



**NE Land  
Board of Education Regular Meeting  
Central Office, Board Room, 1284, Wahoo, Nebraska 68066  
Tuesday, August 22, 2023 at 3:00 PM**

**AGENDA**

1. Call to order.
2. Roll call and determination of a quorum.
3. Vote to approve/not approve the agenda as part of the minutes.
4. Vote to approve/not approve and sign the minutes of the previous board meetings, special session, July 7th and July 21, 2023
5. Vote to approve/not approve General Fund Encumbrances, PO# 160-183 and PO# 70059-70245, Change Orders of \$9,591,477.78; Building Fund 21 Encumbrances, PO# 38-42, Change Orders of \$56,594.00; Bond Fund 33, PO# 1-2 Change Orders of \$14,533.94; the Activity Fund Report; and any Activity Fund transfers as presented.
6. Visitor recognition, public comments, and board comments.
7. Reports: a) superintendent, b) treasurer
8. Vote to acknowledge any resignations as presented.
9. Discussion and possible board action to approve/not approve the student handbooks and handbook changes for 2023-2024 as presented.
10. Discussion and possible board action to approve/not approve a contract with Oklahoma Department of Career & Technology Education for Full-Time Adult Career and Technology Education Programs for 2023-2024.
11. Discussion and possible board action to approve/not approve Brandon Poteet as the Homeless Liaison; Bruce Williams as Title IX Coordinator; Donna Boles and Mandi Williams as Title IX Investigators; and Brandon Poteet as the Title IX Decision Maker as recommended.
12. Discussion and possible board action to approve/not approve a three-year Statutory Waiver/Deregulation for Alternative Education COOP at Perkins-Tryon High School starting the 2023-2024 school year.
13. Discussion and possible board action to approve/not approve action to calculate the 2023-2024 school year by instructional hours.

14. Discussion and possible board action to approve/not approve the surplus list from elementary and intermediate schools.
15. Discussion and possible board action to approve/not approve the AIA document G702, contractors application for payment.
16. Discussion and possible board action to approve/not approve Teel Oswald, Certified School Psychologist for the school year 2023-2024.
17. Discussion and possible board action to approve/not approve the Memorandum of Understanding between Oklahoma State University and Perkins-Tryon Public Schools for OK-Thrive Induction Program.
18. Discussion and possible board action to approve/not approve the Negotiated Agreement between the Perkins-Tryon Education Association and the Perkins-Tryon Board of Education for the 2023-2024 school year.
19. Proposed executive session to discuss employment of Elementary; paraprofessional, Intermediate; tech/art/coop learning-fall semester, head cook, classroom teacher, attendance clerk and teachers assistant, Middle School; title I teacher, language arts teacher, math teacher, paraprofessional, and computer-applications/golf coach and attendance secretary, High School; attendance clerk, part-time title VI tutor, cook/transport, psychology/sociology-math of finance, student lay coach, route driver/maint, and route driver, all transfer positions as listed for the 2023- 2024 school year; and any other certified or support personnel, all on temporary one year contracts all pursuant to 25 O.S. 307 B (1).
20. Vote to enter executive session.
21. Board returns to open session.
22. Executive session minutes clerk report.
23. Vote to employ/not employ of Elementary; paraprofessional, Intermediate; tech/art/coop learning-fall semester, head cook, classroom teacher, attendance clerk and teachers assistant, Middle School; title I teacher, language arts teacher, math teacher, paraprofessional and computer-applications/golf coach, and attendance secretary, High School; attendance clerk, part-time title VI tutor, cook/transport, psychology/sociology-math of finance, and student assistance lay coach, route driver/maint, and route driver, all transfer positions as listed for the 2023-2024 school year; and any other certified or support personnel, all on temporary one year contracts all pursuant to 25 O.S. 307 B (1).

24. Discussion and possible board action to approve/not approve the naming of a Head Girls Basketball Coach.
25. Discussion and possible board action to approve/not approve the extra duty stipends for 2023-2024 school year.
26. New Business.
  - 26.A. Test Agenda Item
27. Vote to adjourn.

This agenda was posted August 10, 2023 on the doors of the administration building at 103 SW 2nd in Perkins, Oklahoma.

Superintendent Secretary \_\_\_\_\_

# PERKINS-TRYON BOARD OF EDUCATION MINUTES

The Perkins-Tryon Board of Education met in **special** session at the Perkins-Tryon Board Room in Perkins, Oklahoma on July 7, 2023.

1. The meeting was called to order at 5:00 p.m. by Erica Hering, President of the Board.
2. A call of the roll noted the following members of the Board present: Erica Hering, Jessie Johnson, Becky Reedy and Zach Van Horn. Darrick Rains was absent. A quorum was determined.
3. A motion was made by Van Horn and seconded by Reedy to approve the agenda as part of the minutes. The motion passed 4-0. Hering-Y, Johnson-Y, Reedy-Y, Van Horn-Y.
4. A motion was made by Reedy and seconded by Johnson to approve to sign the minutes of the previous board meetings special session June 8, 2023 and regular session June 12, 2023. With the revision of #4 on the special session June 8, 2023. The motion passed 4-0. Hering-Y, Johnson-Y, Reedy-Y, Van Horn-Y.
5. A motion was made by Johnson and seconded by Van Horn to approve the FY23 General Fund Encumbrances, PO # 467-469 and 70288-70292, Change orders of \$-41,384.78; Building Fund 21 Encumbrances, Change Orders \$119.69; Bond Fund 33, PO #7, \$14,658.40. FY24- General Fund Encumbrances, PO #1-150 & 70001-70042 and Change Orders of \$4,027,393.45; Building Fund 21 Encumbrances PO #1-34 and Change Orders of \$309,297.00 as presented; the Activity Fund Report; and any Activity Fund transfers as presented. With an amendment to General Fund FY24 Payroll Encumbrance. The motion passed 4-0. Hering-Y, Johnson-Y, Reedy-Y, Van Horn-Y.
6. Visitor recognition, public comments and communications. Mr. Ogle welcomed everyone, and stated his first week started off great.
7. Reports: a) superintendent:  
Mr. Ogle stated that the storm that came thru on June 27th damaged the roof to the portable building at the high school, taking trees down and destroying the ticket booth to the baseball field. Coryell roofing was on site within 45 minutes to look over all the buildings at high school and to get a temporary repair on the portable building roof. The negotiations with Autumn Focht were moved back till July 20th. There will be a tab set up on the schools website for the new administration building documents as they are received. Reminded board members of the team building retreat at Meridian Technology South location on the 21st from 9:00 to 3:00.  
b) treasurer: As presented.
8. A motion was made by Reedy and seconded by Van Horn to accept resignations received. The motion passed 4-0. Hering-Y, Johnson-Y, Reedy-Y, Van Horn-Y.
9. A motion was made by Van Horn and seconded by Johnson to approve the superintendent as district purchasing agent and Brandon Poteet as the designated representative of all federal programs. The motion passed 4-0. Hering-Y, Johnson-Y, Reedy-Y, Van Horn-Y.
10. A motion was made by Johnson and seconded by Van horn to approve the Perkins-Tryon school Activity Fund Accounts and Activity Fund Management Plan for the 2023-2024 school year as presented. The motion passed 4-0. Hering-Y, Johnson-Y, Reedy-Y, Van Horn-Y.
11. A motion was made by Johnson and seconded by Reedy to approve district administration names on the Prosperity Bank Visa Business Card account to Doug Ogle, Sue Watkins, and Jenny Durnal. The motion passed 4-0. Hering-Y, Johnson-Y, Reedy-Y, Van Horn-Y.

12. A motion was made by Johnson and seconded by Reedy to approve paying Superintendent Doug Ogle, day rate of \$425.00 for the week of June 26th thru June 30th. The motion passed 4-0. Hering-Y, Johnson-Y, Reedy-Y, Van Horn-Y.
13. Board discussed the compliance with the Children's Internet Protection Act (CIPA).
14. A motion was made by Reedy and seconded by Johnson to approve Donna Boles, intermediate principal, as compliance coordinator for the 2023-2024 school year. The motion passed 4-0. Hering-Y, Johnson-Y, Reedy-Y, Van Horn-Y.
15. A motion was made by Johnson and seconded by Van Horn to approve booster club sanctioning applications as recommended for the 2023-2024 school year. Tabled the banner sales for girls and boys basketball. The motion passed 4-0. Hering-Y, Johnson-Y, Reedy-Y, Van Horn-Y.
16. A motion was made by Van Horn and seconded by Reedy to approve Superintendent Doug Ogle as a signer on the First Bank & Trust Co., activity account (510769) and remove Joe McElroy. The motion passed 4-0. Hering-Y, Johnson-Y, Reedy-Y, Van Horn-Y.
17. A motion was made by Johnson and seconded by Reedy to approve the amendment to board policy FOD as presented. The motion passed 4-0. Hering-Y, Johnson-Y, Reedy-Y, Van Horn-Y.
18. A motion was made by Johnson and seconded by Van Horn to approve the AIA document G702, contractor's application for payment. The motion passed 4-0. Hering-Y, Johnson-Y, Reedy-Y, Van Horn-Y.
19. A motion was made by Reedy and seconded by Johnson to approve Red Sky Constructors Contingency modification #1. The motion passed 4-0. Hering-Y, Johnson-Y, Reedy-Y, Van Horn-Y.
20. The motion was made by Reedy and seconded by Van Horn to approve Tammie Wright at \$24.00/hour to help with OCAS and payroll as needed. The motion passed 4-0. Hering-Y, Johnson-Y, Reedy-Y, Van Horn-Y.
21. The motion was made by Johnson and seconded by Van Horn to approve the contract on Rosenstein, Fist & Ringold for the school year 2023-2024. The motion passed 4-0. Hering-Y, Johnson-Y, Reedy-Y, Van Horn-Y.
22. Proposed executive session to discuss the employment of middle school special education severe/profound teacher, two middle school social studies and middle school/high school coach, high school social studies teacher, high school math teacher, all on temporary contracts for the 2023-2024 school year, and any other certified or support personnel as recommended, and discuss personnel assignments all pursuant to 25 O.S. 307 B (1). Review administration salaries and administrative support salaries for FY24 as presented and discussion of district negotiations.
23. A motion was made by Johnson and seconded by Reedy to enter executive session at 5:44 p.m. The motion passed 4-0. Hering-Y, Johnson-Y, Reedy-Y, Van Horn-Y.
24. Board returns to open session at 7:06 p.m.
25. The executive session minutes clerk reported that the board entered executive session at 5:44 p.m. to discuss the employment of those listed in agenda item #22. Those present were Erica Hering, Jessie Johnson, Becky Reedy, Zach Van Horn, and Doug Ogle. No action was taken by the board.

- 26. A motion was made by Johnson and seconded by Van Horn to approve the modification of the 2023-2024 school calendar. The motion passed 4-0. Hering-Y, Johnson-Y, Reedy-Y, Van Horn-Y.
  
- 27. A motion was made by Johnson and seconded by Reedy to employ Catherine Smith; middle school special education–severe/profound teacher, Brian Archer; middle school social studies teacher/middle school coach, Gerald Hammond; middle school social studies teacher/middle school coach, Shelby Carver; high school social studies teacher, Jessica Black; high school math teacher, all on temporary contracts for the 2023-2024 school year, and any other certified or support personnel as recommended all pursuant to 25 O.S. 307 B (1). The motion passed 4-0 Hering-Y, Johnson-Y, Reedy-Y, Van Horn-Y.
  
- 28. NA
  
- 29. A motion was made by Johnson and seconded by Van Horn to adjourn at 7:12 p.m. The motion passed 4-0. Hering-Y, Johnson-Y, Reedy-Y, Van Horn-Y.

President \_\_\_\_\_

Vice-President \_\_\_\_\_

Clerk \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

## **PERKINS-TRYON BOARD OF EDUCATION MINUTES**

The Perkins-Tryon Board of Education met in **special** session at the Meridian Technology Center-South Campus, Room A112, Guthrie, Oklahoma on July 21, 2023

1. The meeting was called to order at 9:00 a.m. by Erica Hering, President of the Board.
2. A call of the roll noted the following members of the Board present: Erica Hering, Jessie Johnson, Becky Reedy, Darrick Rains and Zach Van Horn. A quorum was determined.
3. A motion was made by Van Horn and seconded by Johnson to approve the agenda as part of the minutes. The motion passed 5-0. Hering-Y, Johnson-Y, Reedy-Y, Rains-Y, Van Horn-Y.
4. Presentation by Greg Coleman on Board Team Building.
5. Proposed executive session to discuss employment of an intermediate classroom teacher, middle school assistant principal/intern, middle school special education teacher, maintenance position, middle school language teacher transfer to director of special services, and maintenance support transfer to lead maintenance director as authorized by 25 O.S. Section 307 (B)(1) and to discuss tentative agreement with the Perkins-Tryon Class Room Teachers Association as authorized by 25 O.S. Section 307 (B)(2).
6. A motion was made by Johnson and seconded by Rains to enter into executive session at 11:59 a.m. The motion passed 5-0. Hering-Y, Johnson-Y, Reedy-Y, Rains-Y, Van Horn-Y.
7. The board returned to open session at 12:44 p.m.
8. Executive session minute's clerk reported that the board entered into executive session at 11:59 a.m. to discuss the employment of those listed in agenda item #5. Those present were Erica Hering, Jessie Johnson, Becky Reedy, Darrick Rains, Zach Van Horn and Doug Ogle. No action was taken. The board returned to open session at 12:44 p.m.
9. A motion was made by Reedy and seconded by Johnson to accept the resignation of Cloey Maloy, Madeline Walker and Jerry Burnett. The motion passed 5-0. Hering-Y, Johnson-Y, Reedy-Y, Rains-Y, Van Horn-Y.
10. A motion was made by Johnson and seconded by Van Horn to employ Sarah Butler; intermediate teacher, James Andy Everson; middle school assistant principal/intern/assistant athletic director, Nicole Tivis; transfer from middle school language teacher to director special services, Adrianna Matzek; middle school special education teacher, Bruce Davis; maintenance, Donnie Watkins; transfer from maintenance to maintenance lead director, all on temporary contracts for the 2023-2024 school year only; all pursuant to 25 O.S. 307 (B)(1) The motion passed 5-0. Hering-Y, Johnson-Y, Reedy-Y, Rains-Y, Van Horn-Y.

11. A motion was made by Johnson and seconded by Rains to approve General Fund Encumbrances, PO # 151-159 and PO # 70043-70058, Change Orders or \$50,032.59; Building Fund 21 Encumbrances PO # 35-37 Change Orders of \$56,594.00. Addendum to add PO # 160. The motion passed 5-0. Hering-Y, Johnson-Y, Reedy-Y, Rains-Y, Van Horn-Y.
12. A motion was made by Reedy and seconded by Van Horn to approve the School Resource Officer-MOU from the City of Perkins for the 2023-2024 school year as presented. The motion passed 5-0. Hering-Y, Johnson-Y, Reedy-Y, Rains-Y, Van Horn-Y.
13. A motion was made by Johnson and seconded by Rains to approve modified contracts for the 2023-2024 school year for administrators; HS Principal- Brandon Poteet, IS Principal-Donna Boles. ES Principal Mandi Williams and Superintendent-Doug Ogle. The motion passed 5-0. Hering-Y, Johnson-Y, Reedy-Y, Rains-Y, Van Horn-Y.
14. A motion was made by Reedy and seconded by Johnson to approve support employee contracts for administrative support salaries for Fed. Prog/Pers Sec.-Stacy Boyd, Financial Sec.-Jenny Durnal, Treasurer- Angie French, Food Service Supv.-Carrie Kinsey, Transportation Supv.-Jack Savory and Superintendent Sec.- Sue Watkins for the 2023-2024 School Year. The motion passed 5-0. Hering-Y, Johnson-Y, Reedy-Y, Rains-Y, Van Horn-Y.
15. A motion was made by Johnson and seconded by Van Horn to adjourn at 1:08. The motion passed 5-0. Hering-Y, Johnson-Y, Reedy-Y, Rains-Y, Van Horn-Y.

President \_\_\_\_\_

Vice-President \_\_\_\_\_

Clerk \_\_\_\_\_

Member \_\_\_\_\_

Member \_\_\_\_\_

August 14, 2023

**FY24 ENCUMBRANCES FOR BOE APPROVAL**

GENERAL FUND 11	PO	160	-	183	\$	\$	185,862.29
CHANGE ORDERS					\$	\$	(3,298.03)
PAYROLL	PO	70059		70245	\$	\$	9,469,286.93
CHANGE ORDERS					\$	\$	(60,373.41)
						FUND 11 TOTAL	\$ 9,591,477.78
BUILDING FUND 21	PO	38	-	42	\$	\$	16,614.87
CHANGE ORDERS					\$	\$	(6.02)
						FUND 21 TOTAL	\$ 56,594.00
BOND FUND 33	PO	1	-	2	\$	\$	14,533.94
CHANGE ORDERS						FUND 33 TOTAL	\$ 14,533.94



<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
160	FLINN SCIENTIFIC	CO-CURRICULARS FOR MARINE BIOLOGY- HS	518.84	07/17/2023
161	BOOKS BY DENNIS, LLC	BOOKS FOR TITLE I PARENTS NIGHT-511	4,887.50	07/24/2023
162	ELITE ELECTRICAL CONTRACTORS	ELECTRICAL WORK FOR NEW OVENS- CNP- HS	3,560.00	07/24/2023
163	OSWALTS RESTAURANT SERVICE	ALTO SHAAM CONVERGE MULTI-COOK OVEN/ STEAMER- CNP	27,211.51	07/24/2023
164	OKACTE	OKACTE SUMMER CONF REGISTRATION- 412	300.00	07/24/2023
165	OKACTE	HS FACS/ SUMMER CONF-412- E.PAYTON	75.00	07/24/2023
166	PAYTON, ERIKA L	PERSONAL REIMBURSEMENT FOR OKACTE CONF, E. PAYTON- 412	154.58	07/24/2023
167	MARENEM, INC	CO-CURRICULARS FOR READING- RSA	1,303.90	07/26/2023
168	ACP DIRECT	HEAVY DUTY SCHOOL HEADPHONES- OETT GRANT	1,277.58	07/27/2023
169	APPLE COMPUTER INC	IPADS FOR ELEM- OETT GRANT	35,280.00	07/27/2023
170	KINNUNEN SALES & RENTAL	INSTRUCTIONAL SUPPLIES- 412	3,000.00	07/27/2023
171	AMAZON.COM	MATH MANUPULATIVES FOR 3RD GR- 511	4,844.02	07/31/2023
172	*HAMPTON INN	SUMMER SUMMIT ACCOMADATIONS- 412	323.37	07/31/2023
173	B SEW INN / WE THINK SEW	SEWING MACHINE MAINT & SERVICE-412	2,000.00	08/01/2023
174	AMAZON.COM	IPAD CASES- OETT GRANT	1,943.80	08/01/2023
175	HEGGERTY PHONEMIC AWARENESS	PRE-K/K CURRICULUM	355.19	08/01/2023
176	JIM PILKINGTON	CATTLE FINISHING CHUTE-412	1,000.00	08/03/2023
177	CCOSA	REGISTRATION FOR EMERGING LEADERS ACADEMY- 2024- B. POTEET	800.00	08/04/2023
178	BOARD WORKS	DISTRICT LICENSE	951.00	08/04/2023
179	GO FRESH	PRODUCE FOR CNP	15,650.00	08/04/2023
180	TEEL OSWALD	PSYCH/EDUCATIONAL/SOCIAL/ EMOTIONAL EVALS-239	19,250.00	08/04/2023
181	SRO - BLANKET	SRO CONTRACT OFFICER PAY	40,000.00	08/04/2023
182	B & C OFFICE SUPPLY	STAPLES FOR SITE COPIERS	1,176.00	08/04/2023
183	FRANK'S DIESEL SERVICE	REPAIR AND MAINT FOR BUSES	20,000.00	07/26/2023

**(11) GEN FUND-FOR OPERAT Current Encumbered:**

**185,862.29**



<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
52	OKTLE	DIST/TLE EVAL SYSTEM	49.50	7/1/2023
92	TEEL OSWALD	SPED TESTING SERVICES	-500.00	7/1/2023
123	SYNERGY 1	VOCAB CLASS SITE LICENSES GR 3-5- 511	-353.94	7/1/2023
152	BOLES, DONNA J	PERSONAL REIMBURSEMENT FOR TRAVEL EXPENSES FOR NAESP CONF- 541	-633.59	7/11/2023
155	*APPLE INC.	IPADS FOR BOE MEETINGS	-6,400.00	7/13/2023
159	APPLE COMPUTER INC	IPADS FOR BOE MEETINGS	4,540.00	7/13/2023
<b>(11) GEN FUND-FOR OPERAT Total:</b>			<b>-3,298.03</b>	

**PERKINS-TRYON PUBLIC SCHOOLS**

From PO: 70059 to PO: 70245

**Encumbrance For Board Approval  
GEN FUND-FOR OPERAT**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
70059	OGLE, DOUGLAS A	PAYROLL ENCUMBRANCE	1,122.27	07/19/2023
70060	Longbrake, Russell W	PAYROLL ENCUMBRANCE	2,260.65	08/07/2023
70061	BURNETT, JERRY M	PAYROLL ENCUMBRANCE	1.17	08/09/2023
70062	ALEXANDER, ELLEN P	PAYROLL ENCUMBRANCE	30,974.22	08/07/2023
70063	ANGLIN, KIMBERLY D	PAYROLL ENCUMBRANCE	31,516.70	08/07/2023
70064	ARMSTRONG, LISA M	PAYROLL ENCUMBRANCE	34,763.79	08/07/2023
70065	AUSTIN, STEPHANIE K	PAYROLL ENCUMBRANCE	24,182.20	08/07/2023
70066	BEADNELL, SCOTINA R	PAYROLL ENCUMBRANCE	20,644.58	08/07/2023
70067	BEELE, SAMANTHA T	PAYROLL ENCUMBRANCE	18,714.99	08/07/2023
70068	BIGELOW, JESSICA M	PAYROLL ENCUMBRANCE	30,514.61	08/07/2023
70069	CASEY, PAMELA H	PAYROLL ENCUMBRANCE	32,846.30	08/07/2023
70070	COCKRIEL, KIRSTEN D	PAYROLL ENCUMBRANCE	26,275.10	08/07/2023
70071	COLTON, JULIE B	PAYROLL ENCUMBRANCE	39,673.16	08/07/2023
70072	CRAWFORD, TERESA S	PAYROLL ENCUMBRANCE	34,819.04	08/07/2023
70073	CULIE, DIANNA L	PAYROLL ENCUMBRANCE	22,826.84	08/07/2023
70074	DABBS, DARLA D	PAYROLL ENCUMBRANCE	29,816.44	08/07/2023
70075	DEAVER, HOWARD D	PAYROLL ENCUMBRANCE	27,714.84	08/07/2023
70076	DUKE, LISA A	PAYROLL ENCUMBRANCE	24,126.56	08/07/2023
70077	ELLIS, TERESA M	PAYROLL ENCUMBRANCE	26,195.37	08/07/2023
70078	GALE, ASHLEY L	PAYROLL ENCUMBRANCE	28,044.79	08/07/2023
70079	GUERRIERI, REBECCA C	PAYROLL ENCUMBRANCE	25,337.47	08/07/2023
70080	HORNBERGER, LACIE J	PAYROLL ENCUMBRANCE	28,189.99	08/07/2023
70081	JARDOT, LAUREN A	PAYROLL ENCUMBRANCE	19,984.72	08/07/2023
70082	JOHNSON, SARAH D	PAYROLL ENCUMBRANCE	17,079.59	08/07/2023
70083	KEATHLEY, SARAH N	PAYROLL ENCUMBRANCE	26,778.94	08/07/2023
70084	LANCASTER, DEBRA J	PAYROLL ENCUMBRANCE	25,797.04	08/07/2023
70085	LEWIS, ASHLEY T	PAYROLL ENCUMBRANCE	19,932.22	08/07/2023
70086	MALOY, DENA K	PAYROLL ENCUMBRANCE	25,582.82	08/07/2023
70087	MANNY, ANITA M	PAYROLL ENCUMBRANCE	25,628.78	08/07/2023
70088	MCGUIRE, TAYLA A	PAYROLL ENCUMBRANCE	28,295.88	08/07/2023
70089	MURRAY, DAWN M	PAYROLL ENCUMBRANCE	37,482.78	08/07/2023
70090	MYERS, DONALD A	PAYROLL ENCUMBRANCE	27,345.18	08/07/2023



<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
70091	ODOM, CARLA K	PAYROLL ENCUMBRANCE	31,474.46	08/07/2023
70092	POWERS, TAMMY L	PAYROLL ENCUMBRANCE	29,970.06	08/07/2023
70093	SAVORY, TAMMIE L	PAYROLL ENCUMBRANCE	52,710.09	08/07/2023
70094	SHARP, MARCY A	PAYROLL ENCUMBRANCE	26,793.71	08/07/2023
70095	SHIRM, LUCINDA J	PAYROLL ENCUMBRANCE	29,780.40	08/07/2023
70096	WALL, MONICA B	PAYROLL ENCUMBRANCE	28,241.47	08/07/2023
70097	WELCH, LAVONA L	PAYROLL ENCUMBRANCE	34,935.73	08/07/2023
70098	SCHAFFER, CRYSTAL L	PAYROLL ENCUMBRANCE	25,488.52	08/07/2023
70099	MATHIS, LAUREN A	PAYROLL ENCUMBRANCE	18,361.13	08/07/2023
70100	MCCULLOUGH, RENA L	PAYROLL ENCUMBRANCE	28,225.66	08/07/2023
70101	LEWIS, DEANNA E	PAYROLL ENCUMBRANCE	26,235.31	08/07/2023
70102	BRANDELL, SHAWNDA K	PAYROLL ENCUMBRANCE	41,935.08	08/07/2023
70103	HERBER, SNOW P	PAYROLL ENCUMBRANCE	24,786.65	08/07/2023
70104	KAUTZ, MARGARET J	PAYROLL ENCUMBRANCE	30,623.97	08/07/2023
70105	MEASE, ERICA N	PAYROLL ENCUMBRANCE	20,322.12	08/07/2023
70106	TAFF, ELISA M	PAYROLL ENCUMBRANCE	17,079.59	08/07/2023
70107	WASHBURN, CHRISTINE E	PAYROLL ENCUMBRANCE	18,427.85	08/07/2023
70108	BAKER, GINA L	PAYROLL ENCUMBRANCE	15,731.20	08/07/2023
70109	LEE, JEREMY R	PAYROLL ENCUMBRANCE	24,577.63	08/07/2023
70110	BUNCH, HEATHER A	PAYROLL ENCUMBRANCE	30,897.18	08/07/2023
70111	CLARK-BERNAL, LORI A	PAYROLL ENCUMBRANCE	28,320.83	08/07/2023
70112	DAVIS, BRUCE A	PAYROLL ENCUMBRANCE	39,395.88	08/07/2023
70113	COPE, JEWEL R	PAYROLL ENCUMBRANCE	17,079.59	08/07/2023
70114	JOHNSON, AMANDA R	PAYROLL ENCUMBRANCE	25,298.94	08/07/2023
70115	MATTHIESSEN, JENNIFER D	PAYROLL ENCUMBRANCE	19,471.22	08/07/2023
70116	PRUITT, WENDY E	PAYROLL ENCUMBRANCE	27,622.37	08/07/2023
70117	ROULET, DELANI R	PAYROLL ENCUMBRANCE	24,652.58	08/07/2023
70118	TULEY, MELISSA G	PAYROLL ENCUMBRANCE	19,119.08	08/07/2023
70119	WALKER, JENNIFER R	PAYROLL ENCUMBRANCE	24,202.64	08/07/2023
70120	FOX, ERICA R	PAYROLL ENCUMBRANCE	26,412.76	08/07/2023
70121	POOL, EMILY D	PAYROLL ENCUMBRANCE	24,678.26	08/07/2023
70122	GRIDER, BROOKLYN G	PAYROLL ENCUMBRANCE	19,813.86	08/07/2023

**PERKINS-TRYON PUBLIC SCHOOLS**

From PO: 70059 to PO: 70245

**Encumbrance For Board Approval  
GEN FUND-FOR OPERAT**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
70123	BRANCH, DAYNA M	PAYROLL ENCUMBRANCE	27,974.17	08/07/2023
70124	JONES, ALLISON S	PAYROLL ENCUMBRANCE	19,551.81	08/07/2023
70125	ALLEN, JENNA A	PAYROLL ENCUMBRANCE	66,336.94	08/07/2023
70126	ARCHER, JAMES B	PAYROLL ENCUMBRANCE	77,337.14	08/07/2023
70127	BARTA, SABINA R	PAYROLL ENCUMBRANCE	60,509.46	08/07/2023
70128	BAYS, HANNAH E	PAYROLL ENCUMBRANCE	56,086.83	08/07/2023
70129	BLACK, JESICA N	PAYROLL ENCUMBRANCE	56,115.39	08/07/2023
70130	BOLEN, ANNA M	PAYROLL ENCUMBRANCE	49,337.31	08/07/2023
70131	BOWMAN, JAYMI A	PAYROLL ENCUMBRANCE	54,417.96	08/07/2023
70132	BOWMAN, LISA L	PAYROLL ENCUMBRANCE	82,221.45	08/07/2023
70133	BRANDON, BRENDA D	PAYROLL ENCUMBRANCE	66,508.39	08/07/2023
70134	BROWN, HEATHER P	PAYROLL ENCUMBRANCE	69,550.92	08/07/2023
70135	BROWN, MICHAEL D	PAYROLL ENCUMBRANCE	79,338.24	08/07/2023
70136	BRUNKER, REGINA A	PAYROLL ENCUMBRANCE	77,325.24	08/07/2023
70137	BURNETT, CONNER M	PAYROLL ENCUMBRANCE	70,230.91	08/07/2023
70138	BUTLER, SARAH E	PAYROLL ENCUMBRANCE	57,193.44	08/07/2023
70139	CALDWELL, ETHAN G	PAYROLL ENCUMBRANCE	66,932.02	08/07/2023
70140	CAMREN, ASHLEY D	PAYROLL ENCUMBRANCE	55,736.43	08/07/2023
70141	CARVER, SHELBY D	PAYROLL ENCUMBRANCE	58,786.53	08/07/2023
70142	CHAMBERS, APRIL R	PAYROLL ENCUMBRANCE	70,971.77	08/07/2023
70143	COAKLEY, KORRIE A	PAYROLL ENCUMBRANCE	72,003.30	08/07/2023
70144	COATES, KIMBERLY M	PAYROLL ENCUMBRANCE	57,824.16	08/07/2023
70145	COLLINS, CALLIE D	PAYROLL ENCUMBRANCE	60,381.30	08/07/2023
70146	CORBITT, JONATHAN M	PAYROLL ENCUMBRANCE	66,321.75	08/07/2023
70147	CUMMINGS, CARLA S	PAYROLL ENCUMBRANCE	72,997.43	08/07/2023
70148	DAVIS, MELANIE A	PAYROLL ENCUMBRANCE	57,841.26	08/07/2023
70149	DOUTHIT, MAEGHAN R	PAYROLL ENCUMBRANCE	54,569.19	08/07/2023
70150	DRAKE, ASHLEY D	PAYROLL ENCUMBRANCE	48,945.18	08/07/2023
70151	EASLEY, APRIL D	PAYROLL ENCUMBRANCE	59,062.88	08/07/2023
70152	ELLIS, MICHAL K	PAYROLL ENCUMBRANCE	57,043.32	08/07/2023
70153	EVERSON, JAMES A	PAYROLL ENCUMBRANCE	78,972.39	08/07/2023
70154	FIELD, PAIGE C	PAYROLL ENCUMBRANCE	61,593.33	08/07/2023



<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
70155	FLETCHER, BOBBY K	PAYROLL ENCUMBRANCE	62,729.34	08/07/2023
70156	FOCHT, AUTUMN B	PAYROLL ENCUMBRANCE	68,983.18	08/07/2023
70157	GALT, KIM N	PAYROLL ENCUMBRANCE	57,606.64	08/07/2023
70158	GOBER, SHARON K	PAYROLL ENCUMBRANCE	90,426.43	08/07/2023
70159	GOODNIGHT, ABBIGAIL F	PAYROLL ENCUMBRANCE	65,002.58	08/07/2023
70160	GOODNIGHT, RANDY J	PAYROLL ENCUMBRANCE	71,036.79	08/07/2023
70161	GROUNDS, JILL K	PAYROLL ENCUMBRANCE	65,857.37	08/07/2023
70162	HAMMOND, GERALD E	PAYROLL ENCUMBRANCE	83,086.86	08/07/2023
70163	HANE, MARY M	PAYROLL ENCUMBRANCE	54,203.82	08/07/2023
70164	HARROLD, LISA A	PAYROLL ENCUMBRANCE	64,046.73	08/07/2023
70165	HAWKINS, BETH A	PAYROLL ENCUMBRANCE	85,298.46	08/07/2023
70166	HILL, TRACY L	PAYROLL ENCUMBRANCE	62,650.98	08/07/2023
70167	HILL, TY B	PAYROLL ENCUMBRANCE	56,241.99	08/07/2023
70168	HOGGATT, BRYCE A	PAYROLL ENCUMBRANCE	72,250.59	08/07/2023
70169	HOGGATT, KATURAH L	PAYROLL ENCUMBRANCE	58,076.96	08/07/2023
70170	HOGGATT, LANCE A	PAYROLL ENCUMBRANCE	87,669.41	08/07/2023
70171	HOGGATT, RYLEE K	PAYROLL ENCUMBRANCE	56,063.91	08/07/2023
70172	HOOD, ASHLYN M	PAYROLL ENCUMBRANCE	60,350.58	08/07/2023
70173	HOPPE, AMANDA J	PAYROLL ENCUMBRANCE	57,042.12	08/07/2023
70174	HOVER, RHONDA J	PAYROLL ENCUMBRANCE	82,715.46	08/07/2023
70175	HUDSON, DAWAYNE M	PAYROLL ENCUMBRANCE	93,510.04	08/07/2023
70176	JACKSON, SARAH R	PAYROLL ENCUMBRANCE	74,587.29	08/07/2023
70177	JONES, MAKENZIE G	PAYROLL ENCUMBRANCE	56,097.51	08/07/2023
70178	KARNER, ADRIENNE N	PAYROLL ENCUMBRANCE	57,158.16	08/07/2023
70179	LITTAU, DANNA K	PAYROLL ENCUMBRANCE	71,905.86	08/07/2023
70180	LONGAN, NICOLE A	PAYROLL ENCUMBRANCE	60,509.46	08/07/2023
70181	MADRON, SARA J	PAYROLL ENCUMBRANCE	56,298.27	08/07/2023
70182	MAGES, KRISTY G	PAYROLL ENCUMBRANCE	83,146.75	08/07/2023
70183	MARTIN, BRANDON D	PAYROLL ENCUMBRANCE	61,258.38	08/07/2023
70184	MARTIN, CORY M	PAYROLL ENCUMBRANCE	60,221.81	08/07/2023
70185	MARTIN, JEREMY R	PAYROLL ENCUMBRANCE	66,691.71	08/07/2023
70186	MARTIN, MATTLIN B	PAYROLL ENCUMBRANCE	49,337.31	08/07/2023



<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
70187	MATHESON, PATSY F	PAYROLL ENCUMBRANCE	64,232.38	08/07/2023
70188	MAYS, DEANNA L	PAYROLL ENCUMBRANCE	64,805.22	08/07/2023
70189	MCCHRISTIAN, TARISSA K	PAYROLL ENCUMBRANCE	64,873.26	08/07/2023
70190	MILLER, JESSICA D	PAYROLL ENCUMBRANCE	40,228.73	08/07/2023
70191	MINER, KEVIN D	PAYROLL ENCUMBRANCE	87,668.88	08/07/2023
70192	NICHOLS, ROBIN M	PAYROLL ENCUMBRANCE	80,097.38	08/07/2023
70193	NICHOLSON, CONNIE K	PAYROLL ENCUMBRANCE	73,516.26	08/07/2023
70194	NILES, JACOB W	PAYROLL ENCUMBRANCE	65,744.60	08/07/2023
70195	NILES, NICOLE D	PAYROLL ENCUMBRANCE	72,964.43	08/07/2023
70196	OWENS, CRYSTAL E	PAYROLL ENCUMBRANCE	78,341.56	08/07/2023
70197	PARKER, DYLAN C	PAYROLL ENCUMBRANCE	76,385.70	08/07/2023
70198	PAYTON, ERIKA L	PAYROLL ENCUMBRANCE	68,781.53	08/07/2023
70199	POOL, SANDRA C	PAYROLL ENCUMBRANCE	54,606.40	08/07/2023
70200	RASMUSSEN, LATRISHA L	PAYROLL ENCUMBRANCE	75,334.00	08/07/2023
70201	ROBERTS, ROGER A	PAYROLL ENCUMBRANCE	89,804.32	08/07/2023
70202	ROBINSON, DARCI A	PAYROLL ENCUMBRANCE	67,578.44	08/07/2023
70203	ROBINSON, JENNIFER N	PAYROLL ENCUMBRANCE	55,311.93	08/07/2023
70204	SAPP, CASSIDY R	PAYROLL ENCUMBRANCE	56,528.34	08/07/2023
70205	SASSER, LARAMIE G	PAYROLL ENCUMBRANCE	61,415.98	08/07/2023
70206	SCOGGINS, TABITHA L	PAYROLL ENCUMBRANCE	56,298.27	08/07/2023
70207	SERNER, NICOLE J	PAYROLL ENCUMBRANCE	68,808.10	08/07/2023
70208	SIMMA, DAYNA D	PAYROLL ENCUMBRANCE	69,096.82	08/07/2023
70209	SMITH, CATHERINE L	PAYROLL ENCUMBRANCE	38,896.72	08/07/2023
70210	SMITH, EMMIE G	PAYROLL ENCUMBRANCE	72,045.02	08/07/2023
70211	SMITH, SHAUNNA L	PAYROLL ENCUMBRANCE	71,936.07	08/07/2023
70212	STANBERRY, AARON T	PAYROLL ENCUMBRANCE	64,342.30	08/07/2023
70213	STANCELL, KASEY L	PAYROLL ENCUMBRANCE	52,744.40	08/07/2023
70214	STEVENS, BRETT C	PAYROLL ENCUMBRANCE	75,317.11	08/07/2023
70215	SWEENEY, DENE M	PAYROLL ENCUMBRANCE	56,298.27	08/07/2023
70216	SYLVESTER, HALEY J	PAYROLL ENCUMBRANCE	68,333.91	08/07/2023
70217	TAYLOR, LESLIE R	PAYROLL ENCUMBRANCE	56,181.74	08/07/2023
70218	TIVIS, NICOLE L	PAYROLL ENCUMBRANCE	92,984.45	08/07/2023



**PERKINS-TRYON PUBLIC SCHOOLS**

From PO: 70059 to PO: 70245

**Encumbrance For Board Approval  
GEN FUND-FOR OPERAT**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
70219	TOEWS, DENEAL A	PAYROLL ENCUMBRANCE	36,131.21	08/07/2023
70220	VASQUEZ, CHRISTINA N	PAYROLL ENCUMBRANCE	59,946.32	08/07/2023
70221	VOELKER, KRISTI D	PAYROLL ENCUMBRANCE	65,876.31	08/07/2023
70222	WALL, ALLAN E	PAYROLL ENCUMBRANCE	65,013.13	08/07/2023
70223	WALL, LILIA R	PAYROLL ENCUMBRANCE	49,794.30	08/07/2023
70224	WATT, ELIZABETH M	PAYROLL ENCUMBRANCE	68,755.41	08/07/2023
70225	WEBBER, JOSEPH D	PAYROLL ENCUMBRANCE	59,970.20	08/07/2023
70226	WERTMAN, MARY L	PAYROLL ENCUMBRANCE	85,426.74	08/07/2023
70227	JOHNSON-WHEATLEY, JILL J	PAYROLL ENCUMBRANCE	72,056.63	08/07/2023
70228	WILKERSON, WARREN H	PAYROLL ENCUMBRANCE	56,091.75	08/07/2023
70229	WILLIAMS, BRUCE A	PAYROLL ENCUMBRANCE	105,365.17	08/07/2023
70230	WILLIAMS, STACEY M	PAYROLL ENCUMBRANCE	75,705.46	08/07/2023
70231	WILLIAMSON, BARBARA A	PAYROLL ENCUMBRANCE	77,592.78	08/07/2023
70232	WILLIS, DAVID L	PAYROLL ENCUMBRANCE	49,887.66	08/07/2023
70233	WINN, MALLORY G	PAYROLL ENCUMBRANCE	62,220.22	08/07/2023
70234	YARBROUGH, DEANNA S	PAYROLL ENCUMBRANCE	60,893.82	08/07/2023
70235	QUINONES, SHANNON M	PAYROLL ENCUMBRANCE	58,358.60	08/07/2023
70236	COLLINS, ASHLEY M	PAYROLL ENCUMBRANCE	56,063.07	08/08/2023
70237	GRIFFIN, MEHGAN M	PAYROLL ENCUMBRANCE	26,654.43	08/08/2023
70238	HUCKABAY, CALLIE B	PAYROLL ENCUMBRANCE	59,058.61	08/08/2023
70239	MATZEK, ADRIANNA M	PAYROLL ENCUMBRANCE	62,615.18	08/08/2023
70240	LANE, TAMARA J	PAYROLL ENCUMBRANCE	88,504.05	08/08/2023
70241	CHAMBERS, APRIL R	PAYROLL ENCUMBRANCE	6,668.20	08/08/2023
70242	BERGNER, ERIN R	PAYROLL ENCUMBRANCE	57,580.60	08/08/2023
70243	JENSON, BRANDI	PAYROLL ENCUMBRANCE	16,827.00	08/09/2023
70244	HOLT, JEFFREY S	PAYROLL ENCUMBRANCE	41,128.40	08/09/2023
70245	MARION, MICHAEL D	PAYROLL ENCUMBRANCE	34,383.72	08/09/2023

