any school until the insufficient check is cleared up. In order to ensure that funds sent in cover any insufficient checks, please send cash or a money order rather than make an online payment.

Approximately three weeks before school is out, through the end of the school year, no charging is allowed. This helps MPS collect what is owed. Therefore, during this time, if your child still has lunch charges, money will need to be put in his/her account to completely cover the charge, plus the meal for the day or bring a lunch from home. Money brought will be put toward past charges before new purchases can be made.

Refunds

Students in the MPS district with money left in their meal accounts at the end of the school year will automatically have the money rolled into their accounts for the following school year.

Refunds to lunch accounts can be made upon parental request. No cash refunds will be made at any school site. All refunds will be issued by check from the Child Nutrition Office following the monthly meeting of the Mustang Board of Education. Parents of students leaving the district must provide a forwarding address with the cafeteria cashier. If the refund envelope is returned to the district unopened, the money will be considered an outstanding warrant. After two years, the outstanding warrant is estopped (void) by law.

Note: Due to the cost of issuance, no refund will be issued if the total is less than $5.00 unless at parent's request.

Students with Food Allergies

Parents of students with food allergies should submit a current doctor's note to the cafeteria manager stating the food allergy, and recommended substitute for that food item. (forms on the next pages). This information will be put into our computer system and will alert our staff as to the allergy. It is recommended that parents of students with severe food allergies contact the cafeteria manager and request a meeting to review foods served. In order to remove an allergy note from a child's account, the Child Nutrition Office must have a written note, dated and signed by a doctor or parent, stating the child no longer has that allergy.

MILK SUBSTITUTION REQUEST

Student's Name: _____ Age: _____ Grade: _____

The _____ Public School is participating in the milk substitution provision which states that a school may substitute for the fluid milk a nondairy beverage that is nutritionally equivalent to fluid milk and meets Nutritional Standards established by the United States Department of Agriculture (USDA). At a minimum, the Nutritional Standards shall include fortification of calcium, protein, vitamin A, and vitamin D to levels found in cow's milk for students who cannot consume fluid milk because of a medical or other special dietary need other than a disability.

The _____ Public School has notified the State Department of Education (the State Agency) that the school is implementing this variation. The substitution requires a written statement by a medical authority or by a student's parent or legal guardian that identifies the medical or other special dietary need which restricts the student's diet, except that the school shall not be required to provide beverages other than beverages the school has identified as acceptable substitutes.

Acceptable substitutes are as follows:

_____

_____

_____

_____

_____

Expenses incurred in providing substitutions that are in excess of expenses covered by reimbursements shall be paid by the school district.

*Must not revise or change a diet prescription or medical order.

_____ _____

Date Signature of Medical Authority or Parent/Guardian

MEDICAL STATEMENT
FOR
CHILDREN *WITH* DISABILITIES
Requesting Special Foods in Child Nutrition Programs

Part I (to be filled out by the School District or the Parent/Guardian)

Name of Student: _____ Age: _____

Name of Parent/Guardian: _____ Telephone Number: _____

School District: _____ School Attended by Student: _____

Part II (to be filled out by a Physician)

Diagnosis (include description of the patient's disability and the major life activity affected by the disability):

_____

_____

_____

List food(s) to be omitted from diet:

_____

_____

_____

List food(s) that may be substituted (diet plan) and any modifications of texture or consistency that are necessary:

_____

_____

_____

_____

_____ _____

Date Signature of Physician

Physician'sTelephone Number: _____

MEDICAL STATEMENT
FOR
CHILDREN *WITHOUT* DISABILITIES
Requesting Special Foods in Child Nutrition Programs

Part I (to be filled out by SFA or Parent/Guardian)

Name of Student: _____ Age: _____

Name of Parent/Guardian: _____ Telephone Number: _____

School District: _____ School Attended by Student: _____

Part II (to be filled out by a recognized Medical Authority)

Diagnosis (include description of the patient's medical or other special dietary needs that restrict the child's diet):

_____

_____

_____

List food(s) to be omitted from diet:

_____

_____

_____

List food(s) that may be substituted (diet plan):

_____

_____

_____

Additional information:

_____

_____

_____

_____ _____

Date Signature of Recognized Medical Authority

Telephone Number: _____

Karen Wilson, Director of Student Services
Mustang Public Schools
906 S Heights Dr
Mustang, OK 73064
405-376-2461
405-376-1687 fax

Mustang Public Schools
Special Services

Memo

To: Charles Bradley, Deputy Superintenent

From: Karen Wilson, Director of Student Services KW

CC: in File

Date: 8/6/2014

Re: Homebound/Homebased Teachers

Please review and consider for board approval the employment of any Mustang Public School teacher as needed to provide homebound or home-based services to designated students at the rate of $18.00 per hour for the 2014-2015 school year.

as needed

Mustang Public Schools

Memo

To: Mustang Public Schools Board of Education, Dr. Sean McDaniel

From: Geromy Schrick

CC: Charles Bradley

Date: August 4, 2014

Re: Copier Contracts

Please Discuss, consider and/or act upon the acceptance of the copier/duplicator Change in in lease and service agreements from R.K. Black Inc. The Lease agreement is for 74 copiers/duplicators at a cost of $11.337.55 per Month for a 36 month lease. The service/maintenance/supplies agreement will serve the same 36 month terms as the lease. Each copy made will cost $.0044 cents per page based on a monthly read of copier/duplicator volumes. This adjustment in the lease terms is to help offset the monthly cost of additional copiers added to the contract since in inception 2 years ago. The original contract had 53 machines and with 3 additional schools and the expansion of the high school, the cost had risen greatly. This readjustment of the lease will keep our monthly cost at the same as previous terms with 21 more machines than the original contract.

Geromy Schrick

Director of Technology

R.K. Black, Inc.

4111 Perimeter Center Place, Oklahoma City, OK 73112 (405) 943-9800
406 W. Main, Suite 100, Norman, OK 73069 (405) 321-5900
Weatherford, OK 73096 (800) 364-0709

Lease Agreement

This document is written in "Plain English". The words 'Lessee', 'you' and 'your' refer to the Client. The words 'Lessor', 'we', 'us' and 'our' refer to R.K. Black, Inc. Our goal has been to eliminate confusing language and create a simple, easy-to-read document. See Schedule A hereto for description of additional defined Equipment.

INSTALLED AT

Full Legal Name of Lessee		
Mustang Public Schools		
Street Address		Suite #
906 S Heights		
City	State	Zip
Mustang	OK	73064
Authorized Signer	Email	
Geromy Schrick	schrickg@mustangps.org	
Phone #	Fax #	
405-376-7398		

BILL TO

Company Name (doing business as)		Agreement #
Mustang Public Schools		
Mailing Address		Suite #
906 S Heights		
City	State	Zip
Mustang	OK	73064
Accounts Payable Contact	Email	
Geromy Schrick	schrickg@mustangps.org	
Phone #	Fax #	
405-376-7398		

Mainframe Brand / Model	Mainframe Serial #	Description
All Kyocera Equipment		See Equipment List
All Ricoh Equipment		See Equipment List
HP Printers(MICR)		See Equipment List
Papercut Software		

LEASE TERM AND PAYMENT SCHEDULE

Lease Term in Months	Monthly Lease Payment Amount	Advance Payment(s)
36	$11,337.55 (plus applicable taxes)	$0.00 (plus applicable taxes)

END OF LEASE OPTIONS: At the end of the original Lease Term you may choose one of the following options within the area you initial, provided that no event of default under the Lease has occurred and is continuing.

1) Purchase the Equipment for **Fair Market Value**, or
2) Renew the lease per Paragraph 1, or
3) Return the Equipment as provided in Paragraph 4

Lessee's Initials [redacted] ☑

1) Purchase the Equipment for **$1**, or
2) Return the Equipment as provided in Paragraph 4

Lessee's Initials

THIS IS A NONCANCELABLE / IRREVOCABLE AGREEMENT. THIS AGREEMENT CANNOT BE CANCELED OR TERMINATED BY YOU.

PERSONAL GUARANTY

As additional inducement for us to enter into the Agreement, the undersigned unconditionally, jointly and severally, personally guarantees that the Lessee will make all payments and meet all obligations required under this Agreement and any supplements fully and promptly. You agree that we may make other arrangements including compromise or settlement with the Lessee and you waive all defenses and notice of those changes and will remain responsible for the payment and obligations of this Agreement. We do not have to notify you if the Lessee is in default. If the Lessee defaults, you will immediately pay in accordance with the default provision of the Agreement all sums due under the terms of the Agreement and will perform all of the obligations of the Agreement. If it is necessary for us to proceed legally to enforce this guaranty, you expressly consent to the jurisdiction of the court set out in paragraph 14 and agree to pay all costs, including attorneys' fees incurred in enforcement of this guaranty. It is not necessary for us to proceed first against the Lessee before enforcing this guaranty. By signing this guaranty, you authorize us to obtain personal credit bureau reports for credit and collection purposes.

Name (printed): N / A Signature: N / A Date: / /

Name (printed): N / A Signature: N / A Date: / /

LESSEE ACCEPTANCE

All conditions and terms of this Agreement, including those under Lease Agreement Terms & Conditions, have been reviewed and acknowledged. Upon your signing below, your promises herein will be irrevocable and unconditional in all respects.

Name (printed) [redacted] Title [redacted] Signature [redacted] Date / /

LESSOR ACCEPTANCE

Lessor R.K. Black, Inc. Corp. Officer Chris M. Black Signature _____ Date / /

Form Revised: 3 / 20 / 2013

RK. Black, Inc.

4111 Perimeter Center Place, Oklahoma City, OK 73112, (405) 943-9800
406 W. Main, Suite 100, Norman, OK 73069, (405) 321-5900
Weatherford, OK 73096, (800) 364-0709

Service Agreement

INSTALLED AT

Company Name			
Mustang Public Schools			
Street Address		Suite #	
906 S Heights			
City	State	Zip	
Mustang	OK	73064	
Authorized Signer	Email		
Geromy Schrick	schrickg@mustangps.org		
Phone #	Fax #		
405-376-7398			

BILL TO

Company Name			
Mustang Public Schools			
Mailing Address		Suite #	
906 S Heights			
City	State	Zip	
Mustang	OK	73064	
Accounts Payable Contact	Email		
Geromy Schrick	schrickg@mustangps.org		
Phone #	Fax #		
405-376-7398			

Installation and Service Agreement Options: Appropriate categories must be initialed by Client in the block to the left of the option

[redacted]	**Initial Connectivity**	Up to 6 work stations or 3 hours at no cost at time of installation (**$90** / hour thereafter).
	Accept Connectivity	Includes 1 year of connectivity support beyond the initial installation (**$400** / year).
	Decline Connectivity	Current non agreement per call rate is **$125** / hour plus **$30** trip charge for Zone 1 coverage.
[redacted]	**TotalCare Coverage**	Includes Parts, Labor, Travel & Toner. Excludes Paper, Staples & Third-party Accessories.
	General Maintenance	Includes Parts, Labor & Travel only. Excludes Supplies & Third-party Accessories.
	Decline Maintenance	Client will pay for Service on a 'per call' basis at standard Parts, Labor & Travel rates.
	Purchase Line Filter	Covers damage from lightning & electrical surges not covered under above programs (**$150** ea.)

(Mainframes Only, See Schedule A for Detail)		Product	Base Price	B&W Images		Color Images		Billed
Brand / Model	Serial #	Description	(plus tax)	Included	Overage	Included	Overage	Each
All Kyocera Equipment		See Equipment List		0	$0.0044	0		Month
All Ricoh Equipment		See Equipment List		0	$0.0044	0		Month
HP Printers(MICR)		See Equipment List		0	$0.0350	0		Month
Papercut Software			**Included**	0		0		

Note:

CLIENT Approval	COMPANY Approval
Subject to Service Agreement Terms & Conditions	
By: [redacted]	By:
Duly Authorized Signature	**Duly Authorized Signature**
Printed: [redacted]	Printed:
Title: [redacted]	Title: **Service Manager**
Date: [redacted] P.O. #	Date: / /

ANY MODIFICATION TO THIS AGREEMENT MUST BE MADE IN WRITING & APPROVED BY THE CLIENT & A COMPANY SERVICE MANAGER

For Internal Use:

schrickg@mustangps.org

Start Date / / End Date / / Key Operator Geromy Schrick 405-376-7398

Contract # Lease # Tech # Territory # Manager

Form Revised: 3 / 20 / 2013

Loc Name	Equipment Address	Equipment City	Zip	Equip #	Item	S/N
Mustang Public Schools	906 S Heights Dr	Mustang	73064	K42276	HP P4014N	JPDF002819
Mustang Public Schools	906 S Heights Dr	Mustang	73064	K42282	HP P4014N	JPDF001701
Mustang Public Schools	906 S Heights Dr	Mustang	73064	K42632	HP P4014N	JPDF001388
Mustang Public Schools	906 S Heights Dr	Mustang	73064	F54239	HP P4015N	CNDY220203
Mustang Public Schools	906 S Heights Dr	Mustang	73064	F54326	HP P4015N	CNDY214634
Mustang Public Schools	906 S Heights Dr	Mustang	73064	K42775	HP P4015N	CNDY107586
Mustang High School	801 S Snyder	Mustang	73064	44695	TASKalfa 3500i	N482407416
Mustang High School	801 S Snyder	Mustang	73064	44696	TASKalfa 3500i	N482407388
Mustang Public Schools Operations	220 W Dowden	Mustang	73064	44700	TASKalfa 3500i	N482407038
Centennial Elementary	700 S Czech Hall Rd	Mustang	73064	44691	TASKalfa 3500i	N482407299
Mustang Elementary	400 S Mustang Rd	Mustang	73064	44688	TASKalfa 3500i	N482407304
Mustang Valley Elementary	3001 S Morgan Rd	Oklahoma City	73179	44692	TASKalfa 3500i	N482407415
Mustang Public Schools Food Service	257 W Juniper	Mustang	73064	44682	TASKalfa 3500i	N482407421
Mustang Health and Wellness Center	120 W Dowden	Mustang	73064	44683	TASKalfa 3500i	N482407409
Mustang Creek Elementary	10821 SW 15th Street	Yukon	73099	44690	TASKalfa 3500i	N482407034
Mustang High School	801 S Snyder	Mustang	73064	44684	TASKalfa 3500i	N482407099
Lakehoma Elementary	400 S Clearsprings Rd	Mustang	73064	44687	TASKalfa 3500i	N482407406
Mustang Trails Elementary	12025 SW 15th Street	Yukon	73099	44686	TASKalfa 3500i	N482407422
Mustang Education Center	400 Clear Springs Rd	Mustang	73064	44689	TASKalfa 3500i	N482407364
Mustang High School	801 S Snyder	Mustang	73064	44697	TASKalfa 3500i	N482407410
Mustang Public Schools	906 S Heights Dr	Mustang	73064	44699	TASKalfa 3500i	N482407420
Mustang Public Schools Transportation	110 W Dowden	Mustang	73064	44698	TASKalfa 3500i	N482407046
Mustang North Middle School	10901 SW 15th Street	Yukon	73099	44693	TASKalfa 3500i	N482407414
Mustang South Middle School	1145 S Heights Dr	Mustang	73064	44694	TASKalfa 3500i	N482407355
Mustang High School	801 S Snyder	Mustang	73064	45739	TASKalfa 6500i	N4U2501531
Mustang High School	801 S Snyder	Mustang	73064	45736	TASKalfa 6500i	N4U2501445
Mustang High School	801 S Snyder	Mustang	73064	45732	TASKalfa 6500i	N4U2501568
Mustang Public Schools	906 S Heights Dr	Mustang	73064	45740	TASKalfa 6500i	N4U2501460
Mustang High School	801 S Snyder	Mustang	73064	45733	TASKalfa 6500i	N4U2501496
Mustang High School	801 S Snyder	Mustang	73064	45734	TASKalfa 6500i	N4U2501554
Mustang Trails Elementary	12025 SW 15th Street	Yukon	73099	45743	TASKalfa 6500i	N4U2501468
Mustang North Middle School	10901 SW 15th Street	Yukon	73099	45741	TASKalfa 6500i	N4U2501515
Mustang Trails Elementary	12025 SW 15th Street	Yukon	73099	45744	TASKalfa 6500i	N4U2401428
Mustang Valley Elementary	3001 S Morgan Rd	Oklahoma City	73179	45742	TASKalfa 6500i	N4U2401436
Mustang Creek Elementary	10821 SW 15th Street	Yukon	73099	44679	TASKalfa 6500i	N4U2501472
Mustang Education Center	400 Clear Springs Rd	Mustang	73064	45749	TASKalfa 6500i	N4U2401431
Lakehoma Elementary	400 S Clearsprings Rd	Mustang	73064	45746	TASKalfa 6500i	N4U2401404
Centennial Elementary	700 S Czech Hall Rd	Mustang	73064	44680	TASKalfa 6500i	N4U2501506
Mustang Valley Elementary	3001 S Morgan Rd	Oklahoma City	73179	44685	TASKalfa 6500i	N4U2501519
Mustang Elementary	400 S Mustang Rd	Mustang	73064	45747	TASKalfa 6500i	N4U2501547
Lakehoma Elementary	400 S Clearsprings Rd	Mustang	73064	45745	TASKalfa 6500i	N4U2501510
Mustang South Middle School	1145 S Heights Dr	Mustang	73064	45730	TASKalfa 6500i	N4U2501447
Mustang South Middle School	1145 S Heights Dr	Mustang	73064	45731	TASKalfa 6500i	N4U2501576
Mustang High School	801 S Snyder	Mustang	73064	45737	TASKalfa 6500i	N4U2501457
Mustang High School	801 S Snyder	Mustang	73064	45738	TASKalfa 6500i	N4U2501469
Mustang High School	801 S Snyder	Mustang	73064	45735	TASKalfa 6500i	N4U2501564
Mustang North Middle School	10901 SW 15th Street	Yukon	73099	45729	TASKalfa 6500i	N4U2501451
Mustang Elementary	400 S Mustang Rd	Mustang	73064	45748	TASKalfa 6500i	N4U2501482
Centennial Elementary	700 S Czech Hall Rd	Mustang	73064	44681	TASKalfa 6500i	NLQ1X00046
Mustang Creek Elementary	10821 SW 15th Street	Yukon	73099	45427	TASKalfa 6500i	NLQ1X00124
Mustang Elementary	400 S Mustang Rd	Mustang	73064	44721	DX3343	N8520670015
Mustang Education Center	400 Clear Springs Rd	Mustang	73064	44720	DX3343	N8520670016
Mustang Creek Elementary	10821 SW 15th Street	Yukon	73099	44816	DX3343	N5820670191
Centennial Elementary	700 S Czech Hall Rd	Mustang	73064	44817	DX3343	N5820670190
Mustang Trails Elementary	12025 SW 15th Street	Yukon	73099	45751	DX3343	N5820670160
Mustang South Middle School	1145 S Heights Dr	Mustang	73064	45752	DX3343	N5820670062
Mustang North Middle School	10901 SW 15th Street	Yukon	73099	45753	DX3343	N5820670183
Mustang Public Schools	906 S Heights Dr	Mustang	73064	44846	DX3343	N8520770024
Mustang Valley Elementary	3001 S Morgan Rd	Oklahoma City	73179	44847	DX3343	N8520770025
Lakehoma Elementary	400 S Clearsprings Rd	Mustang	73064	44723	DX3343	N8520670002
Mustang High School	801 S Snyder	Mustang	73064	45082	TASKalfa 3500i	N482609290
Mustang South Middle School	1145 S Heights Dr	Mustang	73064	45081	TASKalfa 3500i	N482609370
Canyon Ridge Intermediate	3600 S Sarah Rd	Yukon	73099	46560	TASKalfa 3500i	N482Z12903
Horizon Intermediate	430 Forster Dr	Mustang	73064	46561	TASKalfa 3500i	N482Z12850
Canyon Ridge Intermediate	3600 S Sarah Rd	Yukon	73099	46564	TASKalfa 6500i	N4U3403388
Horizon Intermediate	430 Forster Dr	Mustang	73064	46565	TASKalfa 6500i	N4U3403386
Canyon Ridge Intermediate	3600 S Sarah Rd	Yukon	73099	46562	TASKalfa 6500i	N4U2Z02545
Horizon Intermediate	430 Forster Dr	Mustang	73064	46563	TASKalfa 6500i	N4U3403357
Canyon Ridge Intermediate	3600 S Sarah Rd	Yukon	73099	46695	DX3343	N8530770025
Horizon Intermediate	430 Forster Dr	Mustang	73064	46696	DX3343	W8530770085
Prairie View Elementary	9201 SW 59th Street	Oklahoma City	73179	47997	TASKalfa 3501i	L754105286
Prairie View Elementary	9201 SW 59th Street	Oklahoma City	73179	47998	TASKalfa 6501i	L8X4501407
Prairie View Elementary	9201 SW 59th Street	Oklahoma City	73179	47999	TASKalfa 6501i	L8X4501420
Prairie View Elementary	9201 SW 59th Street	Oklahoma City	73179	48058	DX3343	N8540370004

14

Signature: [redacted]

Title: [redacted]

Date: [redacted]

Memo

To: Charles Bradley, Deputy Superintendent

From: Tracy Skinner, Director of Secondary Schools

Date: July 14th, 2014

Re: Parking Lot Security for HS

Please discuss, consider, and/or act upon hiring, for MHS parking lot security, Oklahoma Protection Group Security to provide security for the parking at MHS. Please see the attached proposal.

Tracy Skinner
Director of Secondary Schools

Oklahoma Protection Group Security
2525 NW Expressway Suite # 516
Oklahoma City, Ok 73112
405-626-3545 Cell
405-962-8875 Office
opgokc1@gmail.com

- green light
- bonded
- certificate of ins* on file
- CLEET certified yes*

Re: Security / Parking Attendant Proposal
Mustang Public Schools
906 S. Heights Dr.
Mustang, Ok 73064
Attn: Mr. Charles Bradley

Mr. Bradley,
I am glad that we could be of service to your organization and based upon your security / parking concerns for the Mustang High School, I would like to place a bid to continue to provide services.

Oklahoma Protection Group Security is an industry leader in Private Security Services with more than 75 years of combined law enforcement experience. We offer our clients the peace of mind, confidence and assurance that highly qualified law enforcement officers and security professionals are committed to the success of your organization.

- Parking lot Security, Access Control / monitor parking activity and to safeguard school property.
- Off Duty Law Enforcement Officers on premises.
- Detailed daily security reports
- Security Services $18.75 per hour / $75 per day (Grand total of $13.125, annually).
- 175 days of coverage; 4 hour Security shifts from 10am-2pm (Monday-Fridays, excluding holidays).

Sincerely,
Ken Harris
Ken Harris
CEO / Director of Security

Memo

To: Dr. Sean McDaniel, Superintendent
From: Ron Martin, Chief Operating Officer
Date: August 5, 2014
Re: August Board Agenda item – Special Services Surplus

Request this item be placed on the August board agenda to review and consider as surplus property for the Special Services Department.