**(11) GEN FUND-FOR OPERAT Current Encumbered:**

**9,469,286.93**



<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
70028	BOYD, STACY L	PAYROLL ENCUMBRANCE	7,029.15	7/5/2023
70029	BRUNKER, BRANDON L	PAYROLL ENCUMBRANCE	6,345.75	7/5/2023
70030	BURNETT, JERRY M	PAYROLL ENCUMBRANCE	-110,060.52	7/5/2023
70032	DURNAL, JENNY S	PAYROLL ENCUMBRANCE	7,029.03	7/5/2023
70033	KINSEY, CARRIE C	PAYROLL ENCUMBRANCE	3,514.35	7/5/2023
70036	SAVORY, DEBBREY S	PAYROLL ENCUMBRANCE	5,238.89	7/5/2023
70037	SAVORY, JACK A	PAYROLL ENCUMBRANCE	3,514.46	7/5/2023
70038	WATKINS, DONNIE R	PAYROLL ENCUMBRANCE	3,514.56	7/5/2023
70039	WATKINS, SUSAN C	PAYROLL ENCUMBRANCE	7,029.03	7/5/2023
70041	WOOD, KALEB B	PAYROLL ENCUMBRANCE	5,076.66	7/5/2023
70042	FLORY-ALEXANDER, NICHOLAS W	PAYROLL ENCUMBRANCE	3,514.45	7/5/2023
70054	MCELROY, LARRY J	PAYROLL ENCUMBRANCE	-2,119.22	7/12/2023
<b>(11) GEN FUND-FOR OPERAT Total:</b>			<b>-60,373.41</b>	



**PERKINS-TRYON PUBLIC SCHOOLS**

From PO: 38 to PO: 42

**Encumbrance For Board Approval  
BUILDING FUND**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
38	LIBERTY OHM	AIR QUALITY PRE AND POST TEST INSPECTIONS- STORM CLAIM 6/23	4,400.00	07/24/2023
39	P & K EQUIPMENT, INC	REPAIRS & MAINTENANCE	1,000.00	07/27/2023
40	CIMARRON SOD	SOD FOR FOOTBALL FIELD	2,640.00	07/28/2023
41	EWING OUTDOOR SUPPLY	SPRINKLERS FOR FOOTBALL FIELD	99.87	08/02/2023
42	ALLIANCE MAINTENANCE	STRIP AND WAX FLOORS THROUGHOUT DISTRICT	8,475.00	08/04/2023
<b>(21) BUILDING FUND Current Encumbered:</b>			<b>16,614.87</b>	



<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
7	P & K EQUIPMENT, INC	GROUND MAINT SUPPLIES	-6.02	7/1/2023
<b>(21) BUILDING FUND Total:</b>			<b>-6.02</b>	



**PERKINS-TRYON PUBLIC SCHOOLS**

From PO: 1 to PO: 2

**Encumbrance For Board Approval  
JH CLASSRM/FINE ARTS CTR BOND**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
1	KERR 3 ARCHITECTS	ARCHITECTUAL FEES FOR THE NEW ADMIN BUILDING	433.94	07/12/2023
2	KERR 3 ARCHITECTS	ARCHITECTUAL FEES FOR ADMIN BUILDING	14,100.00	08/04/2023
<b>(33) JH CLASSRM/FINE ARTS CTR BOND Current</b>			<b>14,533.94</b>	

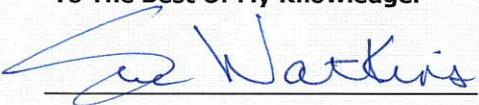
PERKINS-TRYON ACTIVITY FUND  
P.O. BOX 549  
PERKINS, OK 74059

July, FY2024  
**MTD Summary**

**Summary Of Accounts**

August 07, 2023

**For Bank Account:**      **This Report Is True And Correct**  
\*\* 0769                      **To The Best Of My Knowledge.**

Date: 8/7/23 

**Beginning:**            **351,610.97**  
**Receipts:**             **7,991.29**  
**Checks:**                **(7,806.08)**  
**Adjustments:**         **800.51**  
**Ending:**                **\$352,596.69**

Acct. Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0101 YEARBOOK	58585.61	299.24	0.00	0.00	58884.85
001 Sub of YEARBOOK	58585.61	299.24	0.00	0.00	58884.85
0102 ART	76.82	0.00	0.00	0.00	76.82
001 Sub of ART	76.82	0.00	0.00	0.00	76.82
0103 ATHLETICS	39390.42	175.00	5069.37	400.00	34896.05
001 Sub of ATHLETICS	10560.97	175.00	5069.37	400.00	6066.60
003 SUMMER BASEBALL	11870.06	0.00	0.00	0.00	11870.06
004 SUMMER SOFTBALL	42.00	0.00	0.00	0.00	42.00
005 FOOTBALL	423.65	0.00	0.00	0.00	423.65
006 DEMON BASKETBALL	948.74	0.00	0.00	0.00	948.74
008 WRESTLING	249.06	0.00	0.00	0.00	249.06
009 LADY DEMON BASKETBALL	8129.38	0.00	0.00	0.00	8129.38
010 FOOTBALL SCOREBOARD ADV FUND	0.00	0.00	0.00	0.00	0.00
011 MS GIRLS ATHLETICS	6.45	0.00	0.00	0.00	6.45
012 P-T GOLF	700.77	0.00	0.00	0.00	700.77
013 BASKETBALL SCOREBOARD ADV FUND	4985.00	0.00	0.00	0.00	4985.00
014 MS- TRACK/CROSS COUNTRY	1474.34	0.00	0.00	0.00	1474.34
0104 BAND	31709.61	0.00	411.09	0.00	31298.52
001 Sub of BAND	31709.61	0.00	411.09	0.00	31298.52
0110 SENIOR CLASS	150.41	0.00	0.00	0.00	150.41
001 SENIOR CLASS	150.41	0.00	0.00	0.00	150.41
0111 CLEARING	0.00	0.00	0.00	0.00	0.00
001 Sub of CLEARING	0.00	0.00	0.00	0.00	0.00
0112 ELEMENTARY ACTIVITY	34148.26	0.00	1048.18	0.00	33100.08
001 Sub of ELEMENTARY ACTIVITY	34148.26	0.00	1048.18	0.00	33100.08
0113 HIGH SCHOOL ACTIVITY FUND	5561.86	230.00	0.00	0.00	5791.86
001 Sub of HIGH SCHOOL ACTIVITY	3748.99	230.00	0.00	0.00	3978.99
002 NEWSPAPER	531.33	0.00	0.00	0.00	531.33
003 NASA	1281.54	0.00	0.00	0.00	1281.54
0114 CONCESSION	8929.36	0.00	0.00	0.00	8929.36
001 Sub of CONCESSION	8929.36	0.00	0.00	0.00	8929.36

PERKINS-TRYON ACTIVITY FUND  
P.O. BOX 549  
PERKINS, OK 74059

July, FY2024  
MTD Summary

Summary Of Accounts

August 07, 2023

Acct.	Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0115	DRAMA	2201.76	0.00	0.00	0.00	2201.76
001	Sub of DRAMA	2201.76	0.00	0.00	0.00	2201.76
0116	EVANS AG FARM	966.28	0.00	0.00	0.00	966.28
001	Sub of EVANS AG FARM	966.28	0.00	0.00	0.00	966.28
0118	FFA	42923.83	1780.00	1061.94	0.00	43641.89
001	Sub of FFA	12378.47	1780.00	1061.94	0.00	13096.53
002	HORTICULTURE	30545.36	0.00	0.00	0.00	30545.36
0119	FCCLA	620.44	0.00	0.00	0.00	620.44
001	SUB OF FCCLA	620.44	0.00	0.00	0.00	620.44
0120	MIDDLE SCHOOL FCCLA	1484.91	0.00	0.00	0.00	1484.91
001	SUB OF MS FCCLA	1484.91	0.00	0.00	0.00	1484.91
0122	INTEREST - NOW	50041.80	5507.05	215.50	400.51	55733.86
001	Sub of INTEREST - NOW	46341.80	5507.05	215.50	400.51	52033.86
002	SCHOLARSHIPS	3700.00	0.00	0.00	0.00	3700.00
0125	LIBRARY - ELEMENTARY	4543.24	0.00	0.00	0.00	4543.24
001	Sub of LIBRARY - ELEMENTARY	4543.24	0.00	0.00	0.00	4543.24
0126	HIGH SCHOOL MEDIA CENTER	26721.31	0.00	0.00	0.00	26721.31
001	Sub of LIBRARY - HIGH SCHOOL	26687.66	0.00	0.00	0.00	26687.66
002	HS MEDIA MEMORIAL ACCOUNT	33.65	0.00	0.00	0.00	33.65
0127	MIDDLE SCHOOL LIBRARY	7288.14	0.00	0.00	0.00	7288.14
001	SUB OF MS LIBRARY	7288.14	0.00	0.00	0.00	7288.14
0128	MIDDLE SCHOOL ACTIVITY	4583.67	0.00	0.00	0.00	4583.67
001	SUB OF MS ACTIVITY	2746.35	0.00	0.00	0.00	2746.35
002	MIDDLE SCHOOL TECH ED	469.32	0.00	0.00	0.00	469.32
003	MS LANGUAGE ARTS	252.55	0.00	0.00	0.00	252.55
005	MIDDLE SCHOOL SCIENCE	875.25	0.00	0.00	0.00	875.25
006	MS SPECIAL ED / MULTI ACCOUNT	240.20	0.00	0.00	0.00	240.20
0129	MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
001	Sub of MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
0130	NATIONAL HONOR SOCIETY	1523.01	0.00	0.00	0.00	1523.01
001	Sub of NATIONAL HONOR SOCIETY	1523.01	0.00	0.00	0.00	1523.01

PERKINS-TRYON ACTIVITY FUND  
P.O. BOX 549  
PERKINS, OK 74059

July, FY2024  
MTD Summary

Summary Of Accounts

August 07, 2023

Acct.	Name	Beg.Month	Receipts	Checks	Adjust.	Ending	
0131	CHEERLEADERS- HIGH SCHOOL	115.67	0.00	0.00	0.00	115.67	
001	Sub of CHEERLEAD- HIGH SCHOOL	115.67	0.00	0.00	0.00	115.67	
0132	CHEERLEADERS - MIDDLE SCHOOL	105.65	0.00	0.00	0.00	105.65	
001	Sub of CHEERLEADER - MS	105.65	0.00	0.00	0.00	105.65	
0136	STUDENT COUNCIL - HIGH SCHOOL	2183.33	0.00	0.00	0.00	2183.33	
001	Sub of STUDENT COUNCIL - HIGH	2183.33	0.00	0.00	0.00	2183.33	
0137	STUDENT COUNCIL - MIDDLE SCHOO	218.29	0.00	0.00	0.00	218.29	
001	Sub of STUDENT COUNCIL - MS	218.29	0.00	0.00	0.00	218.29	
0139	ACADEMIC TEAM	61.91	0.00	0.00	0.00	61.91	
001	Sub of ACADEMIC TEAM	61.91	0.00	0.00	0.00	61.91	
0152	ADVANCED PLACEMENT	753.00	0.00	0.00	0.00	753.00	
001	Sub of ADVANCED PLACEMENT	753.00	0.00	0.00	0.00	753.00	
0155	INTERMEDIATE SCHOOL ACTIVITY	13388.56	0.00	0.00	0.00	13388.56	
001	Sub of INTERMEDIATE ACTIVITY	13106.33	0.00	0.00	0.00	13106.33	
003	INTERMEDIATE MUSIC MAKERS	71.29	0.00	0.00	0.00	71.29	
004	SQUARE 1 ART	210.94	0.00	0.00	0.00	210.94	
0156	LIBRARY - INTERMEDIATE	8485.79	0.00	0.00	0.00	8485.79	
001	Sub of LIBRARY - INTERMEDIATE	8402.56	0.00	0.00	0.00	8402.56	
002	LIBRARY INTERMEDIATE AR ACCT.	83.23	0.00	0.00	0.00	83.23	
0157	ELEMENTARY PE/BOX TOPS	296.30	0.00	0.00	0.00	296.30	
001	Sub of ELEMENTARY PE/BOX TOPS	296.30	0.00	0.00	0.00	296.30	
0158	BUSINESS PROF. OF AMERICA	747.96	0.00	0.00	0.00	747.96	
001	Sub of BUSINESS PROF. OF AMERI	747.96	0.00	0.00	0.00	747.96	
0160	DRIVERS ED	0.00	0.00	0.00	0.00	0.00	
001	SUB OF DRIVERS ED	0.00	0.00	0.00	0.00	0.00	
0161	JUNIOR CLASS	3803.77	0.00	0.00	0.00	3803.77	
001	JUNIOR CLASS	3803.77	0.00	0.00	0.00	3803.77	
<b>MTD TOTALS:</b>		<b>(33 Accounts)</b>	351,610.97	7,991.29	(7,806.08)	800.51	352,596.69

<b>Beginning MTD Account Balance:</b>	<b>\$351,610.97</b>
Bank Charges:	0.00
Interest:	400.51
NSF Adjustments:	0.00
Expense:	0.00
Revenue:	400.00
<b>Total Adjustments:</b>	<b>\$800.51</b>
Total Adjustments:	800.51
Add Voids:	0.00
<b>Adjustment with Voids:</b>	<b>\$800.51</b>
Receipts Issued:	7,991.29
Voided Receipts:	0.00
<b>Total Receipts:</b>	<b>\$7,991.29</b>
Checks Issued:	7,806.08
Voided Checks:	0.00
<b>Total Checks:</b>	<b>\$7,806.08</b>
<b>Current Balance:</b>	<b>\$352,596.69</b>
YTD Outstanding Checks:	6,410.22
Prior Year Outstanding Checks:	1,968.52

**PERKINS-TRYON PUBLIC SCHOOLS**  
**SUMMARY OF FINANCIAL ACTIVITIES**  
07/31/2023

All Years Grouped By FUND	GEN FUND-FOR OPERAT	BUILDING FUND	33 BOND FUND	34 BUILDING BOND2023	35 TRAN BOND 2020
<b>CASH ON HAND:</b>					
BEGINNING MONTHLY BALANCE	1,754,947.49	486,141.41	269,759.32	2,205,670.72	33,135.00
ADD: MONTHLY RECEIPTS	142,821.85	19,741.94	0.00	0.00	0.00
MATURING INVESTMENTS	1,450,000.00	0.00	0.00	0.00	0.00
<b>TOTAL CASH:</b>	<b>3,347,769.34</b>	<b>505,883.35</b>	<b>269,759.32</b>	<b>2,205,670.72</b>	<b>33,135.00</b>
LESS: CHECKS ISSUED	679,485.12	14,323.92	0.00	0.00	0.00
PURCHASE OF INVESTMENTS	1,657,885.42	343,656.80	177,617.72	795,000.00	0.00
INTEREST ON NON-PAYABLE BOND INDEBTEDNESS	0.00	0.00	0.00	0.00	0.00
REPAY-MONEY MGMT.	0.00	0.00	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
INTEREST ON BONDS	0.00	0.00	0.00	0.00	0.00
TRANSFERS	0.00	0.00	0.00	0.00	0.00
ADJUSTMENTS	0.00	0.00	0.00	0.00	0.00
<b>ENDING MONTHLY BALANCE</b>	<b>1,010,398.80</b>	<b>147,902.63</b>	<b>92,141.60</b>	<b>1,410,670.72</b>	<b>33,135.00</b>
<b>INVESTMENTS:</b>					
BEGINNING MONTHLY BALANCE	0.00	0.00	0.00	0.00	0.00
ADD: INVESTMENTS	1,657,885.42	343,656.80	177,617.72	795,000.00	0.00
<b>TOTAL INVESTMENTS:</b>	<b>1,657,885.42</b>	<b>343,656.80</b>	<b>177,617.72</b>	<b>795,000.00</b>	<b>0.00</b>
LESS: MATURING INVESTMENTS	1,450,000.00	0.00	0.00	0.00	0.00
<b>ENDING MONTHLY BALANCE:</b>	<b>207,885.42</b>	<b>343,656.80</b>	<b>177,617.72</b>	<b>795,000.00</b>	<b>0.00</b>
<hr/>					
<b>TOTALS:</b>					
END OF MONTH CASH BALANCE:	1,010,398.80	147,902.63	92,141.60	1,410,670.72	33,135.00
END OF MONTH INV. BALANCE:	207,885.42	343,656.80	177,617.72	795,000.00	0.00
<b>TOTAL CASH:</b>	<b>1,218,284.22</b>	<b>491,559.43</b>	<b>269,759.32</b>	<b>2,205,670.72</b>	<b>33,135.00</b>
ADD: OUTSTANDING CHECKS	302,452.26	34,753.87	0.00	0.00	0.00
<b>TOTAL MONIES:</b>	<b>1,520,736.48</b>	<b>526,313.30</b>	<b>269,759.32</b>	<b>2,205,670.72</b>	<b>33,135.00</b>

**PERKINS-TRYON PUBLIC SCHOOLS  
SUMMARY OF FINANCIAL ACTIVITIES**

07/31/2023

All Years Grouped By FUND	SINKING FUND	TOTAL ALL FUNDS
CASH ON HAND:		
BEGINNING MONTHLY BALANCE	805,372.05	5,555,025.99
ADD: MONTHLY RECEIPTS	9,991.46	172,555.25
MATURING INVESTMENTS	0.00	1,450,000.00
TOTAL CASH:	815,363.51	7,177,581.24
LESS: CHECKS ISSUED	0.00	693,809.04
PURCHASE OF INVESTMENTS	805,000.00	3,779,159.94
INTEREST ON NON-PAYABLE	0.00	0.00
BOND INDEBTEDNESS	0.00	0.00
REPAY-MONEY MGMT.	0.00	0.00
MISCELLANEOUS	0.00	0.00
INTEREST ON BONDS	0.00	0.00
TRANSFERS	0.00	0.00
ADJUSTMENTS	0.00	0.00
ENDING MONTHLY BALANCE	10,363.51	2,704,612.26
INVESTMENTS:		
BEGINNING MONTHLY BALANCE	0.00	0.00
ADD: INVESTMENTS	805,000.00	3,779,159.94
TOTAL INVESTMENTS:	805,000.00	3,779,159.94
LESS: MATURING INVESTMENTS	0.00	1,450,000.00
ENDING MONTHLY BALANCE:	805,000.00	2,329,159.94
<hr/>		
TOTALS:		
END OF MONTH CASH BALANCE:	10,363.51	2,704,612.26
END OF MONTH INV. BALANCE:	805,000.00	2,329,159.94
TOTAL CASH:	815,363.51	5,033,772.20
ADD: OUTSTANDING CHECKS	0.00	337,206.13
TOTAL MONIES:	815,363.51	5,370,978.33

# PERKINS-TRYON PUBLIC SCHOOLS

## Treasurers Report

7/31/2023

### ASSETS:

#### Composite of Cash on Hand and Investments

Beginning of Month		5,555,025.99
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### COLLECTIONS:

Ad Valorem Tax	28,129.37	
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Interest, Inv. & Bond Sales	18,129.00	
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Intermediate Funds	7,932.07	
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State Funds	53,498.76	
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Federal Funds	23,505.72	
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Child Nutrition Funds:	168.08	
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Other Local Items:	41,192.25	
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172,555.25

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#### TOTAL ASSETS

5,727,581.24

### ADJUSTMENTS:

0.00

### LIABILITIES:

Checks Issued	693,809.04	
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693,809.04

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#### BALANCE AS OF 07/31/2023

5,033,772.20

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#### COMPOSITION OF BALANCE

#### Balance of Cash on Hand

Month End	2,704,612.26	
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#### Investments

Month End	2,329,159.94	
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#### TOTAL OF COMPOSITE:

5,033,772.20

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# PERKINS-TRYON PUBLIC SCHOOLS

## Treasurers Report

7/31/2023

CHECKS ISSUED TO DATE:

Fund	Total Issued	Outstanding
YEAR 3 - GEN FUND-FOR OPERAT	0.00	198,508.62
YEAR 3 - BUILDING FUND	0.00	22,213.69
YEAR 4 - GEN FUND-FOR OPERAT	679,485.12	103,943.64
YEAR 4 - BUILDING FUND	14,323.92	12,540.18
	<hr/>	<hr/>
	693,809.04	337,206.13

Treasurer: \_\_\_\_\_

PERKINS-TRYON PUBLIC SCHOOLS

07/31/2023

TREASURER'S REVENUE SUMMARY COMPARISON

REVENUE SOURCE	BUDGET YEAR 2022 - 2023		BUDGET YEAR 2023 - 2024		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
<b>GEN FUND-FOR OPERAT</b>					
<b>LOCAL SOURCES</b>					
4-11-000-1110-000-050	AD VAL TX LV (CUR YR	\$0.00	\$0.00	\$0.00	\$0.00
4-11-000-1120-000-050	Ad Valorem Tax Levy (Prior Yea	\$0.00	\$0.00	\$14,591.81	\$14,591.81
4-11-000-1121-000-050	1st Prior Yr Ad Val	\$16,722.89	\$16,722.89	\$1,233.53	\$1,233.53
4-11-000-1130-000-050	PILOT	\$0.00	\$0.00	\$51.14	\$51.14
4-11-000-1190-000-050	OTHER TAXES	\$112.56	\$112.56	\$0.00	\$0.00
4-11-000-1310-000-050	INTEREST EARNINGS	\$0.00	\$0.00	\$0.00	\$0.00
4-11-000-1350-000-050	INTEREST ON TAXES	\$15.76	\$15.76	\$648.49	\$648.49
4-11-000-1410-000-050	RENTAL OF SCHOOL FACILITY	\$0.00	\$0.00	\$0.00	\$0.00
4-11-000-1510-000-050	Insurance Loss Recoveries	\$0.00	\$0.00	\$0.00	\$0.00
4-11-000-1590-000-050	MISC REIMBURSEMENTS	\$0.00	\$0.00	\$1,192.25	\$1,192.25
4-11-000-1610-000-050	DONATIONS	\$0.00	\$0.00	\$0.00	\$0.00
4-11-072-1610-000-050	DONATION TECH EQUIPMENT	\$0.00	\$0.00	\$40,000.00	\$40,000.00
4-11-000-1660-000-050	MINERAL ROYALTIES & LEASE	\$1,179.24	\$1,179.24	\$0.00	\$0.00
4-11-000-1680-000-050	PRIOR YEAR REFUND	\$0.00	\$0.00	\$0.00	\$0.00
4-11-000-1710-700-050	STUDENT MEALS	-\$36.49	-\$36.49	\$168.08	\$168.08
4-11-000-1720-700-050	ALA CARTE	\$0.00	\$0.00	\$0.00	\$0.00
4-11-000-1730-700-050	ADULT MEALS	\$0.00	\$0.00	\$0.00	\$0.00
4-11-000-1795-700-050	PROMOTIONAL REBATES	\$0.00	\$0.00	\$0.00	\$0.00
	<b>TOTAL</b>	<b>\$17,993.96</b>	<b>\$17,993.96</b>	<b>\$67,885.30</b>	<b>\$67,885.30</b>
<b>INTERMEDIATE SOURCES</b>					
4-11-000-2100-000-050	COUNTY 4 MILL AD VAL	\$3,057.82	\$3,057.82	\$3,367.19	\$3,367.19
4-11-000-2200-000-050	COUNTY APPORTN (MTG)	\$15,050.12	\$15,050.12	\$4,564.88	\$4,564.88
	<b>TOTAL</b>	<b>\$18,107.94</b>	<b>\$18,107.94</b>	<b>\$7,932.07</b>	<b>\$7,932.07</b>
<b>STATE SOURCES</b>					
4-11-000-3110-000-050	GROSS PRODUCTION TAX	\$7,954.30	\$7,954.30	\$3,862.85	\$3,862.85
4-11-000-3120-000-050	MOTOR VEH COLLECTION	\$13,795.45	\$13,795.45	\$10,544.55	\$10,544.55
4-11-000-3130-000-050	R.E.A. TAX	\$14,272.07	\$14,272.07	\$14,945.30	\$14,945.30
4-11-000-3140-000-050	ST SCH LAND EARNINGS	\$21,508.12	\$21,508.12	\$24,069.43	\$24,069.43
4-11-000-3150-000-050	VEHICLE TAX STAMP	\$385.82	\$385.82	\$76.63	\$76.63
4-11-000-3210-000-050	FNDTN & SAL INC AID	\$0.00	\$0.00	\$0.00	\$0.00
4-11-331-3250-000-050	ED FLEX BEN ALLOW	\$0.00	\$0.00	\$0.00	\$0.00
4-11-332-3250-000-050	SUPPORT EMPLOYEES HEALTH	\$0.00	\$0.00	\$0.00	\$0.00
4-11-332-3250-700-050	CN FLEX CASH NCP	\$0.00	\$0.00	\$0.00	\$0.00
4-11-334-3250-000-050	EDUC FLEX BEN ALLOWA	\$0.00	\$0.00	\$0.00	\$0.00
4-11-335-3250-000-050	EDUC FLEX BEN ALLOWA	\$0.00	\$0.00	\$0.00	\$0.00
4-11-335-3250-700-050	CN FLEX BENEFIT HEALTH NCP	\$0.00	\$0.00	\$0.00	\$0.00
4-11-388-3310-000-050	ALTN/HIGH CHLG EDU	\$0.00	\$0.00	\$0.00	\$0.00

**PERKINS-TRYON PUBLIC SCHOOLS**  
07/31/2023

**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE	BUDGET YEAR 2022 - 2023		BUDGET YEAR 2023 - 2024		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
4-11-312-3412-000-050	NATIONAL BOARD CERTIFIED	\$0.00	\$0.00	\$0.00	\$0.00
4-11-367-3415-000-050	READING SUFFICIENCY ACT C/O	\$0.00	\$0.00	\$0.00	\$0.00
4-11-333-3420-000-050	PURCHASE OF TEXTBOOKS	\$0.00	\$0.00	\$0.00	\$0.00
4-11-318-3435-000-050	REDBUD	\$0.00	\$0.00	\$0.00	\$0.00
4-11-317-3440-000-050	DRIVER EDUCATION	\$0.00	\$0.00	\$0.00	\$0.00
4-11-000-3620-000-050	STATE LAND REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00
4-11-361-3690-000-050	ACE TECHNOLOGY	\$0.00	\$0.00	\$0.00	\$0.00
4-11-385-3720-700-050	STATE MATCHING	\$0.00	\$0.00	\$0.00	\$0.00
4-11-411-3811-000-050	COMPR HS VO SAL REIM	\$0.00	\$0.00	\$0.00	\$0.00
4-11-412-3812-000-050	VO INCENT ASSIST GTS	\$0.00	\$0.00	\$0.00	\$0.00
4-11-469-3892-000-050	CAREER TECH LOTTERY GRANT	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		<b>\$57,915.76</b>	<b>\$57,915.76</b>	<b>\$53,498.76</b>	<b>\$53,498.76</b>
<b>FEDERAL SOURCES</b>					
4-11-561-4130-000-050	TITLE VIII-PART A INDIAN ED	\$0.00	\$0.00	\$19,629.85	\$19,629.85
4-11-561-4140-000-050	TITLE VII-PART A INDIAN ED	\$45,720.44	\$45,720.44	\$0.00	\$0.00
4-11-511-4210-000-050	TITLE I ACT,BASIC PG	\$0.00	\$0.00	\$0.00	\$0.00
4-11-799-4210-000-050	TITLE I LEAS	\$81,245.28	\$81,245.28	\$0.00	\$0.00
4-11-541-4271-000-050	T2-PART A, RECRUIT	\$0.00	\$0.00	\$0.00	\$0.00
4-11-799-4271-000-050	TITLE II PART A	\$13,077.43	\$13,077.43	\$0.00	\$0.00
4-11-621-4310-000-050	IDEA PL 105-17	\$0.00	\$0.00	\$0.00	\$0.00
4-11-799-4310-000-050	IDEA-B COVID ASSISTANCE	\$102,290.53	\$102,290.53	\$0.00	\$0.00
4-11-641-4340-000-050	BL DF 101-476 IDEA	\$0.00	\$0.00	\$0.00	\$0.00
4-11-552-4442-000-050	TITLE IV LEAS FORMULA	\$0.00	\$0.00	\$0.00	\$0.00
4-11-799-4442-000-050	TITLE IV LEAS FORMULA	\$12,753.75	\$12,753.75	\$0.00	\$0.00
4-11-587-4470-000-050	TITLE VI PART B	\$0.00	\$0.00	\$0.00	\$0.00
4-11-799-4470-000-050	TITLE VI PART B	\$28,951.58	\$28,951.58	\$0.00	\$0.00
4-11-721-4689-000-050	GEER-ESSER II SET ASIDE	\$0.00	\$0.00	\$0.00	\$0.00
4-11-725-4689-000-050	ESSER III STUDENT TEACHER	\$0.00	\$0.00	\$0.00	\$0.00
4-11-726-4689-000-050	STUDENT TEACHER GRANT	\$0.00	\$0.00	\$646.00	\$646.00
4-11-795-4689-000-050	ARP-ESSER III LEAS	\$0.00	\$0.00	\$0.00	\$0.00
4-11-799-4689-000-050	OTHER MISC SOURCES FED	\$618,142.85	\$618,142.85	\$0.00	\$0.00
4-11-759-4705-700-050	USDA SUPPLY CHAIN	\$0.00	\$0.00	\$0.00	\$0.00
4-11-760-4706-700-050	P-EBT	\$0.00	\$0.00	\$0.00	\$0.00
4-11-763-4710-700-050	NATL SCHOOL LUNCH-FED	\$0.00	\$0.00	\$0.00	\$0.00
4-11-764-4720-700-050	SCHOOL BREAKFAST PROGRAM	\$0.00	\$0.00	\$0.00	\$0.00
4-11-421-4821-000-050	CARL PERKINS	\$0.00	\$0.00	\$3,229.87	\$3,229.87
<b>TOTAL</b>		<b>\$902,181.86</b>	<b>\$902,181.86</b>	<b>\$23,505.72</b>	<b>\$23,505.72</b>
<b>REVENUE SOURCE TOTAL</b>		<b>\$996,199.52</b>	<b>\$996,199.52</b>	<b>\$142,821.85</b>	<b>\$142,821.85</b>

PERKINS-TRYON PUBLIC SCHOOLS

07/31/2023

TREASURER'S REVENUE SUMMARY COMPARISON

REVENUE SOURCE		BUDGET YEAR 2022 - 2023		BUDGET YEAR 2023 - 2024	
		CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED
<b>NON-REVENUE RECEIPTS</b>					
4-11-000-5150-700-050	CN REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00
4-11-000-5160-000-050	ACTIVITY FUND REIMB	\$0.00	\$0.00	\$0.00	\$0.00
4-11-000-5600-000-050	REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>BALANCE SHEET</b>					
4-11-000-6110-000-050	CASH FORWARD	\$1,005,428.18	\$1,005,428.18	\$1,754,947.49	\$1,754,947.49
4-11-000-6110-700-050	CARRY OVER	\$0.00	\$0.00	\$0.00	\$0.00
4-11-318-6110-000-050	CASH FORWARD	\$0.00	\$0.00	\$0.00	\$0.00
4-11-333-6110-000-050	CARRY OVER	\$0.00	\$0.00	\$0.00	\$0.00
4-11-361-6110-000-050	CASH FORWARD	\$0.00	\$0.00	\$0.00	\$0.00
4-11-385-6110-700-050	CASH FORWARD	\$0.00	\$0.00	\$0.00	\$0.00
4-11-759-6110-700-050	CASH FORWARD	\$0.00	\$0.00	\$0.00	\$0.00
4-11-760-6110-700-050	CASH FORWARD	\$0.00	\$0.00	\$0.00	\$0.00
4-11-763-6110-700-050	CASH FORWARD	\$0.00	\$0.00	\$0.00	\$0.00
4-11-764-6110-700-050	CASH FORWARD	\$0.00	\$0.00	\$0.00	\$0.00
4-11-766-6110-700-050	CASH FORWARD	\$0.00	\$0.00	\$0.00	\$0.00
4-11-000-6200-000-050	INTER FUND TRANSFER	\$0.00	\$0.00	\$0.00	\$0.00
4-11-000-6200-700-050	transfer	\$179,225.44	\$179,225.44	\$0.00	\$0.00
<b>TOTAL</b>		<b>\$1,184,653.62</b>	<b>\$1,184,653.62</b>	<b>\$1,754,947.49</b>	<b>\$1,754,947.49</b>
<b>NON-REVENUE SOURCE</b>		<b>\$1,184,653.62</b>	<b>\$1,184,653.62</b>	<b>\$1,754,947.49</b>	<b>\$1,754,947.49</b>
<b>FUND TOTAL</b>		<b>\$2,180,853.14</b>	<b>\$2,180,853.14</b>	<b>\$1,897,769.34</b>	<b>\$1,897,769.34</b>

PERKINS-TRYON PUBLIC SCHOOLS

07/31/2023

TREASURER'S REVENUE SUMMARY COMPARISON

REVENUE SOURCE	BUDGET YEAR 2022 - 2023		BUDGET YEAR 2023 - 2024		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
<b>BUILDING FUND</b>					
<b>LOCAL SOURCES</b>					
4-21-000-1110-000-050	AD VAL TX LV (CUR YR	\$0.00	\$0.00	\$0.00	\$0.00
4-21-000-1120-000-050	Ad Valorem Prior Year	\$0.00	\$0.00	\$2,085.17	\$2,085.17
4-21-000-1121-000-050	1st Prior Yr Ad Val	\$2,389.70	\$2,389.70	\$176.26	\$176.26
4-21-000-1310-000-050	INTEREST EARNINGS	\$3,546.32	\$3,546.32	\$17,480.51	\$17,480.51
	<b>TOTAL</b>	<b>\$5,936.02</b>	<b>\$5,936.02</b>	<b>\$19,741.94</b>	<b>\$19,741.94</b>
<b>STATE SOURCES</b>					
4-21-318-3435-000-050	REDBUD	\$0.00	\$0.00	\$0.00	\$0.00
4-21-000-3620-000-050	STATE LAND REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00
	<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>REVENUE SOURCE TOTAL</b>	<b>\$5,936.02</b>	<b>\$5,936.02</b>	<b>\$19,741.94</b>	<b>\$19,741.94</b>
<b>BALANCE SHEET</b>					
4-21-000-6110-000-050	CASH FORWARD	\$585,493.40	\$585,493.40	\$486,141.41	\$486,141.41
	<b>TOTAL</b>	<b>\$585,493.40</b>	<b>\$585,493.40</b>	<b>\$486,141.41</b>	<b>\$486,141.41</b>
	<b>NON-REVENUE SOURCE</b>	<b>\$585,493.40</b>	<b>\$585,493.40</b>	<b>\$486,141.41</b>	<b>\$486,141.41</b>
	<b>FUND TOTAL</b>	<b>\$591,429.42</b>	<b>\$591,429.42</b>	<b>\$505,883.35</b>	<b>\$505,883.35</b>

**PERKINS-TRYON PUBLIC SCHOOLS**

07/31/2023

**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE	BUDGET YEAR 2022 - 2023		BUDGET YEAR 2023 - 2024		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
*					
<b>BALANCE SHEET</b>					
4-22-000-6110-700-050	CASH FORWARD	\$179,225.44	\$179,225.44	\$0.00	\$0.00
4-22-000-6200-700-050	FUND TRANSFER	-\$179,225.44	-\$179,225.44	\$0.00	\$0.00
<b>TOTAL</b>		\$0.00	\$0.00	\$0.00	\$0.00
<b>FUND TOTAL</b>		\$0.00	\$0.00	\$0.00	\$0.00

TREASURER'S REVENUE SUMMARY COMPARISON

REVENUE SOURCE	BUDGET YEAR 2022 - 2023		BUDGET YEAR 2023 - 2024		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
<b>33 BOND FUND</b>					
<b>NON-REVENUE RECEIPTS</b>					
4-33-000-5112-000-050	BOND PROCEEDS	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		\$0.00	\$0.00	\$0.00	\$0.00
<b>BALANCE SHEET</b>					
4-33-000-6110-000-050	Cash Forward	\$1,377,617.72	\$1,377,617.72	\$269,759.32	\$269,759.32
<b>TOTAL</b>		\$1,377,617.72	\$1,377,617.72	\$269,759.32	\$269,759.32
<b>NON-REVENUE SOURCE</b>		\$1,377,617.72	\$1,377,617.72	\$269,759.32	\$269,759.32
<b>FUND TOTAL</b>		\$1,377,617.72	\$1,377,617.72	\$269,759.32	\$269,759.32

PERKINS-TRYON PUBLIC SCHOOLS  
07/31/2023

TREASURER'S REVENUE SUMMARY COMPARISON

REVENUE SOURCE	BUDGET YEAR 2022 - 2023		BUDGET YEAR 2023 - 2024		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
<b>34 BUILDING BOND2023</b>					
<b>NON-REVENUE RECEIPTS</b>					
4-34-000-5112-000-050	INITIAL SALE OF BONDS	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>BALANCE SHEET</b>					
4-34-000-6110-000-050	Cash Forward	\$0.00	\$0.00	\$2,205,670.72	\$2,205,670.72
<b>TOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,205,670.72</b>	<b>\$2,205,670.72</b>
<b>NON-REVENUE SOURCE</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,205,670.72</b>	<b>\$2,205,670.72</b>
<b>FUND TOTAL</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$2,205,670.72</b>	<b>\$2,205,670.72</b>

TREASURER'S REVENUE SUMMARY COMPARISON

REVENUE SOURCE	BUDGET YEAR 2022 - 2023		BUDGET YEAR 2023 - 2024		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
<b>35 TRAN BOND 2020</b>					
<b>BALANCE SHEET</b>					
4-35-000-6110-000-050	Cash Forward	\$255,000.00	\$255,000.00	\$33,135.00	\$33,135.00
4-35-000-6200-000-050	INTER FUND TRANSFER	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		\$255,000.00	\$255,000.00	\$33,135.00	\$33,135.00
<b>NON-REVENUE SOURCE</b>		\$255,000.00	\$255,000.00	\$33,135.00	\$33,135.00
<b>FUND TOTAL</b>		\$255,000.00	\$255,000.00	\$33,135.00	\$33,135.00

PERKINS-TRYON PUBLIC SCHOOLS

07/31/2023

TREASURER'S REVENUE SUMMARY COMPARISON

REVENUE SOURCE	BUDGET YEAR 2022 - 2023		BUDGET YEAR 2023 - 2024		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
<b>SINKING FUND</b>					
<b>LOCAL SOURCES</b>					
4-41-000-1110-000-050	AD VALOREM TAX LEVY (CURR	\$0.00	\$0.00	\$0.00	\$0.00
4-41-000-1120-000-050	Ad Valorem Prior Year	\$0.00	\$0.00	\$9,216.74	\$9,216.74
4-41-000-1121-000-050	1st Prior Yr Ad Val	\$10,495.48	\$10,495.48	\$774.72	\$774.72
	<b>TOTAL</b>	<b>\$10,495.48</b>	<b>\$10,495.48</b>	<b>\$9,991.46</b>	<b>\$9,991.46</b>
<b>STATE SOURCES</b>					
4-41-000-3620-000-050	STATE LAND REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00
	<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>REVENUE SOURCE TOTAL</b>	<b>\$10,495.48</b>	<b>\$10,495.48</b>	<b>\$9,991.46</b>	<b>\$9,991.46</b>
<b>BALANCE SHEET</b>					
4-41-000-6110-000-050	CASH FORWARD	\$108,417.89	\$108,417.89	\$805,372.05	\$805,372.05
	<b>TOTAL</b>	<b>\$108,417.89</b>	<b>\$108,417.89</b>	<b>\$805,372.05</b>	<b>\$805,372.05</b>
	<b>NON-REVENUE SOURCE</b>	<b>\$108,417.89</b>	<b>\$108,417.89</b>	<b>\$805,372.05</b>	<b>\$805,372.05</b>
	<b>FUND TOTAL</b>	<b>\$118,913.37</b>	<b>\$118,913.37</b>	<b>\$815,363.51</b>	<b>\$815,363.51</b>

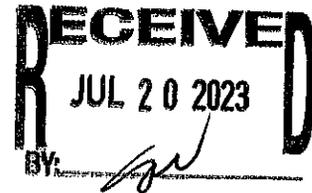


Dear Mrs. Boles,

I am writing to inform you of my resignation as Perkins-Tryon Intermediate School Secretary, effective July 19th, 2023. My time at PTIS was a pleasure, & I am grateful for the opportunity. Thank you for your kindness and leadership. I admire your dedication to both your staff, & students. Wishing you all the best!

Sincerely,

Sara Truesdale~





Sue Watkins <swatkins@p-t.k12.ok.us>

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## Fwd: Resignation

1 message

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**Donna Boles** <djboles@p-t.k12.ok.us>  
To: Sue Watkins <swatkins@p-t.k12.ok.us>

Tue, Aug 1, 2023 at 11:02 PM

Sent from my iPhone

Begin forwarded message:

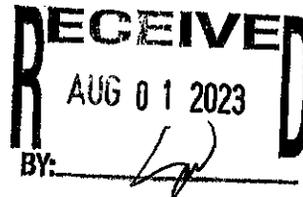
**From:** Cole Graves <cgraves@p-t.k12.ok.us>  
**Date:** August 1, 2023 at 9:56:12 PM CDT  
**To:** Donna Boles <djboles@p-t.k12.ok.us>  
**Subject:** Resignation

I am informing you that I will be resigning from my position at Perkins-Tryon Intermediate School.

Thank you,

Cole Graves

Sent from my iPhone



# Chelsea Hornberger

## Resignation Letter

Chelsea Hornberger  
Attendance Clerk  
401 Kinder Ct.  
Perkins, OK 74059  
405-385-4292

**August 1, 2023**

To whom it may concern,

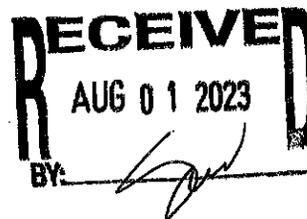
Kindly accept this letter as my formal resignation as Attendance Clerk at Perkins-Tryon Middle School. My last day is expected to be on August 4th, 2023.

I am incredibly grateful for the opportunities that I have been given. I have enjoyed all of my time at P-T. I would also like to thank you for being supportive of my professional growth.

Let me know how I can help in making the transition of responsibilities as seamless as possible for everyone involved.

Best wishes,

*Chelsea Hornberger*

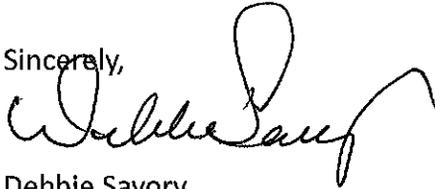


August 7, 2023

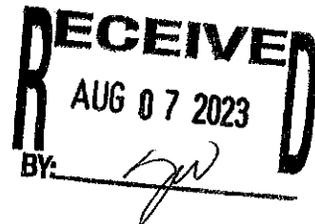
Dear Perkins-Tryon Public Schools,

I have decided to retire and am giving my <sup>ONE</sup>~~two~~ weeks' notice. My official last day will be Friday August ~~14~~, 2023.

Sincerely,



Debbie Savory



August 7, 2023

Dear Perkins-Tryon Public Schools,

I have decided to retire and am giving my <sup>one</sup> ~~two~~ weeks' notice. My official last day will be Friday August 10, 2023.

Sincerely, *Jack Savory*

Jack Savory

**RECEIVED**  
AUG 07 2023  
BY: *[Signature]*

## Perkins-Tryon Elementary School School Handbook Changes 23-24

### **Dress and Appearance:**

*Edited to omit:* All students are expected to practice good hygiene and dress neatly in clothes that do not detract from the educational process. Parents are responsible for ensuring that children's clothing is both clean and appropriate for weather conditions. ~~Failure to do either may be considered child neglect. The law in Oklahoma requires school personnel to report suspected incidents of child abuse and neglect to the Oklahoma Department of Human Services~~

### **Attendance Policy:**

*Added:* Attendance in Prekindergarten is not compulsory by state law. Enrollment in Prekindergarten does, however, signify a commitment to regular attendance in our program. In the event that a student in Prekindergarten reaches the above guidelines of 8 absences per semester or 16 total days in the school year including the policy that three tardies will equal a half day absence, the student may be dropped from the roll if there are students on the waiting list wishing to enroll in the program.

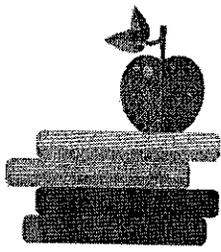
*We had students with very poor PreK attendance last year, while students were on the waiting list. Because we didn't have anything in our handbook we didn't feel like we could do anything about it. We would like to add the above statement to our handbook so that we can both create better attendance practices from the start for our students and maximize the learning capacity of our classrooms.*

### **Report Cards:**

*Changed standards-based report card performance indicators to the following scale. We were using an S, S+, S-, NI, U scale previously. What we are moving to below is more in line with the districts around us and should be easier to understand for families reading the reports.*

On the report the following performance levels shall indicate the degree of content knowledge and skills mastery obtained by the student:

<b>Key for Performance Levels:</b>		
<b>4</b>	<b>Proficient</b>	Student consistently demonstrates an understanding of skill/concept, independently
<b>3</b>	<b>Developing</b>	Student is not yet consistent in demonstrating an understanding of skill/concept, requiring minimal teacher support
<b>2</b>	<b>Emerging</b>	Student has a partial understanding of skill/concept, relying heavily on prompting and teacher support to apply knowledge
<b>1</b>	<b>Limited</b>	Student does not demonstrate an understanding of skill/concept and is performing significantly below grade level expectations
<b>NA</b>	<b>Not Assessed</b>	Not assessed during this reporting period.



*Perkins-Tryon Elementary School*  
**Student Handbook**  
**2023-2024**

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*WELCOME TO PTES!*

Dear Parents and Students,

Welcome to Perkins-Tryon Elementary School! We are looking forward to spending this year with you. We here at PTES are committed to providing a learning environment in which every student is known, loved, and safe. We believe that every child can learn and are determined to support and inspire the educational development of every student.

One thing we know to be true above all else is the importance of a strong connection between home and school. It takes parents and teachers working together to build a strong foundation for success. I encourage you to be involved in every aspect of your child's education. If you have any questions, the staff here at PTES is ready and willing to answer your call or email. Please join the Remind group set up by your classroom teacher, check the school website, and look for other print and digital communication from us to stay informed.

This handbook is distributed to each family as a reference source. It provides a look at the policies, procedures, and practices that guide our actions at PTES and throughout our district. Any situation not specifically addressed in this handbook is left to the discretion of the principal or designee. It is our hope through these policies to create a culture of respect, where students are aware of their role as citizens of a community and understand how their choices impact others. Please read and discuss this handbook at home. A full look at the adopted school board policies can be found on our website at [www.p-t.k12.ok.us](http://www.p-t.k12.ok.us).

Please feel free to contact me at any time should you have questions or concerns. I wish you a fulfilling and productive year at Perkins-Tryon Elementary School.

Sincerely,

Mandi Williams, Principal  
Perkins-Tryon Elementary School

**Contact Us**

Phone: 405.547.5741

Fax: 405.547.5744

Web: [www.p-t.k12.ok.us](http://www.p-t.k12.ok.us)

Email:

Principal: Mandi Williams, [mwilliams@p-t.k12.ok.us](mailto:mwilliams@p-t.k12.ok.us)

Administrative Assistant to the Principal/Enrollment: Carla Odom, [codom@p-t.k12.ok.us](mailto:codom@p-t.k12.ok.us)

Attendance Clerk: Snow Herber [sherber@p-t.k12.ok.us](mailto:sherber@p-t.k12.ok.us)

*Other Staff email addresses are provided on the Web page under the Staff Directory tab.*

## Emergency Contacts

CHILD ABUSE Hotline: 1.800.522.3511

MENTAL HEALTH CRISIS HOTLINE: 1-800-722-3611 For persons with hearing or speech disabilities call 911 from your TTY device and the operator will assist you. (711 not to be used for Emergencies)

NATIONAL SUICIDE PREVENTION Lifeline: 1-800-273-TALK (8255)

CITY OF PERKINS POLICE DEPARTMENT: (405) 547-2855 or in an emergency dial 911

The Perkins Police Department has an officer designated to act as a School Resource Officer (SRO). You may contact the SRO if you have concerns, need to make a report, provide information about an incident, or provide a tip concerning a possible incident. If you prefer, you may remain anonymous. A student may request to speak to the SRO any time during school hours through the office/administration.

## MISSION STATEMENT

We, at Perkins-Tryon Schools, believe that all children can learn. Believing this, we strive to provide a safe environment which enhances pride and learning. We set high standards, and we encourage students to reach their maximum potential.

## IMMUNIZATION REQUIREMENTS

DTP: 5 doses, POLIO: 4 doses; MMR: 2 doses; Hepatitis A: 2 doses; Hepatitis B: 3 doses; Varicella: 1 dose. These are given at the Payne County Health Department in Stillwater on Monday – Thursday from 8:00 – 11:00 A.M. and 1:00 – 4:00 P.M. and Friday 8:00 – 11:00 A.M.

## VISION SCREENINGS

Senate Bill 1795 requires vision screenings for students enrolled in kindergarten, first, and third grades at a public school. Parents must provide proof that their child passed a vision screening within the past 12 months. The screening must have been conducted by personnel listed on the Department of Health's statewide registry. The certification must be provided within 30 days of the beginning of the school year. Students who fail a screening will be referred for a comprehensive eye examination by an ophthalmologist or optometrist. Per law, no student shall be prohibited from attending school for the lack of a vision screening certification or an eye examination report.

## SCHOOL SCHEDULE

The school calendar and other pertinent information may be accessed at [www.p-t.k12.ok.us](http://www.p-t.k12.ok.us). The school day begins at 8:30 A.M. and ends at 3:45 P.M. Students should arrive at school no earlier than 7:55 A.M. and should go directly to breakfast. After breakfast or if not eating, students will go to the gym, playground, or classroom depending on the grade level and time of arrival. Students must be in their classrooms by 8:30 A.M. or they will be reported absent. **Parents will not be allowed to walk students to class.** Lunch periods are 20 mins in length and occur between 11:00-12:50.

## STUDENT CHECK IN/OUT, DISMISSAL, and ABSENCE PROCEDURES

Students must be checked in and out through the P-T Elementary School office using the School SafeID Portal any time arrival is late, must leave early, or student returns to school after an appointment. Please bring a driver's license for photo identification.

Parents should call the school office at 405.547.5741 by 8:45 A.M. to report student absences for the day.

A student who contracts a contagious disease or condition such as pink eye, chickenpox, ringworm, impetigo, or head lice will be sent home from school and must remain there until the condition or disease is no longer contagious. If a child has fever **THEY MAY NOT COME TO SCHOOL** until temperature returns to normal for 24 hours without fever reducing medications.

Students are dismissed at the end of the school by the following schedule: PreK at 3:30 P.M. at the southeast entrance and Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grade car riders at 3:45 P.M. at the front of the school. Individuals coming to pick up students must stay in vehicles. Please do not park and walk up as this affects how safely we can complete the dismissal process. If you live close and wish to walk to pick up, please be at the school early and be standing in the designated location by 3:35 p.m. Please try to limit student checkouts after 3:25 p.m.. This is a difficult time as students are gathering up to end the day and dismissal traffic increases at this time. All dismissal lines are completed by 4:00 each day, so while the lines may appear long, once the students are dismissed, the process goes quickly when everyone works together. More information will be available about car rider pick-up procedures as school begins.

## CAFETERIA

Breakfast and lunch are served daily in our cafeteria. Students may either purchase lunch from the school cafeteria or bring a sack lunch. Milk or juice may be purchased at school. The lunch count for each day is submitted by 9:00 A.M.

- Students may pay for meals in advance.
- Money brought to school should be enclosed in an envelope with the student's name on it and turned into the teacher or cafeteria.
- Student accounts may be paid online at [www.ezschoollpay.com](http://www.ezschoollpay.com).
- School district policy does not allow students to charge beyond the amount equivalent to 5 meals. However, no student will ever be denied a meal at our school regardless of account status.
- Reduced and free lunch forms available in school office, cafeteria, or online at [www.p-t.k12.ok.us](http://www.p-t.k12.ok.us).
- Students are to obey all staff members in the cafeteria..
- No food or drinks are to be taken out of the cafeteria.
- Students are to assist in keeping the cafeteria tables and floor clean.
- Students should remain in the cafeteria at lunch until released by a teacher.
- Students should be able to independently open their lunch box items.

## DRESS AND APPEARANCE

All students are expected to practice good hygiene and dress neatly in clothes that do not detract from the educational process. Parents are responsible for ensuring that children's clothing is both clean and appropriate for weather conditions.

The student dress code at Perkins-Tryon Elementary School is as follows:

- Shoes must be worn at all times; house slippers or shoes with wheels are not acceptable. Flip flops are discouraged.
- Hats, caps, and hoods are not to be worn inside school buildings.
- Shirts should not show the stomach or back and should not have loose or low necklines.
- Undergarments are not to be visible.
- Pants are to be worn at the waist level with no sagging.
- Shorts, dresses, and skirts should be a length that will not be revealing while students are playing, sitting, stooping, etc.
- No clothing may be worn which advertises tobacco, alcohol, or drugs.
- No clothing with profane, suggestive, or vulgar language may be worn.
- Costumes are not appropriate for school except for designated dress-up days.

## ATTENDANCE POLICY

No single factor aids a student's academic progress more than regular attendance. The Perkins-Tryon School Attendance Policy states that students must be in attendance a minimum of ninety percent (90%) of the school year. This means that a student can be absent no more than 16 days during the school year, 8 per semester. Students attending school sponsored functions will not be counted absent. There are no "excused" and "unexcused" absences. Students are simply at school, or they are not, aside from school sponsored activities. Accumulation of three tardies will equal a one-half day absence.

Attendance in Prekindergarten is not compulsory by state law. Enrollment in Prekindergarten does,

however, signify a commitment to regular attendance in our program. In the event that a student in Prekindergarten reaches the above guidelines of 8 absences per semester or 16 total days in the school year including that three tardies will equal a half day absence, the student may be dropped from the roll if there are students on the waiting list wishing to enroll in the program.

In the event that a student is absent more than 16 days during the school year, a committee made up of teachers and the principal will determine if the student will be promoted or be retained. Factors used to make this determination will include illness, emergencies, religious observances, court appearances, as well as academic performance. Poor attendance could be an indication of child neglect, and in accordance with Oklahoma law, schools are required to report students with chronic absenteeism to the office of the District Attorney and possibly the Oklahoma Department of Human Services. Furthermore, the City of Perkins has adopted and implemented an absence/tardy/truancy that includes court appearances and monetary fines as stated: 4 unexcused absences in 4-week period will be reported to the Perkins School Resource Officer, and the parent/guardian will receive a letter explaining the consequences for additional excessive absences/tardiness. (Copy included on last page of handbook)

**Students who are absent more than 16 days will be identified as "chronically absent" by the Oklahoma State Department of Education, and this classification will have a negative impact on school report cards issued by the OSDE.**

## TRUANCY

A student is defined as truant when he/she is absent and neither his/her parent, nor the school officials know of his/her whereabouts. The city of Perkins also has the following ordinance which will be enforced:

### 5-6-3: School Attendance Required

- A. It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section. One-half (1/2) day of kindergarten shall be required of all children five (5) years of age or older unless the child is excused from kindergarten attendance as provided in this section. A child who is five (5) years of age shall be excused from kindergarten attendance until the next school year after the child is six (6) years of age if a parent, guardian, or other person having custody of the child notifies the superintendent of the district where the child is a resident by certified mail prior to the enrollment in kindergarten, or at any time during the first school year that the child is required to attend kindergarten pursuant to this section, of election to withhold the child from kindergarten until the next school year after the child is six (6) years of age.
- B. It shall be unlawful for any child who is over the age of twelve (12) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session.

Provided, that this section shall not apply:

1. If any child is prevented from attending school by reason of mental or physical disability, to be determined by the board of education of the district upon a certificate of the school physician or public health physician, or, if no such physician is available, a duly licensed and practicing physician;
2. If any child is excused from attendance at school, due to an emergency, by the principal teacher of the school in which such child is enrolled, at the request of the parent, guardian, custodian or other person having control of such child;
3. If any child who has attained his or her sixteenth birthday is excused from attending school by written, joint agreement between:
  - a. The school administrator of the school district where the child attends school, and
  - b. The parent, guardian or custodian of the child. Provided, further, that no child shall be excused from attending school by such joint agreement between a school administrator and the parent, guardian or custodian of the child unless and until it has

- been determined that such action is for the best interest of the child and/or the community, and that said child shall thereafter be under the supervision of the parent, guardian or custodian until the child has reached the age of eighteen (18) years;
4. If any child is excused from attending school for the purpose of observing religious holy days if before the absence, the parent, guardian, or person having custody or control of the student submits a written request for the excused absence. The school district shall excuse a student pursuant to this subsection for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days; or
  5. If any child is excused from attending school for the purpose of participating in a military funeral honors ceremony upon approval of the school principal.
- C. It shall be the duty of the attendance officer to enforce the provisions of this section. In the prosecution of a parent, guardian, or other person having custody of a child for violation of any provision of this section, it shall be an affirmative defense that the parent, guardian, or other person having custody of the child has made substantial and reasonable efforts to comply with the compulsory attendance requirements of this section but is unable to cause the child to attend school. If the court determines the affirmative defense is valid, it shall dismiss the complaint against the parent, guardian, or other person having custody of the child and shall notify the school attendance officer who shall refer the child to the district attorney for the country in which the child resides for the filing of a child in need of supervision petition against the child pursuant to the Oklahoma juvenile code.
- D. Any parent, guardian, custodian, child or other person violating any of the provisions of this section, upon conviction, shall be guilty of a misdemeanor, and shall be punished as follows:
1. For the first offense, a fine of up to fifty dollars (\$50.00);
  2. For the second offense, a fine of up to one hundred dollars (\$100.00); and
  3. For the third or subsequent offense, a fine of up to two hundred fifty dollars (\$250.00).

Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court shall constitute a separate offense.

### **FLAG SALUTE**

At Perkins-Tryon Elementary, the school day will begin with a salute to the flag. Foreign exchange students, students formally associated with a religious group whose tenets are not in accordance with this practice, and any other students not wishing to recite the pledge will not be required to salute the flag.

### **MOMENT OF SILENCE**

All students and staff are asked to observe a moment of silence each morning. They may reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in exercising their individual choices. Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the moment of silence. Students will be notified when the moment of silence is over.

### **SCHOOL RULES AND REGULATIONS**

In order for the school to function efficiently, certain rules must be established and followed:

- Students are to treat other individuals kindly and respectfully at all times.
- Students should never participate in name-calling, starting or spreading rumors, or making unkind statements to or about other students or staff members.
- Students are not to hit, push, bite, scratch, or cause physical harm to other students or staff members.
- Students are to be honest to other students and to staff members.
- Students are to do their own work. Copying and cheating are not permitted.
- It is the responsibility of each student to immediately report concerns or conflicts to the nearest

teacher or staff member.

- Students are not to possess or be under the influence of drugs, alcohol, or tobacco.
- Students are not to possess or distribute any prescription and/or non-prescription medication.
- Students are not to leave the school grounds at any time without permission.
- Students are not to chew gum or have sunflower seeds.
- Students are not to damage school property or the property of others.
- Students are not to swear, use obscene language, or make obscene gestures while on campus, on the bus, or on a field trip or school function.
- Toys, weapons, electronics, combustible materials, etc. are not allowed on the school grounds, on the bus, on a field trip or while attending school functions.
- All belongings should be marked with the student's name in order to assist in the return of recovered lost or stolen items. Valuables and large amounts of money should be left at home to prevent damage, loss, or theft.
- Cell phones should remain off and are not to be used while on school campus. Not having cell phones at school is preferred.
- Students are not to engage in public displays of affection.

## **PLAYGROUND RULES**

Playground problems or conflicts are to be reported immediately to a playground teacher or supervisor during recess. Students should not wait until after recess to report a playground incident to classroom teachers; those teachers will have classes and teaching responsibilities and will not be able to interview all involved students and witnesses needed to properly investigate and act upon playground conflicts.

- A written note by a parent or physician is required for a student to be allowed to stay inside during recess or physical education activities.
- Do not misuse playground equipment or stand on things not designed to be stood on, including equipment, fences, and tables. Do not attempt to climb up slides.
- Only one person should be on a slide at a time. Slide down in a seated position, feet first.
- No one is to be in the classrooms or hallways before school or during recess without permission.
- Do not pick up or throw rocks, pebbles, baseballs or softballs.
- Appropriate footwear should be worn at all times.
- Do not push others or pull on their clothing when playing chase or tag and do not pick others up.
- Play equipment that goes over fences or into roads may not be retrieved without supervision.
- All playground games, including football, basketball, and kickball, are non-contact. Pushing, shoving, physically blocking, and tackling are not allowed.

## **BUS RIDER RULES**

There will be no tolerance of misconduct of bus riders. Elementary students will receive one warning from the principal if reported by their bus driver for misconduct and parents will be contacted about it. Further incidents will likely result in suspension of riding privileges.

Questions or concerns about bus routes should be reported to the transportation director at 405.547.5708. Questions or concerns about student behavior while on the bus should be reported to the building principal at 405.547.5741.

### **I. Previous to loading (on the road at school):**

- Be on time at the designated school bus stops -- keep the bus on schedule.
- Stay off the road at all times while waiting for the bus.
- Wait until the bus comes to a complete stop before attempting to enter.
- Be careful in approaching bus stops.
- Bus riders are not permitted to move toward the bus at the school loading zone until the bus has been brought to a complete stop.

### **II. While on the bus:**

- Keep hands and head inside the bus at all times after entering and until leaving the bus.
- Assist in keeping the bus safe and sanitary at all times.
- Remember that loud talking and laughing or unnecessary confusion diverts the bus driver's attention and may result in a serious accident.
- Treat bus equipment as you would valuable furniture in your own home.

- Bus riders should never tamper with the bus or any of its equipment.
  - Leave no books, packages, coats, and all other objects out of the aisles.
  - Keep legs, arms, feet, and all other objects out of the aisles.
  - Help look after the safety and comfort of small children.
  - Do not throw anything out of the school bus window.
  - Bus riders are not permitted to leave their seats while the bus is in motion.
  - Horseplay is not permitted around or on the school bus.
  - Bus riders are expected to be courteous to fellow pupils, and the driver.
  - Keep absolutely quiet when approaching a railroad crossing stop.
  - In case of a road emergency, children are to remain in the bus.
- III. After leaving the bus:
- When crossing the road, go at least ten feet in front of the bus, stop, check for traffic, watch for the bus driver's signal, then cross the road.
  - Students should leave the bus quickly and stay clear of traffic.
  - Help look after the safety and comfort of small children.
  - The driver will not discharge riders at places other than the regular bus stop, except by prior authorization from the parent or school official.
- IV. Extra-curricular trips:
- The above rules and regulations will apply to any trip sponsored by the school.
  - Pupils shall respect the wishes of a competent chaperone appointed by the school officials.
- V. A note from his/her parent is needed if the child is to ride a different bus after school.
- VI. Due to seating capacity and safety we can no longer transport additional students due to sleepovers, parties, etc. It will be necessary that other arrangements be made to pick up & transport those children.

## **DISCIPLINE**

The primary goal of our school is to educate. Sometimes the behavior of an individual student comes in conflict with our ability to maintain a safe and effective learning environment. In these instances, consequences are necessary. At PTES we want to implement disciplinary strategies that are not merely punishment but are truly restorative in nature so that learning and growth can occur.

The teacher of a student attending a public school shall have the same rights as a parent or guardian to control and discipline such a student according to local policies during the time the student is in attendance or in transit to or from school or any school function authorized by the school district or classroom presided over by the teacher. All students will be treated in a fair and equitable manner.

Disciplinary action will be based on a careful assessment of these factors: the student's attitude, the seriousness of the offense, the effect of the offense on other students, whether the offense is physically or mentally damaging, and whether the incident is isolated or habitual behavior.

Fighting is defined as mutual participation in an altercation. Both participants in a fight will be dealt with in a manner appropriate to the situation. Disagreements between students can never be solved by violence. Students who believe another student is angry with them in a way that could lead to violence should immediately contact a teacher or administrator.

Possible disciplinary actions include but are not limited to: student conferences, parent conferences, recess detention, in-school detention, after school detention, loss of privileges, clean up or repair, financial restitution, out-of-school suspension, and school resource officer support.

Parents will receive a copy of any disciplinary referral sent to the office along with the action(s) taken. Attempts will be made to contact parents by phone in cases of severe disciplinary referrals. The Perkins Police Department will be contacted for support any time a student poses a threat of personal injury or injury to others that cannot be de-escalated by school officials. Students engaging in offenses that are criminal in nature and violate laws may also be subject to prosecution by local authorities.

## **CELL PHONES**

It is strongly recommended that students do not bring cell phones and other electronic devices to school. Cell phones and other electronic devices (MP3, iPod, etc.) are not to be used once students arrive on

school grounds. The school is not responsible for these items should they be lost, damaged, or stolen at school or during school activities or transportation. If a student uses a personal device during the school day, the device will be taken from the student and held in the office. The parent or guardian may pick up the phone from the office at the end of the day. Parents needing to contact their children should call the school office at 405.547.5741. The message will be delivered to the student at the parent's request. Students may use the office phone to contact parents upon request.

## REPORT CARDS AND GRADING POLICY

Report cards will be issued following the end of each nine week period. The final report card will be sent home with the students on the last day of school. Pre-K, Kindergarten, First and Second Grade report cards are standards based, showing student mastery on a list of grade level skills and standards.

On the report the following performance levels shall indicate the degree of content knowledge and skills mastery obtained by the student:

<b>Key for Performance Levels:</b>		
<b>4</b>	<b>Proficient</b>	Student consistently demonstrates an understanding of skill/concept, independently
<b>3</b>	<b>Developing</b>	Student is not yet consistent in demonstrating an understanding of skill/concept, requiring minimal teacher support
<b>2</b>	<b>Emerging</b>	Student has a partial understanding of skill/concept, relying heavily on prompting and teacher support to apply knowledge
<b>1</b>	<b>Limited</b>	Student does not demonstrate an understanding of skill/concept and is performing significantly below grade level expectations
<b>NA</b>	<b>Not Assessed</b>	Not assessed during this reporting period.

Marking on classroom assignments may still follow the traditional grading scale of:

90-100%	A	Superior quality of work
80-89%	B	Good quality of work
70-79%	C	Satisfactory quality of work
60-69%	D	Below quality of work expected
Below 60%	F	Unsatisfactory grade (failing)

## PROFICIENCY BASED PROMOTION

Perkins-Tryon students are eligible to take part in the Proficiency Based Promotion program. Tests are administered two times per year. Dates and applications are available in the superintendent's office.

### RETENTION POLICY

#### A. Introduction

The Board of Education of the Perkins-Tryon School District, having determined that a need exists for a uniform policy governing the circumstances and considerations to be weighed in determining whether to promote a student to the next grade or retain him or her in the same grade for an additional year, has established the following policy to govern this question. The purpose of this policy is to provide guidelines for teachers to follow in determining whether to promote or retain students in the Perkins-Tryon School District, and to establish a uniform procedure to be followed in cases where retention is appropriate. The policy also establishes an appeal procedure by which parents may challenge the decision to retain a student or to assign a student a failing grade in a course.

As used in this policy, "promote" or "promotion" means to pass a student who has successfully completed the requirements of a particular grade into the next higher grade at the end of the school year and to record on the student's record that he or she has successfully completed his or her current grade.

As used in this policy, "retain" or "retention" means to withhold a student from advancing into the next

higher grade at the end of the school year and to indicate on the student's record that he or she has not successfully completed his or her current grade.

### **B. Policy Regarding Promotion and Retention**

Each school will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, the principal, and additional personnel assigned by the principal when appropriate. Strong supportive evidence must be presented to the student and parent regarding retention. This evidence must be based on:

- 1) Testing which actually covers the subject matter presented to the student.
- 2) Assignments directly related to the subject matter being taught.
- 3) Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social) and to the student's attendance record, although these matters will not bear the same weight as items 1 and 2.

The student and parent must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that his or her performance is insufficient, and the student's parents will be presented with a written notice. The school staff will make every effort to help the student improve his or her academic standing.

### **C. Appeal Process**

Any parent may request consideration of a retention decision or the assignment of a failing grade in a course by taking the following steps:

First Level of Appeal: The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of written notification of the initial decision, the initial decision will be final.

Second Level of Appeal: The parent may request review of the principal's decision by letter to the superintendent. If no request is received within five (5) days of the parent's receipt of the principal's written notification of his or her decision, the principal's decision will be final.

Third Level of Appeal: The parent may request review of the superintendent's decision by letter to the superintendent or the clerk of the Perkins-Tryon Board of Education. If no request is received within five (5) days of the parent's receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final. The parent will be notified in writing of the date, time, and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final.

If a parent disagrees with the Board's decision, he or she may prepare a written statement stating the reason for the disagreement, which will be placed in and become a part of the student's education record.

## **PARENT CONFERENCES**

Parents who wish to confer with a teacher or the principal should call the P-T Elementary School office at 405.547.5741 to set up an appointment that will not conflict with a teacher's class instruction, playground duty, tutoring, or other obligations. Upon arrival, the parent should sign in at the office prior to the conference.

## **FIELD TRIPS**

Students who ride the bus on field trips and desire to ride home with a guardian must notify teachers in advance. Students will only be released to custodial parents and must check in with the student's teacher before leaving the event location. Parents and guardians are not allowed to ride the buses.

## **BICYCLES AND SKATEBOARDS**

Students are allowed to ride bicycles to school. Bicycles are not to be ridden on the sidewalks and should be parked in the designated parking areas. Bicycles are not to leave school grounds after school until all buses have departed and the car lines have diminished. It is recommended that bikes be locked. Skateboards are not to be ridden on school sidewalks or in parking lots.

## **EMERGENCY PROCEDURES**

Instructions for emergency procedures will be posted in each classroom. Procedures will be reviewed during the first week of school. The following signals will be used:

- Tornado (and other disasters): Announcement will be made through the building intercom system for all students and staff to move into the multipurpose room.
- Fire: Intermittent ringing of the building fire alarm in hallways and/or announcement through the intercom system. All students and staff will exit the building by the nearest exterior door and proceed to their designated meeting locations.
- Instructions will be given over the intercom system during security drills and other emergencies. Security Drills include, Shelter in Place and Intruder Lockdown.

## **MEDICATION**

Should a student need to take prescription medication during the day, we ask that parents complete a medication permission form available in the school office. Information there will indicate:

- What medication is to be taken,
- When it is to be taken,
- In what quantity it is to be taken, and
- A phone number where the parent/guardian can be reached.

All medication must be checked in at the office for distribution to the student during the day and must be in the original container, as required by law. Non-prescription medication must be provided by the parent and will only be given to the child when the parent can be contacted for approval. The parent must grant approval following every request their child makes for their non-prescription medication. If the parent cannot be contacted, the medicine will not be administered to the child.

## **ILLNESS and INJURY AT SCHOOL**

Should a student become ill while at school, he or she must tell the teacher, and the teacher will contact the office. If a student is found to have a fever, they must be picked up from school. They can return after being fever free without medication for 24 hours. Students are occasionally brought to the office with minor injuries, bumps, and scrapes. Students will be helped to the best of our ability. We will notify parents anytime an injury is more serious, if a student hits their head, or if an injury is something that may require follow up care by parents or medical professionals.

## **BORROWED SCHOOL PROPERTY**

Parents must pay for damaged or lost textbooks and library books checked out to their child. Furthermore, students will not be allowed to check out additional library books until payment is received. We also ask that electronic devices that are borrowed be handled with care and returned in good condition. Parents may be asked to pay for lost charger cables, headphones, or damaged screens.

## **LOST AND FOUND**

Misplaced coats, gym shoes, lunch boxes, etc. are more likely to be recovered if items are labeled with student first and last names. A lost and found area will be in the north/south hallway of the building. Any items found should be turned in to the office in order for an attempt to be made to return the items to their owners. Items left for more than one week will be donated to students and/or a local charity.

## **SCHOOL CLOSINGS**

School closings or delayed starting times will be announced on the district website, school social media outlets, as well as over television stations viewed in this area. An automated phone call may be made by the school. Should no report be heard, students and parents can assume school will be in session.

## **VISITORS**

All visitors must sign in at the office through the School Safe ID Portal to describe the nature of the visit, and receive a visitor's badge. We limit unplanned visitations because we take the security of our site and the sanctity of academic time seriously. We will make every effort to plan visitation events for each grade level so that families maintain a connection to our school environment. We just ask that you be understanding of our procedures for limiting the number of adults having access to our site during the school day when students are present. Unauthorized visitors will be asked to leave the school campus. Visitors are not allowed in the cafeteria or on the playground. Visits from non-custodial parents/relatives must be arranged outside of the school day.

## **DELIVERIES**

In order to minimize class disruptions, the school office will not accept deliveries such as flowers, balloons, and other types of gifts for students. This practice is district-wide.

## **INTERNET AND SCHOOL COMPUTERS POLICY**

Parents must read the policy and sign the Use of Internet consent form before their students may use the Internet. Forms are part of the enrollment process and are also available in the PTES office.

## **STUDENT SUSPENSION**

The principal shall have the authority to suspend any pupil who is guilty of any of the following acts while in attendance at school or in transit by school transportation, under school supervision to or from school or any school facility under the control of the school district, for off campus activities having an adverse effect on the school district, or in attendance at events where the school is represented off campus.

Violation of the following rules and regulations may result in suspension:

- Immorality; theft; use of profanity or vulgar language.
- Truancy.
- Violation of school rules, regulations, or policies.
- Assault upon another student or person including threats, harassment, and threats of retaliation.
- Adjudication as a delinquent for an offense that is not a violent offense. (A violent offense includes those offenses that are exceptions to the term "non-violent offenses" in Oklahoma criminal laws. Also, violent offenses include the offense of assault with a dangerous weapon but not assault.)
- Possession of an intoxicating beverage, low-point beer, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
- Possession of a dangerous weapon or a controlled dangerous substance or a facsimile of a controlled dangerous substance (See: Uniform Controlled Dangerous Substances Act). Possession of a firearm shall result in out-of-school suspension for a period of not less than one year.
- Possession or distribution of any tobacco product.
- Conduct disrupting the normal operation of the school.
- Conduct which jeopardizes the safety of the student or other students.
- The willful disobedience of the request of any school official in the performance of school duties.
- Repeated violation of school or classroom rules or regulations.
- Off campus conduct which is contrary to law or which has an adverse impact on good order, discipline, or the learning environment at the school.
- Harassment, intimidation, bullying, and cyber bullying.

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionality and legally sound procedures is approved with regard to the administration of discipline in Perkins-Tryon Public Schools:

- A. The hallmark of the exercise of disciplinary authority shall be fairness. effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
- B. A teacher has the authority to remove a student from class temporarily. The teacher shall accompany the student to the office of the principal and shall file with the principal a written statement of reasons for the student's removal from class. The principal shall determine whether to reinstate the student in class, reassign him/her, or take other disciplinary action. Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to that teacher's classroom without approval of that teacher.
- C. If the principal determines that suspension from school is appropriate, the length of the suspension will be precisely stated and will not exceed beyond the current and succeeding semester, except for firearm possession.
- D. Prior to any suspension from school the principal shall consider and apply (if appropriate) alternative in-school placement options (reassignment to another classroom, detention, alternative school setting, in-school detention, or other options).
- E. Parents of a suspended student will need to pick up their child's assignments from the P-T School office. All work must be completed and turned in on the day the student returns to school in order to receive credit. Alternative written assignments will replace labs and class activities that cannot be done at home. For those students suspended for more than five days, the principal will develop an educational plan. This plan will be designed for the eventual reintegration of the student. The plan will cover the core subjects in which the student is enrolled and outline the procedure for education. Students will receive credit for work completed. Parents will receive a copy of the plan and will be responsible to provide a safe, supervised, and structured environment and monitor the student's progress.
- F. At the time that the principal informs the student of suspension from school, the principal will notify the student that he/she has been suspended from participation in extra-curricular school activities as well. In the event of a student or parent appeal of the suspension, the principal will determine if the suspension of extra-curricular school activities remains in effect as assigned or is postponed pending results of the appeal process. In either event, the decision whether to enforce the suspension from activities is the principal's and may not be appealed.
- G. Guidelines for due process procedure in student suspension from school:

**Step 1** Evidentiary Hearing: Prior to any suspension, a student shall be given an oral or written notice of the charges against him or her. The student shall have an opportunity to present his/her version of the accusations.

**Step 2** Following the evidentiary hearing with the student, the parents shall be notified by phone (if possible) and certified mail concerning the suspension and the act committed. The principal shall make and retain a record of the letter. A copy shall be sent to the superintendent.

**Step 3** In the letter, the parents shall be advised of the procedure for appeal of the suspension. For all out of school suspensions, the right of the parents or eligible student's first appeal is to an appeals hearing committee. The committee is to be comprised of one administrator and two teachers appointed by the superintendent. The three-committee members must not have been actively involved with the case in any way prior to the hearing. The committee has the duty of determining the guilt or innocence of the pupil and the reasonableness of the term of the suspension. The hearing shall be recorded on tape; legal counsel should not be present. Once a hearing has been requested, the student must be readmitted to class pending the outcome of the hearing, unless the student's behavior was such that it required an emergency suspension. Parents will be informed of the committee's decision in writing within five (5) school days that students are actually in session during the school year, or five (5) business days otherwise. In cases involving out of school suspensions of ten (10) days or less, the decision of the hearing committee shall be final.

**Step 4** In cases of student suspensions of more than ten (10) days, should the parent desire to appeal the committee's action to the Board of Education, they would notify the superintendent within five (5) school days that students are actually in session during the school year, or five (5) business days otherwise of receiving the notice of the committee's action. The superintendent shall schedule a hearing before the Board of Education and shall notify the student and his/her parents or guardian in writing as to the time, place, and purpose of the hearing. The following guidelines shall be used in the board hearing procedure.

- A. The charges against the student shall be stated in clear and concise terms and must be in writing.
- B. A parent or legal guardian of the student shall be present at the hearing, and legal counsel may be present if desired.
- C. The student shall be given the opportunity to give his/her version of the facts and their implication. He/she should be allowed to offer testimony of other witnesses and other evidence. In the event third persons are called upon to offer testimony, they shall not be permitted to be present during the testimony of other witnesses.
- D. The student shall be allowed to observe all evidence offered against him/her.
- E. A record must be kept of the hearing.
- F. The hearing authority shall state within a reasonable time after the hearing its findings as to whether or not the disciplinary action should be revoked, affirmed, or altered.
- G. Emergency Suspensions: The principal, or his/her assistant in charge, is authorized to invoke an emergency suspension when the presence of the student at school is disruptive or threatening. In cases of emergency suspension, the parents should be contacted immediately by telephone, if possible, followed by written notification by certified or registered mail (sample C, appendix 17).

Regular due process procedure should follow this action, except that the student is not permitted to return to class during the hearing period. Once a hearing before the Board of Education has been requested, the student will be readmitted to school pending the hearing unless the student's behavior required an emergency suspension. The hearing authority shall state its findings as to whether or not the disciplinary action should be revoked, affirmed, or altered. At the conclusion of such hearing, the Board will render a decision and such decision will be final.

## **MENINGITIS**

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood. Although the risk is extremely low, disease does occur. Signs and symptoms include: headache, fever, chills, stiff neck, extreme tiredness, vomiting, sensitivity to light, and a rash of small purplish black-red dots. A publication is issued by the Oklahoma State Department of Education as authorized by 70 O.S. § 3-104. For more information contact your healthcare provider or local county health department.

## **INHALED ASTHMA MEDICATION**

Pursuant to 70 O.S. 1-116.3, the Board of Education of the Perkins-Tryon School District permits students to self-administer inhaled asthma medication. Conditions, guidelines, and parental consent forms must be completed in the P-T Elementary School office.

In compliance with SB 381, effective July 1, 2019, Perkins-Tryon Elementary School stocks emergency inhalers to administer to any student believed to be in respiratory distress. Our site has an individual trained to identify the signs of respiratory distress and to administer the proper medication using an inhaler with a spacer as defined by law. Parents/guardians will immediately be notified in the instance that this is needed.

## **HARASSMENT, INTIMIDATION AND BULLYING**

"Harassment, intimidation and bullying," as defined by Oklahoma Statutes at 70 O.S. Section 24-100.2, means any gesture, written or verbal expression, 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, a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic.
- "At school" means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

Harassment, intimidation and bullying are specifically prohibited by the Perkins-Tryon School District. Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures the district deems appropriate. Prevention of and education about harassment, intimidation and bullying behavior by students shall be addressed by the district in its Safe School Committee, pursuant to 70 O.S. Section 24-100.

REFERENCE: 70 O.S. Section 24-100.2

BOE Approved 8-5-02

## **CYBER BULLYING**

Cyber bullying is where one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
- Spreading rumors about others through email, IM, or text messages.
- Creating a Web site or other social networking account that targets another student or person.
- Sharing fake or embarrassing photos or videos of someone with others via cell phone or the Web.
- Stealing another person's login and password to send mean or embarrassing messages.