ITEM	Serial Number
(7) Front Row to go Towers	5004841, 5006079, 5006078, 5006014, 5004476, 5004748
Microphone	HG005186
Sound Monitor	SC-SM1005-4
Amplifier	PKY D1
Silent Call	GV1037-318
Battery Tester	22-032A
Phonak Campus SX	N15398
Phonak Micro VOX w/charger	None
2- Easy Listeners	9302890, 9305113
Phonic Ear mini DAF	None
2 – Lightspeed BP50Rs	181-210, 169-505
Lightspeed speaker	705IR
Lightspeed wireless amp	WA-100
Siler rolling cart	N/A
Microscope	N/A
Big Button – broken	N/A
TI Calculator – broken	N/A
Magnifier w/black case	N/A

Memo

To: Dr. Sean McDaniel, Superintendent
From: Ron Martin, Chief Operating Officer
Date: July 14, 2014
Re: Surplus items for August agenda

7-21-14

Request the following item be placed on the August board meeting agenda for the review and consideration of the board to declare the following as surplus property:

Transportation –

2007 Ford Explorer, VIN #IFMEU73#27UB35683. This vehicle has close to 100K mile, but due to increased maintenance and repair costs it is no longer cost effective to retain in the fleet. This vehicle was originally purchased for use by one of the former superintendents, transferred to the current Athletic Director, then to Technology and recently Bonds & Construction. It has been well used around the District by staff.

MEMO

To: Sean McDaniel, Superintendent
From: Jeff Woodard, Director of Bonds/Construction
Date: July 25, 2014
Re: County Line Elementary Change Order #9

SM 8/5/14
JW 7-25-14

Respectfully request that the Board discuss, consider, and/or act upon approval of the following change order from Timberlake Construction for the County Line Elementary:

*PC#053 – Provide and install Walltalker Cork Board - $2,563
*PC#054 – Excavate playground and install perforated pipe w/sock, filter fabric and gravel, and tie into storm drain - $2,755.22

This will be a net DECREASE to the contingency of **$5,318.22**

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Change Order

PROJECT *(Name and address)*: County Line Elementary 9201 SW 59th Street Mustang, OK 73064	**CHANGE ORDER NUMBER:** 009 **DATE:** 7-22-14	OWNER: ☒ ARCHITECT: ☒ CONTRACTOR: ☒ FIELD: ☐ OTHER: ☐
TO CONTRACTOR *(Name and address)*: Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City, OK 73154	**ARCHITECT'S PROJECT NUMBER:** **CONTRACT DATE:** 4-26-12 **CONTRACT FOR:** General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
This change order will be a net deduct to the Owner Contingency in the amount of $<5,318.22> as follows:
1. PC #053 - Provide and install Walltalker Cork Board - $2,563.00.
2. PC #054 - Excavate playground and install perforated pipe w/sock, filter fabric and gravel, and tie into storm drain - $2,755.22.

The original Contract Sum was	$	13,357,361.32
The net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	13,357,361.32
The Contract Sum will be unchanged by this Change Order in the amount of	$	0.00
The new Contract Sum including this Change Order will be	$	13,357,361.32

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT	CONTRACTOR	OWNER
LWPB Architects *(Firm name)*	Timberlake Construction Co., Inc *(Firm name)*	Mustang Public Schools *(Firm name)*
5909 NW Expressway, Suite 600, Oklahoma City, OK 731232 ADDRESS	PO Box 18297 Oklahoma City, OK 73154 ADDRESS	906 S Heights Drive, Mustang, OK 73064 ADDRESS
Steven T Sprague BY *(Signature)*	BY *(Signature)*	BY *(Signature)*
Steven Sprague *(Typed name)*	Robert Renshaw, Jr. *(Typed name)*	Sean McDaniel *(Typed name)*
7/24/14 DATE	7/23/14 DATE	8/5/14 DATE

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User Notes:
(927547988)

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1328
County Line Elementary
PROPOSED CHANGE SUMMARY

DATE: 7-15-14

PROPOSED CHANGE # 054

CHANGE DESCRIPTION: Proposal to excavate the small playground out to agreed upon subgrade, install approximately 100 lf of perforated pipe w/sock, filter fabric and gravel, and tie into the underground storm drain that that runs on the north side of Area A. This work is required so that the astroturf that is being installed by the owner, does not hold water.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		H & H Plumbing & Utilities			$2,580.00		$2,580.00
2							$0.00
3							$0.00
4							$0.00
5							$0.00
6							$0.00
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
							$0.00
		CATEGORY TOTALS	$0.00	$0.00	$2,580.00	$0.00	$2,580.00
0.0000%		SALES TAX	$0.00	N/A	N/A	$0.00	$0.00
38.4400%		LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
0.8800%		SUB BONDS	N/A	N/A	$22.70	N/A	$22.70
		SUBTOTALS	$0.00	$0.00	$2,602.70	$0.00	$2,602.70
				0.2400%	SUB LIABILITY		$6.25
				0.8300%	BONDS		$21.60
				4.0000%	OH&P		$104.11
				0.3200%	Safety		$8.33
				0.2200%	Shop Dray		$5.73
				0.2500%	Cleanup		$6.51
		TOTAL CHANGE ORDER					$2,755.22

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

7-16-14

AUTHORIZING SIGNATURE

OWNER

AUTHORIZING SIGNATURE

TIMBERLAKE CONSTRUCTION

Lic. No.
OK 02653

H & H Plumbing & Utilities, Inc.

268 Industrial Blvd., Goldsby, OK 73093-9116
(405) 288-2346 (405) 288-2349 FAX

Contractor: Timberlake Const. Co., Inc.
Address: P.O. Box 18297
Oklahoma City, OK 73154

Ph.#: 840-2621
Fax #: 840-5550
Email: craig@timberlakeconstruction.com

Project: County Line Elementary
Address: 6201 SW 59th Street
Mustang, OK

Price change request to excavate the play ground out, install 100' of french drain pipe, rock filter fabric and connect back to the roof drainage in the two places per ASI #14-A1

		Unit	Qty	Price	Total
A	**Material**				
	4" HDPE perforated storm pipe with filter sock	LF	100	1.05	105.00
	12" x 4" HDPE inserta tee	EA	1	45.60	45.60
	10" x 4" HDPE inserta tee	EA	1	45.60	45.60
	Rock bedding & backfill	TONS	14	24.80	347.20
	Filter fabric wrap	SY	80	3.00	240.00
					783.20
			Tax	0.0%	-
					783.20
B	**Labor**				
	Plumber	Hrs	8	37.80	302.40
	Operator	Hrs	16	34.90	558.40
	Helper	Hrs	8	26.30	210.40
					1,071.20
C	**Equipment**				
	Truck	Hrs	8	15.00	120.00
	Trackhoe (Mini)	Hrs	8	20.00	160.00
	Bobcat	Hrs	8	20.00	160.00
					440.00
			Subtotal		2,294.40
D	**Overhead**			5%	114.72
					2,409.12
E	**Profit**			5%	120.46
			Total		$ 2,529.58
F	**Bond**			2%	50.59
			Total		$ 2,580.17

Total Add to Contract $ 2,580.00

Submitted by: Carl Hendrix Title: Vice President Date: 7/15/2014

Accepted by: _____ Title: _____ Date: _____

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1525
County Line Elementary
PROPOSED CHANGE SUMMARY

DATE: 7/9/14

PROPOSED CHANGE # 053

CHANGE DESCRIPTION: Proposal to provide and install approximately 1600 lf of Wallboard Core board adhesived to MDF board in the reglet that separates the high impact board from standard drywall in all of the corridors.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		EGR					
2		TCI (Install) 36 man hrs @ $25.00/hr	$1,500.00				$1,500.00
3				$900.00			$900.00
4							$0.00
5							$0.00
6							$0.00
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
							$0.00
		CATEGORY TOTALS	$1,500.00	$900.00	$0.00	$0.00	$2,400.00
0.0000%		SALES TAX	$0.00	N/A	N/A	$0.00	$0.00
38.4400%		LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
0.8800%		SUB BONDS	N/A	N/A	$21.12	N/A	$21.12
		SUBTOTALS	$1,500.00	$900.00	$21.12	$0.00	$2,421.12
				0.2400%	SUB LIABILITY		$5.81
				0.8300%	BONDS		$20.10
				4.0000%	OH&P		$96.84
				0.3200%	Safety		$7.75
				0.2200%	Shop Dray		$5.33
				0.2500%	Cleanup		$6.05
		TOTAL CHANGE ORDER					$2,563.00

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

7-16-14

AUTHORIZING SIGNATURE

OWNER

AUTHORIZING SIGNATURE

TIMBERLAKE CONSTRUCTION

Millwork Proposal

County Line Elementary

Timberlake Construction
PO Box 18297
Oklahoma City OK 73154

Phone: (405) 840-2521
FAX: (405) 840-5469

Attention: Cale Lopp

7/8/2014

SECTIONS:	Millwork
AWI Grade:	Custom
Plans Specifications Dated:	
Addenda Included:	
Pages Including Cover:	1
Tackboard on MDF	$1,500.00
Walltalker Cork board on MDF	$1,500.00

EXCLUSIONS: Installation, Paint, Stain, and Transparent Finishes. Premium Colors and Finishes. In-wall Blocking and Support Brackets. Glass, Glass Hardware, and Associated Installation. Signage and Lighting. Caulking Millwork to Finished Walls. Payment and Performance Bonds. Any item or room not specified in the attached scope of work. See Scope of Work for details.

EGR Incorporated is a manufacturer of euro style commercial cabinets. EGR adheres strictly to the guidelines outlined by Architectural Woodwork Institute (AWI). The Architectural Woodwork Standards 1st Edition, October 1, 2009, will be used as a reference guide for this Project. This Project has been priced to meet AWI's Grade standard referenced above as per Contract Documents. EGR's Millwork Proposal and Scope of Work will become additions to the Contract. Items not specified in the attached Scope of Work are excluded. EGR will provide detailed Shop Drawings. Installation is detailed in our Proposal. The standards set by AWI (Section 1700) will be followed. Blocking is to be the responsibility of the General Contractor. Following these requirements help to assure a successful Installation. Overtime pay is NOT included in our Proposal. Delays beyond the control of EGR do not warrant overtime.

Respectfully submitted,

Cody Johnson

County Line Elementary - TCI #1325

Contingency Reconciliation Log

7/22/2014

Proposed Change	Owner Change Order	Description	Amount
		Total Declared Contingency	**$300,000.00**
PC #1	1	Relocate AT&T Line	(7,347.00)
PC #2	1	Credit for Cast Iron v. PVC	21,330.00
PC #3	1	Credit from ACME Brick	2,000.00
PC #4	1	ASI #003, Add sinks @ A, Door Sidelights	(14,722.00)
PC #5	1	Upgrade EIFS Mesh to 20 oz	(20,098.00)
		EIFS Allowance	25,000.00
PC #7	2	Extend ONG line to jobsite	(982.00)
PC #8R1	2	Revise Civil after city review, incl/$25K allowance	(15,711.18)
PC #10	2	Switch Generator and Transformer location	(1,570.08)
PC #11	3	Additional Structural Steel detailing costs	(2,077.00)
PC #12	3	Pier casing recap	(41,061.58)
PC #13	3	Pier depths recap	(50,254.65)
PC #14	4	Add for concrete @ Door D125 Sidelight	(548.91)
PC #15R1	4	PR #004 Added electrical, sink @ Nurses Station	(5,522.02)
PC #009r1	5	Add Upper Cabinets a@ Cubbies	(2,522.81)
PC #016	5	Credit for changing Model # of Hand Dryers	1,560.00
PC #017	5	Add one section of ornamental fence btwn D & B	(1,014.52)
PC #018	5	Revise Stamped and Colored Concrete at Entries	(854.33)
PC #019a	5	Add Self Adhesive Flashing @ Window Jambs	(1,746.04)
PC #020	5	Add Back Concrete @ West and South Parking	(5,380.16)
PC #022	5	Change Asphalt Paving @ West Parking to Concrete	(17,027.92)
PC #023	5	Add 2" Irrigation Meter and Backflow Preventor	(9,175.06)
PC #024	5	Credit for Relocation of Sewer Line	1,221.38
PC #025	5	Add to Pour Bump Outs @ Dormers	(2,686.88)
PC #038	6	Install stud wall on top of safe room lid	(1,022.00)
PC #032	6	Provide addt'l glazing & signage film	(670.65)
PC #028R1	6	Rotate and relocate doors	(313.97)
PC #033	6	Delete retractable goal power / equipment	1,289.00
PC #034	6	decrease stage curtain & valance	500.00
PC #027	6	Delete one ice machine in kitchen	3,821.00
PC #040	6	Credit for irrigation sleeves not used	1,846.56
PC #039	6	Add rubber base to corridor	(2,582.22)
PC #037	6	Change gym flooring	(8,853.00)
PC #036	6	Resilient channels with sound insulation padding	(1,750.31)
PC #035	6	Modifications per RFP #017	(1,871.80)
PC #029R1	6	Provide V-groove gypsum board control joints	(3,776.15)
PC #021	7	Deduct for changes to separation walls	(604.00)
PC #041R1	7	Credit for stainless steel frm @ roll up counter	(928.00)
PC #042	7	Add sidewalk to east side of bus loop	6,396.81
PC #043	7	Move all drain trap primers	2,142.22
PC #044	7	Cut off roof drain pipe/install ells & lambs tongue	633.90
PC #045	7	Change condensate drains from copper to PVC	(8,356.00)
PC #046	8	Add dry eraser boards	(1,956.42)
PC #047	8	Change fire extinguisher cabinets to rolled edges	(323.58)
PC #048	8	Add irrigation system	(30,435.60)
PC #049	8	Change beams and stub columns	(2,571.54)
PC #050B	8	Changes per RFP #20	(1,145.68)
PC #051	8	Add piping & insulation per RFP #019	(3,299.86)
PC #052	8	Add additional letter to monument sign	(371.63)
PC #053	9	Provide/install walltalker cork board	(5,318.22)
PC #054	9	Excavate playground to install pipe, filter, gravel	(2,755.22)

Total Remaining Contingency $88,532.88

MEMO

To: Sean McDaniel, Superintendent
From: Jeff Woodard, Director of Bonds/Construction
Date: July 25, 2014
Re: Valley Elementary Gym Change Order #1

Respectfully request that the Board discuss, consider, and/or act upon approval of the following change orders from Timberlake Construction for the Valley Elementary Gym Renovation:

*PC#1 – Remove and replace hollow metal frame - $725.29
*PC#2 – Remove and replace rusted out bottom rack - $568.36
*PC#3 – Furr-out horizontal girts in classroom perimeter walls - $2,450.87
*PC#4 – Replace four (4) exterior lights in south exterior soffit and one (1) at east entry - $2,398.54
*PC#5 – Reimbursement for Convergent Technologies - $272.32
*PC#6 – Replace supply and return grilles for the north wall HVAC - $768.90

This will be a net **DECREASE** to the contingency of **$7,184.28**.

AIA® Document G701™ – 2001

Change Order

PROJECT *(Name and address)*:	**CHANGE ORDER NUMBER:** 001	OWNER: ☒
Mustang Valley Elementary - Gym Renovation 3001 S. Morgan Road Mustang, OK 73064	**DATE:** 7-22-14	ARCHITECT: ☒ CONTRACTOR: ☒
TO CONTRACTOR *(Name and address)*:	**ARCHITECT'S PROJECT NUMBER:**	FIELD: ☐
Timberlake Construction Co., Inc. PO Box 18297 Oklahoma City, OK 73154	**CONTRACT DATE:** 4-26-12 **CONTRACT FOR:** General Construction	OTHER: ☐

THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
This change order will be a net deduct to the Owner Contingency in the amount of $<7,184.28> as follows:

1. PC #1 - Remove and replace hollow metal frame - $725.29.
2. PC #2 - Remove and replace rusted out bottom track - $568.36.
3. PC #3 - Furr-out horizontal girts in classroom perimeter walls - $2,450.87.
4. PC #4 - Replace four (4) exterior lights in south exterior soffit and one (1) at east entry - $2,398.54.
5. PC #5 - Reimbursement for Convergint Technologies - $272.32.
6. PC #6 - Replace supply and return grilles for the north wall HVAC - $768.90.

The original Guaranteed Maximum Price was	$	651,576.12
The net change by previously authorized Change Orders	$	0.00
The Guaranteed Maximum Price prior to this Change Order was	$	651,576.12
The Guaranteed Maximum Price will be unchanged by this Change Order in the amount of	$	0.00
The new Guaranteed Maximum Price including this Change Order will be	$	651,576.12

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT	CONTRACTOR	OWNER
MA+ Architecture *(Firm name)*	Timberlake Construction Co., Inc *(Firm name)*	Mustang Public Schools *(Firm name)*
4000 North Classen, Suite 100N, Oklahoma City, OK 73118 ADDRESS	PO Box 18297 Oklahoma City, OK 73154 ADDRESS	906 S Heights Drive, Mustang, OK 73064 ADDRESS
BY *(Signature)*	BY *(Signature)*	BY *(Signature)*
(Typed name)	Robert Renshaw, Jr. *(Typed name)*	Sean McDaniel *(Typed name)*
DATE	7/23/14 DATE	8/5/14 DATE

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User Notes:
(1800692084)

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1417
Mustang Valley Elementary Gym Renovation
PROPOSED CHANGE SUMMARY

DATE: 6/25/14

PROPOSED CHANGE # 001

CHANGE DESCRIPTION: Cost proposal to remove and replace the existing hollow metal frame located at the NW corner of the gym with a new hollow metal frame due to the condition of the existing frame. The bottom jambs are rusted out and the head is being held in place by strap metal. The existing door will be re-installed and used until new door is received.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		Mitchell Drywall			$495.00		$495.00
2		CBS	$184.16				$184.16
3							$0.00
4							$0.00
5							$0.00
6							$0.00
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
		CATEGORY TOTALS	$184.16	$0.00	$495.00	$0.00	$679.16
0.0000%		SALES TAX	$0.00	N/A	N/A	$0.00	$0.00
38.4400%		LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
0.8800%		SUB BONDS	N/A	N/A	$5.98	N/A	$5.98
		SUBTOTALS	$184.16	$0.00	$500.98	$0.00	$685.14
				0.2400%	SUB LIABILITY		$1.64
				0.8300%	BONDS		$5.69
				4.0000%	OH&P		$27.41
				0.3200%	Safety		$2.19
				0.2200%	Shop Dray		$1.51
				0.2500%	Cleanup		$1.71
		TOTAL CHANGE ORDER					$725.29

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

AUTHORIZING SIGNATURE

OWNER

AUTHORIZING SIGNATURE

TIMBERLAKE CONSTRUCTION

MITCHELL
ACOUSTICS & DRYWALL, INC.

3721 S. Missouri Ave.
Oklahoma City, OK 73129

Phone: (405) 677-8400
Fax: (405) 677-8401

CHANGE ORDER

Date: June 20, 2014

Proposal to: Timberlake Construction

Craig Yadon
P.O. Box 18297
Oklahoma City, OK 73154

Phone: 405.840.2521
Fax: 405.840.5469

Project: MUSTANG VALLEY ELEMENTARY GYM

MUSTANG, OK 73064

This Proposal includes all Labor and Material necessary to complete the following work:

Price Includes:

Supply and install 18ga metal stud framing at exterior door frame.

Install labor only exterior door frame, slab and hardware.

Price Excludes: Tape, bed, texture, door and frame material, wood or plywood, backing or blocking, demolition.

CHANGE ORDER AMOUNT: $495.00

BREAKDOWN:
Materials: $125.00
Labor: $370.00

Sincerely,
Robin Arthur
Estimator / Project Manager

CONSTRUCTION BUILDING SPECIALTIES, INC.

130 N.E. 38TH STREET, OKLAHOMA CITY, OK 73105
Remit To: P.O. BOX 18898, OKLAHOMA CITY, OK 73154
Phone: (405) 528-7030 FAX: (405) 525-8075

SALES ORDER

ORDER NO.: 0118324
ORDER DATE: 6/19/2014

SALESPERSON: 0027
CUSTOMER NO: TIMB252

SOLD TO:
TIMBERLAKE CONSTRUCTION
P.O. BOX 18297
OKLAHOMA CITY, OK 73154

SHIP TO:
MUSTANG VALLEY ELEMENTARY
GYM RENOVATION
3001 S. MORGAN DR.
OKLAHOMA CITY, OK

CONFIRM TO:
RON SWIFT 593-7891

CUSTOMER P.O.	SHIP VIA	F.O.B.	TERMS	JOB NUMBER
ADD TO CONTRACT	OUR TRUCK		2.00%-10 / Net 30	6785JDM

ITEM NUMBER		ORDERED	SHIPPED	BACK ORDER	PRICE	AMOUNT
	THE FOLLOWING IS AN AD TO CONTRACT TO REPLACE FRAME# 101A (RFI# 9)					
CEC-2500	SU 16 CRS 434 3PS 3070 KD RH S	1	0	0	107.16	107.16
/005-53	BLANK ASA WELD/PUTTY					15.00
/005-55	BLANK HINGE WELD/PUTTY					15.00
/005-61	RIM PANIC REINF 6					10.00
/005-51	CLOSER REINFORCEMENT 3A					10.00
/005-34	REINFORCE FOR FULL SURFACE CONTINUOUS HINGE					15.00
/005-16	WELDED FRAME MARK# 101A					12.00

	Net Order:	184.16
	Freight:	0.00
0050	Sales Tax:	0.00
	Order Total:	184.16

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1417
Mustang Valley Elementary Gym Renovation
PROPOSED CHANGE SUMMARY

DATE: 6/25/14

PROPOSED CHANGE # 002

CHANGE DESCRIPTION: Cost proposal to remove and replace the rusted out bottom track in the gymnasium with 1 1/2" x 1 1/2' 25ga utility angle. Caulk all walls at the bottom track with silicone sealant.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		Mitchell Drywall			$480.00		$480.00
2		TCI (Sealant)	$48.00				$48.00
3							$0.00
4							$0.00
5							$0.00
6							$0.00
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
		CATEGORY TOTALS	$48.00	$0.00	$480.00	$0.00	$528.00
	8.8500%	SALES TAX	$4.25	N/A	N/A	$0.00	$4.25
	38.4400%	LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
	0.8800%	SUB BONDS	N/A	N/A	$4.65	N/A	$4.65
		SUBTOTALS	$52.25	$0.00	$484.65	$0.00	$536.89
				0.2400%	SUB LIABILITY		$1.29
				0.8300%	BONDS		$4.46
				4.0000%	OH&P		$21.48
				0.3200%	Safety		$1.72
				0.2200%	Shop Dray		$1.18
				0.2500%	Cleanup		$1.34
		TOTAL CHANGE ORDER					$568.36

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

AUTHORIZING SIGNATURE

OWNER

AUTHORIZING SIGNATURE

TIMBERLAKE CONSTRUCTION

MITCHELL
ACOUSTICS & DRYWALL, INC.

3721 S. Missouri Ave.
Oklahoma City, OK 73129

Phone: (405) 677-8400
Fax: (405) 677-8401

CHANGE ORDER

Date: June 23, 2014

Proposal to: Timberlake Construction
Craig Yadon
P.O. Box 18297
Oklahoma City, OK 73154

Phone: 405.840.2521
Fax: 405.840.5469

Project: MUSTANG VALLEY ELEMENTARY GYM
MUSTANG, OK 73064

REPLACE BOTTOM TRACK AT GYM-REVISED

This Proposal includes all Labor and Material necessary to complete the following work:

Price Includes:

Replace rusted bottom stud at Gym area with 1-1/2" X 1-1/2" 25ga angle.

Price Excludes: Tape, bed, texture, door and frame material and labor, wood or plywood, backing or blocking, demolition and caulking.