It is the policy of Perkins-Tryon Schools that cyber bullying will not be tolerated under any circumstances.

## **WEAPONS-FREE SCHOOL**

It is the policy of this school district to comply fully with the Gun-Free Schools Act. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to proper legal authorities. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a resource officer or other person authorized by the Board of Education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:

"...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon."

Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for one calendar year at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

REFERENCE: 18 U.S.C. 921  
21 O.S. 1280.1

Revised and Approved by the  
Board of Education August 5, 1996

As previously stated, any unlawful carry or illegal possession of weapons on school grounds will be reported to the Perkins School Resource Officer.

## STUDENT DIRECTORY INFORMATION

The Perkins-Tryon School district will maintain and release "directory information" as established by government regulations. Directory information will be maintained by the school to announce student recipients of awards, announce student achievement, announce students participating in activity programs, and announce class members. Pictures and articles may appear in local newspapers, television stations, school website, and/or school Facebook.

**"Directory Information" is defined as these:**

1. Student's name
2. Student's age
3. Grade level classification
4. Student's participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Diplomas, certificates, awards and honors received
7. Parent or lawful custodian's name
8. School in this district attended by the student
9. Student statements, photographs, audio or videotapes which identify the student's participation in and/or achievements gained in enrolled courses or officially recognized activities and sports, including but not limited to participation in distance learning programs and publication on the Internet.

Parents/legal guardians have the right to withhold directory information regarding their child attending this school. **Those parents/legal guardians exercising their right to withhold directory information must notify the school in writing of their intent.** Failure on the part of the parent/legal guardian to notify the school district of their intent to withhold directory information will be considered as consent for the school district to make directory information available regarding their child. The school district will release no information of a confidential or negative nature to the public.

## RIGHT-TO-KNOW POLICY

At the beginning of each school year, Perkins-Tryon School District shall notify the parents of each student that the parents may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- (iii) 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.
- (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition parents may request and a school **shall provide** to each parent—

- (i) information on the level of achievement of their child in each of the Oklahoma academic assessments; and
- (ii) timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

## FREE APPROPRIATE PUBLIC EDUCATION

All children within the Perkins-Tryon District with exceptional education needs are provided with a free appropriate public education (FAPE) as defined by state and federal statutes. If for any reason you

suspect that a child (age 0-21) may have special needs, you are urged to notify the Perkins-Tryon Schools immediately.

## **NOTIFICATIONS OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to a student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The 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 in which the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record they believe is inaccurate. They should write to the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate 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); a person serving on the School board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the United States Department of Education concerning alleged failures by the School District to comply with 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 202

## **SEARCH TO FIND CHILDREN IN NEED OF SPECIAL EDUCATION**

The Perkins-Tryon School District is seeking to identify every student from age 3 through 21 who lives within the boundaries of Perkins-Tryon District who may be in need of special education.

Areas of special education include: visual impairments including blindness, hearing impairments

including deafness, deaf-blindness, autism, traumatic brain injury, emotional disturbance, specific learning disabilities, intellectually disabled, multiple disabilities, orthopedic impairments, other health impairments, and speech or language impairments.

Parents are advised that all special education services are designed to offer the utmost in educational opportunities for each qualifying student, as well as to provide assistance and support in the areas of physical, mental, emotional and social growth. State and federal laws are followed in providing each student with a free appropriate public education in the least restrictive environment. If you suspect that a child may have special needs, please contact Perkins-Tryon School at P.O. Box 549, Perkins, Oklahoma, 74059 or call 405.547.5703.

## **ASBESTOS STATEMENT**

Perkins-Tryon Public Schools continually update the Asbestos Inspection and Management Plan which is available for review in the Superintendent's Office.

### QUICKLINKS

WELCOME LETTER

CONTACT INFORMATION

EMERGENCY CONTACTS

MISSION STATEMENT

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STUDENT CHECK IN/OUT, DISMISSAL, and ABSENCE PROCEDURES

CAFETERIA

DRESS AND APPEARANCE

ATTENDANCE POLICY

TRUANCY

FLAG SALUTE

MOMENT OF SILENCE

SCHOOL RULES AND REGULATIONS

PLAYGROUND RULES

BUS RIDER RULES

DISCIPLINE

CELL PHONES

REPORT CARDS AND GRADING POLICY

PROFICIENCY BASED PROMOTION

RETENTION POLICY

PARENT CONFERENCES

FIELD TRIPS

BICYCLES AND SKATEBOARDS

EMERGENCY PROCEDURES

MEDICATION

ILLNESS and INJURY AT SCHOOL

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SCHOOL CLOSINGS

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INTERNET AND SCHOOL COMPUTERS POLICY

STUDENT SUSPENSION

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INHALED ASTHMA MEDICATION

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SEARCH TO FIND CHILDREN IN NEED OF SPECIAL EDUCATION

ASBESTOS STATEMENT

# Perkins-Tryon Intermediate

## Memorandum

Date: Tuesday, August 8, 2023

To: Mr. Doug Ogle and Perkins-Tryon School Board of Education  
From:  Donna Boles, Perkins-Tryon Intermediate School Principal

Subject: Proposed Student Handbook Change

Please accept my recommendation to make the following change in the 2023 – 2024 student handbook:

2022 – 2023 Language:

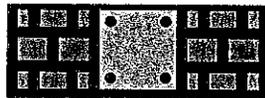
### **PARENT CONFERENCES**

Parents who wish to confer with a teacher or the principal should call the P-T Intermediate School office at 405.547.5713 to set up an appointment that will not conflict with a teacher's class instruction, playground duty, tutoring, or other obligations. Upon arrival, the parent will sign in at the office prior to the conference.

2023 – 2024 Language:

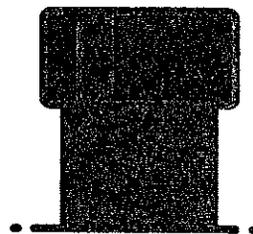
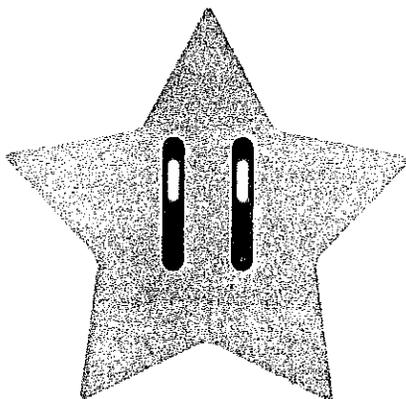
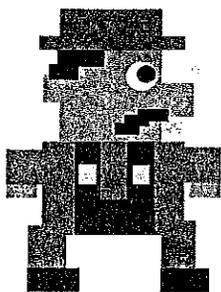
### **PARENT-TEACHER CONFERENCES**

Formal conferences are scheduled in October and in March, but ongoing positive communication between the parents and the teacher is vital for student success. Teachers will correspond with parents through the Remind app during non-instructional contract hours. Parents who wish to visit with a teacher may message the teacher via email or Remind. The teacher will respond during their plan time or when they are free from instruction and student supervision. If the parent has additional concerns after meeting with the teacher, the parent may call the P-T Intermediate School office at 405.547.5713 to set up an appointment with the principal and teacher that will not conflict with the teacher's class instruction or other student supervision. Upon arrival, the parent will sign in at the office prior to the conference.



P-T

INTERMEDIATE



STUDENT



HANDBOOK



2023-2024



## 2023-2024 PERKINS-TRYON INTERMEDIATE SCHOOL HANDBOOK

### WELCOME

Dear Student,

Welcome to Perkins-Tryon Intermediate School. The staff and I set extremely high academic and behavioral expectations for our students. As a citizen of our school, you are expected to put forth your best effort and be respectful of others.

Your experience and success at Perkins-Tryon Intermediate School are very important to us. This student handbook is designed to assist you in having a successful and enjoyable year. While it may not answer all your questions, it serves as a guide for you and your parents and provides information about the policies, procedures, and expectations of our school. Any situation not specifically addressed in this handbook is left to the discretion of the principal or designee. Please read and discuss this handbook with your parent(s).

We look forward to having many fun and motivating activities to reinforce good behavior and academic success. Please take good care of our school, furniture, and equipment and be a positive leader who assists teachers and classmates in our endeavor to maintain a safe atmosphere. As a citizen of our school, it is your responsibility to immediately report any concerns or inappropriate behaviors to a staff member. I wish you a very productive and memorable year at Perkins-Tryon Intermediate School.

Sincerely,

Donna Boles, Principal  
Perkins-Tryon Intermediate School

### POINTS OF CONTACT

Phone: 405.547.5713      Fax: 405.547.2020      Web: [www.p-t.k12.ok.us](http://www.p-t.k12.ok.us)  
Staff e-mail addresses are provided on the Web page under Intermediate Academics.  
CHILD ABUSE Hotline: 1.800.522.3511  
NATIONAL SUICIDE PREVENTION Lifeline: 1.800.273.TALK (8255)

### SCHOOL RESOURCE OFFICER

Officer Shane Dean      Monday – Friday 8:00 AM – 4:00 PM      405.547.2855

You may contact the School Resource Officer (SRO) if you have concerns, need to make a report, provide information about an incident, or provide a tip concerning a possible incident. If you prefer, you may remain anonymous. A student may request to speak to the SRO any time during school hours through the office/administration.

### MISSION STATEMENT

We, at Perkins-Tryon Schools, believe that all children can learn. Believing this, we strive to provide a safe environment which enhances pride and learning. We set high standards, and we encourage students to reach their maximum potential.

### IMMUNIZATION REQUIREMENTS

DTP: 5 doses, POLIO: 4 doses; MMR: 2 doses; Hepatitis A: 2 doses; Hepatitis B: 3 doses; Varicella: 1 dose. These are given at the health department Monday – Thursday from 8:00 – 11:00 A.M. and 1:00 – 4:00 P.M. and Friday 8:00 – 11:00 A.M.



## VISION SCREENINGS

Senate Bill 1795 requires vision screenings for students enrolled in kindergarten, first, and third grades at a public school. Parents must provide proof that their child passed a vision screening within the past 12 months. The screening must have been conducted by personnel listed on the Department of Health's statewide registry. The certification must be provided within 30 days of the beginning of the school year. Students who fail a screening will be referred for a comprehensive eye examination by an ophthalmologist or optometrist. Per law, no student shall be prohibited from attending school for the lack of a vision screening certification or an eye examination report.

## SCHOOL SCHEDULE

The school calendar and other pertinent information may be accessed at [www.p-t.k12.ok.us](http://www.p-t.k12.ok.us). The school day begins at 8:25 A.M. and ends at 3:45 P.M. Students should arrive at school no earlier than 7:55 A.M. and should go to the cafeteria for breakfast. After breakfast students will go to the gym until picked up by the homeroom teachers. Students not eating a school breakfast will go directly to the gym upon arrival. Students must be in their classrooms by 8:30, or they will be reported absent.

## LUNCH/RECESS SCHEDULE

**Fourth Grade: 11:04 – 11:25/11:25 – 11:45**

**Third Grade: 11:31 – 11:52/11:52 – 12:12**

**Fifth Grade: 11:58 – 12:19/12:19 – 12:39**

## CAFETERIA

Lunches: Students may either purchase a lunch from the school cafeteria or bring a sack lunch. Milk or juice may be purchased at school. The lunch count for each day is submitted by 9:15 A.M.

- Payment for meals:
  - Students may pay for meals in advance.
  - Money brought to school should be enclosed in an envelope with the student's name on it and turned in to the teacher or cafeteria.
  - Students may also take their money to the cafeteria during breakfast.
  - Student accounts may be paid online at [www.ezschooldpay.com](http://www.ezschooldpay.com).
- School district policy does not allow students to charge beyond the amount equivalent to 5 meals at the current rate. Students will then be served alternate lunches at no charge until payment has been made.
- Reduced-price and free lunch forms are available in the P-T Intermediate School office, cafeteria, or online at [www.p-t.k12.ok.us](http://www.p-t.k12.ok.us).
- Al a carte items are available for fifth grade students unless a signed parental form says "no."
- Students are to obey all staff members.
- No food or drinks are to be taken out of the cafeteria except capped water bottles.
- Students are to assist in keeping the cafeteria tables and floor clean.
- Students should remain in the cafeteria at lunch until released by a teacher.

## DRESS AND APPEARANCE

All students are expected to practice good hygiene and dress neatly in clothes that do not detract from the educational process. Parents are responsible for ensuring that children's clothing is both clean and appropriate for weather conditions. Failure to do either may be considered child neglect. The law in Oklahoma requires school personnel to report suspected incidents of child abuse and neglect to the Oklahoma Department of Human Services.

The student dress code at Perkins-Tryon Intermediate School is as follows:

- Shoes must be worn at all times; house slippers or shoes with wheels are not acceptable.
- Hats, caps, and hoods are not to be worn inside school buildings.
- Shirts should not show the stomach or back and should not have loose or low necklines.
- Undergarments are not to be visible.
- Pants are to be worn at the waist level with no sagging.
- Shorts, dresses, and skirts should be a length that will not be revealing while students are playing, sitting, stooping, etc.
- No clothing may be worn which advertises tobacco, alcohol, or drugs.
- No clothing with profane, suggestive, or vulgar language may be worn.
- Pajama pants should only be worn during a specified "Pajama Day." Costumes are not appropriate for school except for designated dress-up day(s).

## ATTENDANCE POLICY

No single factor goes more to aid a student's school progress than regular attendance. The Perkins-Tryon School Attendance Policy states that students must be in attendance a minimum of ninety percent (90%) of the school year. This means that a student can be absent no more than 16 days during the school year (8 days per semester). Students attending school sponsored functions will not be counted absent. There are no "excused" and "unexcused" absences. Students are simply at school, or they are not, aside from school sponsored activities. Accumulation of three tardies or early check-outs will equal a one-half day absence. Students who are absent more than 16 days will be identified as "chronically absent" by the Oklahoma State Department of Education (OSDE), and this classification will have a negative impact on the school report cards issued annually by the OSDE. If a student is absent more than 16 days during the school year, a committee made up of teachers and the principal will determine if the student will: a) be promoted to the next grade, b) be required to attend summer school to earn promotion to the next grade, or c) be retained in the same grade for the next school year. Factors used to make this determination will include illness, emergencies, religious observances, and court appearances. Poor attendance could be an indication of child neglect, and in accordance with Oklahoma law, schools are required to report students with chronic absenteeism to the office of the District Attorney and possibly the Oklahoma Department of Human Services. Furthermore, the City of Perkins adopted and implemented an absence/tardy/truancy that includes court appearances and monetary fines as stated: 4 unexcused absences in 4-week period will be reported to the Perkins School Resource Officer, and the parent/guardian will receive a letter explaining the consequences for additional excessive absences/tardiness. (A copy is included on page 20 of this handbook.)

## TRUANCY

A student is defined as truant when he/she is absent and neither his/her parent nor the school officials know of his/her whereabouts. A student who is absent due to truancy shall not have the opportunity to make up work missed. A grade of "0" indicating "no credit" shall be recorded in the grade book for the day or days and averaged into the final grade along with all other grades for the grading period. The city of Perkins also has the following ordinance which will be enforced:

### 5-6-3: School Attendance Required

- A. It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school, unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section. One-half (1/2) day of kindergarten shall be required of all children five (5) years of age or older unless the child is excused from kindergarten attendance as provided in this section. A child who is five (5) years of age shall be excused from kindergarten attendance until the next school year after the child is six (6) years of age if a parent, guardian, or other person having custody of the child notifies the superintendent of the district where the child is a resident by certified mail prior to the enrollment in kindergarten, or at any time during the first school year that the child is required to attend kindergarten pursuant to this section, of election to withhold the child from kindergarten until the next school year after the child is six (6)



years of age.

- B. It shall be unlawful for any child who is over the age of twelve (12) years and under the age of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session.

Provided, that this section shall not apply:

1. If any child is prevented from attending school by reason of mental or physical disability, to be determined by the board of education of the district upon a certificate of the school physician or public health physician, or, if no such physician is available, a duly licensed and practicing physician;
  2. If any child is excused from attendance at school, due to an emergency, by the principal teacher of the school in which such child is enrolled, at the request of the parent, guardian, custodian, or other person having control of such child;
  3. If any child who has attained his or her sixteenth birthday is excused from attending school by written, joint agreement between:
    - a. The school administrator of the school district where the child attends school, and
    - b. The parent, guardian, or custodian of the child. Provided, further, that no child shall be excused from attending school by such joint agreement between a school administrator and the parent, guardian or custodian of the child unless and until it has been determined that such action is for the best interest of the child and/or the community, and that said child shall thereafter be under the supervision of the parent, guardian or custodian until the child has reached the age of eighteen (18) years;
  4. If any child is excused from attending school for the purpose of observing religious holy days if before the absence, the parent, guardian, or person having custody or control of the student submits a written request for the excused absence. The school district shall excuse a student pursuant to this subsection for the days on which the religious holy days are observed and for the days on which the student must travel to and from the site where the student will observe the holy days; or
  5. If any child is excused from attending school for the purpose of participating in a military funeral honors ceremony upon approval of the school principal.
- C. It shall be the duty of the attendance officer to enforce the provisions of this section. In the prosecution of a parent, guardian, or other person having custody of a child for violation of any provision of this section, it shall be an affirmative defense that the parent, guardian, or other person having custody of the child has made substantial and reasonable efforts to comply with the compulsory attendance requirements of this section but is unable to cause the child to attend school. If the court determines the affirmative defense is valid, it shall dismiss the complaint against the parent, guardian, or other person having custody of the child and shall notify the school attendance officer who shall refer the child to the district attorney for the country in which the child resides for the filing of a child in need of supervision petition against the child pursuant to the Oklahoma juvenile code.
- D. Any parent, guardian, custodian, child, or other person violating any of the provisions of this section, upon conviction, shall be guilty of a misdemeanor, and shall be punished as follows:
1. For the first offense, a fine of up to fifty dollars (\$50.00);
  2. For the second offense, a fine of up to one hundred dollars (\$100.00); and
  3. For the third or subsequent offense, a fine of up to two hundred fifty dollars (\$250.00).

Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court shall constitute a separate offense.

## **TARDINESS**

Tardiness is excused when a student is late for class after having been detained by another teacher and/or the office and has provided written permission to be late. Teachers are to determine whether a tardy between classes is excused or unexcused and may use disciplinary action deemed necessary to discourage tardiness between classes. After every three (3) unexcused tardies, the classroom teacher is required to submit a tardy referral to the principal, and appropriate disciplinary actions will be assigned.

## **ABSENCE PROCEDURES**

Parents should call the P-T Intermediate School office at 405.547.5713 by 8:30 A.M. to report student absences for the day.

A student must "check in" or "check out" through the P-T Intermediate School office any time he/she is late, must leave early, or returns to school after an appointment. Parents who need to pick up their child must come to the office and check out through School Safe ID portal. Driver's license is required.

A student who contracts a contagious disease or condition such as pink eye, chickenpox, ringworm, impetigo, or head lice will be sent home from school and must remain there until the condition or disease is no longer contagious.

## **MAKE-UP WORK POLICY**

All work missed during absence(s) must be made up by the students. For each day of absence, a student shall have one (1) day to make up the work missed with a one week maximum, unless granted additional time by the teacher. The second day a student is absent, a parent may call and request the office to gather the assignments the student missed. The office needs to be notified by 8:30 A.M. for assignments to be picked up at 3:30. No penalty shall be assessed against work made up and turned in for absences according to the above policy.

Any test announced during the student's presence in class, or which is regularly scheduled, shall be made up on the day the student returns to class. If a test is administered on the day the student returns to class, he/she shall be obligated to take the test on that day. If a student is absent at the time the test is announced and if it is not regularly scheduled, either of which would prevent him/her from being aware of the scheduled test, then the test shall be taken one day following his/her return to class. Students missing school because of activities, vacations, trips, and club activities (4-H, Boy Scouts, Girl Scouts, etc.) shall be responsible for all assignments made during their absence, as well as all assignments due during their absence, one day following their return to school.

## **LATE HOMEWORK POLICY**

Teachers may accept two daily homework assignments (per class) per semester not more than one (1) day late.

## **FLAG SALUTE**

At Perkins-Tryon Intermediate School, the school day will begin with a salute to the flag. However, foreign exchange students, students formally associated with a religious group whose tenets are not in accordance with this practice, and any other students not wishing to recite the pledge will not be required to salute the flag.

## **MINUTE OF SILENCE**

All students and staff are asked to observe a minute of silence each morning. They may reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in exercising their individual choices. Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the minute of silence. Students will be notified when the minute of

silence is concluded.

## **SCHOOL RULES AND REGULATIONS**

For the school to function efficiently, certain rules must be established and followed:

- Students always treat other individuals kindly and respectfully.
- Students should never participate in name-calling, starting or spreading rumors, or making unkind statements to or about other students or staff members.
- Students are not to hit, push, or fight.
- Students are not to falsely accuse students or staff members of inappropriate statements or actions.
- Students are to do their own work. Copying and cheating are not permitted.
- It is the responsibility of each student to immediately report concerns or conflicts to the nearest teacher or staff member.
- Students are not to possess or be under the influence of drugs, alcohol, or tobacco.
- Students are not to possess or distribute any prescription and/or non-prescription medication.
- Students are not to leave the school grounds at any time without permission from the proper school officials.
- Students are not to chew gum or have sunflower seeds.
- Students are not to damage school property or the property of others.
- Students are not to swear, use obscene language, or make obscene gestures while on campus, on the bus, or on a field trip or school function.
- Toys, weapons, electronics, combustible materials, etc. are not allowed on the school grounds, on the bus, on a field trip or while attending school functions.
- All belongings should be marked with the student's name to assist in the return of recovered lost or stolen items. Valuables and large amounts of money should be left at home to prevent damage, loss, or theft.
- Cell phones should remain off and not be used while on school campus.
- Students are not to engage in public displays of affection.
- Students and staff are not to sell candy, cookies, suckers, etc.; Smencils, popcorn, and pickles have been approved for P-T Intermediate School to sell to students during certain school days.
- Students are to leave the school building/campus after dismissal unless under the supervision of a teacher.

## **PLAYGROUND RULES**

- A written note by a parent or physician is required for a student to be allowed to stay inside during recess or physical education activities.
- Do not bring toys from home.
- Do not stand on top of playground equipment intended for climbing.
- Only one person should be on a slide at a time. Slide down in a seated position, feet first.
- Do not attempt to climb up slides.
- Do not give piggyback rides.
- Do not lean or climb on fences.
- No one is to be in the classrooms or hallways before school or during recess without permission.
- Do not play with baseballs or softballs on the playground.
- Appropriate footwear should always be worn.
- Do not pick up or throw rocks or pebbles.
- Balls and other play equipment that go over fences or into roads may not be retrieved without a teacher's permission and direct supervision.
- All playground games, including football, basketball, and kickball, are non-contact. Pushing, shoving, physically blocking, and tackling are not allowed. Any student guilty of violating this rule will either sit out during recess or not be allowed to participate in games for an extended length of time. This consequence will be in addition to other consequences in accordance with the P-T Intermediate Discipline Policy.
- Playground problems or conflicts are to be reported immediately to a playground teacher or

supervisor during recess. Students should not wait until after recess to report a playground incident to classroom teachers; those teachers will have classes and teaching responsibilities and will not be able to interview all involved students and witnesses needed to thoroughly investigate and act upon playground conflicts.

## DISCIPLINE

The school's primary goal is to educate, not discipline. However, when the behavior of an individual student comes in conflict with the rights of others, consequences are necessary for the benefit of the individuals and of the school.

The teacher of a student attending a public school shall have the same rights as a parent or guardian to control and discipline such student according to local policies during the time the student is in attendance or in transit to or from school or any school function authorized by the school district or classroom presided over by the teacher. All students will be treated in a fair and equitable manner.

Disciplinary action will be based on a careful assessment of the examples of these circumstances: the student's attitude, the seriousness of the offense, the effect of the offense on other students, whether the offense is physically or mentally damaging, and whether the incident is isolated or habitual behavior.

Fighting is defined as mutual participation in an altercation. Both participants in a fight will be dealt with in a manner appropriate to the situation. Disagreements between students can never be solved by violence. Students who believe another student is angry with them in a way that could lead to violence should immediately contact a teacher or administrator.

Possible disciplinary actions include but are not limited to: student conferences, parent conferences, recess detention, detention during an elective course, after school detention, Saturday school, loss of privileges, clean up or repair, financial restitution, police involvement, in-school detention, and out-of-school suspension. Students who fail to attend detention, Saturday School or after school detention will have additional days added.

The following are examples of infractions and the expected consequences for those behaviors. These are guidelines only, and actions may be revised at the principal's discretion.

- Tardiness (Due to late arrival to school):
  - 3 tardies =  $\frac{1}{2}$  day absence – If tardiness become excessive, the Perkins Resource officer will be notified.
- Tardiness (Due to late arrival to classes throughout the day):
  - First referral (3 tardies in one class) = 1 recess detention
  - Additional referrals (after every 3 tardies) = 2+ recess or after school detentions
- Bus Misconduct (District Policy G-113):
  - First referral = student conference and parent notification
  - Second referral = 5 day loss of bus riding privileges
  - Third referral = loss of bus riding privileges for a minimum of 20 days
- School Misconduct
  - Consequences will be determined by the nature, severity, and frequency of the actions. Students may be immediately removed from the activity or class for the remainder of the class period or day. Additional consequences may be:
    - 1+ days of recess detention
    - 1+ days of Saturday school or after school detention
    - 1+ days of in-school detention
    - 1+ days of out of school suspension
    - Referral to law enforcement in addition to any of the above consequences
- Possession/Use of Tobacco, Alcohol, Medication, or Drug Facsimile:
  - 1+ days of in-school detention or out-of-school suspension
- Theft/Vandalism:
  - Consequences will be determined by the nature, severity, and frequency of the actions.

Consequences include but are not limited to: clean up, cost of repairs or replacement, recess detention, Saturday school, after school detention, in-school detention, out-of-school suspension, and referral to law enforcement.

- Possession of Weapons or Illegal Drugs:
  - Long-term suspension, by law
  - Any unlawful carry or illegal possession of weapons on school grounds will be immediately reported to the Perkins School Resource Officer.

Parents will be emailed a copy of any disciplinary referral sent to the office along with the action(s) taken. Attempts will be made to contact parents by phone in cases of severe disciplinary referrals. The Perkins Police Department will be contacted for support any time a student refuses to comply with the principal's instructions or poses a threat of personal injury or injury to others. Students engaging in offenses that are criminal in nature and violate laws may also be subject to prosecution by local authorities.

### CELL PHONES

It is recommended that students do not bring cell phones and other electronic devices to school. Cell phones and other electronic devices are not to be used once students arrive on school grounds. The school is not responsible for these items should they be lost, damaged, or stolen at school or during school activities or transportation. Tablets or iPads may be used only for reading books or completing activities approved by the teacher and during approved times. Intermediate school students may not use electronic devices or cell phones during the school day unless special arrangements have been made through the Intermediate office. Parents needing to contact their children should call the school office at 405.547.5713. The message will be delivered to the student at the parent's request. Students may use the office phone to contact parents upon request. If a student uses a personal device during the school day, the device will be taken from the student and turned in at the office. The student may pick up the phone from the office at the end of the day. The following consequences issued for violators:

- 1<sup>st</sup> Offense: Warning
- 2<sup>nd</sup> Offense & 3<sup>rd</sup> Offenses: Recess detention
- 4<sup>th</sup> Offense: After School Detention (ASD) one time from 3:45–4:45 P.M.
- 5<sup>th</sup> Offense: Student will be suspended for one day.  
A day of suspension will be added per offense after the 5<sup>th</sup> offense.

### REPORT CARDS AND GRADING POLICY

Report cards will be issued following the end of each semester. The final report card will be sent home with the students on the last day of school. Letter grades (A, B, C, etc.) shall be used to indicate student achievement in instructional areas. Because students' grades should represent proficiency in skills and students' abilities to perform on state mandated tests, teachers are expected to adhere to the following procedures to ensure that grades are not inflated beyond students' academic levels and performance:

- Daily and homework assignments will have less value than tests.
- Many assignments will be required to be completed in class.
- Assignments and activities may not be given for extra credit.
- Only two daily assignments (per subject) per semester may be corrected for additional credit.
- Tests may not be corrected for additional credit.
- Only two late papers may be accepted for partial credit per class per semester.
- At the parents', teachers', and/or principal's requests, meetings will be scheduled to provide suggestions and activities in which students and parents can participate at home to improve knowledge of content areas and proficiency in skills necessary to earn grades that reflect the desired level of achievement.

The following letter grades shall indicate the varying degrees of content knowledge and skills proficiency:

90-100%	A	Superior quality of work
80-89%	B	Good quality of work

70-79%	C	Satisfactory quality of work
60-69%	D	Below quality of work expected
Below 60%	F	Unsatisfactory grade (failing)

During the year, any student who is failing a class or classes will receive an unsatisfactory progress report, which will be emailed to the parents. These reports will continue to be emailed weekly until the student earns a passing grade or until the parent has received at least three notices.

Parents are encouraged to pick up the web address and a personal password from the P-T Intermediate School office to frequently monitor his/her child's progress through a secure online website. Teachers will post new grades by the end of the day each Wednesday for the previous week.

Students who are habitually failing may be required to attend after school or Saturday sessions for additional academic assistance.

### PROMOTION POLICY

Decisions concerning promotion are based on many factors that might influence a student's performance including age, maturity, grades, and other individual factors; however, a student's academic performance is the primary indicator of the student's success at school. For students to be promoted to the next grade level, they are required to demonstrate proficiency in the basic content areas of reading, language, math, science, and social studies. Students failing any of these classes for the year or for the second semester may not be promoted to the next grade. **Additionally, Oklahoma law requires third grade students to demonstrate proficiency in reading or meet a "good cause exemption" to earn promotion to fourth grade.**

Academic success is a priority at Perkins-Tryon Schools, and it is especially important for students to acquire necessary skills and foundations at the elementary and intermediate levels to be successful in middle school, high school, and beyond. Grades and performance on Oklahoma School Testing Program (OSTP) are the two primary components for measuring student success. Students who failed a class for the previous school year and/or did not score "Proficient" or above on their most recent OSTP have not demonstrated proficiency in the skills needed to be successful at the next grade level.

### PROFICIENCY BASED PROMOTION

Perkins-Tryon students are eligible to take part in the Proficiency Based Promotion program. Tests are administered two times per year. Dates and applications are available in the superintendent's office.

### RETENTION POLICY

#### A. Introduction

The Board of Education of the Perkins-Tryon School District, having determined that a need exists for a uniform policy governing the circumstances and considerations to be weighed in determining whether to promote a student to the next grade or retain him or her in the same grade for an additional year, has established the following policy to govern this question. The purpose of this policy is to provide guidelines for teachers to follow in determining whether to promote or retain students in the Perkins-Tryon School District, and to establish a uniform procedure to be followed in cases where retention is appropriate. The policy also establishes an appeal procedure by which parents may challenge the decision to retain a student or to assign a student a failing grade in a course.

As used in this policy, "promote" or "promotion" means to pass a student who has successfully completed the requirements of a particular grade into the next higher grade at the end of the school year and to record on the student's record that he or she has successfully completed his or her current grade.

As used in this policy, "retain" or "retention" means to withhold a student from advancing into the next higher grade at the end of the school year and to indicate on the student's record that he or she has not

successfully completed his or her current grade.

### **B. Policy Regarding Promotion and Retention**

Each school will form a committee to review and make decisions regarding retention and promotion. The committee will be composed of a classroom teacher, a counselor when available, the principal, and additional personnel assigned by the principal when appropriate. Strong supportive evidence must be presented to the student and parent regarding retention. This evidence must be based on:

- 1) Testing which covers the subject matter presented to the student.
- 2) Assignments directly related to the subject matter being taught.
- 3) Consideration will also be given to the student's level of maturity (physical, mental, emotional, and social) and to the student's attendance record, although these matters will not bear the same weight as items 1 and 2.

The student and parent must be made aware of the possibility of the student's impending retention or failing grade in a course. Any student in danger of being retained or failing a course shall be notified prior to the end of the school year that his or her performance is insufficient, and the student's parents will be emailed a written notice. The school staff will make every effort to help the student improve his or her academic standing.

### **C. Appeal Process**

Any parent may request consideration of a retention decision or the assignment of a failing grade in a course by taking the following steps:

**First Level of Appeal:** The parent may request review of the initial decision by letter to the building principal. If no request is received within five (5) days of the parent's receipt of written notification of the initial decision, the initial decision will be final.

**Second Level of Appeal:** The parent may request review of the principal's decision by letter to the superintendent. If no request is received within five (5) days of the parent's receipt of the principal's written notification of his or her decision, the principal's decision will be final.

**Third Level of Appeal:** The parent may request review of the superintendent's decision by letter to the superintendent or the clerk of the Perkins-Tryon Board of Education. If no request is received within five (5) days of the parent's receipt of the superintendent's written notification of his or her decision, the superintendent's decision will be final. The parent will be notified in writing of the date, time, and place of the Board meeting at which the decision will be reviewed. The Board's decision will be final.

If a parent disagrees with the Board's decision, he or she may prepare a written statement stating the reason for the disagreement, which will be placed in and become a part of the student's education record.

## **PARENT-TEACHER CONFERENCES**

Formal conferences are scheduled in October and in March, but ongoing positive communication between the parents and the teacher is vital for student success. Teachers will correspond with parents through the Remind app during non-instructional contract hours. Parents who wish to visit with a teacher may message the teacher via email or Remind. The teacher will respond during their plan time or when they are free from instruction and student supervision. If the parent has additional concerns after meeting with the teacher, the parent may call the P-T Intermediate School office at 405.547.5713 to set up an appointment with the principal and teacher that will not conflict with the teacher's class instruction or other student supervision. Upon arrival, the parent will sign in at the office prior to the conference.

## **SCHOOL BUSES**

Buses are provided for the convenience of those who live a great distance from school. To assure the safety of those who ride the bus, it is necessary that everyone who rides the bus be well behaved; no scuffling, throwing objects, standing up while the bus is in motion, or making loud noises. Students are to sit on their bottoms, facing the front and keeping the aisles clear. Students may not take objects onto the bus that might obstruct the bus driver's vision or impede the safety of other students. Each third, fourth, and fifth grade student should sit towards the front of the bus and/or where the bus driver designates. Due to seating capacity and safety, we can no longer transport additional students due to sleepovers, parties, etc. It will be necessary that other arrangements be made to pick up and transport those children. Questions or concerns about bus routes should be reported to the transportation director at 405.547.5708. Questions or concerns about student behavior while on the bus should be reported to the building principal at 405.547.5713.

## **FIELD TRIPS**

Students who ride the bus on field trips may only be released to ride home with their custodial parent(s). It is the responsibility of the parents to notify the proper teacher after the activity if they are taking their child home. Parents and guardians are not allowed to ride the buses.

## **BICYCLES AND SKATEBOARDS**

Students may ride bicycles to school. Bicycles are not to be ridden on the sidewalks and should be parked in the designated parking areas. Bicycles are not to leave school grounds after school until all buses have departed. It is recommended that bikes be locked. Skateboards are not to be ridden on school sidewalks or in parking lots.

## **EMERGENCY PROCEDURES**

Instructions for emergency procedures will be posted in each classroom. Procedures will be reviewed during the first week of school. The following signals will be used:

- Tornado (and other disasters): Announcement through the intercom.
- Fire: Intermittent ringing of the fire buzzer in hallways and/or announcement through the intercom system.
- All Clear: Announcement through the intercom system. Proceed quietly back to the classroom.
- Instructions will be given over the intercom system during security drills and other emergencies.

## **MEDICATION**

Should a student need to take medication during the day, he/she must present a signed note from the parent indicating:

- What medication is to be taken,
- When it is to be taken,
- In what quantity it is to be taken, and
- A phone number where the parent/guardian can be reached.

All medication must be checked in at the principal's office for distribution to the student during the day and must be in the original container, as required by law. Non-prescription medication must be provided by the parent and will only be given to the child when the parent can be contacted for approval. The parent must grant approval following every request their child makes for their non-prescription medication. If the parent cannot be contacted, the medicine will not be administered to the child.

## **ILLNESS AT SCHOOL**

Should a student become ill while at school, he or she must tell the teacher, and the teacher will contact the office. Every effort will be made to contact parents, if necessary. The school staff will treat minor injuries.

## **HEAD LICE POLICY**

There will be periodic checks for head lice. If head lice or nits are present the student will be sent home and will not be allowed to return to school until the child is free of all bugs and nits.

## **LOCKERS**

Each student will be issued a locker. Students should not leave valuables in their lockers. Periodic locker checks will be made throughout the year. The locker is the property of the school and may be inspected by school officials at any time without notice to the student. Perkins-Tryon School assumes no responsibility for personal property left in the halls, classrooms, lockers, or on school buses.

## **TEXTBOOKS AND LIBRARY BOOKS**

Parents must pay for damaged or lost textbooks and library books checked out to their child. Furthermore, students will not be allowed to check out additional library books until payment is received.

## **LOST AND FOUND**

Misplaced coats, gym shoes, lunch boxes, etc. are more likely to be recovered if items are labeled with students' first and last names. Lost and found will be in the hallway outside of the cafeteria. Any items found should be turned in to the office; an attempt will be made to return the items to their owners. Items left in lost and found for more than one week will be donated to students and/or a local charity.

## **SCHOOL CLOSINGS**

School closings or delayed starting times will be posted on the school website and Facebook page as well as listed on television stations viewed in this area. An automated phone call and/or email will also be made by the school. Should no report be seen or heard, students and parents can assume school will be in session.

## **VISITORS**

All parents and visitors must bring ID, sign in at the office, and receive a visitor's badge. Students may not bring visitors with them to school during school hours without prior approval from the principal. Unauthorized visitors will be asked to leave the school campus. This policy includes the cafeteria. Parents visiting during lunch should not go to the cafeteria or playground. Visits from non-custodial parents/relatives must be arranged outside of the school day.

## **DELIVERIES**

To minimize class disruptions and ensure bus safety, the Perkins-Tryon Intermediate School office will not accept deliveries such as flowers, balloons, and other types of gifts for students.

## **INTERNET AND SCHOOL COMPUTERS POLICY**

Parents must read the policy and sign the Use of Internet consent form before their students may use the Internet. Forms are completed with the annual online enrollment.

## **STUDENT SUSPENSION**

The principal shall have the authority to suspend any pupil who is guilty of any of the following acts while in attendance at school or in transit by school transportation, under school supervision to or from school or any school facility under the control of the school district, for off campus activities having an adverse effect on the school district, or in attendance at events where the school is represented off campus. Violation of the following rules and regulations may result in suspension:

- Immorality; theft; use of profanity or vulgar language.
- Truancy.
- Violation of school rules, regulations, or policies.
- Assault upon another student or person including threats, harassment, and threats of retaliation.
- Adjudication as a delinquent for an offense that is not a violent offense. (A violent offense includes those offenses that are exceptions to the term "non-violent offenses" in Oklahoma criminal laws. Also, violent offenses include the offense of assault with a dangerous weapon but not assault.)
- Possession of an intoxicating beverage, low-point beer, or missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during school activities.
- Possession of a dangerous weapon or a controlled dangerous substance or a facsimile of a controlled dangerous substance (See: Uniform Controlled Dangerous Substances Act). Possession of a firearm shall result in out-of-school suspension for a period of not less than one year.
- Possession or distribution of any tobacco product.
- Conduct disrupting the normal operation of the school.
- Conduct which jeopardizes the safety of the student or other students.
- The willful disobedience of the request of any school official in the performance of such school official's duties.
- Repeated violation of school or classroom rules or regulations.
- Off campus conduct which is contrary to law, or which has an adverse impact on good order, discipline, or the learning environment at the school.
- Harassment, intimidation, bullying, and cyber bullying.

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionality and legally sound procedures is approved with regard to the administration of discipline in Perkins-Tryon Public Schools:

- A. The hallmark of the exercise of disciplinary authority shall be fairness. Effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
- B. A teacher has the authority to remove a student from class temporarily. The teacher shall accompany the student to the office of the principal and shall file with the principal a written statement of reasons for the student's removal from class. The principal shall determine whether to reinstate the student in class, reassign him/her, or take other disciplinary action. Students suspended for a violent offense directed toward a classroom teacher shall not be allowed to return to that teacher's classroom without approval of that teacher.
- C. If the principal determines that suspension from school is appropriate, the length of the suspension will be precisely stated and will not exceed beyond the current and succeeding semester, except for firearm possession.
- D. Prior to any suspension from school the principal shall consider and apply (if appropriate) alternative in-school placement options (reassignment to another classroom, detention, alternative school setting, in-school detention, or other options).
- E. Parents of a suspended student will need to pick up their child's assignments from the P-T Intermediate School office. All work must be completed and turned in on the day the student returns to school in order to receive credit. Alternative written assignments will replace labs and class activities that cannot be done at home. For those students suspended for more than five days, the principal will develop an educational plan. This plan will be designed for the eventual reintegration of the student. The plan will cover the core subjects in which the student is enrolled and outline the procedure for education. Students will receive credit for work completed. Parents will receive a copy of the plan and will be responsible to provide a safe, supervised, and structured environment and monitor the student's progress.
- F. At the time that the principal informs the student of suspension from school, the principal will notify the student that he/she has been suspended from participation in extra-curricular school activities as well. In the event of a student or parent appeal of the suspension, the principal will determine if the suspension of extra-curricular school activities remains in effect as assigned.

or is postponed pending results of the appeal process. In either event, the decision whether to enforce the suspension from activities is the principal's and may not be appealed.

G. Guidelines for due process procedure in student suspension from school:

**Step 1 Evidentiary Hearing:** Prior to any suspension, a student shall be given an oral or written notice of the charges against him or her. The student shall have an opportunity to present his/her version of the accusations.

**Step 2** Following the evidentiary hearing with the student, the parents shall be notified by phone (if possible) and certified mail concerning the suspension and the act committed. The principal shall make and retain a record of the letter. A copy shall be sent to the superintendent.

**Step 3** In the letter, the parents shall be advised of the procedure for appeal of the suspension. For all out of school suspensions, the right of the parents or eligible student's first appeal is to an appeals hearing committee. The committee is to be comprised of one administrator and two teachers appointed by the superintendent. The three-committee members must not have been actively involved with the case in any way prior to the hearing. The committee has the duty of determining the guilt or innocence of the pupil and the reasonableness of the term of the suspension. The hearing shall be recorded on tape; legal counsel should not be present. Once a hearing has been requested, the student must be readmitted to class pending the outcome of the hearing, unless the student's behavior was such that required an emergency suspension. Parents will be informed of the committee's decision in writing within five (5) school days that students are actually in session during the school year, or five (5) business days otherwise. In cases involving out of school suspensions of ten (10) days or less, the decision of the hearing committee shall be final.

**Step 4** In cases of student suspensions of more than ten (10) days, should the parent desire to appeal the committee's action to the Board of Education, they would notify the superintendent within five (5) school days that students are actually in session during the school year, or five (5) business days otherwise of receiving the notice of the committee's action. The superintendent shall schedule a hearing before the Board of Education and shall notify the student and his/her parents or guardian in writing as to the time, place, and purpose of the hearing. The following guidelines shall be used in the board hearing procedure.

- A. The charges against the student shall be stated in clear and concise terms and must be in writing.
- B. A parent or legal guardian of the student shall be present at the hearing, and legal counsel may be present if desired.
- C. The student shall be given the opportunity to give his/her version of the facts and their implication. He/she should be allowed to offer testimony of other witnesses and other evidence. In the event third persons are called upon to offer testimony, they shall not be permitted to be present during the testimony of other witnesses.
- D. The student shall be allowed to observe all evidence offered against him/her.
- E. A record must be kept of the hearing.
- F. The hearing authority shall state within a reasonable time after the hearing its findings as to whether or not the disciplinary action should be revoked, affirmed, or altered.
- G. Emergency Suspensions: The principal, or his/her assistant in charge, is authorized to invoke an emergency suspension when the presence of the student at school is disruptive or threatening. In cases of emergency suspension, the parents should be contacted immediately by telephone, if possible, followed by written notification by certified or registered mail (sample C, appendix 17).

Regular due process procedure should follow this action, except that the student is not permitted to return to class during the hearing period.

Once a hearing before the Board of Education has been requested, the student will be readmitted to school pending the hearing unless the student's behavior required an emergency suspension. The hearing authority shall state its findings as to whether or not the disciplinary action should be revoked, affirmed, or altered. At the conclusion of such hearing, the Board will render a decision and such decision will be final.

## STUDENT SELF-ADMINISTRATION OF INHALED ASTHMA MEDICATION

Pursuant to 70 O.S. 1-116.3, the Board of Education of the Perkins-Tryon School District permits students to self-administer inhaled asthma medication. Conditions, guidelines, and parental consent forms must be completed in the P-T Intermediate School office.

## HARASSMENT, INTIMIDATION AND BULLYING

"Harassment, intimidation and bullying," as defined by Oklahoma Statutes at 70 O.S. Section 24-100.2, means any gesture, written or verbal expression, 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, a gesture or written, verbal, or physical act that is reasonably perceived as being motivated by a student's religion, race, color, national origin, age, sex, sexual orientation, disability, height, weight, socioeconomic status, or any other distinguishing characteristic.
- "At school" means on school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events.

Harassment, intimidation, and bullying are specifically prohibited by the Perkins-Tryon School District. Students violating the prohibitions set forth in this policy shall be subject to all disciplinary measures the district deems appropriate.

Prevention of and education about harassment, intimidation and bullying behavior by students shall be addressed by the district in its Safe School Committee, pursuant to 70 O.S. Section 24-100.

REFERENCE: 70 O.S. Section 24-100.2

BOE Approved 8-5-02

## CYBER BULLYING

Cyber bullying is where one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
- Spreading rumors about others through email, IM, or text messages.
- Creating a Web site or other social networking account that targets another student or person.
- Sharing fake or embarrassing photos or videos of someone with others via a cell phone or the internet.
- Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It is the policy of Perkins-Tryon Schools that cyber bullying will not be tolerated under any circumstances.

## WEAPONS-FREE SCHOOL

It is the policy of this school district to comply fully with the Gun-Free Schools Act. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation will be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above.

Such firearm or weapon will be confiscated and released only to proper legal authorities. Oklahoma

Statutes, Title 21, Section 1280.1 prohibits any person, except a resource officer or other person authorized by the Board of Education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any weapon as defined below:

"...any pistol, revolver, dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon."

Any student who violates this policy will be subject to discipline which may include suspension up to one full calendar year (for firearms) or for any term less than one calendar year (for weapons other than firearms) as determined by the superintendent or the superintendent's designee.

Students with disabilities are subject to this policy and will be disciplined in accordance with the Individuals with Disabilities Act and Section 504 of the Rehabilitation Act if any such students are determined to be in violation of this policy. If the violation is found by the student's IEP team to be unrelated to the student's disability, the student may be suspended for one calendar year at the discretion of the superintendent. If the student's IEP team determines that the violation is related to the student's disability, the student may be suspended for up to ten days and placed up to 45 days in an alternative educational setting.

An exception to this policy may be made for students participating in an authorized extracurricular activity or team involving the use of firearms or archery equipment.

The superintendent or designee may modify the provisions of this policy on a case-by-case basis. However, any substantial modification must be reported to the Board of Education at its next meeting.

REFERENCE: 18 U.S.C. 921  
21 O.S. 1280.1

Revised and Approved by the  
Board of Education August 5, 1996

As previously stated, any unlawful carry or illegal possession of weapons on school grounds will be reported to the Perkins School Resource Officer.

## STUDENT DIRECTORY INFORMATION

The Perkins-Tryon School district will maintain and release "directory information" as established by government regulations. Directory information will be maintained by the school to announce student recipients of awards, announce student achievement, announce students participating in programs, and announce class members. Pictures and articles may appear in local newspapers, television stations, school websites, and/or school social media.

### ***"Directory Information" is defined as these:***

1. Student's name
2. Student's age
3. Grade level classification
4. Student's participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Diplomas, certificates, awards, and honors received
7. Parent or lawful custodian's name
8. School in this district attended by the student
9. Student statements, photographs, audio, or videotapes which identify the student's participation in and/or achievements gained in enrolled courses or officially recognized activities and sports, including but not limited to participation in distance learning programs and publication on the Internet.

Parents/legal guardians have the right to withhold directory information regarding their child attending this school. **Those parents/legal guardians exercising their right to withhold directory information must notify the school in writing of their intent.** Failure on the part of the parent/legal guardian to notify the school district of their intent to withhold directory information will be considered as consent for the school district to make directory information available regarding their child. The school district will release no information of a confidential or negative nature to the public.

BOE Approved 6/30/03

## RIGHT-TO-KNOW POLICY

At the beginning of each school year, Perkins-Tryon School District shall notify the parents of each student that the parents may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the student's classroom teachers, including, at a minimum, the following:

- (i) Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- (ii) Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- (iii) 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.
- (iv) Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, parents may request, and a school **shall provide** to each parent—

- (i) information on the level of achievement of their child in each of the Oklahoma academic assessments; and
- (ii) timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by, a teacher who is not highly qualified.

The notice and information provided to parents under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

## FREE APPROPRIATE PUBLIC EDUCATION

All children within the Perkins-Tryon District with exceptional education needs are provided with a free appropriate public education (FAPE) as defined by state and federal statutes. If for any reason you suspect that a child (age 0-21) may have special needs, you are urged to notify the Perkins-Tryon Schools immediately.

## NOTIFICATIONS OF RIGHTS UNDER FERPA FOR ELEMENTARY AND SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangement 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 in which the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record they believe is inaccurate. They should write the school principal (or appropriate school official), clearly identify the part of the record they want changed, and specify why it is inaccurate. 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 advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate 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); a person serving on the School board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with United States Department of Education concerning alleged failures by the School District to comply with 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 202

### **SEARCH TO FIND CHILDREN IN NEED OF SPECIAL EDUCATION**

The Perkins-Tryon School District is seeking to identify every student from age 3 through 21 who lives within the boundaries of Perkins-Tryon District who may be in need of special education.

Areas of special education include: visual impairments including blindness, hearing impairments including deafness, deaf-blindness, autism, traumatic brain injury, emotional disturbance, specific learning disabilities, intellectually disabled, multiple disabilities, orthopedic impairments, other health impairments, and speech or language impairments.

Parents are advised that all special education services are designed to offer the utmost in educational opportunities for each qualifying student, as well as to provide assistance and support in the areas of physical, mental, emotional and social growth. State and federal laws are followed in providing each student with a free appropriate public education in the least restrictive environment. If you suspect that a child may have special needs, please contact Perkins-Tryon School at P.O. Box 549, Perkins, Oklahoma, 74059 or call 405.547.5703.

### **ASBESTOS STATEMENT**

Perkins-Tryon Public Schools continually update the Asbestos Inspection and Management Plan which is available for review in the Superintendent's Office.

### **MENINGITIS**

Meningococcal (men-IN-jo-kok-ul) disease is a rare but sometimes fatal disease. The disease causes either meningitis, severe swelling of the brain and spinal cord, or meningococemia, a serious infection of the blood. Although the risk is extremely low, disease does occur. Signs and symptoms include: headache, fever, chills, stiff neck, extreme tiredness, vomiting, sensitivity to light, and a rash of small purplish black-red dots. A publication is issued by the Oklahoma State Department of Education as authorized by 70 O.S. § 3-104. For more information contact your healthcare provider or local county health department.

**MATT DEVLIN, P.C.**  
601 SOUTH HUSBAND  
POST OFFICE BOX 1243  
STILLWATER, OKLAHOMA 74076

TELEPHONE -- (405) 624-0783

FAX -- (405) 743-1359

\_\_\_\_\_, 20\_\_\_\_

Dear Parent,

Please let this letter serve as notice that a referral has been made to the City Attorney's Office that your child is having truancy problems. I am not prepared to file charges at this time, but feel that it is important to explain how truancy matters are handled in the City of Perkins. These requirements originate under the Oklahoma Compulsory Education Law (70 O.S. §§ 10-105 and 10-106). Every child is required to attend school from age 5 through age 18. A 5 year old may be excused if the custodial parent notifies the school in writing, delivered by certified mail, that the parent is electing to withhold the child from kindergarten until the next school year. With a child 16 years to 18 years of age, who has not graduated from high school, the parents and school can reach an agreement to excuse the child from school if it is in the best interests of the child and/or the community. Such agreement must be in writing.

It is also important to understand how truancy is defined. Truancy consists of any unexcused absence of the child for a school day or any part of a school day. In other words, a child being late to any class (i.e. a "tardy") is a truancy. The determination of what is an excused or unexcused absence is made by the school district. Therefore, if you have any questions regarding your school's policy on what is excused or not, you must discuss that with the school.

Once a child has had either four (4) unexcused absences within a 4-week period or ten (10) unexcused absences within a semester, the school is required to notify the Payne County District Attorney's office. In that instance the District Attorney's office may file a criminal charge against the parent for Violation of Compulsory Education Act, (70 O.S. § 1-105). This criminal charge may be punished by a fine of \$25.00 to \$50.00 and/or up to 5 days in jail for the first offense. The punishment may increase for subsequent offenses up to a fine of \$100.00 to \$250.00 and or up to 15 days in jail. Each day of unexcused absence constitutes a separate offense. In the alternative, the District Attorney's office can file a criminal charge of Causing, Aiding, Abetting or Encouraging Minor to Be Deprived or in Need of Supervision, (21 O.S. § 858.1). This criminal charge may be punished by imprisonment in the County jail up to one year and/or up to \$1,000.00 fine. The District Attorney is also authorized to file a juvenile action against the child for being In Need of Supervision (10A O.S. §2-1-103(8)(c)). In lieu, of filing a criminal charge in District Court, the City of Perkins may file a similar criminal charge in Municipal Court carrying similar monetary punishment. Parents need to be aware that they probably will be held criminally liable if their child does not attend school as required by law.

Please understand, it is not the intention of anyone associated with the City of Perkins to add to exacerbate any family problems or otherwise harass you. However, we do want to help your child get the education that he or she deserves and which is required by law so he or she has a better opportunity to become a productive member of society.

**IF YOU TAKE CARE OF THE ATTENDANCE ISSUE NOW, NO FURTHER ACTION WILL BE TAKEN BY THIS OFFICE.**

Please contact my office (624-0783) if you have any questions or concerns regarding this matter.

Sincerely yours,

MATT DEVLIN, P.C.

BY: \_\_\_\_\_

MATT DEVLIN  
City Attorney  
Perkins, Oklahoma

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## Handbook Policy Changes:

### CELL PHONES & ELECTRONIC DEVICES

#### NEW

Cell phones and other electronic devices (MP3, iPod, smart watches, etc.) are not to be used between the morning bell to begin school (8:15) and the end of the day bell (3:30). Students cannot use them in the hallways, restrooms or between classes. The only exception to this rule is during the student's lunch period. The school is not responsible for these items should they be lost, damaged, or stolen at school. Parents who need to contact their children should call the office; messages will then be delivered to the student.

If a Teacher sees an electronic device out when it is not supposed to be the item will be taken and turned in to the office. The following procedures will be used for violators:

1. 1<sup>st</sup> Offense: Device may be picked up from the office at the end of the school day.
2. 2<sup>nd</sup> Offense: Same as 1<sup>st</sup> offense plus a 30-minute detention.
3. 3<sup>rd</sup> Offense: Same as 1<sup>st</sup> Offense plus two 30 minute detentions.
4. 4<sup>th</sup> Offense: Student will be suspended for one day.
5. 5<sup>th</sup> or more Offense: Student will be suspended for one day and all cell phone privileges revoked.

#### OLD

Cell phones and other electronic devices (MP3, iPod, smart watches, etc.) are not be used between the morning bell to begin school (8:15) and the end of the day bell (3:30). The only exception to this rule are 1) during the student's lunch period, and 2) if ALL students have completed ALL class assignments for the day AND the Teacher announces it is ok for students to use their phones. Teachers will let students know very clearly the first week of school and remind them periodically whether or not electronic devices will ever be allowed in the class. The school is not responsible for these items should they be lost, damaged, or stolen at school. Parents who need to contact their children should call the office; messages will then be delivered to the student.

If a Teacher sees an electronic device out when it is not supposed to be the item will be taken and turned in to the office. The following procedures will be used for violators:

1. 1<sup>st</sup> Offense: Device may be picked up from the office at the end of the school day.
2. 2<sup>nd</sup> Offense: Same as 1<sup>st</sup> offense plus a 30-minute detention.
3. 3<sup>rd</sup> Offense: Same as 1<sup>st</sup> Offense plus two 30 minute detentions.
4. 4<sup>th</sup> Offense: Same as 1<sup>st</sup> offense plus two 30 minute detentions.
5. 5<sup>th</sup> or more Offense: Student will be suspended for one day.

## **MEDIA CENTER**

### **NEW**

**High School** - Students will be required to sign in when entering the media center. The Media Center is open before and after school. Online databases are available 24 hours a day. All books and periodicals may be checked out. Fines for overdue materials are 5 cents per day for all materials. Students may have a maximum of 2 books checked out at one time. A copy machine is available for student use. There are desktops, laptops, and Chromebooks for students to use.

### **OLD**

The Media Center has 5,500 volumes. An online catalog is available for student use. The Center is open before and after school. Online databases are available 24 hours a day. All books and periodicals may be checked out. Fines for overdue materials are 5 cents per day for all materials. Students may have a maximum of 2 books checked out at one time.

A copy machine is available for student use. There are desktops, laptops, and Chromebooks for students to use. Students will be required to sign in when entering the media center

## **TELEPHONE PROCEDURE**

### **NEW**

Permission must be obtained from a school official before the telephone can be used. Students will only be allowed to use the phone between classes.

### **OLD**

Permission must be obtained from a school official before the telephone can be used. Teachers will not allow students to leave class to make phone calls until all class work is completed. Emergencies are an exception.

## **DISCIPLINARY POLICY**

### **NEW**

The school's primary goal is to educate, not to discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individuals and of the school.

The teacher of a student attending a public school shall have the same rights as a parent or guardian to control and discipline such student according to local policies during the time the student is in

attendance or in transit to or from school or any school function authorized by the school district or classroom presided over by the teacher. All students will be treated in a fair and equitable manner.

Disciplinary action will be based on a careful assessment of the examples of these circumstances: the student's attitude, the seriousness of the offense, the effect of the offense on other students, whether the offense is physically or mentally damaging to other people, and whether the incident is isolated or habitual behavior. In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case.

Fighting is defined as mutual participation in an altercation. Both participants in a fight will be dealt with in a manner appropriate to the situation. Disagreements between students can never be solved by violence. Students who believe another student is angry with them in a way that could lead to violence should contact a teacher or administrator.

Protests of any kind that disrupt the educational process will not be allowed and will be disciplined on a case by case basis depending on the severity of the disruption.

In all disciplinary actions, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty will consider consultation with parents on disciplinary measures that might prove most effective in particular instances. In considering alternatives for disciplinary action, the faculty and administration of this school district will be using items from the following list. However, school staff is not limited to these alternative methods, nor does this list reflect an order or sequence of events in disciplinary actions.

- |                           |  |
|---------------------------|--|
| Conference with Student   | Detention                                      |
| Conference with Parent    | Referral to counselor                          |
| Behavioral contract       | Changing student's seat assignment or schedule |
| In-school suspension      | Referral to Appropriate Agency                 |
| Financial Restitution     | Police Involvement                             |
| Restriction of Privileges | Saturday School                                |
| Suspension                | Clean Up or Repair                             |

Suspension with the option to receive counseling services to reduce the term of the out-of-school suspension. \*Refer to district policy.

## **OLD**

The school's primary goal is to educate, not to discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individuals and of the school.

The teacher of a student attending a public school shall have the same rights as a parent or guardian to control and discipline such student according to local policies during the time the student is in attendance or in transit to or from school or any school function authorized by the school district or classroom presided over by the teacher. All students will be treated in a fair and equitable manner.

Disciplinary action will be based on a careful assessment of the examples of these circumstances: the student's attitude, the seriousness of the offense, the effect of the offense on other students, whether the offense is physically or mentally damaging to other people, and whether the incident is isolated or habitual behavior. 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 actions, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty will consider consultation with parents on disciplinary measures that might prove most effective in particular instances. In considering alternatives for disciplinary action, the faculty and administration of this school district will be using items from the following list. However, school staff is not limited to these alternative methods, nor does this list reflect an order or sequence of events in disciplinary actions.

Conference with Student	Detention
Conference with Parent	Referral to Appropriate Agency
Financial Restitution	Police Involvement
Restriction of Privileges	Saturday School
Suspension	Clean Up or Repair

Any other disciplinary action deemed appropriate to the situation.

For safety and security reasons, cameras will be used in areas outside and inside the building as well as on our school busses. Students should be aware their actions may be monitored.

# PERKINS-TRYON SCHOOLS



# SECONDARY HANDBOOK 2023-2024

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## PERKINS-TRYON HIGH SCHOOL ALMA MATER

Perkins-Tryon High School stands today.  
Hopes and dreams held high  
Mem'ries of our high school days  
Fade but will not die  
Perkins-Tryon High, Perkins-Tryon High  
These our golden years.  
Cherished times, both good and bad  
When laughter followed tears.  
Our Footsteps soon will disappear.  
As we go our way  
But our hearts will linger here.  
Though we all may stray.

Voices hushed--but never lost.  
Echo down these halls  
Classmates that meant the most.  
Friends that will not fail  
Perkins-Tryon High, Perkins-Tryon High  
As the years go by.  
We will always honor you.  
We hail you, Perkins-Tryon High.

### CHEER! CHEER!

Cheer! Cheer! For Old P-T High  
To win a victory, we'll ever try  
Send a hearty cheer on high.  
Shake down the thunder, from the sky...  
Although the odds be great or small,  
Old P-T High will win over all,  
While our loyal team goes marching  
Onward to victory!

### CLASS SCHEDULE

#### LUNCH A

1 <sup>st</sup> Hour	8:15-9:10
2 <sup>nd</sup> Hour	9:15-10:08
3 <sup>rd</sup> Hour	10:13-11:06
LUNCH	11:06-11:36
4 <sup>th</sup> Hour	11:41-12:34
5 <sup>th</sup> Hour	12:39-1:34
6 <sup>th</sup> Hour	1:39-2:32
7 <sup>th</sup> Hour	2:37-3:30

#### LUNCH B

1 <sup>st</sup> Hour	8:15-9:10
2 <sup>nd</sup> Hour	9:15-10:08
3 <sup>rd</sup> Hour	10:13-11:06
4 <sup>th</sup> Hour	11:11-12:04
LUNCH	12:04-12:34
5 <sup>th</sup> Hour	12:39-1:34
6 <sup>th</sup> Hour	1:39-2:32
7 <sup>th</sup> Hour	2:37-3:30

## **FIRE, TORNADO & UNWANTED INTRUDER PROCEDURE**

A fire and tornado evacuation plan is posted in each room. Students should study the plan and become familiar with it.

In the event of a fire or fire drill, the fire alarm system will ring continuously. Students will evacuate the building to an assigned place at least 500 feet from the building (see posted map.) Teachers and students will remain outside until notification from an administrator.

In the event of a tornado or tornado drill, the tornado alert is a special announcement over the intercom. All students and faculty should move to the designated safe rooms. Students who are in the high school portables and gym will move to the 'underground' area south of the gym doors. Students in the 8<sup>th</sup> grade center at the middle school will move to the basement area.

Security Drills are used and in place when there is an immediate or potential threat to the school such as an intruder or a need to restrict the movement of students. Security measures minimize access to the school and secure staff and students in rooms. As part of this procedure, everyone must remain in place in a room until the situation has been declared safe by an administrator, School Resource Officer, or the police.

## **STUDENT ELIGIBILITY**

Oklahoma Secondary Schools Activity Association rules and guidelines will be followed concerning student eligibility in all extra-curricular events. All students enrolled in the PTHS virtual curriculum program will be required to maintain a passing grade (60%) and stay within 15% of the class target completion schedule.

Students are to conduct themselves as representatives of their families, their school, and their community at all times. Failure to do so may result in athletic penalties as determined appropriate by the coach and/or administration. These penalties may include suspension or dismissal from the team.

## **ILLNESS AT SCHOOL**

A student who becomes ill at school should report to the principal's office. Every effort will be made to contact parents or guardians. Injuries will be treated by teachers or office personnel. Students are to leave prescribed medication and aspirins in the school office during the day. Office personnel are not permitted to give medication to students without written permission from the parents.

## **CHANGE IN SCHEDULE**

If it is necessary for a change in schedule, the student is to do so during the first week of the semester.  
High School - A change of schedule request form can be accessed at [www.p-t.k12.ok.us](http://www.p-t.k12.ok.us) or in the High School Office.  
Middle School – Pick up a schedule change form from the counselor in the middle school office

## **TELEPHONE PROCEDURE**

Permission must be obtained from a school official before the telephone can be used. Students will only be allowed to use the phone between classes.

## LOCKERS

Students will be given the opportunity to have a locker assigned to them. Periodic locker checks will be made throughout the year. The locker is school property and may be inspected by school officials at any time without notice to the students. It is unwise to leave valuables or money in lockers. All lockers must be kept free of marks, writing, and adhesive signs or materials. 8<sup>th</sup> grade students are encouraged to buy locks to secure their belongings.

## MEDIA CENTER

**High School** - Students will be required to sign in when entering the media center. The Media Center is open before and after school. Online databases are available 24 hours a day. All books and periodicals may be checked out. Fines for overdue materials are 5 cents per day for all materials. Students may have a maximum of 2 books checked out at one time. A copy machine is available for student use. There are desktops, laptops, and Chromebooks for students to use.

## JUNIOR - SENIOR PROM

The Junior - Senior Prom is a formal dance that will be held at a date near the end of school. The prom is limited to juniors and seniors and their dates. Seventh, eighth and ninth grade students are not eligible for attendance at the prom. Dates who are not members of the Junior and Senior classes must be approved by the sponsors, and the high school principal. The faculty and staff reserve the right to refuse admittance to or to remove any person from the prom.

## DANCES

School dances are a means of raising money for organizations. It also provides recreation for the student body. Dances must be cleared through the office and school rules apply throughout the activity. Students currently enrolled at Perkins-Tryon may attend their site's dances. High School students may sign up a guest; the guest's attendance is subject to approval by the sponsor and principal. The faculty and staff reserve the right to refuse admittance to or to remove any person from the dance. Guests will not be permitted at Middle School dances.

## FUNDRAISING ACTIVITIES

Fundraising activities, such as sales, car washes, etc., are the main source of income for classes and clubs; but these activities should be held to a minimum. The principal's office and the Board of Education govern fund raising activities; therefore, fundraising activities must be approved in advance.

## PUNISHMENT GUIDELINES

The following are examples of infractions and the expected consequences for those behaviors. These are guidelines only, and at the discretion of administration, disciplinary action may be revised. Students engaging in offenses that are criminal in nature and violate laws will be referred to law enforcement for prosecution.

- 3x tardy = Teacher submits discipline referral.
- Tardy referrals:
  - 1<sup>st</sup> & 2<sup>nd</sup> Offense ½ hour detention
  - 3<sup>rd</sup> - 4<sup>th</sup> Offense 1 hour detention
  - 5<sup>th</sup> - 6<sup>th</sup> Offense 2 - 1 hour detentions
  - 7<sup>th</sup> or more 3 - 1 hour detentions

- Classroom disruption referrals:
  - 1<sup>st</sup>– 3<sup>rd</sup> Offense            ½ hour detention
  - 4<sup>th</sup> - 5<sup>th</sup> Offense            1 hour detention
  - 6<sup>th</sup> Offense or more        2 - 1 hour detentions
- Cheating (Academic)
  - Zero for the assignment
  - Repeats: detention/suspension
- Fighting/Sexual Harassment
  - 1<sup>st</sup> Offense                    5 day suspension and referral to law enforcement.
  - 2<sup>nd</sup> Offense                    10 day suspension and referral to law enforcement.
  - 3<sup>rd</sup> Offense                    45 day suspension and referral to law enforcement.
- Verbal Abuse toward School Employee:
  - 1<sup>st</sup> Offense                    3 day suspension
  - 2<sup>nd</sup> Offense                    6 day suspension
  - 3<sup>rd</sup> Offense                    9 day suspension
- Possession/Use of Tobacco which includes vaping:
  - Each Offense                3 days suspension and ticket from SRO.
- Truancy
  - 1-3 days suspension
- Vandalism
  - 1-5 days suspension plus cost of repairs.
- Threat to Harm Student
  - 1 day – long term suspension and possible report filed with proper agency.
- Threat to Harm Staff
  - 5 days - long term suspension and possible report filed with proper agency.
- Assault & Battery on Student:
  - 5 day suspension minimum, with referral to law enforcement.
- Assault & Battery on Staff:
  - Suspension for the remainder of the current semester and next semester, with referral to law enforcement.
- Knives / Other Weapons:
  - 1<sup>st</sup> Offense                    3 days - long term suspension.
  - Repeat offenses            6 days - long term suspension.
- Fire Arms:
  - Long-term suspension, by law
- Stealing Property
  - Minimum 1 day suspension
  - Repeat offenses: Minimum 3 day suspension and referral to law enforcement.
- Alcohol/Illegal Drugs:
  - Conspiracy/Chain/Sale/Distribution/Delivery of Drugs or Alcohol (for personal gain, monetary privilege or gain):
    - Student will be suspended out of school for the remainder of the current semester and all the succeeding semester.
  - Possession/Use/Sharing/Being Under the Influence of Drugs or Alcohol:
    - Students suspected of being under the influence may be subject to a field sobriety test conducted by a member of law enforcement. Failure to comply will result in first offense disciplinary action.
      - First Offense: Ninety (90) day out-of-school suspension (1 semester equivalency)
      - A thirty (30)-day suspension may be granted if the student and the parents/guardians agree to the following:

- a. to meet with the District Counseling Service representative.
  - b. to obtain, from a licensed practitioner, an alcohol/drug use assessment which may recommend counseling, education, treatment, and/or drug testing. The cost of any assessment or recommended counseling, education, treatment, etc. will be the sole responsibility of the student's parent or guardian.
- Second Offense: Suspension out-of-school for the remainder of the current semester and all the succeeding semester.

For safety and security reasons, cameras will be used in areas outside and inside the building as well as on our school buses. Students should be aware their actions may be monitored.

## **CELL PHONES & ELECTRONIC DEVICES**

Cell phones and other electronic devices (MP3, iPod, smart watches, etc.) are not to be used between the morning bell to begin school (8:15) and the end of the day bell (3:30). Students cannot use them in the hallways, restrooms or between classes. The only exception to this rule is during the student's lunch period. The school is not responsible for these items should they be lost, damaged, or stolen at school. Parents who need to contact their children should call the office; messages will then be delivered to the student.

If a Teacher sees an electronic device out when it is not supposed to be the item will be taken and turned in to the office. The following procedures will be used for violators:

1. 1<sup>st</sup> Offense: Device may be picked up from the office at the end of the school day.
2. 2<sup>nd</sup> Offense: Same as 1<sup>st</sup> offense plus a 30-minute detention.
3. 3<sup>rd</sup> Offense: Same as 1<sup>st</sup> Offense plus two 30 minute detentions.
4. 4<sup>th</sup> Offense: Student will be suspended for one day.
5. 5<sup>th</sup> or more Offense: Student will be suspended for one day and all cell phone privileges revoked.

## **CLOSED/LEAVING CAMPUS**

Perkins-Tryon High School and Middle School are closed-campus schools. Students may not leave during the lunch period. Several choices for lunch are offered through the cafeteria. Students may also bring their lunch. Microwaves are available for student use. A la cart items are also available.

No student shall be allowed to leave school for any activity before the time assigned for dismissal without being excused by the principal. **A STUDENT WILL "CHECK OUT" AND "CHECK IN" THROUGH THE SCHOOL OFFICE ANY TIME HE/SHE IS LATE, MUST LEAVE EARLY, OR RETURNS TO SCHOOL AFTER AN APPOINTMENT.** High school students may not check out of school the period immediately preceding their lunch or their lunch period unless a parent, guardian or individual on their check out list comes to the office during this time to sign the student out. Failure to check out may result in suspension. Repeated problems with a student failing to "check in or out" or not calling the school will be punished as truant.

## TOBACCO POSSESSION AND USAGE

State Law Sections 1241 and 1242 prohibits students from possessing or using tobacco of any type (smoking, dipping, chewing, vaping) on school property (grounds, buildings or vehicles), during the regular school day, and at school activities. Students will be reported to the School Resource Officer and a ticket may be written if they have any type of tobacco on school property. Infractions may also result in disciplinary measures which may include suspension.

## ALCOHOL AND NARCOTICS VIOLATIONS

Any student reporting to school or a school activity under the influence of, in the possession of, or consuming any alcoholic beverage or any dangerous controlled substance including K2, will automatically be suspended from school. Incident will be referred to the School Resource Officer (SRO).

## DRESS CODE

The educational process includes preparing students to deal with rules and laws outside the school setting. By recognizing that appropriate dress is an issue which is addressed in the "real world" by workplace requirements or professional standards and expectations, students have an opportunity to learn that what is acceptable and appropriate in one situation, is not acceptable in other situations. Clothing that may be fun or appropriate on the weekend may not be appropriate for school. All students are expected to dress and groom themselves neatly in clothes that do not detract from the educational process. Modesty and safety will be the dominant feature in all clothing. The administration will make the final determination on all reported dress code violations. Therefore, the following apply to the dress of those attending Perkins-Tryon Middle School and High School:

1. Shoes must be worn at all times. House shoes/slippers, cleated shoes, or wheeled shoes are NOT permissible in the school building.
2. Any clothing made specifically to exhibit the back or stomach is prohibited.
3. No visible cleavage.
4. Tank tops with large arm holes and/or spaghetti straps, net shirts, half shirts, shirts not fitted under the arm, or other shirts of this nature are not allowed, unless t-shirts are worn underneath them.
5. Head coverings, including hats, caps, hoodies, head bands, beanies, bandanas, and scarves are not to be worn in the school buildings.
6. Mesh jersey or fishnet type may not be worn unless a t-shirt or other appropriate lining is underneath.
7. Sunglasses are not to be worn in the building.
8. Clothing that displays any lettering, figures, illustrations, or anything that implies vulgarity, immorality, or the use of alcohol, and/or drugs is prohibited.
9. Blankets are NOT allowed in school buildings and classrooms during school hours.
10. Onesie pajamas, pajama pants, etc. are prohibited from being worn at school.
11. Collars intended for use on animals or chains, including wallet chains are prohibited.
12. Clothing shall be of such length as to not be offensive or disrupt the educational process.
13. Any apparel or accessories that suggest involvement in gang activity is prohibited.
14. Any apparel or accessories that detract from the educational process is prohibited.
15. Principals may make exceptions for spirit days or special activities.

Any clothing that disrupts the learning atmosphere of the school is prohibited. Clothing with possible implied meaning, intended or not, may be offensive and will fall under the policy.

When a student has worn inappropriate clothing to school, the parent/guardian of the student may be contacted. The student may be sent home to change clothing, or parents may be requested to bring appropriate clothing to

school. If parent/guardian is unavailable, the student will be held in the office until compliance can be made. Time missed in procuring appropriate clothing will count as an unexcused tardy or absence in accordance with the attendance policy.

## **FIGHTING**

Fighting will not be condoned. Violators may be suspended from school for a minimum of five (5) days for the first offense and may not return until their parents are notified of the circumstances and there is reasonable assurance the difference of opinion has been resolved. The incident will also be referred to the School Resource Officer (SRO) or local police.

## **PUBLIC DISPLAY OF AFFECTION**

Public displays of affection are not appropriate in the classroom, halls, or anywhere on the school grounds. Inappropriate PDA includes but is not limited to kissing, excessive hugging, and inappropriate touching. Violators will be referred to the office for disciplinary action.

## **SCHOOL BUS**

Buses are provided for the convenience of those who live a great distance from school. In order to assure the safety of those who ride the bus, it is necessary that everyone who rides the bus be well behaved: no vandalism, no scuffling, throwing objects, standing up while the bus is in motion, or loud noises. Each student must sit where the bus driver designates and follow the instructions that will be given to each student. Failure to obey the bus driver may result in you losing your privilege of riding the bus.

### **Bus Suspension Policy (G-113)**

- A) 1<sup>st</sup> Offense - Student conference.
- B) 2<sup>nd</sup> Offense - 5-day loss of bus riding privileges.
- C) 3<sup>rd</sup> Offense - Minimum of 20-day suspension.
- D) 4<sup>th</sup> Offense - Possible loss of privilege for the remainder of the year.
- E) Severe misbehavior may cause loss of bus riding privileges immediately.

For safety and security reasons, cameras will be used in our school buses. Students should be aware their actions may be monitored.

Due to seating capacity and safety we can no longer transport additional students due to sleepovers, parties, etc. It will be necessary that other arrangements be made to pick up & transport those children.

**COMPLAINTS CONCERNING ROUTE OR BUS BEHAVIOR SHOULD BE REPORTED TO THE TRANSPORTATION DIRECTOR, 547-5708.**

The following bus procedure will be followed in case of emergency:

In case of tornado, all students will exit via front door, move forward from the bus and lie face down in a ditch with hands covering head or enter a culvert if one is available.

In case of an accident in which the back door is blocked and the front is open, students will exit from front. Move away from the accident to a safe distance. If the front door is blocked and back door is free, two designated older students will exit first then assist other students to exit from the back door and move to a safe distance.

If both doors are blocked the driver or designated students will knock out a window or windows assisting students to exit through these windows.

In case of injury give first aid only. Do not move an injured person unless there is danger in the immediate area.

## MOTOR VEHICLES

Motor vehicles are not to be driven after arriving at school, unless permission is given by the High School Principal. When students return to the campus area from career-tech, they must immediately park their vehicles. Morning career-tech students who ride the career-tech bus to campus may not leave campus after they arrive. When students approach the campus area before school they must immediately park their vehicles in the appropriate areas. Student vehicles must be parked in designated areas and in the appropriate manner. **STUDENTS ARE NOT TO REMAIN IN THEIR CARS OR GO TO THEIR CARS BETWEEN CLASSES.** Cars should be locked to prevent damage or theft. All high school students who drive motor vehicles to school are required to register their vehicle and purchase a parking permit for \$5.00 at the high school office within the first two weeks of school. This shall be done on a yearly basis. Also, students who begin driving during the school year have a two-week window from the first day they begin driving to register their vehicle and purchase parking permit. The speed limit for all vehicles around campus is posted. Riding in the back of pickups is prohibited.

1. Student parking on school facilities is a privilege and will be restricted to the parking spaces east of the gymnasium. Parking must be in designated areas. Parking is not allowed directly north of the gymnasium.
2. No student will be permitted to remove their car from school property during the school day unless the student has properly checked out of school at the office after explaining to an administrator the nature of the emergency requiring the student to leave. A shuttle bus will be provided for those students who need to go back and forth from the new campus to the old campus. Exceptions to this policy are as follows:
  1. Students who attend career-tech and have a signed release from career-tech that stipulates the student may drive his or her vehicle to career-tech.
  2. Students who are enrolled in seventh period athletics and whose practice is being held at the old campus may drive to that area after 6<sup>th</sup> period.
  3. Students who are enrolled in a seventh period class at the junior high may drive to the junior high after sixth period.

These exceptions apply **ONLY** to those students who are driving their own or their parent's vehicle that has been registered through the office with appropriate parent signatures. No students other than the driver may be in the vehicle with two exceptions: (1) Siblings may ride together with parent permission. (2) Students attending Career-Tech who have a Career-Tech "Permission to Drive or Ride" sheet on file. A shuttle bus will be provided for students who cannot drive.

3. A student's privilege to park on school grounds may be terminated if the student:
  1. Fails to provide a vehicle registration sheet to the office.
  2. Fails to display the proper identification
  3. Operates his/her car in a potentially dangerous manner on school property or streets adjacent to school property.
  4. Exceeds the speed limit when driving in a school zone.
  5. Brings a vehicle onto school property that contains alcoholic beverages, controlled dangerous substances, weapons, or other contraband.

Violations of any of the above regulations may lead to the loss of driving privileges and suspension from school.

Parking a vehicle on school property is a privilege, not a right. Each student parking a vehicle on school property must assume the responsibility of ensuring that such vehicle does not contain any item which is not allowed inside the school building. It is the responsibility of the student to make sure that such contraband is not in the vehicle even though other individuals than the student drive the vehicle or ride in the vehicle. Items that will not be allowed include, but are not limited to, controlled dangerous substances, alcoholic beverages, and weapons.

As part of the permission to park on school grounds, the student must acknowledge that the vehicle will be subject to search by drug-sniffing dogs, dogs searching for bombs, or other contraband or illegal substances. The student should also be advised that by parking on school premises, he or she is consenting to a search of the entire car, including the interior and trunk. If the student refuses to allow the search of the interior or the trunk, then the student will be advised that it is a mandatory suspension from school.

## **HALL PASSES**

No student is permitted in the halls during classes without a hall pass issued by his teacher. Teachers have been instructed to issue hall passes only in extreme cases, so it is important that students use the phone, etc. before school or between classes.

## **SCHOOL ACTIVITIES**

During the year a number of trips are taken by different activity organizations such as band, athletic teams, etc. The school sponsors these trips and has a direct responsibility to the parents for the safety and well-being of students who make these trips. For that reason, no student can be excused to remain in the town visited or return by other means of transportation except that provided by the school or the parents. It is the responsibility of the parents to notify the proper sponsor at the conclusion of the activity if the student is to ride home with the parents. Students who are ineligible will not be allowed to attend field trips, athletic trips, career tech competitions or any other school related activities. Students participating in school activities are responsible for all work missed and are not given extra days to complete those assignments.

## **STUDENT RESPONSIBILITIES IN THE CAFETERIA**

Students should walk quietly to the cafeteria. Students should remember silverware, napkins, and milk when going through the serving line. Soft voices and good table manners are expected. Students should always leave a clean table and floor for the next class.

Any behavior resulting in a disturbance or mess in the cafeteria may result in the student being subject to disciplinary action. Theft from the cafeteria will not be tolerated and may result in suspension.