CHANGE ORDER AMOUNT: $480.00

BREAKDOWN:
Materials: $170.00
Labor: $310.00

Sincerely,

Robin Arthur
Estimator / Project Manager

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1417
Mustang Valley Elementary Gym Renovation
PROPOSED CHANGE SUMMARY

DATE: 6/25/14

PROPOSED CHANGE # 003

CHANGE DESCRIPTION: Cost proposal to furr-out the horizontal girts in the classroom perimeter walls and in the north gym office wall. The girts were not visible above the 8'-0" ceilingsand the ceilings are now at 9'-0" which exposes them.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		Mitchell Drywall			$2,295.00		$2,295.00
2							$0.00
3							$0.00
4							$0.00
5							$0.00
6							$0.00
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
		CATEGORY TOTALS	$0.00	$0.00	$2,295.00	$0.00	$2,295.00
8.8500%		SALES TAX	$0.00	N/A	N/A	$0.00	$0.00
38.4400%		LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
0.8800%		SUB BONDS	N/A	N/A	$20.20	N/A	$20.20
		SUBTOTALS	$0.00	$0.00	$2,315.20	$0.00	$2,315.20
				0.2400%	SUB LIABILITY		$5.56
				0.8300%	BONDS		$19.22
				4.0000%	OH&P		$92.61
				0.3200%	Safety		$7.41
				0.2200%	Shop Dray		$5.09
				0.2500%	Cleanup		$5.79
		TOTAL CHANGE ORDER					$2,450.37

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

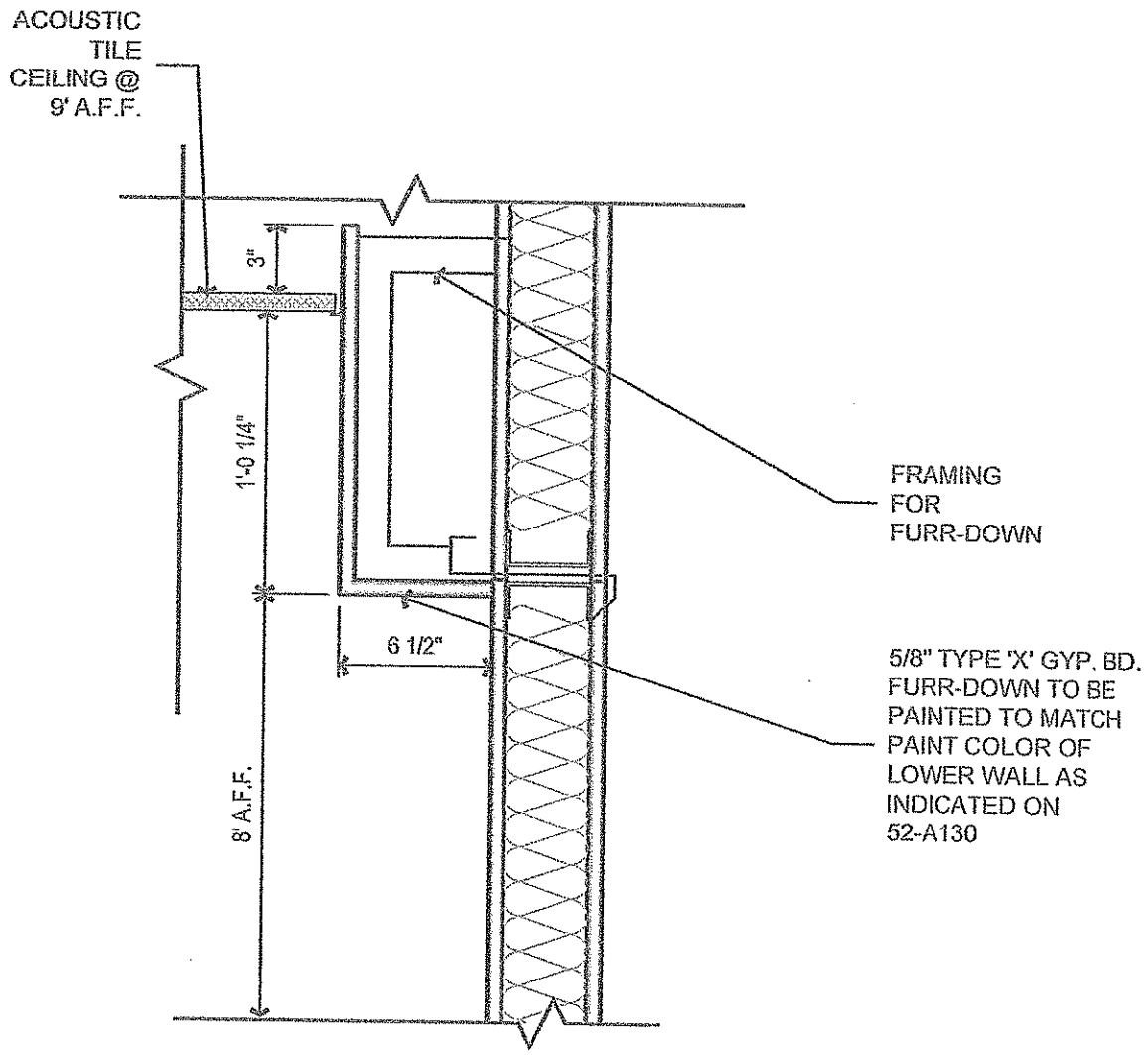
The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

AUTHORIZING SIGNATURE

OWNER

AUTHORIZING SIGNATURE

TIMBERLAKE CONSTRUCTION



1 PURLINS DETAIL

SCALE: 1 1/2"=1-0"
REFER: --

MA+ architecture
4000 N CLASSEN BLVD
SUITE 100N
OKLAHOMA CITY, OK
73118
PH (405) 525-8806
FX (405) 525-8807
www.maplusarchitecture.com

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MUSTANG VALLEY GYM REMODEL

MUSTANG, OK

SHEET INFO
FILENAME: CA4
CHECKED BY: HT
DRAWN BY: YLB
PROJECT NO: 1565

SHEET TITLE
PURLINS DETAIL

SHEET NUMBER
CA4

MITCHELL
ACOUSTICS & DRYWALL, INC.

3721 S. Missouri Ave.
Oklahoma City, OK 73129

Phone: (405) 677-8400
Fax: (405) 677-8401

CHANGE ORDER

Date: June 23, 2014

Proposal to: Timberlake Construction
Craig Yadon
P.O. Box 18297
Oklahoma City, OK 73154

Phone: 405.840.2521
Fax: 405.840.5469

Project: MUSTANG VALLEY ELEMENTARY GYM
MUSTANG, OK 73064

FURR-OUT HZ PURLIN

This Proposal includes all Labor and Material necessary to complete the following work:

Price Includes:

Furr-out horizontal purlin with metal stud framing and sheetrock on classroom side of buildings (not to exceed 160 l.f.).

Price Excludes: Tape, bed, texture, door and frame material and labor, wood or plywood, backing or blocking.

CHANGE ORDER AMOUNT: $2,295.00

BREAKDOWN:
Materials: $890.00
Labor: $1,405.00

Sincerely,

Robin Arthur
Estimator / Project Manager

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1417
Mustang Valley Elementary Gym Renovation
PROPOSED CHANGE SUMMARY

DATE: 6/25/14

PROPOSED CHANGE # 004

CHANGE DESCRIPTION: Cost proposal to replace four (4) exterior lights in the south exterior soffit and one (1) at the east entry soffit into the gymnasium. This proposal assumes that the esisting conduit and wire is in good condition.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		Tri-State Electric			$2,246.00		$2,246.00
2							$0.00
3							$0.00
4							$0.00
5							$0.00
6							$0.00
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
		CATEGORY TOTALS	$0.00	$0.00	$2,246.00	$0.00	$2,246.00
8.8500%		SALES TAX	$0.00	N/A	N/A	$0.00	$0.00
38.4400%		LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
0.8800%		SUB BONDS	N/A	N/A	$19.76	N/A	$19.76
		SUBTOTALS	$0.00	$0.00	$2,265.76	$0.00	$2,265.76
				0.2400%	SUB LIABILITY		$5.44
				0.8300%	BONDS		$18.81
				4.0000%	OH&P		$90.63
				0.3200%	Safety		$7.25
				0.2200%	Shop Dray		$4.98
				0.2500%	Cleanup		$5.66
		TOTAL CHANGE ORDER					$2,398.54

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

AUTHORIZING SIGNATURE

OWNER

AUTHORIZING SIGNATURE

TIMBERLAKE CONSTRUCTION

NRG®4000 SERIES LUMASQUARE® II

LED

NEW

Cat.#		Approvals	
Job	Type		

HUBBELL® Outdoor Lighting

SPECIFICATIONS

Intended Use:
Commercial indoor and outdoor surface-mount lowbay applications such as mechanical rooms, utility areas, outdoor retail, covered loading docks, or any medium to low mounting height application where an energy saving, high performance fixture is required. Saves 60-80% compared to traditional metal halide sources.

Construction:
One-piece, injection-molded, clear prismatic acrylic refractor. High temperature acrylic for reduced yellowing, uniform light distribution and low glare. Fully gasketed for weatherproof/bugproof integrity. High transmittance acrylic featuring 82-84% efficiencies plus three times impact strength of standard acrylic. Stainless steel vandal-resistant screws standard.

Rugged, die-cast housing has a durable Lektrocote® finish available in bronze, white, black and gray. Mounts over recessed J-box and features two convenient 1/2" side hubs for surface conduit mounting and an internal channel for thru wiring.

Optics/Electrical:
Fixtures are designed for operating ambient temperature of -40°C to 40°C. Two 0-10V dimming drivers, 120-277V, 50/60 Hz. Fixture available in 350 mA or 700 mA for increased lumen output. 10KA surge suppressor is included.

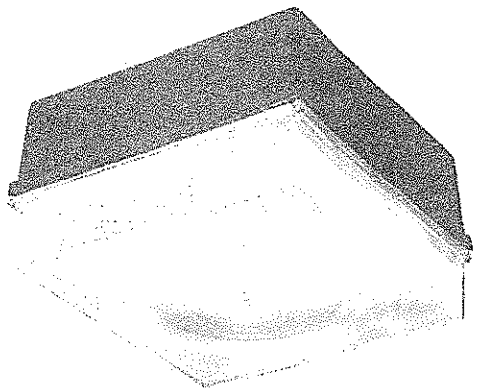
LED(s) CCT:
4200K CCT (70 CRI) nominal and 5100K CCT (67 CRI) nominal

Installation:
Standard mounting for ceiling/conduit; two 1/2" conduit hubs for surface wiring

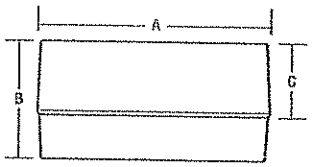
Listings:
Listed to UL 1598 for use in wet locations; Some models meet DesignLights Consortium (DLC) qualifications, consult DLC website for more details: http://www.designlights.org/QPL

Warranty:
Five year limited warranty (for more information visit: http://www.hubbelloutdoor.com/resources/warranty/

PRODUCT IMAGE(S)



DIMENSIONS



A	B	C	Weight
14"	8.125"	4.75"	13.9 lbs.
356 mm	206 mm	121 mm	6.3 kg

CERTIFICATIONS/LISTINGS

C SP US

ORDERING INFORMATION

Catalog Number	Mounting	Wattage	Voltage	Lumens	Drive Current	DesignLights Consortium
NRG4-30LU-4K-BZ	Ceiling/conduit	70	120-277V	5872	700mA	DLC

Catalog Number	Mounting	Wattage	Voltage	Lumens	Drive Current
NRG4-30LU-5K-BZ	Ceiling/conduit	70	120-277V	6122	700mA
[illegible]	Ceiling/conduit	35	120-277V	3543	350mA
NRG4-30LU-4K-035-BZ	Ceiling/conduit	35	120-277V	3355	350mA

1 For alternate housing finish change BZ to WH-White, BL-Black, GR-Gray

2 Some models meet DesignLights Consortium (DLC) qualifications, consult DLC website for more details: http://www.designlights.org/QPL

REPLACEMENT PART

Catalog Number	Description
800-3289-0100	Replacement refractor kit

HUBBELL Outdoor Lighting
Hubbell Outdoor Lighting • 701 Millennium Boulevard • Greenville, SC 29607 • Phone: 864-678-1000

Due to our continued efforts to improve our products, product specifications are subject to change without notice.

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PERFORMANCE DATA

# OF LEDS	DRIVE CURRENT	SYSTEM WATTS	DIST. TYPE	5K (5100K nominal, 67 CRI)					4K (4200K nominal, 70 CRI)					3K (3000K nominal, 80 CRI)				
				LUMENS	LPW[1]	B	U	G	LUMENS	LPW[1]	B	U	G	LUMENS	LPW[1]	B	U	G
30	350mA	35w	5S	3545	101	1	3	1	3358	96	1	3	1	2687	77	1	3	1
	525mA	70w	5S	6126	88	2	3	1	5872	84	2	3	1	4543	65	2	3	1

Lumen values are from photometric tests performed at a NVLAP certified laboratory in accordance with IESNA LM-79-08. Data is considered to be representative of the configurations shown. Actual performance may differ as a result of end-user environment, application and performance tolerances of the electrical components.

ELECTRICAL DATA

# OF LEDS	NUMBER OF DRIVERS	DRIVE CURRENT (mA)	INPUT VOLTAGE (V)	SYSTEM POWER (W)	CURRENT (Amps)
30	1	350mA	120	0.59	35
			277	0.27	35
	2	700mA	120	1.19	70
			277	0.58	71

LUMINAIRE AMBIENT TEMPERATURE FACTOR (LATF)

AMBIENT TEMPERATURE		LUMEN MULTIPLIER
0°C	32°F	1.02
10°C	50°F	1.01
20°C	68°F	1.00
25°C	77°F	1.00
30°C	86°F	1.00
40°C	104°F	0.99
50°C	122°F	0.98

Use these factors to determine relative lumen output for average ambient temperatures from 0-40°C (32-104°F).

PROJECTED LUMEN MAINTENANCE

Ambient Temp.	OPERATING HOURS 0	25,000	50,000	TM-21-11[1] 60,000	100,000	L70 (hours)
25°C / 77°F	1.00	0.98	0.96	0.96	0.94	672,000
40°C / 104°F	0.99	0.96	0.95	0.94	0.92	539,000

1 Michia 219B, 700mA, 85°C Ts, 10,000hrs
Data references the extrapolated performance projections for the NRG4000 base model in a 40°C ambient, based on 10,000 hours of LED testing per IESNA LM-80-08.

Hubbell Outdoor Lighting • 701 Millennium Boulevard • Greenville, SC 29607 • Phone: 864-678-1000
Due to our continued efforts to improve our products, product specifications are subject to change without notice.
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TRI-STATE
INDUSTRIAL GROUP

CHANGE ORDER

PROJECT *(Name and address)*:
Mustang Valley Gym Renovation

CHANGE ORDER NUMBER: 1

DATE: 6/16/14

TO: Contractor *(Name and address)*:
Timberlake Construction
PO Box 18297
OKC, OK 73116

PROJECT NUMBER:
PO DATE:
PO#:

CONTRACT FOR: Mustang Valley Gym Renovation

THE CONTRACT IS CHANGED AS FOLLOWS:

Task
Install 5 specified fixtures in the soffit of the building. 4 in the south soffit and 1 at the east entry. Assumes existing conduit and wiring is in good condition.

Total: $2,246.00

The original Contract Sum was:			$108,700.00
The net change by previous authorized Change Orders:	$0		$0.00
The Contract Sum prior to this Change Order was:			$108,700.00
The new Contract Sum will be	Increased	by this Change Order in the amount of:	$2,246.00
The new Contract Sum including this Change Order will be:			$110,946.00

The Contract Time will be changed by zero (0) days. N/A
The date of Substantial Completion as of the date of this Change Order therefore is unchanged. N/A

NOTE: This Change Order does not include changes in the Contract Sum or Contract Time which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

CONTRACTOR
Tri-State Electrical Contractors, Inc.
7608 N. Harvey Ave.
Oklahoma City, OK 73116

BY *(Signature)*

Brent Bales
(Type name & Title)

DATE

Owner:
Timberlake Construction
PO Box 18297
OKC, OK 73116

BY *(Signature)*

(Type name & Title)

DATE

	Description	Quantity	Unit	Total Hours	Net Cost	Total Material
1	WIRE CONN RED	15	C	0.90	8.03	1.20
2	WIRE CONN RED (#16 TO #10)	15	C	1.05	11.85	1.78
3	4x 2 1/8" SQ BOX COMB KO	5	C	1.15	121.94	6.10
4	1/4-20 MACHINE SCREW ANCHOR	20	C	1.60	48.86	9.77
5	1/4x1 1/4 FENDER WASHER - PLTD STL	20	C	0.20	4.12	0.82
6	1/4-20x1 1/4 P/H SLOT/PHILLIPS MACHINE SC	20	C	0.72	3.57	0.71
7	SQ BOX MNTG BRKT FOR 17" TO 26" STUD	5	C	0.60	297.48	14.87
8	70W MH WALL PACK	5	E	5.00	298.00	1,490.00
	Totals	105		11.22		1,525.26

	Final Pricing	Modified ($)	Modified (%)
	Database Material (Extension)	35.26	
	Quoted Material (Extension)	1,490.00	
	Material Tax		
	Material Total	1,525.26	
	Direct Labor	512.53	
	Labor Total	512.53	
	General Expenses		
	Total Cost	2,037.79	
	Database Material Overhead		
	Quoted Material Overhead		
	Labor Overhead		
	Adjustment Overhead	101.89	5.000
	Total Overhead	101.89	5.000
	Database Material Markup		
	Quoted Material Markup		
	Labor Markup		
	Adjustment Markup	106.98	5.000
	Total Markup	106.98	5.000
	Final Adjustment	-0.66	-0.029
	Selling Price	2,246.00	
	Final Price	2,246.00	

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1417
Mustang Valley Elementary Gym Renovation
PROPOSED CHANGE SUMMARY

DATE: 6/25/14

PROPOSED CHANGE # 005

CHANGE DESCRIPTION: Re-imbursement for Convergint Technologies invoice for taking Fire Alarm offline prior to demolition.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		TCI			$255.00		$255.00
2							$0.00
3							$0.00
4							$0.00
5							$0.00
6							$0.00
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
		CATEGORY TOTALS	$0.00	$0.00	$255.00	$0.00	$255.00
8.8500%		SALES TAX	$0.00	N/A	N/A	$0.00	$0.00
38.4400%		LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
0.8800%		SUB BONDS	N/A	N/A	$2.24	N/A	$2.24
		SUBTOTALS	$0.00	$0.00	$257.24	$0.00	$257.24

0.2400%	SUB LIABILITY	$0.62
0.8300%	BONDS	$2.14
4.0000%	OH&P	$10.29
0.3200%	Safety	$0.82
0.2200%	Shop Dray	$0.57
0.2500%	Cleanup	$0.64

TOTAL CHANGE ORDER	$272.32

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

AUTHORIZING SIGNATURE

OWNER

AUTHORIZING SIGNATURE

TIMBERLAKE CONSTRUCTION

Remit To:

CONVERGINT TECHNOLOGIES LLC
35257 EAGLE WAY
CHICAGO, IL 60678-1352

** Include invoice # or customer code on check **

Invoice #	W177999
Invoice Date	06/04/14
Payment Terms	NET 30
Customer Code	1013705
Customer P.O. #	

Bill to:

Mustang Public Schools
906 South Heights Drive
Mustang, OK 73064

Convergint TECHNOLOGIES

Project Information:

Mustang Valley Elementary
3001 S. Morgan Road

Oklahoma City
OK 73179

www.convergint.com

Fire Alarm/Life Safety, Electronic Security, & Building Automation Systems
OK Lic# 1750

Remarks: Mustang Valley Elementary WO# W177999

Item	Description	Unit Price	Amount
	Item 1) Equipment: Pull Station Problem Description: Fire alarm is going into alarm. Need tech out to trouble shoot problem. Solution: 5/30/14 JTM CONTRACTOR CUT FIRE ALARM CABLE TO ZONE 5 (Gym) Took zone off panel. Material: N/A 5/30/14 JTM		
2.000	Jeff McCathern 215	127.50	255.00
	Past due balances will be subject to an interest charge of 1.5% per month or the maximum rate permitted by law.		

Subtotal:	255.00
Tax	0.00
Total:	255.00

It's About Choice

For questions about this invoice, contact your local Convergint office at (918) 622-1829

Print Date: 06/09/14

Convergint is an Equal Opportunity/Affirmative Action Employer who is committed to workforce diversity. M/F/D/V.

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1417
Mustang Valley Elementary Gym Renovation
PROPOSED CHANGE SUMMARY

DATE: 7/16/14

PROPOSED CHANGE # 006

CHANGE DESCRIPTION: Proposal to replace the supply and return grilles for the north wall HVAC package units in the Gymnasium.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		TCI		$45.00	$675.00		$720.00
2							$0.00
3							$0.00
4							$0.00
5							$0.00
6							$0.00
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
		CATEGORY TOTALS	$0.00	$45.00	$675.00	$0.00	$720.00
	8.8500%	SALES TAX	$0.00	N/A	N/A	$0.00	$0.00
	38.4400%	LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
	0.8800%	SUB BONDS	N/A	N/A	$6.34	N/A	$6.34
		SUBTOTALS	$0.00	$45.00	$681.34	$0.00	$726.34
				0.2400%	SUB LIABILITY		$1.74
				0.8300%	BONDS		$6.03
				4.0000%	OH&P		$29.05
				0.3200%	Safety		$2.32
				0.2200%	Shop Dray		$1.60
				0.2500%	Cleanup		$1.82
		TOTAL CHANGE ORDER					$768.90

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

AUTHORIZING SIGNATURE

OWNER

AUTHORIZING SIGNATURE

TIMBERLAKE CONSTRUCTION

Mustang Valley Elementary Gym Renovation #1417
Contingency Reconciliation Log

Proposed Change	Owner Change Order	Description	Amount
		Total Declared Contingency	**$31,028.89**
PC #1	1	Remove & Replace Hollow Metal Frame	(725.29)
PC #2	1	Remove and replace rusted out bottom track	(568.36)
PC #3	1	Furr-out horizontal girts in perimeter walls	(2,450.87)
PC #4	1	Replace 4 exterior light s soffit & 1 east entry	(2,398.54)
PC #5	1	Reimbursement for Convergint Technologies	(272.32)
PC #6	1	Replace supply & return grilles north wall HVAC	(768.90)

Total Remaining Contingency $23,844.61

MEMO

To: Sean McDaniel, Superintendent SM 8/5/14
From: Jeff Woodard, Director of Bonds/Construction JW 8-1-14
Date: July 29, 2014
Re: MNMS HVAC Change Order #1

Respectfully request that the Board discuss, consider, and/or act upon approval of the following change orders from Timberlake Construction for the Mustang North Middle School HVAC:

*Add to the owner contract to increase the contingency for the WSHP ceiling units, and automatic air vents.