## **VANDALISM**

Students found guilty of showing disrespect for or causing damage to school property or property belonging to school employees, or any vandalism while under the supervision of school personnel are subject to disciplinary action. Vandalism is an extremely serious offense and may result in a student being suspended from school for the remainder of the school semester and the succeeding semester. Perkins-Tryon Schools shall be entitled to recover damage in an amount not to exceed \$2,500 from the parents of any minor who shall maliciously or willfully destroy property belonging to the school. (School Laws of Oklahoma, Sec. 632). Damage under \$2,500 is a misdemeanor; damage over \$2,500 is a felony (OK Statute 21-1760)

## **CHEATING AND PLAGIARISM**

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes, but is not limited to:

1. copying another student's homework;
2. working with others on projects that are meant to be done individually;
3. looking at or copying another student's test or quiz answers;
4. allowing another student to look at or copy answers from your test or quiz;
5. using any other method to get/give test or quiz answers;
6. taking a test or quiz in part or in whole to use or to give others;
7. copying information from a source without proper attribution; and
8. taking papers from other students, publications, or the Internet.

Violators of this policy will be disciplined on a case- by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project, quiz, assignment or test, receiving a lower overall grade in the class, detention or suspension.

## **TEXTBOOK POLICY**

District owned textbooks are issued each semester. Students are responsible for returning textbooks in good condition. Students will pay for lost or damaged textbooks. If a textbook is found later, the price of replacement will be refunded.

## **SPORTSMANSHIP**

All of our athletic teams and activity groups represent our school when they perform or participate. Therefore, it is of utmost importance that your behavior be conducive to the image we want to display of our school. Anyone behaving in any way that does not project a favorable image of Perkins-Tryon Schools will be removed from the activity. Students will be subject to Oklahoma Secondary Schools Activities Association and local Board of Education guidelines for student eligibility. Following the guidelines of the OSSAA, no artificial noise makers will be allowed in the gym.

## **PROMOTION POLICY (MS ONLY)**

Decisions concerning a promotion are based on many factors that might influence a student's performance including age, maturity, grades, and other individual factors; however, a student's academic performance is the primary indicator of the student's success at school. Therefore, for students to be promoted to the next grade level, they are required to demonstrate mastery in the basic content areas of language arts, math, science, and social studies. Students must pass math and language arts to automatically be promoted to the next higher grade.

Good sportsmanship involves everyone and a few basic principles:

1. Courtesy toward teachers, fellow students, all fans in attendance and the officials of the event.
2. Pride in what P-T Schools endeavor to accomplish and has accomplished.
3. The ability to win or lose gracefully while maintaining the high standards of good sportsmanship.

## PERKINS-TRYON GRADUATION REQUIREMENTS

Students entering the ninth grade must complete the college preparatory curriculum unless the student's parents or legal guardian approves the student to enroll in the core curriculum.

### COLLEGE PREPARATORY CURRICULUM REQUIREMENTS

Students who are considering attending college should plan their high school courses early, keeping college requirements in mind. While it is impossible to give detailed curricular requirements of a number of colleges, the following should serve as a beginning guide. Some colleges have rigorous admission requirements. Many good schools do not have specific course requirements. These do require graduation from an accredited high school and use other factors for admission. Specific school admission requirements may be obtained in the Counselor's Office or from the college catalog.

- 4 English: English I, English II, English III, English IV (or AP English IV, AP Language, and Composition classes approved for college admission requirements).
- 3 Laboratory Science: One Life Science and one Physical Science are required. The third science may be any lab science course with content and/or rigor equal to or above Biology I or physical science and approved for college admission. Approved contextual science courses may be taught at the technology center.
- 3 Mathematics: All students must take 3 units of mathematics in grades 9-12. Limited to Algebra I, Geometry, Algebra II, or any math course with content and/or rigor above Algebra I and approved for college admission requirements.
- 3 History and Citizenship Skills: 1 United States History, ½ U.S. Government, ½ Oklahoma History, and 1 History, Government, Geography, Economics, Civics, or Non-Western Culture and approved for college admission requirements.

2 units of the same foreign language or non-English language or 2 units of Computer Technology approved for college admission requirements, whether taught at a high school or technology center school, including computer programming, hardware, and business computer applications such as word processing, databases, spreadsheets, and graphics, excluding keyboarding or typing courses.

1 additional unit selected from any of the above or career and technology education courses approved for college admission requirements.

1 unit or set of competencies of Fine Arts, such as Music, Art, or drama, or 1 unit of Speech.

24 credits/units needed for graduation

Seniors are required to be enrolled in a full schedule, although this may include a combination of local hours, college, or work activity, if local requirements are met.

### CORE CURRICULUM REQUIREMENTS

- 4 Language Arts: English I, English II, English III and English IV (AP English Composition).
- 3 Science: Biology I and 2 units/credits of life, physical, or earth science which may include: Biology II, Physics, Chemistry, AP Biology, qualified agricultural education courses and approved contextual science courses taught at a technology center.
- 3 Mathematics: Algebra I and two courses which may include, but are not limited to: Algebra II,

Geometry, Trigonometry, Math Analysis, Pre-calculus, Calculus, or Mathematics of Finance

- 3 Social Studies: 1 United States History, ½ U.S. Government, ½ Oklahoma History and 1 World History, Geography, Economics, Civics or non-western culture, and approved for college admission requirements.
- 1 Arts: 1 unit or set of competencies that may include, but is not limited to courses in Visual Arts and General Music
- 1 Computer or Foreign Language: 1 unit or set of competencies of computer technology, whether taught at a high school or a technology center school, including computer programming, hardware and business computer applications, such as word processing, databases, spreadsheets and graphics, excluding keyboarding or typing courses or 1 unit or set of competencies of world language or non-English language.

24 credits/units needed for graduation.

Seniors are required to be enrolled in a full schedule, although this may include a combination of local hours, college, or work activity, if local requirements are met.

## GRADUATION POLICY

The Perkins-Tryon School District recognizes that graduation ceremonies are important events for our students, patrons, guests, and community. To ensure that graduation ceremonies are enjoyable for all participants and spectators, the Board enacts the following policies:

1. A student shall be a graduate of Perkins-Tryon High School and entitled to a high school diploma whenever that student has:
  - Successfully completed the minimum number of credits established by the District for graduation; and,
  - If the student elects to participate in graduation ceremonies, complete such exercises in accordance with this policy.
2. Any student who elects to participate in graduation exercises will be considered a student of this district until such ceremonies have been completed. The graduation process is "completed" when the last student has exited the premises.
3. All students participating in graduation ceremonies will be required to abide by the school's discipline code as outlined in the Student Handbook. In addition, students must not engage in any disruptive activity which interferes with the graduation process or the rights of other individuals
4. The administration may impose discipline on any student who commits any act referred to in item three(3) above. It is recommended the administration take necessary steps to impose discipline as soon as it is convenient after completion of graduation exercises.
5. Students who admit, or who are found, after an informal hearing process conducted by the administration, to have violated paragraph three (3) above, shall be subject to discipline. Such discipline may include, but shall not be limited to permanent denial of a diploma and suspension from school for the balance of the school year if the commencement ceremony is held prior to the end of school.
6. Students who need more than one (1) unit for graduation shall not be permitted to participate in the graduation exercises.
7. Caps and gowns will be purchased and worn by all graduating seniors.

## **EARLY GRADUATION POLICY**

Early graduation is not recommended for most students. But in some instances, early graduation may be in the best interest of the student. Consequently, if a student and his parents can show legitimate cause, a student may be allowed to complete requirements for graduation in less than the standard four years. The student must make plans and fulfill the early graduation regulations below. To qualify for early graduation and to receive a diploma, an individual must complete both the local and State Department of Education's graduation requirements. No doubt some senior honors and scholarships will not be given to early graduates because of their failure to meet certain requirements as outlined by specific honor and scholarship awarding organizations. Possibly other inconveniences will be encountered over which the school will have no control.

**IN ORDER TO GRADUATE EARLY, A STUDENT MUST OBSERVE THE FOLLOWING:**

1. A student may only take one English class per year at Perkins-Tryon High School.
2. A student must have at least a 3.00 overall grade point average before permission will be granted for early graduation status. The student must also meet attendance requirements.
3. All regulations relative to normal graduation as required by the State Board of Education and the Perkins- Tryon Board of Education must be fulfilled.
4. Students may gain additional credit for possible early graduation through Proficiency Based Promotion.
5. Once a student has graduated he loses all rights and privileges of a regularly enrolled high school student and cannot participate in any high school activities.
6. Any exceptions to the above criteria will be addressed to the building principal. A conference between the student, the student's parent(s) and the student's counselor must be held before approval will be granted. The decision of the principal and the superintendent will be final.

## **CLASSIFICATION**

Classification of students will take place in August just before the beginning of the next school year. No reclassification of students will take place after the beginning of the school year. Classification requirements are as follows:

Sophomores - 3.0 core units after freshman year

Juniors - 10.0 units after sophomore year

Seniors - 17.0 units after junior year

## **CONCURRENT ENROLLMENT**

Perkins-Tryon High School juniors and seniors have the opportunity to be concurrently enrolled in Rose State College via the video conferencing classroom or attend Oklahoma State University, Langston University, or Northern Oklahoma College-Stillwater on campus. Students may begin enrolling in the summer before their junior and senior years or during their senior year. This allows the high school students to accumulate college credits before they complete high school. Courses are generally freshman level with no prerequisites.

Courses students take in this program count as regular college earned credits, as well as high school credits. All concurrent courses will be weighted, or carry an additional 1.0 for each earned letter grade (A - 5.0; B - 4.0; C - 3.0; D - 2.0; F - 0). The students will be enrolled, examined, and evaluated in the same manner as any other college student in the course. The course may be used to satisfy the requirements for high school graduation.

Students who have taken the ACT and meet concurrent admission requirements are qualified to enroll in concurrent courses. Seniors are eligible to receive a tuition waiver but will be expected to pay for fees and books. Juniors will pay full tuition, all fees, and books.

## **INTERNET BASED INSTRUCTION (HS ONLY)**

The Board of Education will grant students credit for successful completion of courses offered by means of internet-based instruction.

Only students who are regularly enrolled in this district shall be allowed to enroll in alternative instructional delivery systems courses offered for credit through this district, through an application process.

Students may request an Internet course for credit for the following reasons:

- a. Student has failed a required course.
- b. Course is not offered by Perkins-Tryon Schools.
- c. Enrollment is recommended by the administration.

The principal, working in consultation with the high school counselor, shall evaluate and approve/disapprove all students' requests to participate in courses delivered by alternative means. Only those approved enrollments shall be eligible for credit granted by the district.

If an on-line course is approved, the student and parent will enter a participation agreement that specifies the expectations and responsibilities of all parties. The participation agreement must be adhered to if credit is to be awarded for the course. Expectations regarding student testing, course requirements, attendance, financial obligations, and the monitoring of course performance will be detailed in each individual student contract.

The high school counselor will serve as the building level contact person to assist students enrolling in on-line courses.

Students earning credit by alternative means shall participate in all assessments required by the Oklahoma School Testing Program and any that are designated by the district. No student shall be allowed to participate in these assessments at a place other than the school site at which the student is enrolled.

## **CAREER TECH**

All PTHS students have the opportunity to attend Meridian Technology Center, for free, during their high school careers. Sophomores may attend two programs, Biomedical Sciences and Pre-Engineering, all other programs will be available Junior year. Application for Meridian Technology Center begins in the Spring Semester prior to attending. Acceptance is usually competitive; attendance, grades, disciplinary records, and test scores are evaluated before final acceptance decisions are made. All Meridian Technology Center programs are half day programs, which allows each PT student to complete 4 courses at Perkins-Tryon High School. The Biomedical Sciences and Pre-Engineering programs are advanced STEM Academies; all classes within these programs are based on a 5.0 GPA scale while all other Meridian Technology Center programs are based on a 4.0 GPA scale.

## REPORT CARDS

Report cards are issued to students at the end of each semester. Student progress can be accessed through the student information system (Sylogist-ed). Parents should call the office to set up the parent portal account.

Only the semester grades are recorded on the permanent record. Grades appearing on report cards and the permanent records are:

90-100%	A	Excellent
80-89%	B	Above Average
70-79%	C	Average
60-69%	D	Below Average
Below 60%	F	Failure

## SEMESTER TEST EXEMPTION POLICY

To encourage regular attendance and good grades, every Perkins-Tryon student, grades 6 -12, have the opportunity to qualify for exemption from taking semester tests at the end of each semester. Qualification for exemption is calculated separately for each class that a student attends. Students may earn a semester test exemption with following criteria for attendance and grade average:

Grade Average	Maximum Absences
A	3
B	2
C	1

The following procedures apply to test days (last two days of the semester):

1. Day 1, even hour classes (2, 4, and 6) will be tested.
2. Day 2, odd hour classes (1, 3, and 5) will be tested.
3. Period 7 classes will utilize regular times both days.
4. Students who are in school must attend class.
5. Teachers may allow exempted students to read or study for another test as long as they are not a distraction.
6. Students who do not need to attend all test sessions on a given day will only be allowed to leave school early for the day if they are checked out by a parent or guardian. No exceptions.
7. **All absences, except school activities and funerals are counted.** If a student is suspended during the semester, they will be required to take all semester tests.
8. The cut-off for calculating grade averages is Wednesday of the week prior to Semester Testing.
9. The cut-off for determining absences two days prior to Semester Testing.
10. Students exempt from all tests are not required to attend school that day.

## MAKEUP WORK

All work missed during a period of absence **MUST** be made up, unless a student is truant. Students are responsible for requesting make-up assignments when they return to school. For each day of absence, a student shall have one (1) school day to make up the work missed, unless granted additional time by the teacher. No penalty shall be assessed against work made up for absences and turned in according to the above policy.

## SEMESTER TEST MAKEUP

Students are not permitted to take semester tests earlier than scheduled for all students. Students who leave school before the end of the semester, and who plan to return at the start of the next semester, shall receive an "incomplete" grade until the semester test has been completed. It shall be the responsibility of the student to "make-up" a semester test in 30 calendar days or less after the end of the semester. Any exceptions to the policy concerning administering the test shall be limited to those exceptions made by the building principal.

## SCHOLASTIC HONORS

Any student who makes straight A's will be listed on the **Superintendent's Honor Roll**. Others making grades no lower than a B will be listed on the **Principal's Honor Roll**. The top 10% of the High School students the previous two semesters shall be declared as members of the State Honor Society.

## NATIONAL HONOR SOCIETY

The following standards are required in choosing members of the **NATIONAL HONOR SOCIETY**: Students are chosen based upon their **SCHOLASTIC ABILITY** (students must maintain a cumulative grade point average of 3.5), **CHARACTER** (in and around school), **LEADERSHIP** (in the classroom and in extra-curricular activities), and **SERVICE** (to the school and the community). Membership is open to sophomore, junior and senior students.

## SALUTATORIAN AND VALEDICTORIAN (HS ONLY)

In accordance with the policy of the board of education, the following regulation shall govern the selection of students for honors and recognition:

Students will be selected from each graduating class for the award of valedictorian and salutatorian. The student or students of the senior class who have earned a grade point of 4.0 or above will be designated as Valedictorian. If no senior has earned a grade point average of 4.0, the student or students of the senior class with the highest grade point average will be designated as Valedictorian. The student or students with the next highest grade point average will be selected as class Salutatorian.

Seven semester final grades for grades nine (9) through twelve (12) will be used to figure grade averages based on the 4.0 grade scale with the exception of Advanced Placement classes, concurrent coursework, and Meridian Technology Center STEM Academy coursework (Biomedical Sciences & Pre-Engineering) which carry an additional 1.0 for each earned letter grade (A - 5.0; B - 4.0; C - 3.0; D - 2.0; F - 0). Official class rank is based on the weighted scale.

A high school student must be in attendance at Perkins-Tryon High School at the end of the seventh semester to be eligible for these awards.

Students who have achieved a GPA of 4.0 or above at the end of eight semesters will also be designated as valedictorians. This designation will be made after final grades have been turned in by the faculty.

Students who are designated as valedictorians after eight semesters will not receive the normal valedictorian recognition, such as being recognized in the newspaper or at the awards assembly, or listed on the graduation program as valedictorians since those honors are determined at the end of the seventh semester. However, students who achieve a 4.0 or above after eight semesters will be declared as valedictorians for the sole purpose of obtaining scholarships.

In order to be selected for valedictorian or salutatorian, a student must have attended Perkins-Tryon High School or schools annexed by P-T HS for at least three full semesters immediately preceding the time of selection.

Salutatorian status will not be affected by this policy.

## **CERTIFICATE OF DISTINCTION**

In accordance with the policy of the Board of Education, the following regulations shall govern students who are awarded the Certificate of Distinction.

Students must meet or exceed the following criteria by the end of their senior year in high school with at least a 3.25 grade point average on a 4.0 scale:

1. Earned four units each in English, mathematics, social studies, and science;
2. Earned two additional units in the areas of technology, the humanities, or the arts;
3. Earned two units in a foreign language; and,
4. Achieved a satisfactory score, or its equivalent, on all end-of-instruction tests.

Note: For purposes of this certificate, applicable career-tech classes offered by comprehensive high school career-tech programs shall qualify for technology, science, and mathematics units. Students enrolled in the programs may use one unit of their six concentrated career-tech curriculum units for one unit of mathematics required by this section and one unit of their six concentrated career-tech curriculum units for one unit of science required by this section.

## **OKLAHOMA ACADEMIC SCHOLAR REQUIREMENTS**

Students who meet **ALL** of the following requirements shall be recognized by the local school district and the State Board of Education as an Oklahoma Academic Scholar.

1. Accumulate over grades 9, 10, 11 and first semester of grade 12, a minimum grade point average of 3.7 on an unweighted 4.0 scale OR be in the top 10% of their graduating class.
2. Complete (or will complete) the curricular requirements for a standard diploma.
3. Score a **27** on the ACT or 1,220 combined score on the SAT. The SAT or ACT must have been taken on a national test date before the date of graduation.

## **PROFICIENCY BASED PROMOTION**

Perkins-Tryon students are eligible to take part in the Proficiency Based Promotion program.

The Proficiency Based Promotion allows secondary students to advance in the core curriculum areas if they perform at 90% levels on designated assessments. Assessments will be done twice during the school year. Contact the school counselor for further information.

## **NCAA REGULATIONS**

Students who may be interested in participating in college sports must be registered with the NCAA Eligibility Center. Contact the Athletic Director or your individual Coach for further information.

## **ATTENDANCE PROCEDURES**

If a pupil must be absent, the parents should call the appropriate school office at 547-5724 (high school) and 547-5715 (middle school) by 10:00 a.m. the day of the absence or send a note with the student upon their return

to school. The registrar will be available at 7:30 a.m. to receive phone calls and sign admits. Students whose parents have not contacted the school on the day of the absence will be placed on the "DO NOT ADMIT LIST" and must pick up an admit slip before returning to class. If the student does not bring a note or the parent has not called the office, the absence will be marked "UNEXCUSED" and the student will not be allowed to make-up the missed work. If parental notice is not received by the following day, the student will be treated as truant.

## **CLASSROOM INTERRUPTIONS, MESSAGES, AND DELIVERIES TO SCHOOL SITES**

Perkins-Tryon Public Schools value the learning experiences that take place in the classroom environment. Frequent interruptions of the learning environment tend to disrupt the continuity of the instructional process and the time lost from class is irretrievable. Therefore, it shall be the policy of the district to limit classroom interruptions as much as possible.

All visitors must check in through the office and receive a visitor's badge to wear while they are on campus. Any unauthorized visitor will be asked to leave the building. Student visitors to the school during school hours are prohibited.

## **PARENT CONFERENCES**

Parents are welcome to visit the school at any time. Parents who desire to confer with a teacher should first secure permission in the Principal's office. The periods from 7:55 to 8:10 a.m. and 3:30 to 3:45 p.m. have been reserved for special conferences with teachers. Each teacher will also be available for conferences during planning periods. These periods have been set aside so that the teachers will not be interrupted from their important duties of instruction.

## **"NO SCHOOL" PROCEDURE**

In case of "no school" because of bad weather or other unforeseen circumstances, parents and students will be notified by the automated calling system. Information will also be made available to the local media outlets.

## **CAFETERIA**

School food service is available in each attendance center. Menus are planned to provide nutritious and well-balanced meals that offer a variety of foods. Meals are planned on a six-week cycle and are constantly revised according to the students' likes and request/suggestions. All meals meet the requirements as established by the State Department of Education and the United States Department of Agriculture.

Good nutrition is to a child's health as reading is to education. Good food habits have a direct bearing on the health of a child; that health, in turn, has a direct bearing on the child's ability to learn.

The lunch count for each day is made by 9:00 a.m. Each child or family will have a meal account set up. Reminders are sent home weekly stating the account balance. A student will not be able to charge a meal unless prior clearance is made through the office. If money is owed on the account, only five charges are allowed after which an alternate lunch will be served at no charge. Sack lunches may be brought by students.

Families are encouraged to complete an application for free/reduced meals. You should receive an application the first day of school. You can pick one up in the office or cafeteria at any time. If you qualify for free or reduced priced meals and do not want to take advantage of this program, let the cafeteria know and they will take care of it. There are several programs in our school that are dependent on the number of approved free/reduced applications we receive. All information on applications will remain confidential.

The Perkins-Tryon Schools Food Service Department encourages parents to visit the school and have lunch with

their children at various times during the year. We do ask that you notify the office the morning that you plan to visit so we may have an accurate lunch count.

## **INSURANCE**

The school system assumes no financial responsibility for the medical cost of an accident occurring to a student while participating in a sport or other school activities. An accident insurance program is offered for your convenience. Neither the school nor any school official is compensated by the Insurance Company. We have selected an Insurance Company that provides student accident insurance through approximately 400 school districts in Oklahoma.

## **TERMS AND CONDITIONS FOR USE OF INTERNET**

Internet access is now available to students and teachers in the Oklahoma Public School Districts. We are very pleased to bring this to our schools and believe the Internet offers vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in the school environment by facilitating resource sharing, innovation and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

1. electronic mail communication with people all over the world,
2. information and news,
3. public domain and shareware of all types,
4. discussion groups on a plethora of topics ranging from diverse cultures to the environment to music to politics,
5. many university catalogs

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Perkins-Tryon Schools and the Oklahoma State Department of Education (OSDE) have taken available precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. We firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with our educational goals.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Perkins-Tryon user violates any of these provisions, his or her access will be terminated and future access could possibly be denied. Disciplinary measures up to and including suspension may be imposed. The signatures at the end of this document are legally binding and indicate that the parties who signed have read the terms and conditions carefully and understand their significance.

## **INTERNET TERMS AND CONDITIONS**

### ***1. Acceptable Use***

The purpose of National Science Foundation Network (NSFNET) which is the backbone network to the Internet is to support research and education in and among academic institutions in the United States and internationally by providing access to unique resources and the opportunity for collaborative work. School use must be in support of education and research and consistent with education objectives. Use of any other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not

limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for political lobbying is also prohibited.

## **2. Privileges**

The use of school computers and the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Each student who receives access will participate in a discussion with a Perkins-Tryon faculty member pertaining to the proper use of the network. The school administrators and teachers will deem what is inappropriate use and their decision is final. The district may deny, revoke, or suspend specific user access. Inappropriate use may result in disciplinary action up to and including suspension from school.

## **3. Etiquette**

You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:

- i. Be polite. Your messages, either by e-mail or chat groups should not be abusive to others.
- ii. Use appropriate language. Do not swear, use vulgarities or inappropriate graphics or text.
- iii. Do not reveal your personal address or phone number or that of other students or colleagues.
- iv. Illegal activities are strictly forbidden.
- v. Note that electronic mail (e-mail) is not guaranteed to be private.
- vi. Do not use the network in such a way that you would disrupt the use of the network by others.
- vii. All communications and information accessible via the network should be assumed to be private property.

## **4. Responsibilities and Warranties**

The Perkins-Tryon Schools and the Oklahoma State Department of Education make no warranties of any kind, whether expressed or implied for the service it is providing. The school will not be responsible for any damages suffered as a result of loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused due to negligence, error or omissions. Use of any information obtained via the Internet or school hardware is at the user's own risk. The school is not responsible for the accuracy or quality of information obtained.

## **5. Security**

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a teacher who will in turn notify a system administrator. Do not demonstrate any problems to other users. Do not use another individual's account without written permission from that individual. Attempts to log in to Internet as a system administrator/teacher will result in cancellation of user privileges as well as other disciplinary actions up to and including suspension. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

## **6. Vandalism**

Vandalism will result in cancellation of privileges as well as other disciplinary action up to and including suspension. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any agencies or other networks that are connected to the NSFNET Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses. Students should be aware that vandalism may be considered a criminal offense. **Students should be aware that vandalism may be considered a criminal offense.**

## 7. **Exceptions of Terms and Conditions**

All items and conditions as stated in this document are applicable to the Oklahoma State Department of Education, NSFNET, and Perkins-Tryon Schools. These terms and conditions shall be governed and interpreted in accordance with the laws of the State of Oklahoma, and the United States of America.

## 8. **Privacy**

Users have no expectation to privacy to anything they either access or place on district-owned computers, and appropriate school personnel may monitor usage. The Perkins-Tryon School District has purchased and installed an internet filtering/blocking system at all sites which is in full compliance with the Child Internet Protection Act.

## 9. **Cyber Bulling**

Cyber bullying is where one or more people intentionally harm, harass, intimidate, or reject another person using technology. This includes but is not limited to the following:

- Sending mean or threatening messages via email, IM (instant messaging), or text messages.
- Spreading rumors about others through email, IM, or text messages.
- Creating a Web site or other social networking account that targets another student or person.
- Sharing fake or embarrassing photos or videos or someone with others via a cell phone or the Web.
- Stealing another person's login and password to send mean or embarrassing messages from his or her account.

It is the policy of Perkins-Tryon Schools that cyber bullying will not be tolerated under any circumstances. A student caught violating this policy will lose computer privileges and these actions may result in further disciplinary action including suspension or expulsion from school of the student(s) involved. In addition, violators and their parents/guardians may be subject to civil and/or criminal penalties as specified by Oklahoma and/or federal law.

## **ATTENDANCE POLICY**

No single factor does more to aid a student's successful progress in school than regular attendance. The purpose of this policy is to provide uniformity in student attendance recording and to explain the penalty assessment for absenteeism among secondary schools in the Perkins-Tryon School System. A student is considered chronically absent after missing 10 percent or more of school days. This includes both excused and unexcused absences. Missing 10 percent of school days would be a total 16 days in the current Perkins-Tryon school calendar.

1. In order to receive credit for a course, a student must be in attendance at school a minimum of 90% of the time each semester. This amounts to a maximum of eight (8) absences per semester. Again, this includes both excused and unexcused. Participation in school-sponsored activities during the regular school day will not be calculated as an absence for the purpose of this policy, nor will bereavement for an immediate family member.

A student who has not been in attendance ninety percent (90%) of the time will not receive credit for the course in question. NC or No Credit will be placed on his/her transcript for each course affected. Appointments, illness, or hospitalization substantiated by a doctor's statement may be waived. Any extended absence deemed unavoidable by the school principal may be waived. ALL medical notes must be turned in within one week of returning to school. Students have an opportunity for a waiver to be considered at the end of each semester. All exceptions to this policy must be requested in writing to the attendance office by the parents/guardians or students no later than 3:30 PM on the last day of the

semester in which the student received the NC. An attendance committee composed of the principal or assistant principal, three teachers and a counselor will review these requests within one week of the end of the semester.

2. Any examination or test, announced during the student's presence in class or which is regularly scheduled (nine weeks or semester), which is missed by the student due to any type of absence other than truancy, shall be made up on the day the student returns to class. If the test is administered on the day the student returns to class, he/she shall be obligated to take the test on that day. Should the student be absent at the time the test is announced and if it is not regularly scheduled, either of which would prevent him/her from being aware of the scheduled test, then the test shall be administered to him/her one day following his/her return to class. Any exceptions to the policy concerning administering the test shall be limited to those exceptions made by the principal.
3. Definition of Truant: A student is identified as truant when he/she is absent and neither his/her parents nor the school officials know of his/her whereabouts.

A student who is absent due to truancy shall not have the opportunity to make-up work missed. A grade of "0" indicating "no credit" shall be recorded in the grade book for that day or days and averaged into the final grade along with all other grades for the grading period. This policy shall also be in effect on semester and nine week tests.

The practice of use of suspension as the primary form of discipline for truancy is not advisable unless the student has already reported to school and leaves the school grounds, in which case a suspension may be considered. However, in any case of truancy, the parents must be informed as soon as contact can be made, and if possible, a conference should be scheduled.

4. Definition of Tardy: The policy for time out of class will apply any time a student arrives after the bell has rung. Tardies will be recorded by the semester. A student who is checked out and leaves class before the end of the period will be counted as excused tardy.

Students may not remain in halls, bathrooms, commons area, etc. after the bell rings. Students may not make up any activities missed by being tardy unless excused by the building principal.

A student will be excused with no penalty with a note from either staff or office personnel.

5. Checkout List – Once a student arrives at school he/she must check out prior to leaving school during the school day. A parent or guardian must contact the school office to check their student out. High school students may not check out of school the period immediately preceding their lunch or their lunch period unless a parent, guardian or individual on their check out list comes to the office during this time to sign the student out. A student may not take another home unless approved by the building principal. A student that is absent and did not check out may be deemed as truant. A student that misses first hour must check in at the office prior to attending class. It is the student's responsibility to know how many absences including absences caused by tardies accrued in each class.

## **DISCIPLINARY POLICY**

The school's primary goal is to educate, not to discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary for the benefit of the individuals and of the school.

The teacher of a student attending a public school shall have the same rights as a parent or guardian to control and discipline such student according to local policies during the time the student is in attendance or in transit to or from school or any school function authorized by the school district or classroom presided over by the teacher. All students will be treated in a fair and equitable manner.

Disciplinary action will be based on a careful assessment of the examples of these circumstances: the student's attitude, the seriousness of the offense, the effect of the offense on other students, whether the offense is physically or mentally damaging to other people, and whether the incident is isolated or habitual behavior. In administering discipline, consideration will be given to alternative methods of punishment to ensure that the most effective discipline is administered in each case.

Fighting is defined as mutual participation in an altercation. Both participants in a fight will be dealt with in a manner appropriate to the situation. Disagreements between students can never be solved by violence. Students who believe another student is angry with them in a way that could lead to violence should contact a teacher or administrator.

Protests of any kind that disrupt the educational process will not be allowed and will be disciplined on a case by case basis depending on the severity of the disruption.

In all disciplinary actions, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty will consider consultation with parents on disciplinary measures that might prove most effective in particular instances. In considering alternatives for disciplinary action, the faculty and administration of this school district will be using items from the following list. However, school staff is not limited to these alternative methods, nor does this list reflect an order or sequence of events in disciplinary actions.

Conference with Student	Detention
Conference with Parent	Referral to counselor
Behavioral contract	Changing student's seat assignment or schedule
In-school suspension	Referral to Appropriate Agency
Financial Restitution	Police Involvement
Restriction of Privileges	Saturday School
Suspension	Clean Up or Repair

Suspension with the option to receive counseling services to reduce the term of the out-of-school suspension. \*Refer to district policy.

For safety and security reasons, cameras will be used in areas outside and inside the building as well as on our school buses. Students should be aware their actions may be monitored.

### **AFTER-SCHOOL DETENTION (ASD)**

After-School Detention (ASD) is used as an alternative to out-of-school suspension. ASD is designed to improve student behavior after they return to class. A certified teacher will be on duty during detention periods. Students that break the rules of ASD may be placed in out-of-school suspension. Students assigned to ASD will be placed in the next available slot. Times will not be adjusted to accommodate the student, sports, or other school activities. It is the student's responsibility to show up on time, bring appropriate school work, and or bring a book to read. Parents are responsible for arranging transportation requirements. Sleeping, talking, or disruptive behavior and the use of electronic devices are prohibited. After-School Detention times are as follows. Violators will have detention reassigned or suspended.

- ½ hour= 3:35 - 4:00
- 1 hour= 3:35 - 4:30

## **HARASSMENT, INTIMIDATION AND BULLYING**

"Harassment, intimidation and bullying," as defined by Oklahoma Statutes at 70 O.S. Section 24-100.2, means any gesture, written or verbal expression, 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.

1. "Bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student;
2. "At school" means on school grounds, in school vehicles, at school-sponsored activities, at school-sanctioned events and at designated school bus stops.
3. "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 telecommunication device, or a computer; and
4. "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.

Harassment, intimidation and bullying are specifically prohibited by the Perkins-Tryon School District. Students violating the prohibitions set forth in this policy shall be subject to any and all disciplinary measures the district deems appropriate.

Prevention of and education about harassment, intimidation and bullying by students shall be addressed by the district in its Safe School Committee, pursuant to 70 O.S. Section 24-100.

## **STUDENT SUSPENSIONS - PROCEDURAL RULES AND REGULATIONS**

The principal shall have authority to suspend any pupil who is guilty of any of the following acts while in attendance at such school or in transit by school transportation or under school supervision to or from school or any school facility under the control of the school district, or for off campus activities having an adverse effect on the school district, or in attendance at events where the school is represented off campus.

1. Immorality or profanity.
2. Truancy.
3. Violation of written school rules, regulations, or policies.
4. Assault upon another student or person.
5. Adjudication as a delinquent for an offense that is not a violent offense (Note: A violent offense includes those offenses that are exceptions to the term "non-violent offenses" in Oklahoma criminal laws. Also, violent offenses include the offense of assault with a dangerous weapon but not assault).
6. Possession of an intoxicating beverage or low-point beer or under the influence of an intoxicating beverage or low point beer.
7. 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 during school activities.
8. Possession of a dangerous weapon or a facsimile of a dangerous weapon. Possession of a firearm shall result in out-of-school suspension of not less than one year.
  9. Possession of a controlled dangerous substance or under the influence of a controlled dangerous substance or possession of a facsimile of a controlled dangerous substance (See: Uniform Controlled Dangerous Substances Act).
  10. Conduct disruptive to the operation of school.
  11. Conduct which jeopardized the safety of others.
  12. Willful disobedience of the request of any school official in the performance of such school official's duties.
  13. Off-campus conduct which is contrary to law or which has an adverse impact on good order, discipline or the learning environment at the school.
  14. Harassment, intimidation and bullying.

The constitutional rights of individuals assure the protection of due process of law; therefore, this system of constitutionality and legally sound procedures is approved with regard to the administration of discipline in Perkins-Tryon Public Schools:

1. The hallmark of the exercise of disciplinary authority shall be fairness. Effort shall be made by administrators and faculty members to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
2. A teacher has the authority to remove a student from class temporarily. The teacher shall call for office personnel to accompany the student to the office of the principal and shall file with the principal a written statement of reasons for the student's removal from class. The principal shall determine whether to reinstate the student in class, reassign him/her, or take other disciplinary action. Students suspended for a violent offense which is directed toward a classroom teacher shall not be allowed to return to that teacher's classroom without approval of that teacher.
3. If the principal determines that suspension from school is appropriate, the length of the suspension will be precisely stated and will not exceed beyond the current and succeeding semester except for firearms possession.
4. Prior to any suspension from school the principal shall consider and apply (if appropriate) alternative in-school placement options (reassignment to another classroom, in-school detention, alternative school setting or other options).
5. For those students suspended for more than five days, an educational plan will be developed by the principal. This plan will be designed for the eventual reintegration of the student. The plan will cover the core subjects in which the student is enrolled and outline the procedure for education. Students will receive credit for work completed. Parents will receive a copy of the plan and be responsible to provide a supervised, structured environment and monitor the student's progress.
6. At the time that the principal informs the student of suspension from school, the principal will notify the student that he/she has been suspended from participation in extra-curricular school activities as well. In the event of a student or parents appeal of the suspension, the principal will determine if the suspension from extra-curricular school activities remains in effect as assigned or is postponed pending results of the appeal process. In either event, the decision whether to enforce the suspension from activities is the principal's and cannot be appealed. Students who have been suspended from school may not be in the campus area or attend or participate in extracurricular activities during the time he/she is suspended.
7. Guidelines for due process procedure in student suspension from school:

Step 1

Evidentiary Hearing: Prior to any suspension, a student shall be given an oral or written notice of the charges against him/her. The student shall have an opportunity to present his/her version of the incident or circumstances involved in the accusation.

#### Step 2

Following the evidentiary hearing with the student, the parents shall be notified by phone (if possible) and certified mail concerning the suspension and the act committed. The principal shall make and retain a record of the letter. A copy shall be sent to the superintendent.

#### Step 3

In the letter, the parents shall be advised of the procedure for appeal of the suspension. For all out of school suspensions, the right of the parents or eligible student's first appeal is to an appeals hearing committee. The committee is to be comprised of one administrator and two teachers appointed by the superintendent. The three committee members must not have been actively associated with the case in any way prior to the appeal hearing. The committee has the duty of determining the guilt or innocence of the pupil and the reasonableness of the term of the suspension. The hearing shall be recorded on tape; legal counsel should not be present. Once a hearing has been requested, the student must be readmitted to class pending the outcome of the hearing, unless the student's behavior was such that required an emergency suspension. Parents will be informed of the committee's decision in writing within five (5) school days that students are actually in session during the school year, or five (5) business days otherwise. In cases involving out of school suspensions of ten (10) days or less, the decision of the appeals hearing committee shall be final.

#### Step 4

In cases involving student suspensions of more than ten (10) days, should the parent desire to appeal the committee's action to the Board of Education, they would notify the superintendent within five (5) school days that the students are actually in session during the school year, or five (5) business days otherwise of receiving notice of the committee's action. The superintendent shall schedule a hearing before the Board of Education and shall notify the student and his/her parents or guardian in writing as to the time, place, and purpose of the hearing. The following guidelines shall be used in the board hearing procedure:

1. The charges against the student shall be stated in clear and concise terms and must be in writing.
2. A parent or legal guardian of the student shall be present at the hearing, and legal counsel may be present if desired.
3. The student shall be given an opportunity to give his/her version of the facts and their implication. He/she should be allowed to offer testimony of other witnesses and other evidence. In the event third persons are called upon to offer testimony, they shall not be permitted to be present during the testimony of other witnesses.
4. The student shall be allowed to observe all evidence offered against him/her.
5. A record must be kept of the hearing.
6. The hearing authority shall state within a reasonable time after the hearing its findings as to whether or not the disciplinary action should be revoked, affirmed, or altered.

Emergency Suspensions: The principal, or his/her assistant in charge, is authorized to invoke an emergency suspension when the presence of the student at school is disruptive or threatening. In cases of the emergency suspension, the parents should be contacted immediately by telephone, if possible, followed by written notification by certified or registered mail. Regular due process procedure should follow this action, except that the student is not permitted to return to class during the hearing period.

Once a hearing before the Board of Education has been requested, the student will be readmitted to school pending the hearing unless the student's behavior required an emergency suspension. The hearing authority shall state its findings as to whether or not the disciplinary action should be revoked, affirmed, or altered. At the conclusion of such hearing, the Board will render a decision and such decision will be final.

## **DAMAGES - LIABILITY OF PARENTS**

OKLAHOMA STATUTES - Section 658

The state or any county, town, municipal corporation or school district, or any person, corporation or organization, shall be entitled to recover damages in a court of competent jurisdiction from the parents of any minor under the age of eighteen (18) years, living with the parents at the time of the act, who shall commit any criminal or delinquent act resulting in bodily injury to any person or damage to or larceny of any property, real, personal or mixed, belonging to the state or county, city, town, municipal corporation, school district, person, corporation or organization. The amount of damages awarded shall not exceed Two Thousand Five Hundred Dollars (2,500.00). (23-10)

## **SEXUAL HARASSMENT**

The policy of this school district forbids discrimination against, or harassment of any student on the basis of sex. The Board of Education will not tolerate sexual harassment by any of its students.

### **1. Sexual Harassment**

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

### **2. Report, Investigation, and Sanctions**

It is the express policy of the board of education to encourage student victims of sexual harassment to come forward with such claims. Students who feel that administrators, supervisors, support personnel, teachers, or other students are subjecting them to sexual harassment are encouraged to report these conditions to the appropriate administrator or teacher. If the student's immediate administrator or teacher is the alleged offending person, the report will be made to the next higher level of administration or supervision or to any responsible adult person. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good faith reporting of charges of sexual harassment.

In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct and the context in which the alleged conduct occurred will be investigated. The district has the responsibility of investigating and resolving complaints of sexual harassment.

Any student found to have engaged in sexual harassment of other students shall be subject to sanctions, including, but not limited to warning, suspension or other appropriate punishment subject to applicable procedural and due process requirements.

## **WEAPONS IN SCHOOL**

The Board of Education determines that possession and/or use of a weapon by a student is detrimental to the welfare and safety of the students and school personnel within the district.

Possession and/or use of any dangerous or deadly weapon or any item purported by the possessor to be a

dangerous or deadly weapon in any school building on school grounds, in any school vehicle or at any school sponsored activity are prohibited. Such weapons include but are not limited to any pistol, revolver, rifle, shotgun, air gun or spring gun; slingshot; bludgeon; brass knuckles or artificial knuckles of any kind; knives of any kind; death star, mace, bows and/or arrows, crossbows and/or arrows; blow gun, dart gun, clogs, fireworks, chains, or any other objects that can reasonably be considered a weapon or dangerous instrument.