$19,370.65

AIA® Document G701™ – 2001

Change Order

PROJECT *(Name and address):*	**CHANGE ORDER NUMBER:** 001	OWNER: ☒
Mustang North Middle School HVAC - Phase 2 10901 SW 15th Yukon, Oklahoma 73099	**DATE:** 7-30-14	ARCHITECT: ☒ CONTRACTOR: ☒
TO CONTRACTOR *(Name and address):*	**ARCHITECT'S PROJECT NUMBER:**	FIELD: ☐
Timberlake Construction Co., Inc PO Box 18297 Oklahoma City, OK 73154	**CONTRACT DATE:** 3-10-14 **CONTRACT FOR:** General Construction	OTHER: ☐

THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
This change order will be an add to the contract to increase the Owner Contingency for the WSHP ceiling units, and automatic air vents.

The original Contract Sum was	$	325,857.59
The net change by previously authorized Change Orders	$	0.00
The Contract Sum prior to this Change Order was	$	325,857.59
The Contract Sum will be increased by this Change Order in the amount of	$	19,370.65
The new Contract Sum including this Change Order will be	$	345,228.24

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Firm name)*	CONTRACTOR *(Firm name)*	OWNER *(Firm name)*
Allen Consulting, Inc.	Timberlake Construction Co., Inc	Mustang Public Schools
115 W. Main Norman, OK 73069	PO Box 18297 Oklahoma City, OK 73154	906 S Heights Drive, Mustang, OK 73064
ADDRESS	ADDRESS	ADDRESS
BY *(Signature)*	BY *(Signature)*	BY *(Signature)*
HEATH McKEE *(Typed name)*	Robert Renshaw, Jr. *(Typed name)*	Sean McDaniel *(Typed name)*
7/31/14 DATE	7/31/14 DATE	8/5/14 DATE

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User Notes:
(963476067)

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1415
Mustang North Middle School HVAC - Phase 2
PROPOSED CHANGE SUMMARY

DATE: 6/24/14

PROPOSED CHANGE # 001R1

CHANGE DESCRIPTION: Proposal to remove and replace four (4) additional WSHP ceiling units, ductwork and electrical wiring as indicated on the attached drawings. Credit to change one (1) unit from type F to type H.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		Harrison-Orr Air Conditioning			$40,400.00		$40,400.00
2		Tri-State Electric			$650.00		$650.00
3		TCI (ceiling tile/grid removal and replace)		$200.00			$200.00
4		TCI (cleanup)		$150.00			$150.00
5		Harrison-Orr Air Conditioning (Credit)			($221.78)		($221.78)
6							$0.00
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
		CATEGORY TOTALS	**$0.00**	**$350.00**	**$40,828.22**	**$0.00**	**$41,178.22**
	0.0000%	SALES TAX	$0.00	N/A	N/A	$0.00	$0.00
	38.4400%	LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
	0.8800%	SUB BONDS	N/A	N/A	$362.37	N/A	$362.37
		SUBTOTALS	**$0.00**	**$350.00**	**$41,190.59**	**$0.00**	**$41,540.59**
				0.2400%	SUB LIABILITY		$99.70
				0.8300%	BONDS		$344.79
				4.0000%	OH&P		$1,661.62
				0.3200%	Safety		$132.93
				0.2200%	Shop Dray		$91.39
				0.2500%	Cleanup		$103.85
		TOTAL CHANGE ORDER					**$43,974.87**

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

AUTHORIZING SIGNATURE

OWNER

AUTHORIZING SIGNATURE

TIMBERLAKE CONSTRUCTION

Craig Yadon

From: John Craft <johnc@harrisonorr.com>
Sent: Wednesday, June 25, 2014 11:16 AM
To: Craig Yadon
Subject: Mustang North MS unit credit

Craig,

The difference in cost of the "F" unit and "H" unit is $221.78. Therefore, a credit for that amount should be issued against the original contract.

Sincerely,

John C. Craft, Jr.
Project Manager

Harrison-Orr Air Conditioning, LLC
4100 N. Walnut Ave.
Oklahoma City, OK 73105

O – 405.528.3333
F – 405.528.3359
C – 405.520.1518

HARRISON-ORR AIR CONDITIONING, LLC.
4100 N. Walnut • Oklahoma City, Oklahoma 73105-3798
(405) 528-3333 • FAX 528-3359

15 May, 2014

Craig Yadon
Timberlake Construction
7613 N Classen Blvd.
Oklahoma City, OK 73116

RE: Mustang North Middle School additional HVAC

Craig,

We are pleased to provide a mechanical proposal for the above referenced project per the request of the engineer Heath McKee

Additional HVAC cost: $68,820.00

Pump breakout — 28,420.00

Included:

- Demolition and removal of four-(4) existing heat pumps Total 40,400.00
- Demolition and removal of two-(2) existing condenser water pumps
- Furnish and install:
  - Four-(4) heat pumps
  - Two-(2) condenser water pumps
- SMACNA gauges rectangle ducting modifications
- Pump hydronic specialties to include: suction diffusers, triple duty valves, flex connections, and gauges
- Temperature controls
- Test and balance of mechanical equipment
- Start-up of mechanical equipment
- Permits
- Clean up of trade specific debris to a place on site
- Work to be performed during normal working hours

Excluded:

- Electrical / power wiring
- All fire protection systems
- Fire and/or smoke dampers
- Equipment / housekeeping pads
- Structural steel supports
- Motor starters or disconnects
- Metering devices

HARRISON-ORR AIR CONDITIONING, LLC.
4100 N. Walnut • Oklahoma City, Oklahoma 73105-3798
(405) 528-3333 • FAX 528-3359

- Floor, ceiling or wall penetration, replacement or repair
- Seismic design and restraints
- Indoor air quality testing
- Temporary cooling / heating
- Functional mock-ups
- Painting
- Removal, relocation, replacement or repair of any known or unknown existing utilities
- Impact, plan review, engineering, environmental or waste water fees or permits
- Security
- Overtime /premium time working hours

We thank you for the opportunity to provide a mechanical proposal for this project. If we may be of service on this project or any other, please feel free to call.

Sincerely,

John C. Craft, Jr.
Project Manager

TRI-STATE
INDUSTRIAL GROUP

CHANGE ORDER

PROJECT *(Name and address)*:
Mustang North HVAC Phase 2

CHANGE ORDER NUMBER: 1

DATE: 5/22/14

TO: Contractor *(Name and address)*:
Timberlake Construction
P.O. Box 18297
OKC, OK 73154

PROJECT NUMBER:
PO DATE:
PO#:

CONTRACT FOR: Mustang North HVAC

THE CONTRACT IS CHANGED AS FOLLOWS:

Task
Disconnect four old units and reconnect new.

Total: $650.00

The original Contract Sum was:	$20,400.00
The net change by previous authorized Change Orders:	
The Contract Sum prior to this Change Order was:	
The new Contract Sum will be increased by this Change Order in the amount of:	
The new Contract Sum including this Change Order will be:	

The Contract Time will be changed by Two (2) days.	N/A
The date of Substantial Completion as of the date of this Change Order therefore is unchanged.	N/A

NOTE: This Change Order does not include changes in the Contract Sum or Contract Time which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

CONTRACTOR
Tri-State Electrical Contractors, Inc.
7608 N. Harvey Ave.
Oklahoma City, OK 73116

Cory J. Green
BY *(Signature)*

Cory J. Green
(Type name & Title)

5/22/2014
DATE

Owner:
Timberlake Construction
PO Box 18297
OKC, OK 73116

BY *(Signature)*

Craig Yadon
(Type name & Title)

DATE

TIMBERLAKE CONSTRUCTION COMPANY, INC.

TCI JOB # 1415
Mustang North Middle School HVAC - Phase 2
PROPOSED CHANGE SUMMARY

DATE: 6/23/14

PROPOSED CHANGE # 005

CHANGE DESCRIPTION: Proposal to install new automatic air vents at the new heat pumps. Total quantity of 50.

ADDITIONAL TIME REQUESTED DUE TO THIS CHANGE:

#	ITEM CODE	DESCRIPTION	MATERIAL	LABOR	SUB	EQUIPMENT	TOTALS
1		Harrison-Orr			$4,700.00		$4,700.00
2							$0.00
3							$0.00
4							$0.00
5							$0.00
6							$0.00
7							$0.00
8							$0.00
9							$0.00
10							$0.00
11							$0.00
12							$0.00
13							$0.00
14							$0.00
15							$0.00
		CATEGORY TOTALS	$0.00	$0.00	$4,700.00	$0.00	$4,700.00
0.0000%		SALES TAX	$0.00	N/A	N/A	$0.00	$0.00
38.4400%		LABOR BURDEN	N/A	$0.00	N/A	N/A	$0.00
0.8800%		SUB BONDS	N/A	N/A	$41.36	N/A	$41.36
		SUBTOTALS	$0.00	$0.00	$4,741.36	$0.00	$4,741.36
				0.2400%	SUB LIABILITY		$11.38
				0.8300%	BONDS		$39.35
				4.0000%	OH&P		$189.65
				0.3200%	Safety		$15.17
				0.2200%	Shop Dray		$10.43
				0.2500%	Cleanup		$11.85
		TOTAL CHANGE ORDER					$5,019.20

SPECIAL NOTES AND COMMENTS ABOUT THIS CHANGE:

Special notes and comments about this change: NONE

Additional time requested due to this change: 0 Days

The work described above represents a change in scope and price and will adjust the time to the original contract as indicated. Timberlake Construction is directed to proceed with this work ASAP and the contract sum will be adjusted by change order within 15 day, or as agreed by the owner/contractor.

AUTHORIZING SIGNATURE

OWNER

AUTHORIZING SIGNATURE

TIMBERLAKE CONSTRUCTION

HARRISON-ORR AIR CONDITIONING, LLC.
4100 N. Walnut • Oklahoma City, Oklahoma 73105-3798
(405) 528-3333 • FAX 528-3359

12 June, 2014

Craig Yadon
Timberlake Construction
7613 N Classen Blvd.
Oklahoma City, OK 73116

RE: Mustang North Middle School isolation valves

Craig,

We are pleased to provide a mechanical proposal for the above referenced project per our conversation regarding the need for isolation valves in the condenser water piping to allow for the administration area to continue to have cooling while the class room heat pumps are installed. We propose to install two-(2) isolation valves.

I have also included, as separate price, the cost to install another set of isolation valves to separate the "A" and "B" wings. Since we will have to shut down and drain the entire system to install one set of valves, it would prudent and more cost effective to install the other isolation valves while the system is drained. If additional valves are not installed while the system is drained and it is decided to install them at a later time, we would need to re-quote the cost for these valves.

Lastly, I included the cost to install new air vents for all the heat pumps. Our investigation of the piping system revealed many of the existing air vents have been leaking and we suspect they will not operate properly when we refill the condenser piping system. Our concern is there is no manual means of air elimination and we cannot guarantee the system will operate properly if these air vents are not replaced. We propose to replace all the air vents and install manual ball valves while the system is drained.

Administration zone valve price:.....$6,970.00
Additional isolation valve sets:.....ADD $2,260.00
Air vent price (qty. 50):.....$4,700.00 = 94 ea.

Sincerely,

John C. Craft, Jr.
Project Manager

Craig Yadon

From: John Craft <johnc@harrisonorr.com>
Sent: Tuesday, June 17, 2014 3:54 PM
To: Craig Yadon
Subject: Mustang North Middle School isolation valve summary

Craig,

Per our phone conversation today, we spoke about the initial cost to install two valves. The two valves we proposed are 6" valves, the price includes the valves, cutting and welding in the flanges and some insulation, as well as, a man lift that will be needed to reach the pipe in that area. The hours I estimated for the installation of the valves is 16 man hours, however, the additional cost is the labor associated to drain and refill the system. I priced additional valves sets if they decided they wanted to zone other areas of the system while we had the system drained.

Sincerely,

John C. Craft, Jr.
Project Manager

Harrison-Orr Air Conditioning, LLC
4100 N. Walnut Ave.
Oklahoma City, OK 73105

O – 405.528.3333
F – 405.528.3359
C – 405.520.1518

Mustang North Middle School HVAC - Phase Two - TCI #1415
Contingency Reconciliation Log

Proposed Change	Owner Change Order	Description	Amount
		Total Declared Contingency	**$29,623.42**
PC #001R1	1	Remove & replace 4 WSHP units/ductwork/electrical	(43,974.87)
PC #005	1	Install auto air vents @ heat pumps (50)	(5,019.20)

Total Remaining Contingency -$19,370.65

MEMO

To: Sean McDaniel, Superintendent 8/5/14
From: Jeff Woodard, Director of Bonds/Construction JW 8-1-14
Date: July 29, 2014
Re: MNMS HVAC Change Order #2

Respectfully request that the Board discuss, consider, and/or act upon approval of the following change orders from Timberlake Construction for the Mustang North Middle School HVAC:

*PC#001R1 – Remove and replace four (4) WSHP ceiling units, ductwork, and electrical - $43,974.87
*PC#005 – Install automatic air vents at heat pumps (qty 50) - $5,019.20

This will be a **DECREASE** to the contingency by **$48,994.07**

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Change Order

PROJECT *(Name and address)*: Mustang North Middle School HVAC - Phase 2 10901 SW 15th Yukon, Oklahoma 73099	**CHANGE ORDER NUMBER:** 002 **DATE:** 7-30-14	OWNER: ☒ ARCHITECT: ☒ CONTRACTOR: ☒
TO CONTRACTOR *(Name and address)*: Timberlake Construction Co., Inc PO Box 18297 Oklahoma City, OK 73154	**ARCHITECT'S PROJECT NUMBER:** **CONTRACT DATE:** 3-10-14 **CONTRACT FOR:** General Construction	FIELD: ☐ OTHER: ☐

THE CONTRACT IS CHANGED AS FOLLOWS:
(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)
This change order will be a net deduct to the Owner Contingency in the amount of $<48,994.07 as follows:
1. PC #001R1 - Remove and replace four (4) WSHP ceiling units, ductwork, and electrical - $43,974.87.
2. PC #005 - Install automatic air vents at heat pumps (quantity 50) - $5,019.20.

The original Contract Sum was	$	325,857.59
The net change by previously authorized Change Orders	$	19,370.65
The Contract Sum prior to this Change Order was	$	345,228.24
The Contract Sum will be unchanged by this Change Order in the amount of	$	0.00
The new Contract Sum including this Change Order will be	$	345,228.24

The Contract Time will be unchanged by Zero (0) days.
The date of Substantial Completion as of the date of this Change Order therefore is unchanged.

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Allen Consulting, Inc. ARCHITECT *(Firm name)*	Timberlake Construction Co., Inc. CONTRACTOR *(Firm name)*	Mustang Public Schools OWNER *(Firm name)*
115 W. Main Norman, OK 73069 ADDRESS	PO Box 18297 Oklahoma City, OK 73154 ADDRESS	906 S Heights Drive, Mustang, OK 73064 ADDRESS
Heath McKee BY *(Signature)*	BY *(Signature)*	BY *(Signature)*
HEATH McKEE *(Typed name)*	Robert Renshaw, Jr. *(Typed name)*	Sean McDaniel *(Typed name)*
7/31/14 DATE	7/31/14 DATE	8/5/14 DATE

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User Notes:

Mustang North Middle School HVAC - Phase Two - TCI #1415
Contingency Reconciliation Log

Proposed Change	Owner Change Order	Description	Amount
		Total Declared Contingency	**$29,623.42**
PC #001R1	1	Remove & replace 4 WSHP units/ductwork/electrical	(43,974.87)
PC #005	1	Install auto air vents @ heat pumps (50)	(5,019.20)
	2	Reimbursement for overage	19,370.65

Total Remaining Contingency $0.00

Memo

To: Charles Bradley, Deputy Superintendent, Mustang Public Schools

CC: Sean McDaniel, Superintendent, Mustang Public Schools

From: Karen Wilson, Director of Special Services

Date: 7/30/2014

Subject: Contract between Shelly Neeley and Mustang Public Schools

---

This memo is to request the approval of a contract for Occupational Therapy services by Shelly Neeley and Mustang Public Schools to provide services to identified students with special needs. The attached contract covers from August 13, 2014 through June 30, 2015. This contract will be paid for from federal funds.

If you have any questions, please do not hesitate to contact Karen Wilson.

CONTRACT FOR PROFESSIONAL SERVICES
Occupational Therapist
2014-2015

For and in consideration of the mutual terms, promises and agreements herein contained, together with other good and valuable consideration, this contract entered by and between **INDEPENDENT SCHOOL DISTRICT NO. I069 of CANADIAN COUNTY, OKLAHOMA,** (hereinafter referred to as **"MUSTANG"**) and **Shelly Neeley ,** (hereinafter referred to as **"Neeley"**) as follows:

TERMS OF CONTRACT: The term of this contract shall commence on **August 13, 2014** through **June 30, 2015**, at which time this contract shall automatically terminate. No contracted services of any kind or nature performed after the termination date.

CONTRACTED SERVICES: During the term of this contract, **NEELEY** agrees to provide the following services when and if requested by MUSTANG:

A. Review student's applicable records and physician's referral;
B. Evaluate each referred student appropriately, formally, or informally;
C. Determine specific program needs and plans appropriate sensorimotor activities, therapeutic exercises, mobility training, self help skills, and the use of special rehabilitation equipment, if appropriate;
D. Orient train and supervise professional on nonprofessional staff in the appropriate therapy methods needed to integrate services;
E. Assess, modify, and improve each individualized occupational therapy program as the student changes and his/her needs change;
F. Provide periodic verbal and written reports, attend Individualized Education Program (IEP) meetings, as required;
G. Provide in-service training for staff and families, if required.

All contracted services shall be performed by **NEELEY,** who shall be required to be, and remain, properly licensed and/or certified in appropriate professional areas to competently perform the contracted services. MUSTANG may at any time request credentialing, licensing and/or certification documentation from **NEELEY**, which documentation shall be immediately provided by **NEELEY**. All services shall be performed in accordance with the ethical and professional standards applicable to the professional services performed.

COMPENSATION: NEELEY shall be paid as full and total compensation for the contracted services, upon proper performance of services and receipt of proper billing supported by affidavits required by law, the sum of $60.00 per hour for all services rendered at the request of MUSTANG. The coverage will be a maximum of two (2) days per week. If mutually agreed, the amount of services required can be changed if necessary depending on the caseload. The billing will specifically identify the student referred by Mustang, the Mustang representative making the referral, the services, the date or dates services were performed, in sufficient detail to allow MUSTANG to identify, without further inquiry, the propriety and validity of the billing. **NEELEY** shall submit billing statements on a monthly basis.

MUSTANG shall not be liable for any costs, expenses, or services of **NEELEY** pertaining to the contracted services except for the compensation herein set forth.

NEELEY and MUSTANG shall, at the request of MUSTANG, participate in a periodic review of the contracted services actually provided to evaluate the quality, cost effectiveness, and efficiency of services delivered. **NEELEY** shall keep and maintain records sufficient to enable such review. In addition, MUSTANG may, at any time, conduct a review and/or audit of the services provided by **NEELEY**.

COMPLIANCE WITH STATE AND FEDERAL LAWS: NEELEY shall at all times comply with the Civil Rights Act of 1964, and all other state and federal laws, rules and regulations applicable to the performance of contracted services.

NEELEY shall not allow, authorize or permit any principal, agent, officer, servant, professional, associate or employee of **NEELEY**, who has been convicted of a felony in any jurisdiction within the past ten (10) years, or who has been convicted in any state or federal court of any sex offense subject to the Sex Offenders Registration Act of this state or any other jurisdiction, to be on the premises of MUSTANG, to be on the premises of **NEELEY** during the performance of any contracted service, to work with or be around or in the presence of MUSTANG students, or to have access to any record of any kind related to MUSTANG students.

STUDENT RECORDS: Upon referral, MUSTANG shall make available to **NEELEY** only such information as is relevant to the services to be performed. **NEELEY** shall not release or disclose any information regarding any student referred by MUSTANG to third parties without the express written consent of MUSTANG, the express written consent of a custodial parent or legal guardian of the student, or a court order.

MUSTANG shall have unrestricted access to student records kept and maintained by **NEELEY** if the custodial parent or legal guardian of the student has given MUSTANG or **NEELEY** a release. If the custodial parent or legal guardian of the student refuses to execute such release, **NEELEY** will refer the student back to MUSTANG and the student will be ineligible to obtain any contracted services reimbursed or paid for by MUSTANG until and unless such releases are executed and the student is again referred to **NEELEY** by MUSTANG.

TERMINATION: This contract may be prematurely terminated by either party upon ten (10) days written notice to the other party.

STATUS AS INDEPENDENT CONTRACTOR: In the performance of all services herein specified, **NEELEY**, shall be an independent contractor and not an employee, agent, servant, principal, partner or joint venturer of or with MUSTANG. The means of carrying out the contracted professional services herein required shall be within the professional discretion of **NEELEY** provided, however, **NEELEY** shall perform all services in a timely, competent and professional manner and consistent herewith.

HOLD HARMLESS: NEELEY shall be exclusively responsible for, and hold MUSTANG fully and forever harmless from any and all liability, injury and damages of any kind or nature, to any MUSTANG student, patron or third party, caused directly or indirectly by any act, omission, negligence, or malpractice of **NEELEY**, her staff, employees, agents, servants, or others performing the contracted services for, with or on behalf of **NEELEY**.

LIABILITY INSURANCE: NEELEY herewith agrees to keep in full force and effect, during and throughout the term of this contract, complete and comprehensive liability insurance in the minimum amount of $100,000.00 per occurrence insuring **NEELEY**, her staff, employees, agents, servants, or others performing the contracted services for, with or on behalf of **NEELEY**, for any and all liability, injury and damages, of any kind or nature, to MUSTANG, it's students, and third parties, caused directly or indirectly by any act, omission, negligence, or malpractice of **NEELEY**, her staff, employees, agents, servants, or others performing the contracted services for, with or on behalf of **NEELEY**. A copy of such policy shall be provided to MUSTANG upon request.

INTERPRETATION AND ALTERATION: This contract shall be interpreted and governed by the laws of the State of Oklahoma. This contract shall not be amended, altered or modified except by written agreement of both parties.

MUSTANG PUBLIC SCHOOLS by:

Sean McDaniel, Superintendent

PRESIDENT, Mustang Board of Education

Stephanie NEELEY
7250 NW 192ND St
Edmond, OK 73012
(405) 833-5575

THIS CONTRACT NOT VALID UNLESS AND UNTIL APPROVED BY THE MUSTANG BOARD OF EDUCATION IN OPEN PUBLIC SESSION

AFFIDAVIT OF COMPLIANCE

(Regarding Prohibition of Felony & Sex Offenders on School Premises)

State of Oklahoma]
] ss
County of Oklahoma]

I, Stephanie NEELEY, an independent contractor with and for the MUSTANG PUBLIC SCHOOLS, being first duly sworn upon oath, herewith allege and state as follows:

(1) That I have not ever been convicted in the State, the United States or another State, of any sex defense subject to the Sex Offenders Registration act nor am I subject to another State's or the federal sex offender registration provisions.

(2) That no employee who will be working on school premises during normal working hours, or with Mustang students, under the authority of the contract between myself and the Mustang Public Schools, has been convicted in this State, the United States or another State of any sex defense subject to the Sex Offenders Registration act or is subject to another State's or the federal sex offender registration provisions.

(3) That I have not been convicted of a felony offense within the past ten (10) years in this State, the United States, or another State.

(4) That no employee who will be working on school premises during normal working hours, or with Mustang students, under the authority of the contract between myself and the Mustang Public Schools, has been convicted of a felony offense within the past ten (10) years in this State, the United States, or another State.

(5) further understand that Title 57, Oklahoma Statutes, section 589 provides as follows to wit:

> "it is unlawful for any person registered pursuant to the Sex Offenders Registration act to work with or provide services to children or to work on school premises, or for any person or business who offers or provides services to children or contract for work to be performed on school premises to knowingly and willfully allow any employee to work with children or to work on school premises who is registered pursuant to the Sex Offenders Registration act. Upon conviction for any violation of this shall be guilty of misdemeanor and/or punishable by a fine not to exceed One Thousand Dollars ($1000.00). In addition, the violator may be liable for civil damages."

Dated this the _____ day of _____. 20_____.

_____

PRINT NAME _____

Subscribed and sworn before me, a Notary Public in and for the State of Oklahoma, this the _____ day of _____, 20_____.

_____

NOTARY PUBLIC

MY COMMISSION EXPIRES:

_____

NON-COLLUSION AFFIDAVIT

The following affidavit must be submitted, fully executed and notarized by all persons, entities, corporations or companies that desire to submit a bid for providing goods or services to this district

AFFIDAVIT

State of Oklahoma]
] ss
County of Oklahoma]

I, Stephanie NEELEY, of lawful age and being first duly sworn upon oath, state that I am the designated agent, officer or official of Stephanie NEELEY (hereinafter referred to as "bidder") duly authorized to submit that attached competitive bid for and on behalf of bidder, that I am fully aware of the facts and circumstances surrounding the making of the bid to which this statement is attached, and that I have been personally and directly involved in the proceedings leading to the submission of this bid on behalf of bidder and, therefore, further confirm and state, under oath as follows:

That there has been no collusion among bidders and/or between bidders and school district officials or employees regarding any matter relevant to the contract or project being bid or the bid therewith submitted by bidder;

That nothing of value has been given or offered to school district personnel by bidder, or the agents, officials, officers or employees of bidder, in return for special consideration in the letting of the contract pursuant to the bid to which this statement is attached;

That neither the bidder, nor any officer, official, agent, servant or employee of bidder, has been a party to any agreement to bid at a fixed price or to refrain from bidding;

That neither the bidder, nor any officer, official, agent, servant or employee of bidder, has been a party to any collusion with any school district official or employee as to quantity, quality of price in the prospective contract, or as to any other terms of such prospective contract;

That neither the bidder, nor any officer, official, agent, servant or employee of bidder, has been a party to any discussions between bidders and/or any school district official or employee whereby bidder, or any other bidder, would or could obtain an unfair competitive advantage or money or other thing of value would change hands relative to the consideration or awarding of the contract being herewith bid.

Signature of Affiant _____

Subscribed and sworn before me, a Notary Public in and for the State of Oklahoma, this the _____ day of _____, 20_____.

(SEAL)

_____
NOTARY PUBLIC

MY COMMISSION EXPIRES: _____

SCHEDULE "A"

August 11,2014

Last Name	First Name		SITE/ASSIGNMENT	EFFECTIVE
Resignations				
Atchley	Jonathan		Admin/ELA Coordinator	8/8/2014
George	Angela		PVE/1st Grade	5/23/2014
Keller	Gwenneth		High School/Cafe Assistant	8/8/2014
Mansour	Nilgun		MNMS/Cafe Assistant	7/30/2014
Scott	Jennifer		LE/Cafe Assistant	8/8/2014
Smith	Marsha		Trails/1st Grade	5/23/2014
White	Gregory		ME/Teacher Assistant	5/23/2014
Last Name	**First Name**		**SITE/ASSIGNMENT**	**EFFECTIVE**
Retirement				
McDonald	Mary Jane		LE/4th Grade	9/10/2014
Last Name	**First Name**	**From: Site/Assignment**	**To: Site/Assignment**	**Effective**
Reassignments				
Bryant	Lori	MHI/Spec Ed Teacher	MEC/Pre-K Teacher	2014-2015
Davis	Shelly	MEC/Pre-K TA	PVE/Pre-K TA	8/14/2014
Doughtery	Holly	MVE/Teacher Assistant	ME/Spec Ed TA	2014-2015
Flynn	Tonia	High School/3.0 Cafe Assistant	High School/7.0 Cafe Assistant	8/8/2014
Freeman	Annette	MNMS/Cafe Assistant	PVE/Spec Ed TA	8/13/2014
Hanes	Maria	MVE/Speech Pathologist	PVE/Speech Pathologist	2014-2015
Johnson	Cheryl	High School/TA	MHI/TA	2014-2015
McCuller	Marie	CRI/7.0 Spec Ed TA	CRI/7.5 Spec Ed TA	2014-2015
Miller	Joy	High School/Spec Ed Teacher	Admin/IEP Facilitator	2014-2015
Reed	Amy	LE/Music TA	Creek/Music TA	2014-2015
Sanders	Regina	Cent/Speech Pathologist	MVE/Speech Pathologist	2014-2015
Schranz	Hillary	High School/3.0 Cafe Assistant	High School/6.5 Cafe Assistant	8/12/2014
Scott	Jennifer	Trails/3.0 Cafe Assistant	LE/7.0 Café Assistant	8/8/2014
Thomas	Katrina	MMS/6.0 Cafe Assistant	MMS/6.5 Cafe Assistant	8/8/2014
Wellman	Andrea	MVE/Teacher Assistant	Trails/Music TA	2014-2015
Williams	Janet	High School/6.5 Cafe Assistant	High School/7.5 Cafe Assistant	8/8/2014
Young	Mary Elizabeth	Trails/Speech Pathologist	Creek/Speech Pathologist	2014-2015
Last Name	**First Name**	**New Position/Replacing**	**To: Site/Assignment**	**Effective**
Employment				
Bass	Lisa	Replacing Deborah Treshitta	CRI/Spec Ed TA	2014-2015
Brooks	Stephanie	Replacing Erin Orendac	MHI/Spec Ed TA	8/13/2014
Clanton	Lisa	New Position	PVE/Media Assistant	2014-2015
Council	Jennifer	Replacing Jennifer Covalt	MHI/Spec Ed TA	8/13/2014
Eiler	Amanda	Replacing A Vacant Position	LE/4.0 Cafe Assistnat	8/8/2014
Gober	Rebecca	New Position	PVE/7.0 Cafe Assistant	2014-2015
Hall	Charles	New Position	Transportation/Bus Driver	8/12/2014
Haywood	Curtis	Assistant Adjunct Coach	High School/Boys Basketball	2014-2015
Hess	Wes	Assistant Adjunct Coach	High School/Boys Soccer	2014-2015
Ingram	Robyn	Replacing a PVE Position	MVE/Kindergarten	2014-2015
Jackson	Kendrick	Assistant Adjunct Coach	High School/Boys Basketball	2014-2015
Koehler	Kurt	Assistant Adjunct Coach	High School/Swimming	2014-2015
Lacy	Ricky	Assistant Adjunct Coach	High School/Football	2014-2015
Lovelace	Sandra	Replacing Lawrence Farnsworth	LE/4.0 Cafe Assistant	8/8/2014
McNeal	Jo Jo	Replacing Cheryl Johnson	High School/TA	2014-2015
Molet	Tiffani	Replacing Amanda Wilkins	CRI/5th Grade	2014-2015
Moore	Carol	Replacing Krystal Williams	MMS/7th & 8th Science	2014-2015
Potter	Andrea	New Position	PVE/Noon Supervisor	8/14/2014
Prestidge	Clif	Assistant Adjunct Coach	High School/Football	2014-2015
Schwartz	Betty	New Position	PVE/Spec Ed TA	8/13/2014

SCHEDULE "A"

August 11,2014

Last Name	First Name	New Position/Replacing	To: Site/Assignment	Effective
Employment				
Self	Georgia	Replacing Annette Freeman	MNMS/4.0 Cafe Assistant	8/11/2014
Storey	Stacy	Replacing Monica Tucker	Creek/4th Grade	2014-2015
Strange	Michelle	Replacing Angela George	PVE/1st Grade	2014-2015
Thompson	Melissa	Replacing Kim Watson	Trails/Spec Ed TA	2014-2015
Villa	Eva	New Position	PVE/4.0 Cafe Assistant	2014-2015
Walker	Kimberly	Replacing 2 Short Hour Vacant Positions	High School/6.5 Cafe Assistant	8/12/2014
Witty	Kaitlyn	New Position	MVE/2nd Grade	2014-2015
Wythe	Tyler	Assistant Adjunct Coach	High School/Girls Soccer	2014-2015
Last Name	**First Name**	**Assignment**	**Site**	**Effective**
Extra-Duty/Supplemental:				
Open		Assistant Baseball Coach	High School	2014-2015
Open		Assistant Boys Basketball Coach	High School	2014-2015
Open		Assistant Boys Basketball Coach	High School	2014-2015
Open		Assistant Football Coach	High School	2014-2015
Open		Assistant Wrestling Coach	High School	2014-2015
Open		Assistant Girls Basketball	High School	2014-2015
Open		Assistant Cheer Coach	High School	2014-2015
Allen	Craig	Assistant Wrestling Coach	High School	2014-2015
Brooks	Sean	Assistant Baseball Coach	High School	2014-2015
Bryce	Amanda	Assistant Girls Track Coach	High School	2014-2015
Bryce	Amanda	Asst.Boys Cross Country Coach	High School	2014-2015
Carothers	Rhoda	Asst. Volleyball Coach	MNMS	7/31/2014
Cupples	Megan	Second Grade Team Leader	MVE	2014-2015
Dennison	Kelly	Assistant Pom-Pon Coach	High School	2014-2015
Dewberry	Tiarra	Assistant Girls Basketball	High School	2014-2015
Dick	Brad	Assistant Wrestling Coach	High School	2014-2015
Evans	Tony	Assistant Swimming Coach	High School	2014-2015
Farnsworth	Birdie	Yearbook	MVE	2014-2015
Free	Karlie	Assistant Girls Track Coach	High School	2014-2015
Green	Kathy	3rd Grade Team Leader	MVE	2014-2015
Hannon	John	Assistant Football Coach	High School	2014-2015
Hannon	John	Assistant Boys Track Coach	High School	2014-2015
Harper	Chad	Assistant Football Coach	High School	2014-2015
Harper	Jeremy	Assistant Football Coach	High School	2014-2015
Heinen	Hope	Assistant Girls Basketball	High School	2014-2015
Howard	Bryan	Assistant Baseball Coach	High School	2014-2015
Jones	Amy	Assistant Softball Coach	High School	2014-2015
Jones	Jay	Assistant Boys Tennis Coach	High School	2014-2015
Ketch	Doug	Assistant Football Coach	High School	2014-2015
Ketch	Doug	Assistant Girls Tennis	High School	2014-2015
Little	Cody	Assistant Softball Coach	High School	2014-2015
Long	Chad	Assistant Boys Soccer Coach	High School	2014-2015
McDaniel	Holly	Assistant Volleyball Coach	High School	2014-2015
McGill	Darlene	Kindergarten Team Leader	MVE	2014-2015
McGuirk	Megan	Assistant Girls Soccer Coach	High School	2014-2015
Miles	Jody	Assistant Volleyball Coach	High School	2014-2015
Neuenschwander	Kathy	Fourth Grade Team Leader	MVE	2014-2015
Osborne	Greg	Asst. Girls Cross Country Coach	High School	2014-2015
Osborne	Greg	Assistant Girls Golf Coach	High School	2014-2015
Osborne	Greg	Asst.Girls Cross Country Coach	High School	2014-2015
Oswald	Greg	Assistant Baseball Coach	High School	2014-2015
Patten	Casey	Assistant Girls Basketball Coach	High School	2014-2015
Perkins	Kyle	Assistant Boys Golf Coach	High School	2014-2015

SCHEDULE "A"

August 11,2014

Last Name	First Name	Assignment	Site	Effective
Extra-Duty/Supplemental:				
Perkins	Kyle	Assistant Softball Coach	High School	2014-2015
Peterson	Eric	Assistant Football Coach	High School	2014-2015
Price	Cody	Assistant Baseball Coach	High School	2014-2015
Prock	Jared	Assistant Baseball Coach	High School	2014-2015
Riggs	Lindsay	Assistant Girls Soccer Coach	High School	2015-2015
Ring	Glennis	Assistant Football Coach	High School	2014-2015
Ring	Glennis	Assistant Boys Track Coach	High School	2014-2015
Sandburg	Tanya	Math Data Analyst	MVE	2014-2015
Scott	Carol	Team Leader Specialist	MVE	2014-2015
Scott	Carol	Webmaster	MVE	2014-2015
Stover	Charles	Assistant Football Coach	HighSchool	2014-2015
Struck	Kristin	Specials Team Leader	MVE	2014-2015
Taylor	Cameron	Vocal Music	MVE	2014-2015
Taylor	Lesha	Awards Coordinator	MVE	2014-2015
Taylor	Lesha	Student Council	MVE	2014-2015
Webb	Harley	Assistant Softball Coach	High School	2014-2015
Wheatley	Brandy	1st Grade Team Leader	MVE	2014-2015
Williams	Kyle	Assistant Football Coach	High School	2014-2015
Yates	Mark	Assistant Football Coach	High School	2014-2015

Schedule "B"
August 11,2014

Support Substitutes - $7.25 per hour		
Bledsoe,Ann-Marie	Lamberth,Kathryn	Phipps,Diane
Cabral,Sharon	Langham-McClain,Jessica	Putnam,Cynthia
Carter,June	Lindsey,Katy	Rees,Janet
Castor,Dale	Lyons,Stacy	Roady,Robin
Clanton,Lisa	Malone,Jana	Rodgers,Keith
Council,Jennifer	May,Betty	Stefanick,Connie
Dillon,Krystal	McCurdy,Vikki	Walden,Evon
Fried,Kara	Merritt,Kathryn	Wall,Jane
George,Paul	Metscher,Pamela	Wilkes,Linda
Grabeal,Billie	Miller,Debra	Wilkins,Tammie
Henagar,Rochelle	Miller,Mary	Winters,Joyce
Hurte,Jeri	Moen,Jane	Wilson,Steven
Immenschuh,Barbara	Moore,Juanita	Woodard,Pam
Kramer,Diana	Murar,Claudia	Wycoff,Debra
Non-Certified/Non-Degreed Substitutes at $60 per day		
Bledsoe,Ann-Marie	Langham-McClain,Jessica	Rees,Janet
Clanton,Lisa	Lindsey,Katy	Walden,Evon
Council,Jennifer	Lyons,Stacy	Wilkins,Tammie
Grabeal,Billie	Merritt,Kathryn	Wilson,Steven
Honohan,Carol	Miller,Debra	Winters,Joyce
Hurte,Jeri	Miller,Mary	Woodard,Pam
Immenschuh,Barbara	Moore,Juanita	
Kramer,Diana	Murar,Claudia	
Lamberth,Kathryn	Putnam,Cynthia	
Non-Certified/Degreed Substitutes at $60 per day		
Cabral,Sharon	George,Paul	Rodgers,Keith
Castor,Dale	Lederswift,Ethel	Wall,Jane
Dillon,Krystal	Ramseyer,Edwina	Wycoff,Debra
Everson,Jennifer	Roady,Robin	Lane,Alicia
Certified Substitutes at $70 per day		
Baker,Debera	Duncan,Tommie Jean	McCurdy,Vikki
Brodmerkel,Joan	Dillard,Louann	Metscher,Pamela
Cardenas,Randy	Fried,Kara	Moen,Jane
Carter,June	Gandy,Deborah	Phipps,Diane
Coleman,Jerry	Lindsey,Catherine	Stefanick,Connie
Fink,Charlene	Malone,Jana	Wilkes,Linda
	May,Betty	Wood,Goldie

MUSTANG EDUCATION ASSOCIATION CONTRACT

2014-15
SCHOOL YEAR

SECTION I

GENERAL CONTRACT PROVISIONS

Article I – Duration of Agreement

This agreement is entered into between the Mustang Board of Education, hereinafter referred to as the "Board", and the Mustang Education Association, hereinafter referred to as the "Association", and shall become effective at the time of ratification by both parties. This Agreement shall remain in effect until a successor agreement is negotiated by the Association, ratified by the teachers and approved by the Mustang Board of Education. All provisions of this Agreement affecting compensation and leave shall, upon approval, be retroactive to the first required reporting date of each certified employee's contract for the current school year.

Article II – Procedural Agreement

The Procedural Agreement for Negotiations between the Mustang Board of Education and the Mustang Education Association, agreed upon and effective June 6, 1983, shall be attached to this Agreement for information purposes only.

Article III – Definitions

Teacher	All certified personnel currently employed by Mustang Public School District whose primary area of assignment is the instruction of students, excluding only administrative or supervisory personnel.
District	Mustang Public School District No. I-69, of Canadian County.
Board	Elected policy-making body governing the District.
Association President	Elected President of the Mustang Education Association.
Immediate Supervisor	Principal or other Administrator to whom teachers are directly responsible.
School	Work location at which teachers perform their job functions.
Agreement	This contract duly ratified and signed by the Board and the Association.
Association Representative	Any Member of the Mustang Education Association as designated in writing by the President of the Association.
Association	Mustang Education Association
Board Policy	A course of action adopted by the Board.
Probationary Teacher	"Probationary teacher" means a teacher who: a. (for teachers employed by a school district prior to full implementations of the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE) as set forth in Section 6-101.10 of this title), has completed fewer than three (3) consecutive complete school years as a teacher in one school district under a written teaching contract, or b. (for teachers employed for the first time by a school district under a written teaching contract after full implementation of the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE) as set forth in Section 6-101.10 of this title), has not met the requirements for career teacher.
Career Teacher	"Career teacher" means a teacher who: a. for teachers employed by a school district prior to full implementations of the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE) as set forth in Section 6-101.10 of this title, has completed three (3) or more consecutive complete school years as a teacher in one school district under a written continuing or temporary teacher contract, or b. for teachers employed for the first time by a school district under a written continuing or temporary teacher contract after full implementation of the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE) as set forth in Section 6-101.10 of this title.

c.

(1) has completed three (3) consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract and has achieved a rating of "superior" as measured pursuant as set forth in Section 6-101.16 of this title for at least two (2) of the three (3) school years, with no rating below "effective".

(2) has completed four (4) consecutive complete school years as a teacher in one school district under a written continuing or temporary teaching contract, has averaged a rating of at least "effective" as measured pursuant to the TLE for the four-year period, and has received a rating of at least "effective for the last two (2) years of the four-year period, or

(3) has completed four (4) or more consecutive complete school years in one school district under a written continuing or temporary teaching contract and has not met the requirements of subparagraph a or b of this paragraph, only if the principal of the school at which the teacher is employed submits a petition to the superintendent of the school district requesting that the teacher be granted career status, the superintendent agrees with the petition, and the school district board of education approves the petition. The principal shall specify in the petition the underlying facts supporting the granting of career status to the teacher.

Superintendent	Chief administrative officer of the District.
Immediate Family	Spouse, mother, father, children, brother, sister, mother-in-law, father-in-law, grandparents of employee or spouse, grandchildren of employee or spouse, or a person living in the teacher's home who is a part of the family.
Seniority	Length of continuous contracted employment with the Mustang Public Schools counted from the first day the employee performed contracted duties for compensation. Authorized leave is not considered a break in continuous contracted employment; however, seniority will not accrue while an employee is on authorized leave.
Evaluator	Immediate supervisor who has completed the state mandated training for evaluation.
Teachers' School Day	Teachers' school day will begin fifteen (15) minutes before class and will end fifteen (15) minutes after classes, but not to exceed seven (7) hours and thirty (30) minutes. Times before and after school may be adjusted depending on an individual school's needs, not to exceed a total of (30) minutes. The half-time teacher's workday will not exceed four (4) hours, which will include fifteen (15) minutes before classes start and fifteen (15) minutes after classes. However, meetings and/or conferences required by the administration may extend beyond these limits without being in violation of this agreement. Compensation, leave and benefits for half-time teachers will be one-half of that of the full-time teacher with the exception of life insurance, which will be the full amount. Preparation time for a half-time teacher will be an average of twenty five (25) minutes per day and will be given whenever possible.
School Year	From the first day teachers report to duty to the day they are dismissed, not to exceed 190 days including professional development days. However, the District can contract with Career Tech teachers and/or counselors to perform duties for the duration of the Career Tech programs, which may extend beyond the 190 days. For the 2014-15 school year, the certified teacher contract will be for 180 days, which does not preclude the banking of minutes for use in case of inclement weather that would exceed the number of snow days built into the current calendar or other catastrophic circumstances.

Article IV – Savings Clause

Should any part of this Agreement be declared invalid by statute or a court of competent jurisdiction, said part shall be automatically deleted from this Agreement to the extent that it violates the law. The remaining provisions shall remain in full force and effect for the duration of the Agreement, if not affected by the deleted part. The Board and the Association shall commence negotiations within 30 calendar days for the purpose of arriving at a legally permissible replacement for the deleted part.

SECTION II

CONDITIONS OF EMPLOYMENT

Article I – Non-Discrimination Statement

The Mustang Public School District is an equal opportunity employer and will abide by applicable laws dealing with discrimination.

A copy of the Civil Rights Law of 1964 shall be available in the Superintendent's Office, or his/her designee at the Central Administration Building.

Article II – Personnel File

The Board of Education shall maintain one personnel file on each teacher. Such file shall be housed at the Central Administration Office and shall contain appropriate evaluation reports, current contracts, current official transcripts and current teaching certificates. An annual summary of professional development points will be available through the District Personnel System.

The file may also contain other material dealing with the performance of professional services of each teacher. If the teacher is not given a copy of the material dealing with the performance of professional services at the time it is prepared, a copy of such material will be sent to the teacher at the time of its inclusion in the file. The administrator will endeavor to have a thorough and honest review of facts pertaining to the incident. The teacher will have the opportunity to respond in writing for file purposes only to all material placed in his or her personnel file. Such response will be attached to the material to which it refers.

A teacher may, upon request, review the contents of his/her personnel file. The teacher may also have a witness of his/her own choosing present during the review of the file. The teacher may make a copy of the material contained in the file. Non-current (over three calendar years) material may be removed from the teacher's file at the request of the Superintendent or the teacher. Other material may be removed by mutual agreement between the teacher and the Superintendent.

Article III – Duty Free Lunch

Each teacher shall be granted a minimum of thirty (30) consecutive minutes each day for a duty free lunch. The thirty (30) minutes shall not include any time designated or considered to be a passing period before and after the actual lunch period.

Article IV – Preparation Time

All teachers in grades five (5) through twelve (12) shall have at a minimum the length of a scheduled instructional period for preparation time each day. All teachers in pre-kindergarten through grade four (4) shall have a minimum of twenty-five (25) consecutive minutes for presentation time each school day and a total of two hundred seventy-five (275) minutes for preparation time each five (5) day school week. Incremental blocks of less than fifteen (15) minutes shall not be counted toward the total preparation time. Preparation time shall not come before school, after school or during lunch. Preparation time shall be the designated time at each site structured for teachers to use for planning without scheduled physical or instructional responsibilities for students.

Article V – Open Positions and Transfers

Teachers currently employed by the Mustang School District may request a transfer to any open position for which the teacher is highly qualified according to the following guidelines:

- Currently employed teachers may ask to transfer to open positions that occur before the beginning of the school year. First consideration will be given to current employees who qualify for the position. Upon determination that the teacher does meet the highly qualified standard, an interview will be granted upon request.
- An open position shall be posted at the Central Administration Building, at each school site, and on the District website and notification of open positions shall be sent electronically to all staff. Upon request a brief job description, a statement of minimum qualifications and salary range (salary range should indicate if there is additional compensation for certain aspects of the position) may be obtained
- Anyone who wishes to be considered for an open position shall inform the receptionist at the Central Administration Building.
- When it does not conflict with the best interests of the District, open positions shall be filled by highly qualified voluntary transfer's involuntary transfers.