The possession or use of any such weapon may require that police be notified and appropriate disciplinary action will be initiated in accordance with school disciplinary policy. In the enforcement of these regulations principals may authorize:

1. unannounced inspections of pupil's desks and lockers
2. inspections of automobiles driven to school by pupils
3. inspections of the contents of pockets and/or purses if suspected of being in possession of prohibited, stolen or illegal items

It is the policy of this school district to comply fully with the Gun-Free Schools Act. Any student in this school district who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from school for not less than one full calendar year.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearms or weapons will be confiscated and released only to a law enforcement authority.

## **MEDICATION**

No medicine shall be administered to students by school personnel unless a form authorizing to administer medicine has been signed by the parent or legal guardian. Teachers are not permitted to administer medicine. If a student needs Ibuprofen/Tylenol during the school day, the parent/guardian must give verbal consent to the secretary each time medicine is requested.

The principal or designated school employee will oversee and record any filled prescription or non-prescription medication a student uses or takes. All medicines will be properly stored in a designated location and will not be readily accessible to anyone other than school employees designated to administer medicines. All prescription medicine must be renewed each school year with a current, up-to date, prescription.

Pursuant to 70 O.S. 1-116.3, the Board of Education of the Perkins – Tryon School District permits students to self-administer inhaled asthma medication in accordance with the conditions and guidelines established by the Board of Education. Appropriate forms may be picked up in the office.

## **MOMENT OF SILENCE**

All students and staff are asked to observe a moment of silence. They may reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in exercising their individual choices. Students or staff shall not coerce or attempt to coerce any person to engage in any particular activity during the moment of silence. Students will be notified when the moment of silence is over.

## NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY & SECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records the parent or eligible student believes is inaccurate.

Parents or eligible students may ask the District to amend a record that they believe is inaccurate. They should write to the school principal (or appropriate school official), clearly identify the part of the student record they want changed, and specify why it is inaccurate. 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 advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate 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); a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.)

4. The right to file a complaint with the United States Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **RECRUITERS (HS ONLY)**

Two federal laws, No Child Left Behind and the National Defense Authorization Act for Fiscal Year 2002, require local educational agencies to provide military recruiters, upon request, with names, addresses and telephone listings of juniors and seniors. Parents who do not want their students' information released to military recruiters without their consent, must notify the high school office in writing by September 15. If you have any questions, please call the high school at 547-5724.

## **STUDENT DIRECTORY INFORMATION**

The Perkins–Tryon School District will maintain and release “directory information” as established by government regulations. Directory information will be maintained by the school to announce student recipients of awards, announce student achievement, announce students participating in activity programs, and announce class members.

“Directory information” is defined as these:

- Student’s name
- Student’s age
- Grade level classification
- Students’ participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Diplomas, certificates, awards and honors received
- Parent or lawful custodian’s name
- School in this district attended by the student
- Student statements, photographs, audio or videotapes which identify the student’s participation in and/or achievements gained in enrolled courses or officially recognized activities and sports, including but not limited to participation in distance learning programs and publication on the internet.

Parents/legal guardians have the right to withhold directory information regarding their child attending this school. Those parents/legal guardians exercising their right to withhold directory information must notify the school in writing of their intent.

Failure on the part of the parent/legal guardian to notify the school district of their intent to withhold directory information will be considered as consent for the school district to make directory information available regarding their child. The school district will release no information of a confidential or negative nature to the public.

## **PARENTS RIGHT-TO-KNOW POLICY**

At the beginning of each school year, Perkins-Tryon School District shall notify the parents of each student that the parents may request, and the district will provide the parents on request (and in a timely manner), information regarding the professional qualifications of the students’ classroom teachers, including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria
2. For the grade levels and subject areas in which the teacher provides instruction.
3. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
4. 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.
5. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

In addition, parents may request and a school shall provide to each parent –

1. information on the level of achievement of their child in each of the State academic assessments as required under NCLB; and
2. timely notice that their child has been assigned, or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

The notice and information provided under this paragraph shall be in an understandable and uniform format and, to the extent practicable, provided in a language that the parents can understand.

### **ASBESTOS STATEMENT**

Perkins-Tryon Public Schools continually update the Asbestos Inspection and Management Plan which is available for review in the Superintendent's Office.

### **FREE APPROPRIATE PUBLIC EDUCATION**

All Children with exceptional educational needs for whom this public agency is responsible are provided with a free appropriate education (FAPE) as defined by state and federal statutes.

Special education and related services are provided to all eligible children with exceptional needs.

This district assures services to the following students:

1. Ages birth through 21 years for severely handicapped children who have not completed a secondary program;
2. Ages 3 through 21 who have not completed a secondary program;
3. Education to non-handicapped children is available to a proportionate number of handicapped children;

### **NOTICE OF NONDISCRIMINATION/GRIEVANCE/TITLE IX**

Perkins-Tryon Public Schools does not discriminate on the basis of race, color, gender expression or identity, pregnancy, national origin, religion, disability, veteran status, sexual orientation, age, or genetic information. This includes, but is not limited to, admissions and education services and programs; recruitment, hiring and employment practices; or any aspect of the district's operations. The district also provides equal access to the Boy Scouts and other designated groups.

The following persons have been designated to handle inquiries regarding the District's nondiscrimination policies:

Nicole Tivis  
 Superintendent of Schools/504 Coordinator  
 103 SW 2<sup>nd</sup> St, Perkins, OK 74059  
[ntivis@p-t.k12.ok.us](mailto:ntivis@p-t.k12.ok.us)  
 405-547-5703

Bruce Williams  
 Title IX Coordinator  
 390 W Kenworthy, Perkins, OK 74059  
[bwilliams@p-t.k12.ok.us](mailto:bwilliams@p-t.k12.ok.us)  
 405-547-5715

## **SPECIAL EDUCATION - PUBLIC NOTICE**

Many children are born with or acquire physical and/or mental conditions which handicap their normal growth and development. Many of these conditions can be improved or corrected, but failure to recognize or deal with a problem may result in an unnecessary life-long handicap, according to Perkins-Tryon Officials.

Federal laws, P.L. 94-142, states that all handicapped children have available to them "a free and appropriate public education which emphasizes special education services designed to meet their unique needs."

The education for All Handicapped Children Act is based on the right of all American youngsters, with no exceptions, to an education. Its primary goal is to give every handicapped child, from the mild to the most severe, the learning opportunities necessary to become as self-sufficient and productive as possible.

Who are the children with special needs? The children sought are those with problems who are not getting special education. This includes children in and out of school, ages 1-21 years. Children with severe handicaps which may include: physical, crippling or orthopedic disabilities, speech or language disabilities, emotional, behavioral or social problems and learning disabilities.

How are special children recognized? The following early warning signs are some of the most common indications that a problem may exist:

**Vision:** If the child is often unable to locate and pick up small objects within reach or holds head in an awkward position when turning to locate a particular person or object; or frequently rubs eyes, complains that eyes hurt, or has reddened, watering or encrusted eyelids; or sometimes or always crosses one or both eyes.

**Language:** If the child cannot say a few words by 18 months or phrases by three years; or is talking in short sentences by age four; or is not understood by people outside the family by age five.

**Social Skills:** If the child does not play simple games by age one or imitate parents doing routine household chores by age two or three, or does not enjoy playing alone with toys by age three; or does not play group games by age four or willingly share and take turns by age five.

**Thinking:** If the child does not react to his or her own name when called by age one; or is unable to identify basic body parts by age two; or does not understand simple stories by age three or does not give reasonable answers to simple questions by age five; does not seem to understand the meaning of the words "today", "tomorrow", and "yesterday" by age five.

Not every warning sign is listed. If for any reason you may suspect that a child may have special needs you are urged to seek help immediately -- do not wait until the child enters school before dealing with the problem.

For more information, contact the Perkins-Tryon Public Schools, P.O. Box 549, Perkins, Oklahoma, 74059, or call 405-547-5713.

## **SAFE-CALL HELPLINE**

SAFE-CALL is a toll-free confidential hotline for students, parents, teachers, neighbors and anyone concerned about the safety of their local school. Call us when you know of any activity threatening your school. This program is sponsored by the Oklahoma Department of Education, State Superintendent of Schools, and the Title IV, Safe and Drug-Free Schools Program.

Once a call is made to SAFE-CALL, a caller is given a case number, which allows the caller to call back in three school days to learn what has happened as a result of his/her call. Callers are asked for the name of their school, the town where they reside and for specific information about any potential danger. The call is then immediately transcribed

and sent to local school officials, who receive prior notification that a SAFECALL report is being faxed to them.

If, however, the call is of an emergency nature (threat of bomb, weapons or bodily injury, for instance) then school officials and local law enforcement officials are informed within five minutes by telephone of the potential danger.

## **MENINGITIS STATEMENT**

### **What is meningococcal disease?**

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

### **Who is at risk from meningococcal disease?**

Although the risk is extremely low, disease does occur. Babies less than a year old have the highest risk for meningococcal disease, but no vaccine is available to protect them.

Teenagers and young adults, aged 15 to 22 years, are at increased risk because of behaviors that spread the disease. On average two to three people in this age group get meningococcal disease every year in Oklahoma. More than half of these could be prevented by vaccine.

College freshmen living in dormitories have a greater chance of contracting the disease than other persons their age. Others at increased risk are those with immune system problems, without a spleen, and traveling to parts of the world where the disease is more common.

### **How is the disease spread?**

The disease is spread by droplets in the air and direct contact with someone who is infected. That includes coughing or sneezing, kissing, sharing a water bottle or drinking glass, sharing cigarettes, lipstick, lip balm—anything an infected person touches with his or her mouth.

### **Is meningococcal disease dangerous?**

Yes, every year in the United States about 2,500 people are infected and about 300 people a year die, in spite of treatment with antibiotics. Of those who live, about 400 a year lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded, or suffer seizures or strokes. This is why preventing the disease is important. If your child has symptoms of meningococcal disease contact your health-care provider immediately.

### **How can meningococcal disease be prevented?**

Vaccines can prevent many types of meningococcal disease, but not all types. There are two vaccines available in the United States that protect against four of the five most common strains of the meningococcal bacteria. The newest vaccine, called Menactra, or MCV4, is currently available for:

- Adolescents entering high school (15 years of age),
- College freshmen who live in dormitories,
- Other people at high risk 11- through 55- years-of-age.

There is a shortage of both vaccines because the company that makes the vaccines has not been able to keep up with the demand; therefore, it may be difficult to get the vaccine. However, healthcare providers are saving the vaccine for these groups.

The earlier vaccine, called Menomune, or MPSV4, was effective in older children and teenagers but booster doses were needed every three to five years. The new vaccine protects against the same types of meningococcal bacteria and probably will not require booster doses. MPSV4 is still used for children 2 through 10-years-old and adults over 55 who are at risk. Teenagers and young adults can also reduce their risk by taking good care of themselves, by eating a balanced diet, getting enough sleep and exercise, as well as avoiding cigarettes and alcohol.

### **Signs and Symptoms of Meningitis**

Headache	Extreme tiredness	Fever
Vomiting	Chills	Sensitivity to light
Stiff neck	Rash of small purplish black-red dots	

***Is the meningococcal vaccine safe?***

Yes, both vaccines are safe; however, there are risks with any vaccine. About half of the people who get the vaccine will have pain and redness where the shot was given, but because the vaccine is not made from the whole bacteria, it cannot cause bloodstream infections or meningitis. A small percentage of people who get the vaccine develop a fever. Vaccines, like all medicines, carry a risk of an allergic reaction, but this risk is very small. A few cases of Guillain-Barré Syndrome, a serious nervous system disorder, have been reported among people who got the new vaccine, MCV4 (meningococcal conjugate vaccine). At this time, there is not enough evidence to tell if the vaccine caused the disorder. Health officials are investigating these reports.

***Does the meningococcal vaccine work?***

Yes. The new meningococcal vaccine protects about 90 percent of the people who receive it from meningococcal disease caused by types A, C, Y, and W-135. These types cause almost two-thirds of all meningococcal disease in teenagers in the United States. It does not prevent type B, which causes about one third of the cases in teenagers.

***Does the meningococcal vaccine prevent all cases of meningitis?***

No. However, 63 percent of the meningitis cases in 18-22 year olds occurring in Oklahoma from 2000 through 2005 could have been prevented by vaccination. The meningococcal vaccine does not include type B. Scientists have not been able to make a vaccine that will protect against type B. Other bacteria and viruses can also cause meningitis. More information about these causes can be found at the National Meningitis Association Website listed in the box in the next column.

***Where can I get the vaccine for my son or daughter?***

If your child has health insurance, you can obtain the meningococcal vaccine from your health-care provider. Local county health departments have the vaccine available now at no charge for all children who: Have no health insurance, is Medicaid eligible, are Native American, or whose health insurance doesn't pay for vaccines and are either 15 to 18 years of age, or who do not have a spleen, have certain immune system problems, or will be traveling to certain parts of the world.

***Is this vaccine required to attend school in Oklahoma?***

*This vaccine is not required to attend kindergarten through 12<sup>th</sup> grade in Oklahoma. However, it is required for students who are enrolling in colleges and other schools after high school who live in dormitories or on-campus student housing.*

This information sheet was prepared with information obtained from the Oklahoma State Department of Health, the Centers for Disease Control and Prevention and the Children's Hospital of Philadelphia.

OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION  
 NOTICE OF ALLOCATION  
 OF STATE PROGRAM ASSISTANCE & SALARY SUPPLEMENTS FOR FY 24

SUPERINTENDENT  
 PERKINS-TRYON SCHOOL SYSTEM  
 PO BOX 549  
 PERKINS, OK, 740590549

TYPE OF AID	Project Code	Revenue Code	Amount
Program Assistance	412	3812	
2.00 AG EDUCATION			\$26,000.00
1.00 BUS & INFO TECH ED			\$13,000.00
2.00 FAM AND CONSUMER SCIENCES			\$16,000.00
1.50 SCIENCE TECHNOLOGY ENGINEERING AND MATH			\$14,250.00
Summer Salary	411	3811	
2.00 AG EDUCATION			\$15,840.00
State Teacher Supplement	411	3811	
2.00 AG EDUCATION			\$5,200.00
1.00 BUS & INFO TECH ED			\$2,200.00
2.00 FAM AND CONSUMER SCIENCES			\$4,400.00
1.50 SCIENCE TECHNOLOGY ENGINEERING AND MATH			\$3,300.00
Total:			\$100,190.00

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

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

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

Lisa Batchelder

Chief Financial Officer

Oklahoma Department of Career and Technology Education

7/18/2023 10:54 AM

Date

**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION  
CONTRACT FOR SECONDARY CAREER AND TECHNOLOGY EDUCATION PROGRAM(S) FOR SCHOOL YEAR 2023-2024**

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

It is also understood and agreed that necessary records shall be kept, and all reports required by the State Board shall be submitted to the appropriate area of ODCTE by the established due date. The Salary and Teaching Schedule, **due by September 30, 2023** is one of these reports and is considered a part of this contract in addition to CESA Enrollment and Follow-Up reports. Those programs delinquent in submitting accurate reports are subject to having reimbursement withheld or withdrawn by ODCTE.

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

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

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

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

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

This contract, once signed and completed, should be returned to [emilia.contardi@careertech.ok.gov](mailto:emilia.contardi@careertech.ok.gov) **no later than September 30, 2023.**

Approved:

<hr/>	<hr/>
President, Board of Education	Date
<hr/>	<hr/>
Superintendent of Schools	Date
<hr/>	<hr/>
Perkins-Tryon School System	
Brant Haken, State Director	District Name (please print)
Date	

*By submitting this document, it is understood and agreed that signatures are digitally signed by individuals listed and validation is available within the CTIMS system. The signing person is a trusted signer and the content has not been changed or tampered with since it was digitally signed.*



**OKLAHOMA  
CareerTech**

OKLAHOMA DEPARTMENT OF CAREER  
AND TECHNOLOGY EDUCATION

July 12, 2023

Doug Ogle, Superintendent  
Perkins-Tryon Public Schools  
Perkins, OK 74059

Dear Superintendent Ogle,

We are pleased to inform you that we have approved your program request and will be funding your new part-time Science, Technology, Engineering and Math (STEM) program at Perkins-Tryon High School for the 2023-2024 school year. Please be advised that the following funding will be provided for the program:

Program Assistance	\$4,750.00
Teacher Reimbursement	\$1,100.00
One Time Start Up Grant	\$2,500.00
<b>TOTAL</b>	<b>\$8,350.00</b>

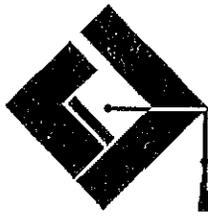
Thank you for your commitment to quality career and technology education programs. Please let us know if we can be of assistance.

Sincerely,

Cori Gray  
Deputy State Director  
Educational and Support Services

GC/rd  
Cc:tn

1500 West Seventh Avenue  
Stillwater, OK 74074-4364  
[www.okcareertech.org](http://www.okcareertech.org)  
(405) 377-2000 • Fax: (405) 743-6809



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## STATUTORY WAIVER/DEREGULATION APPLICATION INSTRUCTIONS

(Oklahoma Deregulation Act, 70 O.S. § 3-124, et seq.)

### Accreditation Standards Division

2500 North Lincoln Boulevard, Suite 210 • Oklahoma City, Oklahoma 73105-4599

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Statutory Waivers/Deregulations for the next year will be accepted from April 1 through October 1, with the following exceptions:

- Resignation of staff causing changes in library media service requirements after October 1.

Other waivers/deregulations such as teachers attending school to obtain library media specialist certificates, alternative school abbreviated days, and waivers of alternative school coop agreements, should all be decided and applied for by October 1st of the current school year.

(For submission of a Statutory Waiver/Deregulation after October 1, call Accreditation, (405) 521-3335.)

**NOTE: Beginning July 1, 2018, waivers and deregulations can be requested for three years.** (Library Media Specialist Certificate Exemption must provide proof of enrollment for the applicant every year. Library Media Services must provide a schedule of operation every year.)

If you need technical assistance, please discuss the application with the Accreditation Division, (405) 521-3335.

### Preparing the Statutory Waiver/Deregulation

- 1 **Submit a cover letter on school letterhead**, with the superintendent's signature, with a brief explanation of the request for a statutory waiver/deregulation.
- 2 Complete entire cover page.
  - Original signatures of the Superintendent, Principals, Board President and notary with a stamp/seal are required.
  - Cite the statute/OAC number in Title 70 or the Oklahoma Administrative Code to be waived (See below).
  - **The questionnaire following the cover sheet must be answered in order to process the application.**
  - **For Library Media Specialist** (teacher obtaining their LMS degree & certification), the teacher affected must include a letter of their intent to obtain the degree/certificate and proof of their enrollment in classes at a qualified university/college for the area of study.
  - **For adjunct teacher waivers:** Application must include board minutes approving the teacher as an adjunct (For those teaching more than three hours per day, 270 hours per semester).
  - **For abbreviated day deregulation:** Application must include a schedule of hours of instruction and numbers of days taught per week.
  - **For library media services deregulation:** Application must include a schedule of operation for the library, hours the library is open and a list of who is scheduled to cover those hours.

# SCHOOL SITE STATUTORY WAIVER/DEREGULATION APPLICATION

## for 20 23 - 20 24 school year

Payne COUNTY Perkins-Tryon SCHOOL DISTRICT

102 SW 2nd Street SCHOOL DISTRICT MAILING ADDRESS Perkins CITY 74059 ZIP CODE

Perkins-Tryon High School NAME OF SITE

*Brandi Potts* PRINCIPAL SIGNATURE\* 8-1-23 DATE

PRINCIPAL SIGNATURE\* DATE

PRINCIPAL SIGNATURE\* DATE

Doug Ogle SUPERINTENDENT NAME (PLEASE PRINT)

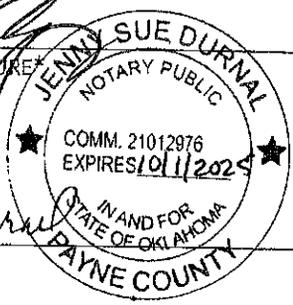
dogle@p-t.k12.ok.us SUPERINTENDENT E-MAIL ADDRESS

*Doug Ogle* SUPERINTENDENT SIGNATURE\* 8/1/23 DATE

I hereby certify that this waiver/deregulation application was approved by our local board of education at the meeting on August 14, 20 23

*[Signature]* BOARD PRESIDENT SIGNATURE\*

NOTARY SEAL →



*Jenny Sue Durnal* NOTARY 8/15/23 DATE

10/1/2025 COMMISSION EXPIRATION DATE

Statute/Oklahoma Administrative Code to be Waived: 70 OS1210.568  
(specify statute or OAC (deregulation) number: (see instructions))

\*Original signatures are required. The attached questionnaire must be answered to process.\*\*

**THE WAIVER/DEREGUALTION IS REQUESTED FOR:**

One Year Only  
 Three Years\*

\*Please see instruction page for additional requirements for a three year request

**SDE USE ONLY**

PROJECT YEARS \_\_\_\_\_ of \_\_\_\_\_

ENROLLMENT

\_\_\_\_\_ High School

\_\_\_\_\_ Jr./Middle High

\_\_\_\_\_ Elementary

0 District Total

DATE RECEIVED \_\_\_\_\_

70 O.S. \_\_\_\_\_

OAC \_\_\_\_\_

NAME OF WAIVER \_\_\_\_\_

③ A Statutory Waiver/Deregulation can be requested for the following statutes and Oklahoma Administrative Codes:

### **STATUTORY WAIVERS**

- 70 O.S. § 1-112 - Saturday School
- 70 O.S. § 6-122.3 - Adjunct Teachers - teaching for more than three hours a day or 270 clock hours per semester.
- 70 O.S. § 3-126 - Library Media Specialist/waive certification only - teacher attending college/university to obtain Library Media Specialist certification.
- 70 O.S. § 1210.568 - COOP Agreement - When a public school wants to serve fewer than 10 students in the alt ed program instead of COOPing with other districts.

**NOTE: Statute 70 O.S. § 1-111 - Two Instructional Days in a 24 Hour Period (Parent Teacher Conference) and 70 O.S. § 1-109 - Extended/Flexible Day no longer requires a statutory waiver.**

### **DEREGULATIONS**

- OAC 210:35-5-71 - Library Media Services Elementary School - School is changing the standard of library services for their size school.
- OAC 210:35-7-61 - Library Media Services Middle School - School is changing the standard of library services for their size school.
- OAC 210:35-9-71 - Library Media Services Secondary School - School is changing the standard of library services for their size school.
- OAC 210:35-29-2 - Abbreviated Day Alternative Education - Use both citations for an alternative school to operate with abbreviated hours, less than four hours and 12 minutes of instruction per day, five days a week, or 756 hours per year.
- OAC 210:35-3-46 - Superintendent, Elementary & Secondary Principal certificate - serve as High School and Elementary School Principal with a school enrollment more than 500 (requires a dereg.)

**NOTE: OAC 210:35-5-42 & 210:35-9-43 - Planning Period Deregulations, no longer requires a deregulation.**

In addition, the *School District Empowerment Program*, 70 O.S. § 3-129.11, allows a local school district to request to the State Board of Education an exemption from all statutory requirements and State Board of Education rules from which charter schools are currently exempt.

- A. Reason for the Waiver request. Please include distance from your alternative education site to the closest possible district to coop with, what alternative means will have to be employed if your waiver was to be denied, and what percentage of your student population will benefit from the waiver if approved.

Perkins-Tryon is asking for a COOP Agreement for serving fewer than 10 students. Stillwater Public Schools is the closest possible district and is 11 miles if they would agree to COOP. If the waiver is denied, we would reach out to Stillwater and see if they would be interested in letting us COOP. If approved, we have an average of 15 students a semester that utilize our current platform and have been successful in helping our at-risk students.

- B. List alternate strategies/plans which the district/site proposes, and how this plan will best serve the students of your district, i.e., a description of the educational benefits to the students, graduation rate if a waiver has been awarded prior to this year, and learning achievement. We utilize Edgenuity to help with our at-risk students and have a certified teacher that overlooks each student. This process has been very successful with a 90% success rate of providing alternative opportunities for our students to be successful.

- C. Have you participated in an alternative education coop previously? Have you been awarded this waiver before and what was the educational impact to the district: Results of the Statutory Waiver, i.e., effect on student performance levels, impact of plan on other sites in the district. Perkins-Tryon has not participated in an alternative coop previously. We have been awarded this waiver in the past and has had no negative impact on student performance levels.

D. Timeline: Please submit class schedule, calendars, assessment forms and other attachments as necessary.

Students have the opportunity of 15 hours per week which can be done on Edgenuity remotely or with a Certified teacher present for the 2023-2024 school year. Edgenuity provides assessment reports to the teacher of record, parent of student, and to the HS principal.

E. Any financial impact to the District (positive or negative) for the proposed waiver/deregulation? If positive please describe where the available would be reallocated.

There is no financial impact to the district.

F. Describe method of assessment or evaluation of effectiveness of the plan both for staff and students, I.E., TLE, ACT scores, graduation rates, RSA, School Report Card, etc.  
Staff will be evaluated on the success rate of students, completion of students' assessments, and graduation rates. Students will be assessed on completion of Edgenuity assignments and assessments and ACT scores.

\*\* You will be contacted if more information is needed to process this request.

# Perkins-Tryon Public Schools

P.O. Box 549 · 103 SW 2nd · Perkins, Oklahoma 74059

## Memo

To: Perkins-Tryon Public Schools Board of Education

From: Doug Ogle, Superintendent

Date: July 31, 2023

Re: 2023-2024 School Calendar Conversion

---

Perkins-Tryon Public Schools has adopted a calendar of 167 days for the 2023-2024 school year with 1139.25 hours of instructional time. With the board approved calendar, Perkins-Tryon Public Schools will be going by hours instead of days and will meet the 1080 instructional hours required by law.

Perkins-Tryon Administrative  
Office  
405/ 547-5703  
Fax 405/ 547-2020

Perkins-Tryon High School  
405/ 547-5724  
Fax 405/ 547-5760

Perkins-Tryon Middle  
405/ 547-5715  
Fax 405/ 547-5761

Perkins-Tryon Intermediate  
405/ 547-5713  
Fax 405/ 547-2020

Perkins-Tryon Elementary  
405/ 547-5741  
Fax 405/ 547-5744

# SCHOOL DAYS/HOURS WORKSHEET

<b>COUNTY</b>	Payne
---------------	-------

<b>DISTRICT</b>	Perkins-Tryon - 56
-----------------	--------------------

<b>SITE</b>	Elementary - 105
-------------	------------------

<b>Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)</b>	
<b>Number of Days</b>	# of Hours per Day
2	6
<b>TOTAL PARENT-TEACHER CONFERENCE HOURS</b>	
12	

Actual/Regular School Year (Do Not Include Parent-Teacher Conferences or Additional Minutes or Partial Day)					
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Total Hours
8:30 AM	3:45 PM	435	30	405	159
<b>Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)</b>					1073.25
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Total Hours
		0		0	0:00

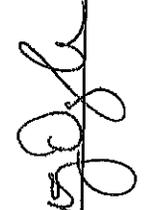
Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)					
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Total Hours
8:30 AM	1:00 PM	270	30	240	4:00
8:30 AM	1:00 PM	270	30	240	4:00
8:30 AM	1:00 PM	270	30	240	4:00
8:30 AM	1:00 PM	270	30	240	4:00
8:30 AM	1:00 PM	270	30	240	4:00
8:30 AM	1:00 PM	270	30	240	4:00
<b>ADDITIONAL DAYS TAUGHT</b>					24:00
<b>TOTAL MINUTES</b>				1440	<b>TOTAL HOURS</b>
					30

<b>Professional Development Hours/Days</b>	
<b>Number of Days</b>	Number of Hours
5	6
<b>TOTAL PROFESSIONAL DEVELOPMENT HOURS</b>	
30	

## Meets 1080 Requirement

<b>TOTAL DAYS TAUGHT FOR ASR</b>	167
----------------------------------	-----

<b>GRAND TOTAL HOURS</b>	1139.25
--------------------------	---------

Superintendent Signature 

Date 7/3/23

RAO Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTES: Type here to enter a note.

**SCHOOL DAYS/HOURS WORKSHEET**

<b>COUNTY</b>	Payne
<b>DISTRICT</b>	Perkins-Tryon - 56

<b>SITE</b>	Intermediate - 110
-------------	--------------------

<b>Parent-Teacher Conference Days/Hours (2 days and/or 12 Hours maximum)</b>	
Number of Days	# of Hours per Day
2	6
<b>TOTAL PARENT-TEACHER CONFERENCE HOURS</b>	
12	

Actual/Regular School Year (Do Not include Parent-Teacher Conferences or Additional Minutes or Partial Day)				
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes
8:30 AM	3:45 PM	435	30	405
				<b>Number of Days Taught</b>
				159
				<b>Total Hours</b>
				1073.25

Adding Additional Days/Minutes in Bulk (if minutes are added to a large number of school days)				
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes
		0		0
				<b>Number of Days Taught</b>
				0
				<b>Total Hours</b>
				0.00

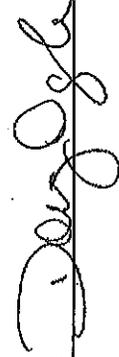
Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)						
Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
8:30 AM	1:00 PM	270	30	240	9/29/2023	4.00
8:30 AM	1:00 PM	270	30	240	10/27/2023	4.00
8:30 AM	1:00 PM	270	30	240	11/17/2023	4.00
8:30 AM	1:00 PM	270	30	240	1/26/2024	4.00
8:30 AM	1:00 PM	270	30	240	2/23/2024	4.00
8:30 AM	1:00 PM	270	30	240	4/26/2024	4.00
				<b>TOTAL MINUTES</b>	<b>TOTAL HOURS</b>	<b>0.00</b>
				6	1440	24.00

<b>Professional Development Hours/Days</b>	
Number of Days	Number of Hours
5	6
<b>TOTAL PROFESSIONAL DEVELOPMENT HOURS</b>	
30	

**Meets 1080 Requirement**

<b>TOTAL DAYS TAUGHT FOR ASR</b>	167
----------------------------------	-----

<b>GRAND TOTAL HOURS</b>	1139.25
--------------------------	---------

Superintendent Signature 

Date 7/31/23

RAO Signature

Date

NOTES: Type here to enter a note.



**SCHOOL DAYS/HOURS WORKSHEET**

<b>COUNTY</b>	Payne
---------------	-------

<b>DISTRICT</b>	Perkins-Tryon - 56
-----------------	--------------------

<b>SITE</b>	High School - 705
-------------	-------------------

<b>Parent-Teacher Conference Days/Hours (2 days and/or 12 hours maximum)</b>	
<b>Number of Days</b>	# of Hours per Day
2	6

<b>TOTAL PARENT-TEACHER CONFERENCE HOURS</b>	12
--	----

Actual/Regular School Year (Do Not include Parent-Teacher Conferences or Additional Minutes or Partial Day)	Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
	8:15 AM	3:30 PM	435	30	405	159	1073.25

Adding Additional Days/Minutes in Bulk (If minutes are added to a large number of school days)	Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Number of Days Taught	Total Hours
			0		0		0.00

Adding Additional Days/Hours or Partial Days/Hours (partial days are included in Days Taught for ASR if longer than 120 minutes)	Start Time	End Time	Minutes in School Day	Minutes of Lunch/Breakfast	Total Minutes	Date	Total Hours
	8:30 AM	1:00 PM	270	30	240	9/29/2023	4.00
	8:30 AM	1:00 PM	270	30	240	10/27/2023	4.00
	8:30 AM	1:00 PM	270	30	240	11/17/2023	4.00
	8:30 AM	1:00 PM	270	30	240	1/26/2024	4.00
	8:30 AM	1:00 PM	270	30	240	2/23/2024	4.00
	8:30 AM	1:00 PM	270	30	240	4/26/2024	4.00
<b>ADDITIONAL DAYS TAUGHT</b>			6		1440	<b>TOTAL HOURS</b>	24.00

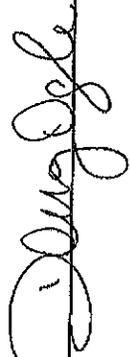
<b>Professional Development Hours/Days</b>	
<b>Number of Days</b>	Number of Hours
5	6

<b>TOTAL PROFESSIONAL DEVELOPMENT HOURS</b>	30
---	----

**Meets 1080 Requirement**

<b>TOTAL DAYS TAUGHT FOR ASR</b>	167
----------------------------------	-----

<b>GRAND TOTAL HOURS</b>	1139.25
--------------------------	---------

Superintendent Signature 

RAO Signature \_\_\_\_\_

Date 7/31/23

Date \_\_\_\_\_

NOTES: Type here to enter a note.

## SURPLUS LIST

### Elementary:

SmartBoards	22	Fair Condition
Projector Mounts	22	Fair Condition
Wall Mounted Dry Erase Boards	3	Non-Operational
Rolling Metal Computer Desks	2	Poor
Metal File Cabinet	1	Fair (no locking mech)
Standing Desk Riser	1	Good
Metal Office Chairs w/Black Seats	2	Good
3X4 Rolling Dry Erase Board	1	Non-Operational

Children's Books (These have been thoroughly gone through and are either too advanced, outdated, irrelevant, or torn up to be useful. Many of them have already been surplused from a library or were purchased by individuals not the school...but to be sure about their removal we wanted to add them to the list.) - Poor-Fair- 5 boxes

### INTERMEDIATE:

Gopher Megaphones	2	#18-622 (broken)
Computer Keyboards	39	Obsolete
Computer Mice	26	Obsolete



# AIA Document G702 - 1992

## Application and Certificate for Payment

**TO OWNER:** Perkins-Tryon Public Schools  
P.O. Box 549  
Perkins, OK 74059

**PROJECT:** Perkins-Tryon Public Schools  
Administration Building  
103 SW 2nd Street  
Perkins, OK 74059

**FROM:** Red Sky Constructors, LLC  
507 S. Coltrane Road, Ste G  
Edmond, OK 73034

**VIA ARCHITECT:** Kerr 3 Architects, Inc.  
507 S. Coltrane Road, Ste G  
Edmond, OK 73059

**APPLICATION NO:** 002  
**PERIOD TO:** July 31, 2023

**CONTRACT FOR:** General Construction  
**CONTRACT DATE:** October 03, 2022  
**PROJECT NOS:** / /

**Distribution to:**  
OWNER:   
ARCHITECT:   
CONTRACTOR:   
FIELD:   
OTHER:

### CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
AIA Document G703<sup>®</sup>, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM ..... 1,205,383.72
  2. NET CHANGE BY CHANGE ORDERS ..... 0.00
  3. CONTRACT SUM TO DATE (Line 1 ± 2) ..... 1,205,383.72
  4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) ..... 308,226.45
  5. RETAINAGE:
    - a. 3.4417 % of Completed Work  
(Column D + E on G703) ..... 10,608.23
    - b. 0 % of Stored Material  
(Column F on G703) ..... 0.00
- Total Retainage (Lines 5a + 5b or Total in Column I of G703) ..... 10,608.23
6. TOTAL EARNED LESS RETAINAGE ..... 297,618.22  
(Line 4 Less Line 5 Total)
  7. LESS PREVIOUS CERTIFICATES FOR PAYMENT ..... 108,464.60  
(Line 6 from prior Certificate)
  8. CURRENT PAYMENT DUE ..... 189,153.62
  9. BALANCE TO FINISH, INCLUDING RETAINAGE ..... 907,765.50  
(Line 3 less Line 6)

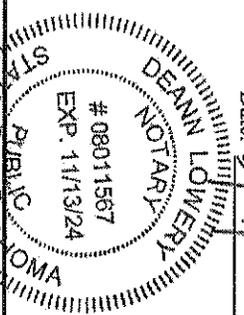
CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	0.00	0.00
Total approved this Month	0.00	0.00
<b>TOTALS</b>	<b>0.00</b>	<b>0.00</b>
NET CHANGES by Change Order		0.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payments shown herein is now due.

**CONTRACTOR:** \_\_\_\_\_  
By: \_\_\_\_\_  
State of: \_\_\_\_\_  
County of: \_\_\_\_\_  
Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Notary Public: \_\_\_\_\_  
My Commission expires: \_\_\_\_\_

Date: 8/4/23



**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED** ..... 189,153.62  
*(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)*

**ARCHITECT:** \_\_\_\_\_  
By: \_\_\_\_\_  
Date: 8-3-2023

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# AIA Document G703 - 1992

## Continuation Sheet

AIA Document G702®, Application and Certification for Payment, or G732™, Application and Certificate for Payment, Construction Manager as Adviser Edition, containing Contractor's signed certification is attached.  
 Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: 002  
 APPLICATION DATE: August 03, 2023  
 PERIOD TO: July 31, 2023  
 ARCHITECTS PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD				
	Earthwork, Site Demo & Erosion Control	59,200.00	47,548.00	0.00	0.00	47,548.00	11,652.00	2,377.40
	Site Utilities	38,213.93	0.00	37,479.69	0.00	37,479.69	734.24	1,873.98
	Building & Site Concrete	156,000.00	25,235.00	51,613.00	0.00	76,848.00	79,152.00	3,842.40
	Landscaping (Sod) - Estimate	5,000.00	0.00	0.00	0.00	0.00	5,000.00	0.00
	Masonry	36,000.00	0.00	0.00	0.00	0.00	36,000.00	0.00
	Wood Framing Material (Supply) - Estimate	37,500.00	0.00	31,094.01	0.00	31,094.01	6,405.99	0.00
	Wood Framing Labor	41,210.00	0.00	16,484.00	0.00	16,484.00	24,726.00	824.20
	Metal Roof, Wall Panels, Soffits, Gutters & Downspouts	114,000.00	0.00	0.00	0.00	0.00	114,000.00	0.00
	Millwork	31,295.88	0.00	0.00	0.00	0.00	31,295.88	0.00
	HM Frames, Doors & Hardware Material (Supply)	18,155.00	0.00	0.00	0.00	0.00	18,155.00	0.00
	HM Frames, Doors & Hardware Install - Estimate	6,000.00	0.00	0.00	0.00	0.00	6,000.00	0.00
	Storefront, Windows & Glazing	47,300.00	0.00	0.00	0.00	0.00	47,300.00	0.00
	Insulation, Drywall & Acoustical Ceilings	77,758.00	0.00	3,805.00	0.00	3,805.00	73,953.00	190.25
	Floor Coverings	14,100.00	0.00	0.00	0.00	0.00	14,100.00	0.00
	Painting	28,200.00	0.00	0.00	0.00	0.00	28,200.00	0.00

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A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D + E + F)	H % (G-C)	I BALANCE TO FINISH (C - G)	J RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD						
	Metal Sun Shade Material & Labor	8,800.00	0.00	0.00	0.00	0.00	0.00	0.00%	8,800.00	0.00
	Room Signage & Aluminum Lettering	4,953.72	0.00	0.00	0.00	0.00	0.00	0.00%	4,953.72	0.00
	Specialties Supply & Install	3,625.00	0.00	0.00	0.00	0.00	0.00	0.00%	3,625.00	0.00
	Window Treatment - Allowance	4,000.00	0.00	0.00	0.00	0.00	0.00	0.00%	4,000.00	0.00
	Flagpole - Allowance	3,500.00	0.00	0.00	0.00	0.00	0.00	0.00%	3,500.00	0.00
	Plumbing (Use PEX instead of soldered copper)	90,800.00	0.00	30,000.00	0.00	0.00	30,000.00	33.04%	60,800.00	1,500.00
	HVAC	65,390.00	0.00	0.00	0.00	0.00	0.00	0.00%	65,390.00	0.00
	Electrical	63,870.00	0.00	0.00	0.00	0.00	0.00	0.00%	63,870.00	0.00
	Permits	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	Contingency	1,232.80	1,232.80	0.00	0.00	0.00	1,232.80	100.00%	0.00	0.00
	Contingency	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00%	5,000.00	0.00
	Contingency Modification #001	11,426.48	0.00	0.00	0.00	0.00	0.00	0.00%	11,426.48	0.00
	Preconstruction Fees	5,627.14	5,627.14	0.00	0.00	0.00	5,627.14	100.00%	0.00	0.00
	General Conditions	162,341.12	23,191.58	18,325.00	0.00	0.00	41,516.58	25.57%	120,824.54	0.00
	G.L. Insurance & Accounting	14,240.39	2,034.34	1,607.00	0.00	0.00	3,641.34	25.57%	10,599.05	0.00
	Builders Risk - By Owner	0.00	0.00	0.00	0.00	0.00	0.00	0.00%	0.00	0.00
	CM Fees	50,644.26	7,234.89	5,715.00	0.00	0.00	12,949.89	25.57%	37,694.37	0.00
	<b>GRAND TOTAL</b>	<b>\$1,205,383.72</b>	<b>\$112,103.75</b>	<b>\$196,122.70</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$308,226.45</b>	<b>25.57%</b>	<b>\$897,157.27</b>	<b>\$10,608.23</b>

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**AGREEMENT BETWEEN**

**TEEL OSWALD, CERTIFIED SCHOOL PSYCHOLOGIST**  
4413 Steven Drive  
Edmond, OK 73013

**AND**

**PERKINS-TRYON PUBLIC SCHOOL DISTRICT**

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 PERKINS-TRYON INDEPENDENT SCHOOL DISTRICT, PAYNE COUNTY, OKLAHOMA, (herein referred to as "Perkins-Tryon School District") and TEEL OSWALD, CERTIFIED SCHOOL PSYCHOLOGIST, as follows:

**TERM OF CONTRACT:** The term of this contract shall commence the 1<sup>st</sup> day of July, 2023, and shall continue through the 30th day of June, 2024, at which time the contract shall automatically terminate. No contracted services are to be performed after the termination of date of this contract nor shall Perkins-Tryon School District reimburse or pay for any services of any kind or nature performed after the termination date.