Article VI – Reduction in Certified Employees

Oklahoma Statutes at Section 6-101.31 of Title 70, provide as follows: "The primary basis used in determining the retention or reassignment of affected teachers and administrators when a school district implements a reduction-in-force plan shall be the ratings of the teachers and administrators as measured pursuant to the Oklahoma Teacher and Leader Effectiveness (TLE) Evaluation System as set forth in section 6 of this act."

In the event it becomes necessary to reduce the number of certified employees in any program, subject area or building, the Board shall follow the procedure below:

A. Normal attrition throughout the district. (retirement, resignations, and temporary contracts)
B. Ratings of teachers as measured by the Oklahoma Teacher and Leader Effectiveness Evaluation System. Once a determination has been made as to which positions should be eliminated, then the primary basis that will be used in determining which students to retain in the affected position(s) will be the composite evaluation rating of the teachers holding such positions as measured (to the nearest hundredth of a decimal point) by the District's TLE System for each year in which the TLE has been in effect. When all factors under consideration are equal, seniority will prevail.
C. Certified employees found to be in excess will be transferred, when highly qualified (Standard Certification) to fill vacancies in other buildings. (Transfers due to reduction of force will be considered prior to other consideration of transfers).

If normal attrition does not sufficiently reduce certified staff, career teachers shall be selected for release at the discretion of the Board after considering the following criteria in the order listed:

1. Certification and highly qualified status
2. The composite evaluation ratings of teachers holding such positions as measured (to the nearest hundredth of a decimal point) by the District's TLE system for each year in which the TLE has been in effect. (When all factors under consideration are equal, seniority will prevail).

Certified employees released as a result of Reduction in Certified Employees will be rehired in reverse order of release if his/her position or a similar position for which he/she is highly qualified becomes available the following school year. Failure to accept a position offered relieves the Board of any further rehire obligation to the released certified employee.

When a certified employee affected by the reduction in staff is rehired for the following school year, all seniority and benefits to which said employee was entitled to at the time of release will be returned to the employee.

Article VII – Notification of Assignment

Each teacher will be able to obtain his/her next year's teaching assignment prior to the last day of school. In the event a change in assignment or a significant change in duties within the assignment is made after that date, the affected teacher will be notified and promptly consulted. Any teacher affected by a change in assignment shall have the option to resign without penalty.

Article VIII – Teaching Facilities

The Board agrees to maintain health and safety conditions at each school site in compliance with applicable statutes and/or regulations. Teachers shall not be required to work under unsafe or hazardous conditions as determined by proper regulatory authority.

The Board shall continue in their efforts to provide adequate teaching facilities, copiers, clean and sanitary restrooms, running water in each building, teachers' lounge at each school site and access to a private telephone. Teachers should report concerns of inadequacies to the building principal in writing or e-mail.

Article IX – Right to Representation

Both parties agree that any conference or meeting between an administrator and a teacher is meant to be informative and/or productive. Consequently, when possible, administrators will communicate the purpose of a conference or meeting to the teacher beforehand and the teacher may choose to have a representative join him or her in the meeting. It is also understood and agreed to by both parties that there may be occasions when the circumstances may not allow for representation; however, at any conference or meeting between an administrator and a teacher scheduled for the purpose of reprimand or other disciplinary action or that involves teacher rights, either party may request a representative, OEA/MEA representative, fellow teacher, or administrator to be present. If, during the course of a meeting or conference that was not scheduled for purposes of reprimand or other disciplinary action or that involves teacher rights, the administrator or teacher believes the conference or

meeting is becoming confrontational or uncomfortable, the conference may be adjourned at any time by either party. The conference shall be rescheduled.

Article X – Activity Sponsorships

The Board shall make every effort to fill activity sponsorships on a voluntary basis. As a last resort, the principal shall appoint a sponsor for a one (1) year sponsorship. Teachers appointed to a one (1) year sponsorship will not be appointed to a sponsorship the following school year.

Article XI – Faculty/Administration Communication

The Mustang Board of Education and the Mustang Education Association encourage open communication between faculty and administration. Upon formal written request from a teacher, the administrator shall respond in a reasonable amount of time as to the action taken regarding the teacher's request.

Any conference scheduled for the purpose of reprimand or other disciplinary action or that involves teacher rights must be conducted in private with the right to representation as provided in Section II – Article IX.

Article XII – Class Size

The Board agrees to abide by current State Laws dealing with class size.

When enrolling elementary students, principals will seek to maintain a balance in class size within the grade in his/her building as far as room limitations will permit and/or until the mandated class size limitation has been reached. However, the principal may assign a student to any class if he/she feels it is in the best interest of the child or the school district.

Article XIII – Distribution of the Contract

The Master Contract will be posted on the district website within thirty (30) days after tentative agreement by the Association and the Administration, ratification by the teachers and approval of the Board of Education.

Article XIV – Teacher Protection

The Mustang Public Schools will abide by the School Laws of Oklahoma 2001, Section 730. "Injuries Sustained by School Personnel in Performance of Duties – Continued Payment of Contract Salary," and **Section 1041.1.** "Assault on Employees and Students."

Article XV – Policies and Procedures for Mustang Public Schools

A copy of the Policies and Procedures for Mustang Public Schools may be accessed on the Mustang Public School's website, www.mustangps.org.

Whenever possible, the administration will provide advance copies of any policy under consideration by the Board. Clarifications will be made by the Superintendent or his/her designee, as requested by the employee. School personnel have the avenue to attend board meetings to present questions.

Article XVI – Open Campus

Upon notification to a building administrator, or his/her designee, a teacher will be allowed to leave campus during his/her lunch or planning period.

Article XVII – Evaluation Procedures

During the first week of school the Superintendent, or his/her designee, will hold a meeting(s) for the purpose of orienting a new teacher to the evaluation procedure.

Probationary teachers shall be evaluated at least twice yearly, once during the fall semester and once during the spring semester.

Career teachers shall be evaluated once every year prior to May 1 of that year except as otherwise provided by law. For the purpose of the evaluation, each certified employee shall be observed in the performance of his/her assigned duties. Evaluation

procedures will follow the guidelines of the TLE. Prior to each formal observation, the evaluator shall contact the certified employee to set a date and time for the observation. A pre-observation conference shall be held if either the evaluator or the certified employee so desires.

Selection of the teacher evaluation system will be a collaborative effort between the Board, the Administration and the MEA. A copy of the completed evaluation report form shall be given to the certified employee within (15) working days of the conclusion of the final formal observations conference. An evaluation conference will be either held or scheduled at that time.

The District shall make every reasonable effort to give all necessary support and assistance to teachers with respect to maintenance of an appropriate learning environment in the classroom.

Article XVIII – Admonishment of a Teacher

A. When a teacher receives a rating as measured pursuant to the Oklahoma Teacher and Leader Effectiveness Evaluation System (TLE) as set forth in Section 6 of this act that may lead to a recommendation for the dismissal or non-reemployment of the teacher or when an administrator identifies poor performance or conduct that the administrator believes may lead to a recommendation for the dismissal or non-reemployment of the teacher, the administrator shall:

   1. Admonish the teacher, in writing, and make a reasonable effort to assist the teacher in correcting the poor performance or conduct; and

   2. Establish a reasonable time for improvement, not to exceed two (2) months, taking into consideration the nature and gravity of the teacher's performance or conduct.

B. If the teacher does not correct the poor performance or conduct cited in the admonition within the tine specified, the administrator shall make a recommendation to the superintendent of the school district for the dismissal or non-reemployment of the teacher.

C. Whenever a member of the board of education, superintendent, or other administrator identifies poor performance or conduct that may lead to a recommendation for dismissal or non-reemployment of a teacher within the district, the administrator who has responsibility for evaluation of the teacher shall be informed, and that administrator shall comply with the procedures set forth in this section. If the administrator fails or refuses to admonish the teacher within ten (10) days after being so informed by the board, superintendent, or other administrator, such board, superintendent or other administrator shall admonish the teacher pursuant to the provisions of this section.

D. Repeated negligence in performance of duty, willful neglect of duty, incompetency, instructional ineffectiveness or unsatisfactory teaching performance, for a career teacher, or any cause related to inadequate teaching performance for a probationary teacher, shall not be a basis for a recommendation to dismiss or not reemploy a teacher unless and until the provisions of this section have been complied with. (70-6-101.24)

Any admonishment shall be conducted in a confidential and private manner.

Article XIX – Conferences

Required parent-teacher conferences shall be scheduled for three (3) hours on two evenings prior to the Board approved conference days.

Article XX – Calendar

The Board will adopt a school calendar for the next school year after it has received written recommendations from a calendar committee which will include two (2) certified employees appointed by the Association. Prior to the Board of Education approving a revised calendar during the year, the Calendar Committee will be reconvened to review all suggested revisions.

Article XXI – Professional Development

It shall be the responsibility of the Local Professional Development Committee to design the Local Professional Development Plan. This plan will be in accordance with Oklahoma State Department of Education regulations and shall be reviewed and updated annually.

A copy of the Local Professional Development Plan is located on the Mustang Public Schools' website. Included in this plan shall

be the following information:

- local requirements for yearly point accumulation.
- local workshop opportunities for the year as available.

The Local Professional Development Committee shall establish formal procedures for addressing the committee regarding:

- presentation of point appeals.
- presentation of special case exceptions.
- presentation of amendments/changes
- pre-approval of alternate activity points.

Professional Development Committee meeting dates, times and agendas will be made available to staff. Upon written request, an accurate record of professional development points shall be provided.

Article XXII – Complaint Procedure

The administration agrees to encourage any person with a complaint against a teacher to discuss the complaint with the teacher first. Administrators are encouraged to provide the teacher with information concerning the complaint against him/her. If, in the opinion of the administrator involved, the complaint can best be handled at his/her level, he/she may do so without being in violation of this provision. (Refer to Mustang Board Policy 1095) A copy of any Formal Complaint and any resolution of Formal Complaint will be made available to the teacher.

Article XXIII – Substitute Teachers

The Board will attempt to provide a trained substitute teacher to take the place of any eligible teacher who is absent from his/her duties.

When a substitute teacher is hired, he/she will be assigned the duties of the absent teacher unless mutually agreed upon by the principal and the teachers affected.

Article XXIV – Site Climate Committee

A school climate committee made up of teachers, parents, students (if applicable) and administrator(s) shall be established at each school site. Teachers serving on the committee will be selected by teachers in accordance with the school site structure.

The committee shall meet on a quarterly basis with more meetings scheduled as needed. An administrator shall chair the committee and be responsible for setting meeting times and dates. Time lines stated herein may be changed by mutual agreement.

The on-going responsibilities of the school climate committee shall be:

- to gather information on the school site climate by receiving input from teacher, parents, and students (if applicable)
- to review the current discipline policy at the end of the school year in an effort to determine its effectiveness
- review school climate to determine its impact on discipline
- submit written recommendations to the district discipline committee

Committee members are encouraged to report back to their respective constituents.

Article XXV – District Discipline Committees

The district-wide climate/discipline committee shall be comprised of one continuing contract teacher and one parent from each site climate committee. It shall also be comprised of one (1) administrator from each school site and two (2) additional administrators at large. (The High School will be allowed one additional continuing contract teacher from the High School Climate Committee as a representative to the District Climate Discipline Committee.)

The committee shall meet on a quarterly basis with more meetings scheduled as needed. The initial meeting will be held prior to October 1. The administrator at large will set and chair the initial meeting.
The purpose of this committee is to:

- review current discipline policies
- receive and process information and/or recommendations from site committees;
- make recommendations for discipline policy updates and additions to the administration and the Board

Article XXVI – Reassignment of Students

If a parent requests that a student be reassigned, the administration shall encourage the parent to discuss the situation with the teacher involved as provided in Article XXIII of this contract.

If the parent does not wish to discuss the situation with the teacher, or after said discussion still wants the reassignment to be made, the principal shall confer with the teachers affected prior to making the final decision concerning the reassignment.

Article XXVII Open Transfer

Transfer of students into the Mustang Public Schools will be in accordance to Oklahoma School Law Section 8-101.2, Section 9, Section 8-103, and Section 8-103.2, House Bill 1759, HB 1646 and HB 2363.

A student whose parent(s) or legal guardian is employed as a teacher in the MPS District shall be allowed to transfer to the school district.

Transportation of transferred students will be the responsibility of their parents unless required by law.

Article XXVIII – Administrator and Teacher Communication

The Board and the Association agree that communication between teachers and administrators is essential to effective student discipline. Therefore, teachers are to provide administrators with information concerning the student(s) behavior that resulted in a referral to the office. Similarly, administrators are to provide teachers with information concerning the disposition of student referrals as soon as possible. However, the confidentiality rights of students must be protected when disseminating information concerning student discipline.

Section III
Compensation

Bachelors 2014-15

Years Experience	Current Base Salary	Retirement Offset	District Paid Retirement	Life Insurance	District Compensation
0	32,110.72	60.15	2,247.75	34.20	34,452.82
1	32,459.74	103.41	2,272.18	34.20	34,869.53
2	32,949.73	145.65	2,306.48	34.20	35,436.06
3	33,339.72	188.15	2,333.78	34.20	35,895.85
4	33,729.71	233.33	2,361.08	34.20	36,358.32
5	34,142.95	278.78	2,390.01	34.20	36,845.94
6	34,556.19	325.26	2,418.93	34.20	37,334.58
7	34,969.43	372.82	2,447.86	34.20	37,824.31
8	35,410.56	421.44	2,478.74	34.20	38,344.94
9	35,808.91	471.12	2,506.62	34.20	38,820.85
10	36,645.40	521.87	2,565.18	34.20	39,766.65
11	37,251.89	573.67	2,607.63	34.20	40,467.39
12	37,858.40	626.54	2,650.09	34.20	41,169.23
13	38,464.87	680.48	2,692.54	34.20	41,872.09
14	39,071.36	735.47	2,735.00	34.20	42,576.03
15	39,677.85	791.53	2,777.45	34.20	43,281.03
16	40,284.34	848.65	2,819.90	34.20	43,987.09
17	40,890.83	906.83	2,862.36	34.20	44,694.22
18	41,497.32	966.07	2,904.81	34.20	45,402.40
19	42,103.81	1,026.38	2,947.27	34.20	46,111.66
20	42,810.30	1,087.75	2,996.72	34.20	46,928.97
21	43,416.79	1,150.18	3,039.18	34.20	47,640.35
22	44,023.28	1,213.68	3,081.63	34.20	48,352.79
23	44,629.77	1,278.23	3,124.08	34.20	49,066.28
24	45,236.26	1,343.85	3,166.54	34.20	49,780.85
25	45,842.85	1,410.53	3,209.00	34.20	50,496.58
26	46,362.75	1,410.53	3,245.39	34.20	51,052.87
27	46,882.75	1,410.53	3,281.79	34.20	51,609.27
28	47,402.75	1,410.53	3,318.19	34.20	52,165.67
29	47,922.75	1,410.53	3,354.59	34.20	52,722.07
30	48,442.75	1,410.53	3,390.99	34.20	53,278.47
31	48,962.75	1,410.53	3,427.39	34.20	53,834.87
32	49,482.75	1,410.53	3,463.79	34.20	54,391.27
33	50,002.75	1,410.53	3,500.19	34.20	54,947.67
34	50,522.75	1,410.53	3,536.59	34.20	55,504.07
35	51,042.75	1,410.53	3,572.99	34.20	56,060.47
36	51,562.75	1,410.53	3,609.39	34.20	56,616.87
37	52,082.75	1,410.53	3,645.79	34.20	57,173.27
38	52,602.75	1,410.53	3,682.19	34.20	57,729.67
39	53,122.75	1,410.53	3,718.59	34.20	58,286.07
40	53,642.75	1,410.53	3,754.99	34.20	58,842.47

Flexible Benefit Allowance for certified staff not taking insurance is 69.71/month or an additional $836.52 per year. Flexible Benefit Allowance for certified staff taking insurance is equal to the Health Choice High employee premium.

Pursuant to legislation.

NBC Bachelor 2014-15

Years Experience	Current Base Salary w/ NBC	Retirement Offset	District Paid Retirement	Life Insurance	District Compensation
0	33,110.72	60.15	2,247.75	34.20	35,452.82
1	33,459.74	103.41	2,272.18	34.20	35,869.53
2	33,949.73	145.65	2,306.48	34.20	36,436.06
3	34,339.72	188.15	2,333.78	34.20	36,895.85
4	34,729.71	233.33	2,361.08	34.20	37,358.32
5	35,142.95	278.78	2,390.01	34.20	37,845.94
6	35,556.19	325.26	2,418.93	34.20	38,334.58
7	35,969.43	372.82	2,447.86	34.20	38,824.31
8	36,410.56	421.44	2,478.74	34.20	39,344.94
9	36,808.91	471.12	2,506.62	34.20	39,820.85
10	37,645.40	521.87	2,565.18	34.20	40,766.65
11	38,251.89	573.67	2,607.63	34.20	41,467.39
12	38,858.40	626.54	2,650.09	34.20	42,169.23
13	39,464.87	680.48	2,692.54	34.20	42,872.09
14	40,071.36	735.47	2,735.00	34.20	43,576.03
15	40,677.85	791.53	2,777.45	34.20	44,281.03
16	41,284.34	848.65	2,819.90	34.20	44,987.09
17	41,890.83	906.83	2,862.36	34.20	45,694.22
18	42,497.32	966.07	2,904.81	34.20	46,402.40
19	43,103.81	1,026.38	2,947.27	34.20	47,111.66
20	43,810.30	1,087.75	2,996.72	34.20	47,928.97
21	44,416.79	1,150.18	3,039.18	34.20	48,640.35
22	45,023.28	1,213.68	3,081.63	34.20	49,352.79
23	45,629.77	1,278.23	3,124.08	34.20	50,066.28
24	46,236.26	1,343.85	3,166.54	34.20	50,780.85
25	46,842.85	1,410.53	3,209.00	34.20	51,496.58
26	47,362.75	1,410.53	3,245.39	34.20	52,052.87
27	47,882.75	1,410.53	3,281.79	34.20	52,609.27
28	48,402.75	1,410.53	3,318.19	34.20	53,165.67
29	48,922.75	1,410.53	3,354.59	34.20	53,722.07
30	49,442.75	1,410.53	3,390.99	34.20	54,278.47
31	49,962.75	1,410.53	3,427.39	34.20	54,834.87
32	50,482.75	1,410.53	3,463.79	34.20	55,391.27
33	51,002.75	1,410.53	3,500.19	34.20	55,947.67
34	51,522.75	1,410.53	3,536.59	34.20	56,504.07
35	52,042.75	1,410.53	3,572.99	34.20	57,060.47
36	52,562.75	1,410.53	3,609.39	34.20	57,616.87
37	53,082.75	1,410.53	3,645.79	34.20	58,173.27
38	53,602.75	1,410.53	3,682.19	34.20	58,729.67
39	54,122.75	1,410.53	3,718.59	34.20	59,286.07
40	54,642.75	1,410.53	3,754.99	34.20	59,842.47

Flexible Benefit Allowance for certified staff not taking insurance is 69.71/month or an additional $836.52 per year. Flexible Benefit Allowance for certified staff taking insurance is equal to the Health Choice High employee premium.

Pursuant to legislation.

Masters 2014-15

Years Experience	Current Base Salary	Retirement Offset	District Paid Retirement	Life Insurance	District Compensation
0	33,398.14	60.15	2,337.87	34.20	35,830.36
1	33,747.16	103.41	2,362.30	34.20	36,247.07
2	34,237.15	145.65	2,396.60	34.20	36,813.60
3	34,627.14	188.15	2,423.90	34.20	37,273.39
4	35,017.13	233.33	2,451.20	34.20	37,735.86
5	35,430.37	278.78	2,480.13	34.20	38,223.48
6	35,843.61	325.26	2,509.05	34.20	38,712.12
7	36,256.85	372.82	2,537.98	34.20	39,201.85
8	36,670.09	421.44	2,566.91	34.20	39,692.64
9	37,096.33	471.12	2,596.74	34.20	40,198.39
10	37,932.82	521.87	2,655.30	34.20	41,144.19
11	38,539.31	573.67	2,697.75	34.20	41,844.93
12	39,145.80	626.54	2,740.21	34.20	42,546.75
13	39,752.29	680.48	2,782.66	34.20	43,249.63
14	40,358.78	735.47	2,825.11	34.20	43,953.56
15	40,965.27	791.53	2,867.57	34.20	44,658.57
16	41,571.76	848.65	2,910.02	34.20	45,364.63
17	42,178.25	906.83	2,952.48	34.20	46,071.76
18	42,784.74	966.07	2,994.93	34.20	46,779.94
19	43,391.23	1,026.38	3,037.39	34.20	47,489.20
20	44,097.72	1,087.75	3,086.84	34.20	48,306.51
21	44,704.21	1,150.18	3,129.29	34.20	49,017.88
22	45,310.70	1,213.68	3,171.75	34.20	49,730.33
23	45,917.19	1,278.23	3,214.20	34.20	50,443.82
24	46,523.68	1,343.85	3,256.66	34.20	51,158.39
25	47,130.17	1,410.53	3,299.11	34.20	51,874.01
26	47,690.17	1,410.53	3,338.31	34.20	52,473.21
27	48,250.17	1,410.53	3,377.51	34.20	53,072.41
28	48,810.17	1,410.53	3,416.71	34.20	53,671.61
29	49,370.17	1,410.53	3,455.91	34.20	54,270.81
30	49,930.17	1,410.53	3,495.11	34.20	54,870.01
31	50,490.17	1,410.53	3,534.31	34.20	55,469.21
32	51,050.17	1,410.53	3,573.51	34.20	56,068.41
33	51,610.17	1,410.53	3,612.71	34.20	56,667.61
34	52,170.17	1,410.53	3,651.91	34.20	57,266.81
35	52,730.17	1,410.53	3,691.11	34.20	57,866.01
36	53,290.17	1,410.53	3,730.31	34.20	58,465.21
37	53,850.17	1,410.53	3,769.51	34.20	59,064.41
38	54,410.17	1,410.53	3,808.71	34.20	59,663.61
39	54,970.17	1,410.53	3,847.91	34.20	60,262.81
40	55,530.17	1,410.53	3,887.11	34.20	60,862.01

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Pursuant to legislation.

NBC Masters 2014-15

Years Experience	Current Base Salary w/ NBC	Retirement Offset	District Paid Retirement	Life Insurance	District Compensation
0	34,398.14	60.15	2,337.87	34.20	36,830.36
1	34,747.16	103.41	2,362.30	34.20	37,247.07
2	35,237.15	145.65	2,396.60	34.20	37,813.60
3	35,627.14	188.15	2,423.90	34.20	38,273.39
4	36,017.13	233.33	2,451.20	34.20	38,735.86
5	36,430.37	278.78	2,480.13	34.20	39,223.48
6	36,843.61	325.26	2,509.05	34.20	39,712.12
7	37,256.85	372.82	2,537.98	34.20	40,201.85
8	37,670.09	421.44	2,566.91	34.20	40,692.64
9	38,096.33	471.12	2,596.74	34.20	41,198.39
10	38,932.82	521.87	2,655.30	34.20	42,144.19
11	39,539.31	573.67	2,697.75	34.20	42,844.93
12	40,145.80	626.54	2,740.21	34.20	43,546.75
13	40,752.29	680.48	2,782.66	34.20	44,249.63
14	41,358.78	735.47	2,825.11	34.20	44,953.56
15	41,965.27	791.53	2,867.57	34.20	45,658.57
16	42,571.76	848.65	2,910.02	34.20	46,364.63
17	43,178.25	906.83	2,952.48	34.20	47,071.76
18	43,784.74	966.07	2,994.93	34.20	47,779.94
19	44,391.23	1,026.38	3,037.39	34.20	48,489.20
20	45,097.72	1,087.75	3,086.84	34.20	49,306.51
21	45,704.21	1,150.18	3,129.29	34.20	50,017.88
22	46,310.70	1,213.68	3,171.75	34.20	50,730.33
23	46,917.19	1,278.23	3,214.20	34.20	51,443.82
24	47,523.68	1,343.85	3,256.66	34.20	52,158.39
25	48,130.17	1,410.53	3,299.11	34.20	52,874.01
26	48,690.17	1,410.53	3,338.31	34.20	53,473.21
27	49,250.17	1,410.53	3,377.51	34.20	54,072.41
28	49,810.17	1,410.53	3,416.71	34.20	54,671.61
29	50,370.17	1,410.53	3,455.91	34.20	55,270.81
30	50,930.17	1,410.53	3,495.11	34.20	55,870.01
31	51,490.17	1,410.53	3,534.31	34.20	56,469.21
32	52,050.17	1,410.53	3,573.51	34.20	57,068.41
33	52,610.17	1,410.53	3,612.71	34.20	57,667.61
34	53,170.17	1,410.53	3,651.91	34.20	58,266.81
35	53,730.17	1,410.53	3,691.11	34.20	58,866.01
36	54,290.17	1,410.53	3,730.31	34.20	59,465.21
37	54,850.17	1,410.53	3,769.51	34.20	60,064.41
38	55,410.17	1,410.53	3,808.71	34.20	60,663.61
39	55,970.17	1,410.53	3,847.91	34.20	61,262.81
40	56,530.17	1,410.53	3,887.11	34.20	61,862.01

Flexible Benefit Allowance for certified staff not taking insurance is 69.71/month or an additional $836.52 per year. Flexible Benefit Allowance for certified staff taking insurance is equal to the Health Choice High employee premium.

Pursuant to legislation.

Doctors 2014-15

Years Experience	Current Base Salary	Retirement Offset	District Paid Retirement	Life Insurance	District Compensation
0	34,871.77	60.15	2,441.02	34.20	37,407.14
1	35,569.39	103.41	2,489.86	34.20	38,196.86
2	36,220.56	145.65	2,535.44	34.20	38,935.85
3	37,114.53	188.15	2,598.02	34.20	39,934.90
4	37,603.55	233.33	2,632.25	34.20	40,503.33
5	38,245.01	278.78	2,677.15	34.20	41,235.14
6	39,014.26	325.26	2,731.00	34.20	42,104.72
7	39,069.50	372.82	2,734.87	34.20	42,211.39
8	39,479.74	421.44	2,763.58	34.20	42,698.96
9	40,060.00	471.12	2,804.20	34.20	43,369.52
10	41,246.73	521.87	2,887.27	34.20	44,690.07
11	41,623.22	573.67	2,913.63	34.20	45,144.72
12	42,409.71	626.54	2,968.68	34.20	46,039.13
13	42,746.20	680.48	2,992.23	34.20	46,453.11
14	43,442.69	735.47	3,040.99	34.20	47,253.35
15	44,049.18	791.53	3,083.44	34.20	47,958.35
16	44,655.67	848.65	3,125.90	34.20	48,664.42
17	45,262.16	906.83	3,168.35	34.20	49,371.54
18	45,868.65	966.07	3,210.81	34.20	50,079.73
19	46,475.14	1,026.38	3,253.26	34.20	50,788.98
20	47,281.61	1,087.75	3,309.71	34.20	51,713.27
21	47,788.11	1,150.18	3,345.17	34.20	52,317.66
22	48,394.60	1,213.68	3,387.62	34.20	53,030.10
23	48,981.09	1,278.23	3,428.68	34.20	53,722.20
24	49,617.58	1,343.85	3,473.23	34.20	54,468.86
25	50,214.07	1,410.53	3,514.98	34.20	55,173.78
26	50,727.58	1,410.53	3,550.93	34.20	55,723.24
27	51,287.60	1,410.53	3,590.13	34.20	56,322.46
28	51,847.61	1,410.53	3,629.33	34.20	56,921.67
29	54,204.32	1,410.53	3,794.30	34.20	59,443.35
30	57,218.64	1,410.53	4,005.30	34.20	62,668.67
31	56,102.30	1,410.53	3,927.16	34.20	61,474.19
32	56,662.30	1,410.53	3,966.36	34.20	62,073.39
33	57,222.30	1,410.53	4,005.56	34.20	62,672.59
34	57,782.30	1,410.53	4,044.76	34.20	63,271.79
35	58,342.30	1,410.53	4,083.96	34.20	63,870.99
36	58,902.30	1,410.53	4,123.16	34.20	64,470.19
37	59,462.30	1,410.53	4,162.36	34.20	65,069.39
38	60,022.30	1,410.53	4,201.56	34.20	65,668.59
39	60,582.30	1,410.53	4,240.76	34.20	66,267.79
40	61,142.30	1,410.53	4,279.96	34.20	66,866.99

Flexible Benefit Allowance for certified staff not taking insurance is 69.71/month or an additional $836.52 per year. Flexible Benefit Allowance for certified staff taking insurance is equal to the Health Choice High employee premium.

Pursuant to legislation.

NBC Doctors 2014-15

Years Experience	Current Base Salary w/ NBC	Retirement Offset	District Paid Retirement	Life Insurance	District Compensation
0	35,871.77	60.15	2,441.02	34.20	38,407.14
1	36,569.39	103.41	2,489.86	34.20	39,196.86
2	37,220.56	145.65	2,535.44	34.20	39,935.85
3	38,114.53	188.15	2,598.02	34.20	40,934.90
4	38,603.55	233.33	2,632.25	34.20	41,503.33
5	39,245.01	278.78	2,677.15	34.20	42,235.14
6	40,014.26	325.26	2,731.00	34.20	43,104.72
7	40,069.50	372.82	2,734.87	34.20	43,211.39
8	40,479.74	421.44	2,763.58	34.20	43,698.96
9	41,060.00	471.12	2,804.20	34.20	44,369.52
10	42,246.73	521.87	2,887.27	34.20	45,690.07
11	42,623.22	573.67	2,913.63	34.20	46,144.72
12	43,409.71	626.54	2,968.68	34.20	47,039.13
13	43,746.20	680.48	2,992.23	34.20	47,453.11
14	44,442.69	735.47	3,040.99	34.20	48,253.35
15	45,049.18	791.53	3,083.44	34.20	48,958.35
16	45,655.67	848.65	3,125.90	34.20	49,664.42
17	46,262.16	906.83	3,168.35	34.20	50,371.54
18	46,868.65	966.07	3,210.81	34.20	51,079.73
19	47,475.14	1,026.38	3,253.26	34.20	51,788.98
20	48,281.61	1,087.75	3,309.71	34.20	52,713.27
21	48,788.11	1,150.18	3,345.17	34.20	53,317.66
22	49,394.60	1,213.68	3,387.62	34.20	54,030.10
23	49,981.09	1,278.23	3,428.68	34.20	54,722.20
24	50,617.58	1,343.85	3,473.23	34.20	55,468.86
25	51,214.07	1,410.53	3,514.98	34.20	56,173.78
26	51,727.58	1,410.53	3,550.93	34.20	56,723.24
27	52,287.60	1,410.53	3,590.13	34.20	57,322.46
28	52,847.61	1,410.53	3,629.33	34.20	57,921.67
29	55,204.32	1,410.53	3,794.30	34.20	60,443.35
30	58,218.64	1,410.53	4,005.30	34.20	63,668.67
31	57,102.30	1,410.53	3,927.16	34.20	62,474.19
32	57,662.30	1,410.53	3,966.36	34.20	63,073.39
33	58,222.30	1,410.53	4,005.56	34.20	63,672.59
34	58,782.30	1,410.53	4,044.76	34.20	64,271.79
35	59,342.30	1,410.53	4,083.96	34.20	64,870.99
36	59,902.30	1,410.53	4,123.16	34.20	65,470.19
37	60,462.30	1,410.53	4,162.36	34.20	66,069.39
38	61,022.30	1,410.53	4,201.56	34.20	66,668.59
39	61,582.30	1,410.53	4,240.76	34.20	67,267.79
40	62,142.30	1,410.53	4,279.96	34.20	67,866.99

Flexible Benefit Allowance for certified staff not taking insurance is 69.71/month or an additional $836.52 per year. Flexible Benefit Allowance for certified staff taking insurance is equal to the Health Choice High employee premium.

Pursuant to legislation

Article I – Term life Insurance

The Board shall pay the premiums for a $15,000.00 term life insurance policy for each teacher.

Article IIa – Teacher Retirement

The Board shall pay the total contribution to the Oklahoma Teacher Retirement System for each of its teachers.

Article IIb – IRS 125 Program

Each month the certified employee may withhold up to the maximum allowed by the District's 125 plan for use of the following options:

- State Health Insurance for dependents
- Dental Insurance for dependents
- Optical Insurance
- Life Insurance
- Cancer Insurance
- Dependent Child Care
- Un-reimbursed Medical Expenses

The district will bear the cost of administering the IRS 125 Program. The allowable amount will be communicated to employees prior to the election of options. The allowable amount changed due to annual salary and fringe benefit increases.

Article III – Full Credit Experience

The Mustang School District will follow State Department of Education regulations concerning acceptance of out-of-state teaching experience.

Article IV – Compensation for Covering Classes

Any teacher who is assigned to cover a class which requires him/her to forfeit his/her preparation period shall be compensated at the rate of fifteen dollars ($15.00) per hour or seven dollars and fifty cents ($7.50) per ½ hour.

In order to receive compensation the Covering Class Form must be complete.

In no case shall a teacher be compensated for supervision of his/her own class in the event of a schedule change or absence of supplemental teacher when a substitute is not hired.

Article V – Job Disability

The Board of Education agrees to continue to provide workers' compensation coverage to the employees of the Mustang School District.

Article VI – Payroll Deductions

The Board of Education shall, upon authorization from the teacher, make arrangements for payroll deductions for Educators Credit Union, United Teaching Profession dues, Mustang Educators Political Action Committee contributions, annuities, school approved health insurance, life insurance, cancer insurance, dental insurance and any other changes as deemed necessary when proper notification is made with the earlier of, at least two (2) weeks prior to the next payroll date or cutoff dates as set by OSEEGIB or the Personnel Department.

Teachers wishing to cancel any part of their payroll deduction options may do so by giving notice in writing to the certified payroll clerk of the district at least two (2) weeks prior to the next payroll date or official dates as set by the State Department or Personnel, whichever is earlier. No changes may be made after May 1, until the following school year.

Article VII – Travel Reimbursement

Authorized reimbursement for mileage by private vehicle shall be at the established rate in effect under the "State Travel Reimbursement Act" of the State of Oklahoma (74 O.S. Sections 500.8 et, Seq). Distances for which mileage is claimed shall not exceed the shortest distance from origination to destination points as reflected by the latest Transportation Commission road map plus any additional miles. Mileage shall not be paid in any amount that exceeds the airfare for travel to such location.

Mileage reimbursement shall not be allowed if a district owned vehicle is traveling to the same location for the same purpose and a space is available to, and rejected by, the person proposing to travel by private vehicle unless otherwise approved in advance by the Superintendent.

In the event an Administrator or employee receives a car allowance as a part of their compensation, they shall not be paid mileage for any travel. No mileage reimbursement shall be given to any individual traveling in a district owned vehicle.

If more than one person is proposing to travel to a distant destination for the same purpose by separate private vehicles, employees shall be encouraged to travel together to maximize funds available to other district personnel.

Reimbursement for gasoline for district vehicles will not be reimbursed unless the car was filled at the school prior to departure and was insufficient to enable a return to the district. Gasoline should only be purchased in amounts sufficient to enable the return to the district. Reimbursement of gasoline and other district owned vehicle costs must be supported by unambiguous receipts or third party documentation detailing specifically the basis therefore.

Reimbursement for airplane transportation shall not exceed coach fare reduced by any discounts or package offers actually received.

Reimbursement shall be made only upon submission of the documents issued by the airline reflecting the actual cost paid and cancelled checks or receipts reflecting such payment.

Frequent flyer benefits from district travel should be issued in the name of the district and reported to the district.

Article VIII – Coaching and Extra –Duty Pay Schedule

All supplemental duties shall be reimbursed according to the following schedule. All supplemental contracts are for the current school year only, with no expectation for continuing employment. The index listed is a percentage to be multiplied by $27,500.00.

DISTRICT		
Position	**% of Base**	**Amount**
Professional Development Committee Chairperson	2.50%	$687.50
Professional Development Committee Member (exclude certified administrators)	2.00%	$550.00
Counselor	5.00%	$1,375.00
Days in excess of 180 will be calculated at a daily rate of pay.		
High School Counselor- 12 days		
Middle School Counselor – 10 days		
Elementary Counselor – 6 days		
*HS Summer Training Program	10.00%	$2,750.00
$9.00 per hour per coach, total dollar amount not to exceed $2,700.00		
*MS Summer Training Program	6.00%	$1,650.00
$9.00 per hour per coach, total dollar amount not to exceed $1,620.00		
District Cheer/Pom Coach	16.00%	$4,400.00
Adjunct Coach – Any Sport	Consistent with assistant to particular sport	
Site Web Master	3.00%	$825.00
*Special Olympic Coach	3.00%	$825.00
Female Athletic Facilitator	11.50%	$3,162.50

Elementary/Intermediate Schools		
Position	**% of Base**	**Amount**
Yearbook	4.00%	$1,100.00
Student Council Sponsor	1.60%	$440.00
Special Education Department Chair (minimum of 4)	3.00%	$825.00
Grade Level & Special Team Leader (total of 7 @ each Elementary)	3.00%	$825.00
Awards Program Coordinator (1 @ each Elementary)	1.10%	$302.50
Math Data Analyst (1 @ each Elementary)	1.60%	$440.00
Scholastic Coach – 6th Grade	4.00%	$1,100.00
Elementary/Intermediate Vocal Music	5.00%	$1,375.00
MIDDLE SCHOOLS:		
Position	**% of Base**	**Amount**
MS Site Athletic Director	20.00%	$5,500.00
MS Spirit Sponsor	5.00%	$1,375.00
MS Cheer Head Coach	8.00%	$2,200.00
8th Grade Football Head Coach	10.50%	$2,887.50
8th Grade Football Assistant Coach	8.00%	$2,200.00
7th Grade Football Head Coach	10.50%	$2,887.50
7th Grade Football Assistant Coach	8.00%	$2,200.00
MS Wrestling Head Coach	10.50%	$2,887.50
MS Wrestling Assistant Coach	7.10%	$1,952.50
MS Volleyball Head Coach	6.30%	$1,732.50
MS Volleyball Assistant Coach	5.25%	$1,443.75
MS Softball Head Coach	6.30%	$1,732.50
MS Softball Assistant Coach	5.25%	$1,443.75
Boy's Tennis Head Coach	6.30%	$1,732.50
Girl's Tennis Head Coach	6.30%	$1,732.50
Tennis Assistant Coach	5.25%	$1,443.75
Boy's Golf Head Coach	6.30%	$1,732.50
Girl's Golf Head Coach	6.30%	$1,732.50
Boy's Track Head Coach	7.00%	$1,925.00
Girl's Track Head Coach	7.00%	$1,925.00
Boy's Track Assistant Coach	5.25%	$1,443.75
Girl's Track Assistant Coach	5.25%	$1,443.75
Boy's Cross Country Head Coach	6.50%	$1,787.50
Girl's Cross Country Head Coach	6.50%	$1,787.50
8th Grade Boys' Basketball Head Coach	10.50%	$2,887.50
8th Grade Girls' Basketball Head Coach	10.50%	$2,887.50
8th Grade Boys' Basketball Assistant Coach	7.10%	$1,952.50
8th Grade Girls' Basketball Assistant Coach	7.10%	$1,952.50
7th Grade Boys' Basketball Head Coach	10.50%	$2,887.50
7th Grade Girls' Basketball Head Coach	10.50%	$2,887.50
7th Grade Boys' Basketball Assistant Coach	7.10%	$1,952.50
7th Grade Girls' Basketball Assistant Coach	7.10%	$1,952.50
*MS Student Council	3.50%	$962.50

*MS Science Fair	4.00%	$1,100.00
MS Vocal Music	9.00%	$2,475.00
MS Speech/Drama/Debate	4.90%	$1,347.50
*MS Yearbook	7.00%	$1,925.00
MS Awards Program Coordinator	2.00%	$550.00
MS Renaissance Sponsor	1.00%	$275.00
MS Scholastic Coach – 7th/8th grade	6.90%	$1,897.50
MS Team Leader (7 @ ea site)	3.00%	$825.00
MS Special Education Dept Chair (minimum of 4)	3.00%	$825.00
MUSTANG HIGH SCHOOL		
Position	**% of Base**	**Amount**
HS Cheer Head Coach	11.80%	$3,245.00
HS Pom Pon Head Coach	11.80%	$3,245.00
HS Cheer/Pom Pon Assistant Coach	8.00%	$2,200.00
HS Football Head Coach	45.00%	$12,375.00
HS Football Assistant Coach	16.00%	$4,400.00
HS Wrestling Head Coach	23.50%	$6,462.50
HS Wrestling Assistant Coach	11.00%	$3,025.00
HS Boys' Basketball Head Coach	28.00%	$7,700.00
HS Girls' Basketball Head Coach	28.00%	$7,700.00
HS Boys' Basketball Assistant Coach	12.50%	$3,437.50
HS Girls' Basketball Assistant Coach	12.50%	$3,437.50
HS Softball Head Coach	21.00%	$5,775.00
HS Softball Assistant Coach	9.00%	$2,475.00
HS Volleyball Head Coach	11.80%	$3,245.00
HS Volleyball Assistant Coach	8.00%	$2,200.00
HS Baseball Head Coach	21.00%	$5,575.00
HS Baseball Assistant Coach	10.00%	$2,750.00
HS Boys' Tennis Head Coach	9.50%	$2,612.50
HS Girls' Tennis Head Coach	9.50%	$2,612.50
HS Boys' Tennis Assistant Coach	5.10%	$1,402.50
HS Girls' Tennis Assistant Coach	5.10%	$1,402.50
HS Boys' Golf Head Coach	8.00%	$2,200.00
HS Girls' Golf Head Coach	8.00%	$2,200.00
HS Boys' Golf Assistant Coach	6.00%	$1,650.00
HS Girls' Golf Assistant Coach	6.00%	$1,650.00
HS Boys' Cross Country Head Coach	10.00%	$2,750.00
HS Girls' Cross Country Head Coach	10.00%	$2,750.00
HS Boys' Cross Country Assistant Coach	5.70%	$1,567.50
HS Girls' Cross Country Assistant Coach	5.70%	$1,567.50
HS Boys' Soccer Head Coach	13.00%	$3,575.00
HS Girls' Soccer Head Coach	13.00%	$3,575.00
HS Boys' Soccer Assistant Coach	8.00%	$2,200.00
HS Girls' Soccer Assistant Coach	8.00%	$2,200.00
HS Boys'/Girls' Soccer/Keeper Coach (120 hrs maximum)	8.00%	$2,200.00

HS Boys' Track Head Coach	13.00%	$3,575.00
HS Girls' Track Head Coach	13.00%	$3,575.00
HS Boys' Track Assistant Coach	8.00%	$2,200.00
HS Girls' Track Assistant Coach	8.00%	$2,200.00
HS Swim Head Coach	11.80%	$3,245.00
HS Swim Assistant Coach	8.00%	$2,200.00
*HS Student Council	5.50%	$1,512.50
*HS Senior Sponsor (minimum of 3)	16.00%	$4,400.00
*HS Junior Sponsor (minimum of 3)	16.00%	$4,400.00
*HS Science Fair	4.00%	$1,100.00
HS Head Instrumental Music	23.50%	$6,462.50
HS Assistant Instrumental Music	18.70%	$5,142.50
HS Head Vocal Music	18.70%	$5,142.50
HS Assistant Vocal Music	13.00%	$3,575.00
HS Speech & Debate	11.80%	$3,245.00
HS Drama	16.00%	$4,400.00
*HS Yearbook	8.00%	$2,200.00
*HS Honor Society	4.00%	$1,100.00
HS Head Summer Band	7.80%	$2,145.00
HS Assistant Summer Band	6.50%	$1,787.50
HS Scholastic Coach	6.75%	$1,856.25
HS Department Head – 4 @ $1485 (10 or more teachers in dept.)	5.50%	$1,512.50
SAS Sponsor	2.20%	$605.00

*Indicates a total percentage for the entire program. The amount may be divided as needed by the administrator.

Section IV LEAVE PROVISIONS

Article Ia – Sick Leave

Each teacher will be granted ten (10) days of sick leave at the beginning of each year. Unused sick leave shall accumulate up to one hundred twenty (120) days.

At the time of separation from Mustang Public Schools, each full time teacher will received fifty dollars ($50.00) per day up to a maximum of one hundred (100) days for sick leave accumulated within the MPS District. Part time teachers (those teachers who work at least three (3) hours per day will receive twenty-five dollars ($25.00) per day up to a maximum of one hundred (100) days for accumulated sick leave at the time of separation from Mustang Public Schools.

Sick leave may be used for bereavement, personal accidental injury, illness, pregnancy or accidental injury or illness of the teacher's immediate family. In addition to the uses listed above, a teacher who adopts a child during the school year shall be allowed to use up to thirty (30) days of his/her accumulated sick leave to stay home with that child provided his/her doctor advises the school in writing that it is in the best interest of the physical and/or emotional health of the mother and/or child that the parent stay home with the child during this time. After three (3) consecutive sick days have been taken a doctor's note may be requested by Human Resources.

If, after exhausting all sick leave, a teacher is absent from his/her duties due to personal accidental injury, illness or pregnancy, the cost of a certified substitute teacher's pay will be deducted from the daily contractual salary of the teacher for the days the teacher remains absent, not to exceed twenty (20) days. After this time, a full-time teacher may request five (5) days maximum leave without pay or a leave of absence. When the teacher returns, the teacher shall be restored to like position or to a position of like seniority, status and pay.

When a teacher is placed on an unpaid leave of absence due to illness, provisions shall be made whereby the teacher can arrange payment for professional organization dues and insurance programs if there is no conflict with the provisions of the insurance policy.

If a teacher wishes to change his/her absence form after it has been received and recorded by the Central Administration Office, the teacher must notify his/her building Principal within two (2) weeks after the teacher has received his/her copy of the absence form. All absences will stand as recorded after the two (2) week period has passed.

The Mustang Public Schools will grant up to 120 days of earned sick leave to any employee retiring from the system provided that they meet all guidelines established by the Teachers Retirement System, and that this statement shall not be construed as an increase in the current sick leave policy. In no way nay these days be used as sick leave.

No leave will be granted to teachers for any activity that provides monetary compensation.

Article Ib – Sick leave Bank

A sick leave bank shall be established in accordance with state law for certified employees of Mustang Public Schools who choose to participate.

The Board of Education contributed fifty (50) days to the bank for start-up purposes. Each certified employee who chooses to participate in the sick leave bank shall contribute one day of sick leave each year at the beginning of the school year or within thirty (30) days of initial employment if initial employment begins after the beginning of the school year. Days contributed shall be deducted from that employee's accumulated sick leave.

Supervision of the sick leave bank shall be by a committee composed of one administrator appointed by the Superintendent and two contributing teachers appointed by the association. Records for the sick leave bank will be kept in the District Administration office.

Contributing certified employees may request days from the sick leave bank after they have exhausted all their individual sick leave accumulation. Said request for days from the sick leave bank shall be in writing and shall be presented to the supervision committee at least ten (10) days prior to the tie the leave is to be taken. Unless the employee is stricken with a debilitating emergency, retroactive days WILL NOT be granted. The supervision committee will consider the merits of the request and determine how many days, if any, are warranted as long as the total amount granted does not exceed ten (10) days per year for each year the teacher has participated in the sick leave bank. The supervision committee shall then notify the requesting teacher in writing of its decision. A copy of the notification shall be forwarded to the office where sick leave bank records are to be kept. If a teacher is denied days from the sick leave bank he or she may appeal the supervision committee's decision to an appeals committee composed of the members of the supervision committee and one additional administrator appointed by the Superintendent and two additional teachers appointed by the Association. The decision of the appeals committee is not grieve able.

Information concerning bank usage and balance shall be provided to the Association on an annual basis.

No leave will be granted to teachers for any activity that provides monetary compensation.

Article 1c – Sick Leave Sharing

If an employee has exhausted or will exhaust all leave otherwise provided and is absent due to an extraordinary or severe injury, illness, impairment or physical or mental condition of the employee, pregnant or recovering from childbirth, a relative or household member, documented by a physician, and the condition has caused or is likely to cause the employee to take leave without pay or to terminate employment, the employee may request the use of Leave days to be donated by another employee.

Relative means a spouse, child, stepchild, grandchild, grandparent, stepparent or parent.

Household member means one who resides in the same home as the employee and who shares a duty to provide financial support with the employee.

A. An employee requesting donated days must first provide the Human Resources Department with a Request for Donated Leave Form, statement of need indicating why donated leave is needed, a HIPAA (Health Insurance Portability and Accountability Act) release of information form and a medical certificate from a licensed physician or health care provider verifying the severe or extraordinary nature and expected duration of the condition.

   In the event that all available leave including; sick, sick bank, personal, vacation, compensation time, excessive/extended leave and donated leave have been exhausted the employee will be placed on an automatic sick leave of absence without pay for the remainder of the school year. At that time they will no longer be eligible for leave sharing.

   An employee may obtain up to 60 days of shared leave per school year. The Superintendent, Deputy Superintendent or their designee may grant an extension beyond the 60 day limit in extenuating circumstances.

   Employees desiring to donate days shall complete a written authorization transferring days to the ill or injured employee.

   Employees may donate any amount of leave which does not cause the donating employee's accumulated leave balance to fall below the yearly amount afforded to them per the negotiated agreements or support handbook.

   Shared leave may be used only by the recipient for the purposes specified in this policy and may not be used if the employee has been notified of a pending reduction in force or employment termination affecting the employee.

B. The employee receiving donated days is to receive his or her normal rate of pay.
C. Shared leave usage records shall be maintained separately from regular or sick bank leave records.
D. Any donated leave which is not used shall be returned to the donating employee(s) on a prorated basis.
E. Sick Bank days may not be donated.
F. All donations are anonymous; the recipient cannot be told who gives them sick days.
G. Participation in this policy is strictly voluntary. No employee shall be coerced, threatened, intimidated, or financially induced into donating sick leave for the purpose of this policy.
H. The Board of Education delegates initial decision making authority pursuant to 70 Okl. Stat Section 6-104.6 (C)(1) to the Superintendent or their designee as the determining body as to whether the employee meets the criteria above and has previously abided by District leave policy. The Superintendent, acting as Board designee, will make the decision which may be appealed to the Board.

Article II – Personal Business Leave

The Board shall grant three (3) days personal business leave to each teacher each year, without loss of pay. Personal business leave is exclusive of, and in addition to, the regular allowance for sick leave, and is non-cumulative except as noted below. A teacher desiring to use personal business leave shall give written notification to his/her immediate supervisor at least twenty-four (24) hours prior to taking the leave. In case of emergency, the teacher taking the leave shall notify his/her immediate supervisor as soon as possible and then file a written notice within twenty-four (24) hours after the teacher returns to work.

At the end of each school year, the certified employee shall have the option to receive reimbursement for personal business leave days not used that year at the rate of twenty-five ($25) dollars per day, or to convert unused personal business leave days to accumulated sick leave. A teacher with ten (10) or more years' experience will be allowed to carry over one (1) day of personal business leave into the succeeding school year. A teacher with fifteen (15) or more years' experience will be allowed to carry over two (2) days of personal leave into the succeeding school year.

No leave will be granted to teachers for any activity that provides monetary compensation.

Article III - Professional Enrichment Leave

Release time will be granted to teachers to attend professional conferences, workshops and meetings without loss of pay upon approval by the site or district professional development committees or site/district administration.

No leave will be granted to teachers for any activity that provides monetary compensation.

Article IV – Leave of Absence

After having been employed for one (1) year on a continuing contract, a teacher may upon application and approval thereof, be granted a leave of absence without pay. All leaves of absence, but those excepted by law, shall be for one (1) semester or one (1) contractual year or for the remainder of the semester or contractual year if the semester or year has begun. Reinstatement may be approved during that time period if the services of the teacher are needed. A one (1) year extension of a leave of absence may be granted upon request.

Requests for a semester or year leave of absence and for an extension of a leave of absence must be filed with the Superintendent on or before October 1st or April 1st before the semester or year for which the leave is requested. Requests for emergency leave of absence may be made at anytime. The Board of Education will base its decision to grant or deny the leave of absence on: (1) benefit to the teacher, (2) benefit to the school district, (3) availability of replacement teachers willing to sign duration of need contract, and (4) validity of the emergency in cases where emergency leaves of absence are requested.

Written notification of return from leave of absence shall be filed with the Superintendent on or before October 1st and April 1st prior to the beginning of the semester or year in which the teacher wishes to return. Any teacher who fails to file a written notification of return terminates his/her affiliation with the Board of Education at the expiration of his/her leave of absence. Teachers returning from a leave of absence shall be assigned to the school and/or department from which his/her leave of absence was granted, if an appropriate vacancy exists.

Teachers returning from a leave of absence will be reinstated at the same status of tenure and the same position on the salary scale that he/she qualified for at the time the leave began. While a teacher is on a leave of absence without pay, sick leave allowances shall not accrue, accumulated sick leave shall not diminish, salary increments of years of teaching experience will not increase, except in those cases involving military leave and/or teaching assignments that qualify as teaching experience according to the regulations of the Oklahoma State Department of Education. Provisions will be made whereby the teacher on leave of absence can arrange payment for professional organization dues and insurance programs as long as there is no conflict with the provisions of the insurance policy. Leave(s) of absence will not be granted to teachers who request the leave in order to participate in gainful employment. Additional years of leave of absence may be requested by teachers who are elected to a statewide office so he/she can complete the term of office.

No leave will be granted to teachers for any activity that provides monetary compensation.

Article V – Emergency School Closings

When in the opinion of the Superintendent it is advisable to close the Mustang Schools due to bad weather or other lawful emergencies, no leave days previously arranged for that day by a teacher shall be deducted.

If the closing of school results in the loss of a student class day or a portion of a student class day and that day is not made up, teachers shall not be required to make up nor lose pay or leave as a result.

Article VI – Legal Leave

Teachers who are employed by Mustang Public Schools shall be granted leave for jury duty or for service as a witness subpoenaed in a criminal, civil or juvenile proceeding and the Board shall pay the teacher during such service the full contract salary. To receive compensation for these duties, the employee must provide documentation of the services.

Article VII – Military Leave

The Board and the Association agree to abide by the laws governing military leave for teachers.

Article VIII – Leave Without Pay

Certified teachers in Mustang Schools may, upon approval of the Superintendent, his/her designee and/or the Board, be granted up to five (5) days leave without pay per year. Except in cases of emergency, request for said leave shall be made at least thirty (30) days prior to the time the leave is to be taken. Leave without pay is calculated on salary schedule, divided by the number of working days in the calendar year, where the teacher falls on the salary schedule.

Article IX – Bereavement Leave

Each certified teacher will be granted up to six (6) days per year for bereavement leave for immediate family. However, two (2) of the six (6) days may be granted for a person not in the immediate family.

Article X – Attendance Incentive

Teachers who are not absent from school other than for jury duty, bereavement leave, approved professional development and association leave shall receive an attendance stipend according to the following schedule. This stipend shall be prorated for those teachers who are employed after the first day of the contract year. No stipend shall be paid for those teachers who are not employed with MPS the last day of the contract year, teachers who are not covered under the certified negotiated compensation schedule and teachers who serve a dual role as a teacher and a national officer of a professional organization. This policy will be applied in accordance with any existing state or federal laws.

0 days missed: $500.00
1 day missed: $400.00
2 days missed: $300.00
3 days missed: $200.00
4 days missed: $100.00

SECTION V

ASSOCIATION RIGHTS AND PRIVILEGES

Article I - Association leave

The Board shall grant seven (7) days leave to the Association to send its representatives to local, state, or national conferences, meetings, or workshops, or to conduct other business pertinent to Association affairs. In addition to the seven (7) days granted to the Association by the Board of Education, upon request and approval by the Superintendent, or his/her designee, the Board shall grant the Association an additional four (4) days of leave for the aforementioned reasons. Representatives of the Association shall be excused from their normal duties, without loss of pay. A written request for such leave shall be submitted to the Superintendent. Eleven (11) additional days will be granted to the Association provided the Association pays for the cost of the substitute.

Article II – Availability of Information

Upon written request, the Board shall make accessible to the Association any compiled public information necessary for administration of this contract.

Article III – Use of Facilities for Meetings

The Association may be allowed to use the school buildings for general membership meetings when the following provisions are met:

- The President of the Association or his/her designee shall file a written request with the building principal. Such request will include date, time, place, and a brief description of the activity to be conducted.
- Upon determining that the granting of said request and conducting of the activity will not interfere with or interrupt school operations, the building principal will recommend approval or denial of the request to the Board of Education. The Board of Education will then make the final decision in the matter.
- Small group or committee meetings shall be excluded from the above requirements. However, verbal or written notice to the building principal or his/her designee shall be required.
- When special custodial services are required, the Board may make a reasonable charge for such services.

Article IV – Bulletin Boards

The Association will be allowed to use bulletin board space in each teachers' lounge for posting of material, providing said material has been approved by the Superintendent, or his/her designee, prior to the posting.

Article V – Mailboxes

The Association will be allowed to place information in the schools' mailboxes after said information has been approved by the Superintendent, or his/her designee. E-mail shall be available between the MEA President, MEA Officers and the MEA Building Representatives.

SECTION VI
GRIEVANCE PROCEDURE

Article I - Grievance Procedure

I. Definitions:

A. A grievance is a complaint that there has been a violation, misinterpretation or misapplication of the provisions of this agreement.
B. The term "grievant" shall mean the person or persons making the complaint.
C. The term "days" shall mean working days of the teacher. Outside of the contract year of the teacher "days" shall mean the working days of the supervisor involved at the level that the grievance is being processed.
D. Parties in interest A party in interest is the person or persons making the complaint, any person required to take action on the complaint or any person against whom any action might be taken to resolve the complaint.

II. Procedure for Filing a Grievance

A. Informal Resolution
1. A teacher with a grievance may first discuss it individually with the immediate supervisor within fifteen (15) days of the alleged violation, indicating the article and section alleged to be violated, with the objective of resolving the matter informally. No written record will be made. At the request of the teacher a representative of the Association may be present at the informal resolution meeting.
2. Any teacher who does not wish to utilize the informal resolution procedure or whose grievance was not resolved in the informal discussion may file a written grievance with his or her immediate supervisor within fifteen (15) days of the alleged violation or within fifteen (15) days after the informal discussion of the alleged violation.

B. Formal Resolution
1. Level I
b. The grievant shall submit a written grievance to his/her immediate supervisor within fifteen (15) days of the alleged violations with the citation of the specific article section and paragraph of this agreement alleged to have been violated and the specific remedy sought.
c. The immediate supervisor shall schedule and hold a meeting within five (5) days after receipt of the written grievance. Persons present at this meeting will be the grievant, and if the grievant so desires, a representative of his/her own choosing, and the immediate supervisor, and if the immediate supervisor so desires, a person of his/her own choosing.
d. The immediate supervisor will transmit his/her written decision with written reason within five (5) days after the Level I meeting to the grievant.

2. Level II
b. If the grievant is not satisfied with the Level I decision, he/she may submit a written appeal of the grievance to the Superintendent within five (5) days after receipt of the Level I decision. A copy of the original grievance and the Level I response shall be filed with the appeal.
c The Superintendent, or his/her designees, who shall act as a Hearing Officer, shall schedule and hold a hearing within five (5) days after the receipt of the appeal. Persons present at this hearing shall be the grievant, a representative of his/her own choosing, and witnesses.
(1) The Superintendent, or his/her designees, shall be free to admit any testimony, evidence, or exhibits deemed relevant or to exclude same in order to build as complete a record as necessary before rendering a decision.
(2) The Superintendent, or his/her designee, shall limit his/her decision to the facts as presented by the parties in interest and the impact on, or conflict with 6this agreement.
(3) Within five (5) days after the hearing, the Superintendent or his/her designee, shall transmit his/her decision in writing with written reasons therefore to the grievant, and the grievant's immediate supervisor.

3. Level III
a. If the grievant is not satisfied with the decision rendered at Level II, he/she may submit a written appeal to the Board of Education within five (5) days after the receipt of the Level II decision. The written appeal shall be a specific statement of the basis for the appeal. A copy of the appeal shall be submitted to the person who acted as Hearing Officer at the Level II Hearing.
(1) Within five (5) days after submitting the written appeal, the grievant and the hearing officer of the Level II appeal shall each submit to the Board a narrative together with copies of any exhibits or documents introduced at the Level II Hearing. Each party shall furnish the other party copies of all materials furnished to the Board as soon as they are available.
b. The Board of Education shall set a Level III Hearing on the Agenda of a regular scheduled Board Meeting

or may schedule a special meeting for the purpose of hearing the appeal if a regular meeting is not scheduled to be held within a reasonable tine after the receipt of the appeal and supporting material. Persons present at the hearing will be the grievant and if the grievant so desires, a representation of his/her own choosing and witnesses for the grievant, the grievant's immediate supervisor, and a representative of his/her own choosing.

(1) If the Association is not the representative of the grievant, the Association representative shall have the right to be present at the hearing and shall be permitted to present the Association's views with respect to the grievance prior to the conclusion of the hearing.

(2) At the conclusion of the hearing, the Board shall give its decision by vote of the members present and shall transmit its decision in writing to the grievant, the immediate Supervisor, and the Association within five (5) days.

III. General Provisions

A. The Association shall establish a Professional Rights and Responsibilities Committee which shall be broadly representative and shall serve as the Association's Grievance Committee.

B. If meetings and hearing involving the grievance procedure are held during teacher's regular hours of assignment, all persons who are eligible to participate in the meeting or hearing will be released from his/her duties for that time and will not suffer loss of time or pay.

C. The Association may file and/or process grievances only on those items that deal directly with the Association as an organization and not on those items that deal with the individual teacher.

D. No reprisals of any kind will be taken by any party in interest because of his/her participation in any grievance procedure.

E. If the time limits are not met, the grievant shall have the right to appeal the complaint to the next level.

F. Nothing in this contract shall prohibit the Association from meeting informally with the administration concerning a potentially grievable situation.

This contract is entered into this _____, by:

_____	_____
Chad Fulton	Carnie Cullen
President	President
Mustang Board of Education	Mustang Education Association

PROCEDURAL

AGREEMENT

NEGOTIATIONS

BETWEEN THE MUSTANG BOARD OF EDUCATION

And the

MUSTANG EDUCATION ASSOCIATION

Adopted June 6, 1983
Revised August 28, 2000
Revised August 20, 2001

The Mustang Board of Education, hereinafter referred to as the "Board," and the Mustang Education Association, hereinafter referred to as the "Association," hereby enter into the following agreement regarding negotiations.

I. Recognition: The Board recognizes the Association as the exclusive bargaining representative of all professional educators under regular contract and temporary teacher contract with Mustang Public Schools, excluding all administrative or supervisory personnel.

II. Right to Join or not to Join: All professional educator's under regular contract or temporary teacher contract with Mustang Public Schools have the right to join, participate in and assist the Association and the right to refrain from such activities.

III. Scope of Bargaining: The Board agrees to bargain in good faith on wages, hours, fringe benefits and other terms and conditions of employment. If either party objects to the other's contract proposals, the objecting party must support its objections with rationale. There will be no bargaining of inherent managerial rights. Neither the Board nor the Association will purposefully use the above statements of "Scope of Bargaining" to expand on or circumvent negotiations on mandatory bargaining issues.

IV. Negotiations Teams: The Board and the Association shall each designate a mutually acceptable number of representatives to meet for the purposes of negotiations. All negotiations shall take place exclusively between the designated representatives of the parties. Negotiations shall be conducted in closed sessions. The representatives of each party shall have the authority to make proposals and counter proposals, to compromise and to make agreements subject to ratification by the parties. Joint releases to the public media are preferred. However, when the head negotiator of either team elects to release information, he/she may do so, provided he/she give to the head negotiator of the other team a written copy of the information to be released.

V. Initiating Negotiations: Upon written request for a negotiations session by either party, an initial meeting date and place acceptable to both parties will be selected. A negotiation session is defined as that time from presentation of proposals through ratification of a negotiations agreement. The initial meeting shall be within thirty (30) calendar days of the date of the written request. Any written request for a negotiation session must be made on or before June 1 of each year a negotiation session is to be held. If either party makes a written request for a negotiations session on or before December 15, the initial meeting shall be within ninety (90) calendar days.

VI. Negotiations Procedure: All Board proposals and all Association proposals will be presented at the first negotiations meeting. Negotiation meetings will be held at times and places mutually acceptable to both parties. During meetings each party is free to caucus at any time. The head negotiator for each team will be the chief spokesperson for a specific meeting. By mutual agreement at the table, any team member may speak to an issue. All designated team members are expected to be present all of any meeting they attend, unless exceptions are agreed upon by both parties. Other meetings ground rules shall be set by agreement of the team members.

VII. Right Consultants: Each party will have the right to the services of consultants. Consultants may not be in the meeting room, but may remain in an area adjacent to the meeting room during negotiation meetings.

VIII. Tentative Agreements: Tentative agreements reached as a result of negotiations will be reduced to writing and will have conditional approval of the head negotiator of each team. Items that have received tentative agreement cannot be reconsidered, unless mutually agreed upon by both teams or unless the Board and the Association fail to ratify the agreement.

IX. Final Agreements: Tentative agreements become final agreements and thus a part of the contract upon ratification by the Board and the Association.

X. Resolving Differences:

A. Impasse: If negotiations are not successfully concluded by the first day of school, impasse shall exist. At any earlier time, either party may declare impasse.

B. Mediation: Upon reaching impasse all items not tentatively agreed to shall be submitted to a mediator mutually agreed upon by both parties for the purpose of inducing the Board and the Association to make a voluntary agreement. In the event that the parties are unable to agree on a mediator, the mediator shall be provided by the Federal Mediation and Conciliation Services. The cost of the services of the mediator, including per diem expenses, if any, and actual and necessary travel expenses, shall be shared equally by the Board and the Association.

C. Fact-Finding: If mediation fails to bring about total agreement, all items remaining at impasse shall be referred to a three-member fact-finding committee. Said committee shall consist of:

1. One member selected by the representatives of the Association within five (5) days after it has been determined that mediation has failed to bring about agreement on all items at impasse.
2. One member selected by the representatives of the Association within five (5) days after it has been determined that mediation has failed to bring about agreement on all items at impasse.
3. The third member shall be selected by mutual agreement of both parties from a list of five (5) potential

fact-finders provided by the State Superintendent of Public Instruction. This member shall serve as chairperson of the committee.

Within five (5) days after the selection of the chairman, the representatives who have been negotiating for the Board and for the Association shall meet to exchange written language on each item at impasse. The exchanged documents shall also be furnished by each party to the chairman and other members of the committee.

The chairman shall convene the committee for fact-finding. This committee shall meet with representatives of both parties. Within twenty (20) days after the chairman is selected, the committee shall present written recommendations to the Board and to the Association.

If either party decides it must reject one or more of the committee's recommendations, said party must within seven (7) days after the committee has presented its recommendations, request a meeting of the representatives who have been negotiating for the Board and for the Association. The parties shall meet within seven (7) days of the request, unless both parties deem it unnecessary. At such meeting, the representatives shall exchange written statements expressing each parties rationale for rejecting each recommendation found unacceptable and shall attempt to clarify any remaining differences; provided after fourteen (14) days after the exchange of written statements, either party may discontinue such effort.

The Board shall file a copy of the fact-finding report with the office of the State Superintendent of Public Instruction. If the effort to resolve differences is successful, the parties shall draft a written agreement and present the agreement to both parties for ratification, and such agreement shall also be forwarded to the State Superintendent of Public Instruction, if the effort to resolve differences is unsuccessful, the Board of Education shall forward to the State Superintendent of Public Instruction in writing its final disposition of the negotiations impasse within thirty (30) days of the effective date of implementation.

The procedure provided for herein for resolving impasses shall be the exclusive recourse of the Association. It shall be illegal for the Association to strike or threaten to strike as a means of resolving differences with the Board of Education. Any member of the Association engaging in a strike shall be denied the full amount of his wages during the period of such violation. If the Association or its members engage in a strike, the Association shall cease to be recognized as representative of the unit and the School District shall be relieved of the duty to negotiate with the Association or its representatives.

The cost of the services of the fact-finding, including per diem expenses, if any, an actual and necessary travel expenses, shall be shared equally by the Board and the Association. The Association and Board will each be responsible for the expenses of its member on the fact-finding committee. Time limits set forth herein may be extended by mutual agreement of the parties.

XI. Time Limits: Time limits set forth herein may be extended by mutual agreement of the parties.

XII. Saving Clause: Should any part of this agreement be declared invalid by statute or a court of final jurisdiction, said part shall be automatically deleted from the agreement to the extent that it violated the law. The remaining provisions shall remain in full force and effect for the duration of the agreement if not affected by the deleted part(s). Upon receipt of notification of the final court action, the Board and the Association shall commence negotiations within thirty (30) days for the purpose of arriving at a legally permissible replacement of or the deleted part.

XIII. Duration of the Agreement: After ratification by the Board and by the Association, this agreement shall become effective upon the signing by the President of the Board and the President of the Association. This agreement shall be effective for a period of one calendar year and shall be renewed automatically without modification, unless either party shall request an amendment. However, by mutual agreement of the Board and the Association the duration of the procedural agreement may be for a length of time other than one calendar year.

Chad Fulton
President of Board of Education

Carnie Cullen
President of MEA