**CONTRACTED SERVICES:** During the term of this contract, Teel Oswald, Certified School Psychologist, agrees to provide the following services when, and if, requested by Perkins-Tryon School District:

Administer comprehensive test batteries to Perkins-Tryon School District students referred by the Director of Special Services;

Score battery of tests and provide an appropriate written summary within the time specified by Perkins-Tryon School District; if no period of time stated, within a reasonable time;

Attend Eligibility/IEP meetings upon request of the Director of Special Services.

All contracted services shall be performed by Teel Oswald, Certified School Psychologist, who shall be required to be, and remain properly certified in appropriate professional areas and to competently perform contracted services. Perkins-Tryon School District may, at any time, request credentialing and/or certification documentation from Teel Oswald, Certified School Psychologist, and said documentation will be provided by Teel Oswald, Certified School Psychologist. All services shall be performed in accordance with the ethical and professional standards applicable to the professional services performed.

**COMPENSATION:** Teel Oswald, Certified School Psychologist, shall be paid as full and total compensation for contracted services, upon proper performance of services and receipt of proper billing supported by affidavits required by law, the amount or amounts indicated on "SCHEDULE A", attached hereto, for all services rendered at the request of Perkins-Tryon School District. The billing will specifically identify the student by initials (for purposes of confidentiality), attention of the Director of Special Services, the services, date or dates services were performed, in sufficient detail to allow Perkins-Tryon School District to identify, without further inquiry, the propriety of billing. Billing statements shall accompany the psycho-educational reports, or upon completion of eligibility meetings.

Perkins-Tryon School District shall not be liable for any costs, expenses, or services of Teel Oswald, Certified School Psychologist, pertaining to the contracted services for the compensation herein set forth. Teel Oswald, Certified School Psychologist, and Perkins-Tryon School District shall, at the request of Perkins-Tryon School District, participate in periodic review of contracted services actually provided to evaluate the quality, cost effectiveness, and efficiency of services delivered. Teel Oswald, Certified School Psychologist, shall keep and maintain records sufficient to enable such a review.

**COMPLIANCE WITH STATE AND FEDERAL LAWS:** Teel Oswald, Certified School Psychologist, shall at all times comply with the Civil Rights Act of 1964, and all other state and federal laws, rules, or regulations applicable to the performance of contracted services.

Teel Oswald, Certified School Psychologist, shall not allow, authorize or permit any principal, agent, officer, servant, professional, associate or employee of Teel Oswald, Certified School Psychologist, 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 Perkins-Tryon School District during performance of any contracted service, to work with or be around or in the presence of Perkins-Tryon School District students, or to have access to any record of any kind related to Perkins-Tryon School District students.

**STUDENT RECORDS:** Upon referral, Perkins-Tryon School District shall make available to Teel Oswald, Certified School Psychologist, and only such information as is relevant to the services performed. Teel Oswald, Certified School Psychologist, shall not release or disclose any information regarding any student referred to Perkins-Tryon School District to third parties without the express written consent of Perkins-Tryon School District, the express written consent of the custodial parent or legal guardian of the student, or a court order.

**TERMINATION:** This contract may be prematurely terminated by either parties upon ten (10) days written notice of the other party.

**STATUS AS AN INDEPENDENT CONTRACTOR:** In performance of all services specified, Teel Oswald, Certified School Psychologist, shall be an independent contractor and not an employee, agent, servant, principal, partner or joint venturer of or with Perkins-Tryon School District. The means of carrying out the contracted professional services herein required shall be within the professional discretion of Teel Oswald, Certified School Psychologist, provided however, Teel Oswald, Certified School Psychologist, shall perform all services in a timely, competent and professional manner consistent herewith.

**HOLD HARMLESS:** Teel Oswald, Certified School Psychologist, shall be exclusively responsible for, and hold Perkins-Tryon School District fully and forever harmless from, any and all liability, injury and damages, of any kind or nature, to any Perkins-Tryon School District student, patron or third party, caused by directly or indirectly by any act, omission, negligence, or malpractice of Teel Oswald, Certified School Psychologist, her staff, employees, agents, servants, or others performing contracted services for, with or on behalf of Teel Oswald, Certified School Psychologist.



## **SCHEDULE A**

Teel Oswald  
4413 Steven Drive  
Edmond, OK 73013  
(405)550-4855 cell  
[teelosw@gmail.com](mailto:teelosw@gmail.com)

Educational evaluation only - \$375.00

- Observations
- File review
- Standardized Evaluation – cognitive/intelligence, achievement, perceptual processing
- Written report

Psychological/Social-Emotional evaluation only - \$375.00

- Observations
- File review
- Interviews
- Evaluation – informal & formal psychological assessment
- Written report

Psycho-Educational evaluation (psychological & educational) - \$550.00

- Includes all components listed above

Special Education consultations, interventions, and/or meetings - \$50.00

## **OK-Thrive Memorandum of Understanding**

This memorandum of understanding (“MOU”) is between the Oklahoma State University (OSU) College of Education and Human Sciences (“OSU”) and Perkins Public Schools regarding the OK-Thrive Induction Program. OK-Thrive is a program designed to be a bridge between the university and the classroom. The purpose of OK-Thrive is to provide support in clinical application of pedagogical theory to the novice teacher with the purpose of positively impacting teacher efficacy and retention. OK-Thrive will operate by partnering with a recent OSU graduate’s district and school to provide an additional layer of induction support for the first three years of the teacher’s career. This agreement will be in effect from August 2023 until May 2027, unless terminated earlier by either party upon 30 days’ advance notice. The following points outline the understandings between and the responsibilities of OSU personnel and the participating District as they relate to OK-Thrive.

### **Collaboration**

- OK-Thrive will schedule collaboration meetings to be held regularly throughout the year with each participating district.
- Representatives from a participating district and a participating school will be invited to join the OK-Thrive District Collaboration Board.
- The District will be involved in conversations about program expansion, specifically expansion to include additional participating schools in the district.
  - This decision will be based on the number of first-year OSU graduates hired in each school as shown on the new hire spreadsheet provided by the district.
  - Participating schools for the upcoming school year will be decided mid-June and will be based on the new-hire information available at that time.

### **Support**

- As an induction support program for OSU graduates, OK-Thrive is intended to supplement, rather than supplant, existing district and school induction efforts. District training and support take precedence over OK-Thrive activities and support. The District is aware of this additional support and approves OK-Thrive on-site access to participating teachers. OSU assures that all OK-Thrive staff will have appropriate background checks on file as required by and in full compliance with Oklahoma law in advance of commencing work under this MOU.
- OSU will provide incentives for teachers who choose to participate in OK-Thrive in various forms. Incentives may include stipends and graduate course credit.
- OK-Thrive will provide support to participating OSU graduates throughout their first three years of teaching in a participating district and school. Support may include OK-Thrive group sessions and workshops (Thrive Sessions), personalized mentoring, and in-class Coaching.
- Once in the program, OK-Thrive teachers will receive 3 years of induction support as long as they remain employed at one of the participating schools in a participating district.

### **Information Sharing**

- The District will provide OK-Thrive leadership the names of first-year OSU graduates hired to teach in the district’s schools. OSU will provide a District Hiring Spreadsheet to a designated

person in human resources in the spring of each year to collect the names and contact information.

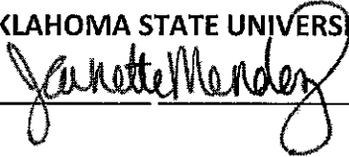
- The District will provide the following data to a designated member of the OK-Thrive leadership team in order to evaluate the effectiveness of the OK-Thrive program.
  - Human resources data, which is defined as, teacher retention data (whether a teacher remains employed from year to year). Data sets provided will include teacher certificate number as the identifier for teachers who participate in OK-Thrive, OSU prepared non-OK-Thrive teachers, and other induction teachers and will also include overall non-confidential (open/public) School and District data for the purposes of comparison. No other teacher identifiers will be collected.
- OK-Thrive will provide the District with an electronic copy of an OK-Thrive report, which may include:
  - Self-efficacy, job stress, and job satisfaction survey results
  - Summary of program activities for the year
  - Update on program development
  - Program outcomes, including comparisons of retention rates among OK-Thrive teachers to those of induction teachers in the district and state
- The OK-Thrive leadership team will de-identify all data received from the district for the purposes of reporting. When necessary, data will be reported in aggregate to protect the anonymity of OK-Thrive participants, schools, districts, and students.
- It is not the intention of the parties to form a joint venture or partnership.
- This MOU may not be assigned by either party without the prior written consent of the other party.
- This is not a third-party beneficiary contract. No person or entity other than the parties signing this MOU shall have any rights hereunder.
- All notices given hereunder shall be in writing by certified mail, return receipt requested, by personal delivery, or by confirmed fax or email.

**DISTRICT**

By: \_\_\_\_\_

Date: \_\_\_\_\_

**OKLAHOMA STATE UNIVERSITY**

By:  \_\_\_\_\_

Date:      August 1, 2023

**TENTATIVE NEGOTIATION AGREEMENT  
BETWEEN  
PERKINS-TRYON PUBLIC SCHOOLS  
AND  
PERKINS-TRYON EDUCATIONAL ASSOCIATION  
FY 2023-2024**

**Contract Items:**

1. The district agrees to adjust the 2023-2024 Salary Schedules by adding the following State Mandated Raises:
  - a. Steps 0-4      \$3,000
  - b. Steps 5-9      \$4,000
  - c. Steps 10-14    \$5,000
  - d. Steps 15 +     \$6,000
  
2. Each qualified full-time teacher will receive a step increase.
  
3. Existing Extra Duty Stipends will be retained for the 2023-2024 contract year with the additional Extra Duty Stipends listed below.
  - a. AG Education Supervision    \$4,000 - \$6,000
  - b. One time stipend for each cafeteria worker of \$100 (Shoes)
  - c. HS/MS Counselor (additional days) \$1,500 - \$3,000
  
4. The district agrees to adjust the 2023-2024 Support Salary Schedules by \$1.50 for each step.
  
5. Each support staff will receive a step increase.
  
6. All necessary date changes will be made to the 2023-2024 Negotiated Agreement, and the parties will jointly review the 2023-2024 Negotiated Agreement and Salary Schedules for accuracy before they are placed into use.

*David Gyle*  
7/29/23

*Autumn Fount*  
*Layna Welch*  
*Priscilla Abner*

### **Language Updates:**

1. The district will accept all out of state experience for certified teachers that is recognized by the Oklahoma State Department of Education.
2. By February 1<sup>st</sup> of each school year, the Superintendent will form a committee of a building representative from each site, an administrator, a parent, administrator, PTEA Rep, and a support staff to serve on the calendar committee. The committee will vote on a calendar for the upcoming school year and send it to P-T School Board for approval.
3. Retiring employees shall be paid up to 80 days for unused sick leave at \$35 a day.
4. The district will pay two (2) days of maternity/paternity care leave for any certified teacher. Maternity/paternity care leave must be used for the mother's prenatal doctors' appointments or in the case of adoption may also be used for lawyers' appointments. Proof of appointment must be presented within 48 business hours.
5. Full-time employees of the district who have been employed for at least 1250 hours during the preceding 12-month period shall be entitled to 6 weeks of paid maternity leave following the birth/adoption of the employee's child immediately following the birth of the child.

**Perkins-Tryon Public Schools  
2023-2024 Support Salary Schedule  
Total District Compensation**

Years of Experience	Level 1	Level 2	Level 3	Level 4	Level 5
0	\$10.60	\$10.85	\$11.70		\$16.50
1	\$10.85	\$11.10	\$11.95		\$16.75
2	\$11.10	\$11.35	\$12.20		\$17.00
3	\$11.35	\$11.60	\$12.45		\$17.25
4	\$11.60	\$11.85	\$12.70		\$17.50
5	\$11.85	\$12.10	\$12.95		\$17.75
6	\$12.10	\$12.35	\$13.20		\$18.00
7	\$12.35	\$12.60	\$13.45		\$18.25
8	\$12.60	\$12.85	\$13.70		\$18.50
9	\$12.85	\$13.10	\$13.95		\$18.75
10	\$13.10	\$13.35	\$14.20		\$19.00
11	\$13.35	\$13.60	\$14.45		\$19.25
12	\$13.60	\$13.85	\$14.70		\$19.50
13	\$13.85	\$14.10	\$14.95		\$19.75
14	\$14.10	\$14.35	\$15.20		\$20.00
15	\$14.35	\$14.60	\$15.45		\$20.25
16	\$14.60	\$14.85	\$15.70		\$20.50
17	\$14.85	\$15.10	\$15.95		\$20.75
18	\$15.10	\$15.35	\$16.20		\$21.00
19	\$15.35	\$15.60	\$16.45	\$15.31	\$21.25
20	\$15.60	\$15.85	\$16.70	\$15.66	\$21.50
21	\$15.85	\$16.10	\$16.95	\$16.01	\$21.75
22	\$16.10	\$16.35	\$17.20	\$16.36	\$22.00
23	\$16.35	\$16.60	\$17.45	\$16.71	\$22.25
24	\$16.60	\$16.85	\$17.70	\$17.06	\$22.50
25	\$16.85	\$17.10	\$17.95	\$17.41	\$22.75
26	\$17.10	\$17.35	\$18.20	\$17.76	\$23.00
27	\$17.35	\$17.60	\$18.45	\$18.11	\$23.25
28	\$17.60	\$17.85	\$18.70	\$18.46	\$23.50
29	\$17.85	\$18.10	\$18.95	\$18.81	\$23.75
30	\$18.10	\$18.35	\$19.20	\$19.16	\$24.00
31	\$18.35	\$18.60	\$19.45	\$19.51	\$24.25
32	\$18.60	\$18.85	\$19.70	\$19.86	\$24.50
33	\$18.85	\$19.10	\$19.95	\$20.21	\$24.75
34	\$19.10	\$19.35	\$20.20	\$20.56	\$25.00
35	\$19.35	\$19.60	\$20.45	\$20.91	\$25.25

*David  
7/20/23*

*Autumn Focht*

*Larona Welch  
Dionda Jones*

Employees working 20 hrs/week or more are eligible for state health insurance.

For part time employee to receive

group medical coverage the district shall contribute one half of the mthly premium, up to \$320.48 as of Aug 2023.

Employees working 30 hrs/week or more are eligible for state flexible benefit allowance of \$640.28, as of Aug 2023, or state cash benefit of \$189.69 if no group health insurance is selected.

Certified paraprofessionals will be paid 5% abover their hrly rate.

All student employees will be paid current min wage per hr

Athletic grounds keepers will be pd \$9.10 per hour.

All substitutes will be pd at 0 step exp in the level for which they were employed.

Only employees on a contract will receive experience step increments.

#### Job descriptions:

Level 1: cooks, custodians, T.A., office assistant, para-professionals

Level 2: child nutrition secretary

Level 3: secretaries, head cooks, registrar, and attendance clerk

Level 4: returning employees with 19 years or more yrs of exp

(only employees who were employed at the time that Level 4 was created.)

Level 5: Bus Drivers

legislative raise of \$1250.00 will be based on the individual's full time hrs.

full time = 1032 hrs or more (ex: 7 hrs per day X 158 days=1106 hrs)

part time= 1031 hrs or less will receive a prorated rasiie (ex. 6 hrs per day X 158 days- 948 hrs)

Level 5: increased zero experience step to \$15.00. Level 1-3 &5 step increment from \$.12 to \$.25)

Level 4: step increase from \$.22 to \$.35

negotiated salary scale BOE approved: 9/14/2020

**PERKINS-TRYON SCHOOL DISTRICT  
2023-2024  
SUPERVISORY SUPPORT SALARY SCALE**

Experience Years	Level 1
0	\$15.00
1	\$15.28
2	\$15.56
3	\$15.84
4	\$16.13
5	\$16.41
6	\$16.69
7	\$16.97
8	\$17.25
9	\$17.53
10	\$17.81
11	\$18.09
12	\$18.38
13	\$18.66
14	\$18.94
15	\$19.22
16	\$19.50
17	\$19.78
18	\$20.05
19	\$20.33
20	\$20.60
21	\$20.88
22	\$21.15
23	\$21.43
24	\$21.70
25	\$21.97
26	\$22.25
27	\$22.53
28	\$22.80
29	\$23.08
30	\$23.35
31	\$23.63
32	\$23.90
33	\$24.18
34	\$24.45
35	\$24.73

**Level 1**

Financial Secretary  
Federal Programs Secretary  
Superintendent's Secretary

Food Service Supervisor  
Technology Director  
Special Ed Financial Secretary

12 Month Grounds/Maint  
Transportation Director

*LaVona Welch*  
*Rhonda Jones* *Autumn*  
*Inc. Ltd*

*Dee J. [Signature]*  
*7/20/23*

Perkins-Tryon Public Schools  
 2023-2024 Teacher Salary Scale  
 Total District Compensation

Yrs of Exp	Bachelor's degree	#N'tl Bd Certified	Master's Degree	#Master's & N'tl Bd Certified	Doctorate
0	\$ 41,346.00	\$ 42,504.00	\$ 42,736.00	\$ 43,894.00	\$ 44,126.00
1	\$ 41,780.00	\$ 42,938.00	\$ 43,170.00	\$ 44,328.00	\$ 44,560.00
2	\$ 42,232.00	\$ 43,391.00	\$ 43,622.00	\$ 44,781.00	\$ 45,012.00
3	\$ 42,667.00	\$ 43,825.00	\$ 44,057.00	\$ 45,215.00	\$ 45,447.00
4	\$ 43,101.00	\$ 44,259.00	\$ 44,491.00	\$ 45,649.00	\$ 45,881.00
5	\$ 44,573.00	\$ 45,731.00	\$ 45,963.00	\$ 47,121.00	\$ 47,353.00
6	\$ 45,036.00	\$ 46,195.00	\$ 46,425.00	\$ 47,585.00	\$ 47,817.00
7	\$ 45,500.00	\$ 46,658.00	\$ 46,890.00	\$ 48,048.00	\$ 48,280.00
8	\$ 45,963.00	\$ 47,121.00	\$ 47,353.00	\$ 48,512.00	\$ 48,743.00
9	\$ 46,446.00	\$ 47,585.00	\$ 47,817.00	\$ 48,975.00	\$ 49,207.00
10	\$ 48,447.00	\$ 49,607.00	\$ 50,331.00	\$ 51,491.00	\$ 52,708.00
11	\$ 48,940.00	\$ 50,099.00	\$ 50,824.00	\$ 51,984.00	\$ 53,201.00
12	\$ 49,433.00	\$ 50,592.00	\$ 51,317.00	\$ 52,476.00	\$ 53,694.00
13	\$ 49,925.00	\$ 51,085.00	\$ 51,810.00	\$ 52,969.00	\$ 54,187.00
14	\$ 50,418.00	\$ 51,578.00	\$ 52,302.00	\$ 53,462.00	\$ 54,679.00
15	\$ 51,930.00	\$ 53,090.00	\$ 53,815.00	\$ 54,975.00	\$ 56,193.00
16	\$ 52,423.00	\$ 53,583.00	\$ 54,308.00	\$ 55,468.00	\$ 56,686.00
17	\$ 52,916.00	\$ 54,076.00	\$ 54,801.00	\$ 55,961.00	\$ 57,179.00
18	\$ 53,409.00	\$ 54,569.00	\$ 55,294.00	\$ 56,454.00	\$ 57,672.00
19	\$ 53,902.00	\$ 55,062.00	\$ 55,787.00	\$ 56,947.00	\$ 58,165.00
20	\$ 54,415.00	\$ 55,576.00	\$ 56,301.00	\$ 57,461.00	\$ 58,680.00
21	\$ 54,908.00	\$ 56,069.00	\$ 56,794.00	\$ 57,955.00	\$ 59,173.00
22	\$ 55,402.00	\$ 56,562.00	\$ 57,287.00	\$ 58,448.00	\$ 59,666.00
23	\$ 55,895.00	\$ 57,055.00	\$ 57,781.00	\$ 58,941.00	\$ 60,160.00
24	\$ 56,380.00	\$ 57,548.00	\$ 58,274.00	\$ 59,434.00	\$ 60,653.00
25	\$ 57,812.00	\$ 58,995.00	\$ 59,734.00	\$ 60,916.00	\$ 62,158.00
26	\$ 58,297.00	\$ 59,480.00	\$ 60,219.00	\$ 61,401.00	\$ 62,643.00
27	\$ 58,782.00	\$ 59,965.00	\$ 60,704.00	\$ 61,886.00	\$ 63,128.00
28	\$ 59,267.00	\$ 60,450.00	\$ 61,189.00	\$ 62,371.00	\$ 63,613.00
29	\$ 59,752.00	\$ 60,935.00	\$ 61,674.00	\$ 62,856.00	\$ 64,098.00
30	\$ 60,237.00	\$ 61,420.00	\$ 62,159.00	\$ 63,341.00	\$ 64,583.00
31	\$ 60,722.00	\$ 61,905.00	\$ 62,644.00	\$ 63,826.00	\$ 65,068.00
32	\$ 61,207.00	\$ 62,390.00	\$ 63,129.00	\$ 64,311.00	\$ 65,553.00
33	\$ 61,692.00	\$ 62,875.00	\$ 63,614.00	\$ 64,796.00	\$ 66,038.00
34	\$ 62,177.00	\$ 63,360.00	\$ 64,099.00	\$ 65,281.00	\$ 66,523.00
35	\$ 62,662.00	\$ 63,845.00	\$ 64,584.00	\$ 65,766.00	\$ 67,008.00

\*Career/Technology Ag Teachers min salary + \$2600 per yr- 12 month contract  
 \*Other Career/Technology Teacher min salary + \$2600 per yr- 10 month contract  
 Special Education Teachers min salary + 5% above the prevailing wage pd to teachers of children who are nondisabled in the same school district  
 \*Salary distribution per the policies & procedures manual of the OK State Board of Career & Technology Education  
 \*\* Salary distribution mandated by 70 O.S. 1210.565.  
 #For NBCT certified after June 30, 2013.

6-25-2013 SOE Minimum Salary Schedule per 2013 Legislative Session + \$525 per negotiated agreement 3-22-2023, BOE approved

*Savona Welch*  
*Ronda Jones*

*Autumn*  
*Tracy*

*Doyle*  
 7/20/23

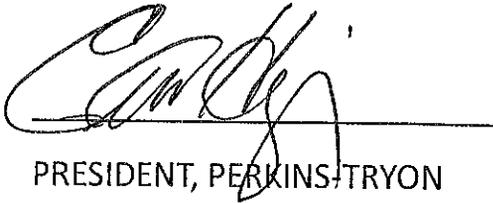
THIS DOCUMENT REPRESENTS THE FULL AND COMPLETE AGREEMENT ENTERED INTO BY THE ASSOCIATION AND THE BOARD OF EDUCATION WITH THE AGREED CHANGES TO BE ADDED TO THE NEGOTIATED AGREEMENT FOR THE 2023-2024 SCHOOL YEAR.

8/14/23

(DATE)



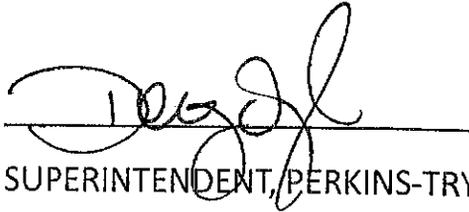
PRESIDENT, PERKINS P.T.E.A.



PRESIDENT, PERKINS-TRYON  
SCHOOL BOARD



SPOKESPERSON, PERKINS P.T.E.A.



SUPERINTENDENT, PERKINS-TRYON  
PUBLIC SCHOOLS

New Hires	
<u>Position</u>	<u>Name</u>
Paraprofessional	Jennifer Walker- Elementary
Tech/Art/Coop Learning/Fall Semester	Mehgan Griffin-Intermediate
Head Cook	Heather Bunch-Intermediate
Attendance Clerk	Erica Fox-Intermediate
Teachers Assistance	Emily Pool-Intermediate
Classroom Teacher	Dene Sweeney- Intermediate
Title I Teacher	Dayne Branch- Middle School
Language Arts Teacher	Adrienne Karner-Middle School
Math Teacher	Ty Hill-Middle School
Paraprofessional	Lori Bernal-Clark-Middle School
Attendance Secretary	Brandi Jenson- MiddleSchool
Computer-Applications-Golf Coach	Keith Fletcher- Middle School/High School
Attendance Clerk	Wendy Pruitt- High School
Part-Time Title VI Tutor	Allison Deaver-High School
Psychology/Sociology-Math of Finance	David Willis-High School
Cook/Transport	Brooklin Grider-Intermediate
Student Asst. Lay Coach	Conner Williams
Route Driver/Maintenance	Jeff Holt
Route Driver	Michael Marion
Transfer Positions	
<u>Position</u>	<u>Name</u>
Asst. Principal/Athletic Director	Bruce Williams
To MS Principal	Bruce Williams
MS Asst. Principal/Asst Athletic Director	Andy Everson
To HS Athletic Director/HS Asst Principal	Andy Everson
District Head Cook	Nicholas Alexander
Head Cook HS	Ellen Alexander
Paraprofessional Middle School	Tammy Lane
Special Education Teacher Middle School	Tammy Lane
Bus Route - Route/Transporation Sec.	Tammie Savory
Director of Operations for	Donnie Watkins
Lead Maintenance/Transportation Director	Donnie Watkins

Perkins-Tryon Elementary

# MEMORANDUM

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July 20, 2023

To:

Doug Ogle, Superintendent

From:

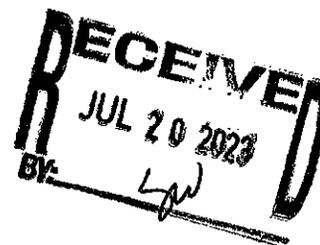
Mandi Williams, Principal

Subject:

Paraprofessional 2023-2024

Message:

I would like to recommend Jennifer Walker for employment in the position of Paraprofessional for the 2023-2024 school year at Perkins-Tryon Elementary School. Jennifer is aware of the paraprofessional training requirements required for this position. She will be filling the position recently vacated by Cloey Maloy.



# Perkins-Tryon Intermediate

## Memorandum

Date: Wednesday, July 26, 2023  
To: Mr. Doug Ogle and Perkins-Tryon School Board of Education  
From: Donna Boles, Perkins-Tryon Intermediate School Principal

Subject: Recommendation for Employment

Please accept my recommendation to employee Mehgan Griffin as an alternative to music teacher for the for the first semester of the 2023-2024 school year. She will provide technology, art, and cooperative learning activities until a music teacher becomes available in January.

**RECEIVED**  
JUL 26 2023  
BY: *Stacy Boyd*

# Perkins-Tryon Intermediate

## Memorandum

Date: Thursday, August 3, 2023

To: Mr. Doug Ogle and Perkins-Tryon School Board of Education  
From: Donna Boles, Perkins-Tryon Intermediate School Principal

Subject: Recommendation for Employment

Please accept my recommendation to employ the following for the 2023 – 2024 school year:

Erica Fox – Attendance Clerk

Emily Pool – Teacher's Assistant

**RECEIVED**  
AUG 04 2023  
BY: *Larry Boyd*

# Perkins-Tryon Intermediate

## Memorandum

Date: Tuesday, July 18, 2023

To: Mr. Doug Ogle and Perkins-Tryon School Board of Education  
From: *DB* Donna Boles, Perkins-Tryon Intermediate School Principal

Subject: Recommendation for Employment

Please accept my recommendation to employ Dene' Sweeney as a classroom teacher on a temporary contract for the 2023 – 2024 school year.

**RECEIVED**  
JUL 18 2023  
BY: *[Signature]*

**Date: July 24, 2023**

**To: Doug Ogle**

**From: Jerry Burnett**

**It is my recommendation to employ Dayna Branch at the Perkins-Tryon Middle School as a Title I teacher for the 2023-24 school year.**

**RECEIVED**  
JUL 24 2023  
BY: *Paoy Boya*

**Date: July 24, 2023**

**To: Doug Ogle**

**From: Jerry Burnett**

**It is my recommendation to employ Adrienne Karner at the Perkins-Tryon Middle School as a 6<sup>th</sup> grade Language Arts teacher for the 2023-24 school year.**

**RECEIVED**  
JUL 24 2023  
BY: *Lacy Boyd*

**Date:** July 19, 2023

**To:** Stacy Boyd

**From:** Doug Ogle

It is my recommendation to employ Ty Hill as a 7<sup>th</sup> grade MS Math for Perkins-Tryon Public School district for the 2023-2024 school year.

**RECEIVED**  
JUL 19 2023  
BY: *Stacy Boyd*



Sue Watkins <swatkins@p-t.k12.ok.us>

## Paraprofessional 2023-2024

1 message

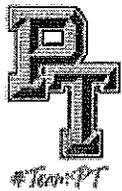
**Bruce Williams** <bwilliams@p-t.k12.ok.us>

Fri, Aug 4, 2023 at 4:13 PM

To: Sue Watkins <swatkins@p-t.k12.ok.us>, Doug Ogle <dogle@p-t.k12.ok.us>, Stacy Boyd <sboyd@p-t.k12.ok.us>

I would like to recommend Lori Clark-Bernal for employment in the position of paraprofessional at Perkins-Tryon Middle School for the 2023-2024 school year.

--



**Bruce Williams**

*Middle School Principal*

408.347.5735

bwilliams@p-t.k12.ok.us

Perkins-Tryon Public Schools

---

## Attendance Clerk Hire

1 message

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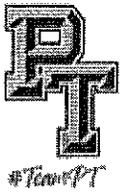
**Bruce Williams** <bwilliams@p-t.k12.ok.us>

Wed, Aug 9, 2023 at 8:05 AM

To: Doug Ogle <dogle@p-t.k12.ok.us>, Sue Watkins <swatkins@p-t.k12.ok.us>, Stacy Boyd <sboyd@p-t.k12.ok.us>, Jenny Durnal <jdurnal@p-t.k12.ok.us>

I would like to recommend the hiring of Brandi Jenson as the Perkins-Tryon Middle School Attendance Secretary. Thank you!

--



**Bruce Williams**

*Middle School Principal*

- 405.847.8715
- bwilliams@p-t.k12.ok.us
- Perkins-Tryon Public Schools



**Date:** July 20, 2023

**To:** Stacy Boyd

**From:** Doug Ogle

It is my recommendation to employ Keith Fletcher as MS Computer Applications for Perkins-Tryon Public School district for the 2023-2024 school year. Mr. Fletcher will also be Head Golf Coach.

**RECEIVED**  
JUL 20 2023  
BY: 

# Memo

**To:** Mr. Ogle and the Board of Education  
**From:** Brandon Poteet  
**Date:** July 25, 2023  
**Re:** Attendance Secretary

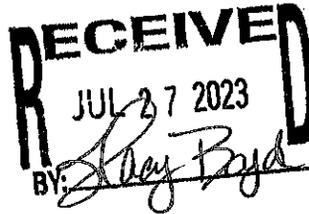
It is my recommendation that Perkins-Tryon Public Schools hire Wendy Pruitt to fill the open position of Attendance Clerk for Perkins-Tryon High School.

RECEIVED  
JUL 25 2023  
BY: *Ray Bugh*

# Memo

**To:** Mr. Ogle and the Board of Education  
**From:** Brandon Poteet  
**Date:** July 27, 2023  
**Re:** Part-time Title VI Tutor

It is my recommendation that Perkins-Tryon Public Schools hire Allison Deaver to fill the open position of Part-time Title VI Tutor for Perkins-Tryon Public Schools.



# Memo

**To:** Mr. Ogle and the Board of Education  
**From:** Brandon Poteet  
**Date:** August 3, 2023  
**Re:** Psychology/Sociology and Math of Finance Teacher

It is my recommendation that Perkins-Tryon Public Schools hire David Willis to fill the open position of Psychology/Sociology and Math of Finance Teacher for Perkins-Tryon High School.

**Date:** August 9, 2023

**To:** Stacy Boyd

**From:** Doug Ogle

It is my recommendation to hire Jeff Holt for a route driver/maintenance position with Perkins-Tryon Public Schools for the 2023-2024 school year.

**RECEIVED**  
AUG 09 2023  
BY: SW

Date: August 9, 2023

To: Stacy Boyd

From: Doug Ogle

It is my recommendation to hire Michael Marion for a route driver position with Perkins-Tryon Public Schools for the 2023-2024 school year.

RECEIVED  
AUG 09 2023  
By: SW

---

PERKINS-TRYON CHILD NUTRITION

---

To: Mr. Ogle and the Board of Education

From: Carrie Kinsey

Subject: New Hire

Date: 8/14/2023

At this time I wish to recommend for employment, Brooklin Grider Cook /Interm./High school transport 7.5 hour for the 2023-2023 school year.

**RECEIVED**  
AUG 04 2023  
BY: 



Sue Watkins &lt;swatkins@p-t.k12.ok.us&gt;

---

**Recommendation for Hire- C. Williams**

1 message

**Andy Everson** <aeverson@p-t.k12.ok.us>

Mon, Aug 7, 2023 at 8:03 AM

To: Doug Ogle &lt;dogle@p-t.k12.ok.us&gt;, Sue Watkins &lt;swatkins@p-t.k12.ok.us&gt;

Good morning,

I would like to recommend hiring Conner Williams to serve as a student assistant/lay coach for the 2023-2024 school year. Conner is currently in his Junior Year at Oklahoma State University and he is pursuing a degree in education. Conner has completed a background check and the courses required to serve in this capacity.

Sincerely,

--

**Andy Everson, M.Ed.**

Perkins-Tryon High School

Athletic Director | Assistant Principal

405-547-5724 ext. 12



---

Confidentiality Notice: This e-mail communication and any attachments may contain confidential and privileged information for the use of the designated recipient(s) named above. If you are not the intended recipient, you are hereby notified that you have received this communication in error and that any review, disclosure, dissemination, distribution, or copying of it or its contents is prohibited. If you have received this communication in error, please notify the sender immediately and destroy all copies of this communication and any attachments.

**Date:** July 26, 2023

**To:** Stacy Boyd

**From:** Doug Ogle

It is my recommendation to transfer Bruce Williams from HS Assistant Principal/Athletic Director to MS Principal for the 2023-2024 school year.

**RECEIVED**  
JUL 27 2023  
BY: *Stacy Boyd*

**Date:** July 31, 2023

**To:** Stacy Boyd

**From:** Doug Ogle

**It is my recommendation to transfer Andy Everson from the MS Assistant Principal/Assistant Athletic Director to the HS Assistant Principal/Athletic Director for the 2023-2024 school year.**

---

## New Hires

1 message

---

**Carrie Kinsey** <cckinsey@p-t.k12.ok.us>

Wed, Jul 19, 2023 at 9:59 AM

To: Sue Watkins <swatkins@p-t.k12.ok.us>, Stacy Boyd <sboyd@p-t.k12.ok.us>

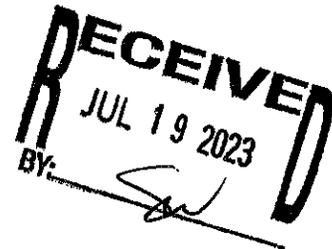
Child Nutrition New Hires are Heather Bunch: Head cook P-T Intermediate Cafeteria

Job Title Changes

Nicholas Alexander: District Head Cook

Ellen Alexander: Head Cook High School Cafeteria

---  
Carrie Kinsey  
Perkins-Tryon Public School District  
Food Service Director  
Office:405-547-5706  
Fax: 405-547-5744





Sue Watkins <swatkins@p-t.k12.ok.us>

## Special Ed Teacher

1 message

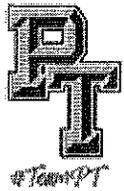
**Bruce Williams** <bwilliams@p-t.k12.ok.us>

Fri, Aug 4, 2023 at 4:20 PM

To: Sue Watkins <swatkins@p-t.k12.ok.us>, Doug Ogle <dogle@p-t.k12.ok.us>, Stacy Boyd <sboyd@p-t.k12.ok.us>

I would like to recommend hiring Tammy Lane for the position of Special Education Teacher at Perkins-Tryon Middle School for the 2023-2024 school year.

--



**Bruce Williams**

*Middle School Principal*

- 📞 405.547.5715
- ✉ bwilliams@p-t.k12ok.us
- 📍 Perkins-Tryon Public Schools

**Date:** August 8, 2023

**To:** Stacy Boyd

**From:** Doug Ogle

It is my recommendation to transfer Tammie Savory from Route Driver to Route Driver/Transportation Secretary with Perkins-Tryon Public School district for the 2023-2024 school year.

**RECEIVED**  
AUG 08 2023  
BY: *kw*

**Date:** August 9, 2023

**To:** Stacy Boyd

**From:** Doug Ogle

**It is my recommendation to name Donnie Watkins Director of Operations for Perkins-Tryon Public School district for the 2023-2024 school year. Mr. Watkins will take on the responsibility of Transportation Director along with the current Lead Maintenance position.**

**RECEIVED**  
AUG 09 2023  
BY: *SW*

New Hires	
<u>Position</u>	<u>Name</u>
Paraprofessional	Jennifer Walker- Elementary
Tech/Art/Coop Learning/Fall Semester	Mehgan Griffin-Intermediate
Head Cook	Heather Bunch-Intermediate
Attendance Clerk	Erica Fox-Intermediate
Teachers Assistance	Emily Pool-Intermediate
Classroom Teacher	Dene Sweeney- Intermediate
Title I Teacher	Dayne Branch- Middle School
Language Arts Teacher	Adrienne Karner-Middle School
Math Teacher	Ty Hill-Middle School
Paraprofessional	Lori Bernal-Clark-Middle School
Attendance Secretary	Brandi Jenson- MiddleSchool
Computer-Applications-Golf Coach	Keith Fletcher- Middle School/High School
Attendance Clerk	Wendy Pruitt- High School
Part-Time Title VI Tutor	Allison Deaver-High School
Psychology/Sociology-Math of Finance	David Willis-High School
Cook/Transport	Brooklin Grider-Intermediate
Student Asst. Lay Coach	Conner Williams
Route Driver/Maintenance	Jeff Holt
Route Driver	Michael Marion
Transfer Positions	
<u>Position</u>	<u>Name</u>
Asst. Principal/Athletic Director	Bruce Williams
To MS Principal	Bruce Williams
MS Asst. Principal/Asst Athletic Director	Andy Everson
To HS Athletic Director/HS Asst Principal	Andy Everson
District Head Cook	Nicholas Alexander
Head Cook HS	Ellen Alexander
Paraprofessional Middle School	Tammy Lane
Special Education Teacher Middle School	Tammy Lane
Bus Route - Route/Transporation Sec.	Tammie Savory
Director of Operations for	Donnie Watkins
Lead Maintenance/Transportation Director	Donnie Watkins

Perkins-Tryon Elementary

# MEMORANDUM

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July 20, 2023

To:

Doug Ogle, Superintendent

From:

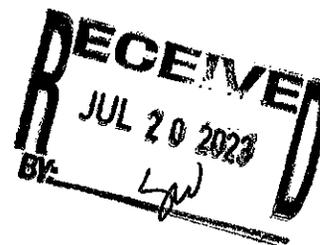
Mandi Williams, Principal

Subject:

Paraprofessional 2023-2024

Message:

I would like to recommend Jennifer Walker for employment in the position of Paraprofessional for the 2023-2024 school year at Perkins-Tryon Elementary School. Jennifer is aware of the paraprofessional training requirements required for this position. She will be filling the position recently vacated by Cloey Maloy.



# Perkins-Tryon Intermediate

## Memorandum

Date: Wednesday, July 26, 2023  
To: Mr. Doug Ogle and Perkins-Tryon School Board of Education  
From: Donna Boles, Perkins-Tryon Intermediate School Principal

Subject: Recommendation for Employment

Please accept my recommendation to employee Mehgan Griffin as an alternative to music teacher for the for the first semester of the 2023-2024 school year. She will provide technology, art, and cooperative learning activities until a music teacher becomes available in January.

**RECEIVED**  
JUL 26 2023  
BY: *Stacy Boyd*

# Perkins-Tryon Intermediate

## Memorandum

Date: Thursday, August 3, 2023

To: Mr. Doug Ogle and Perkins-Tryon School Board of Education  
From: Donna Boles, Perkins-Tryon Intermediate School Principal

Subject: Recommendation for Employment

Please accept my recommendation to employ the following for the 2023 – 2024 school year:

Erica Fox – Attendance Clerk

Emily Pool – Teacher's Assistant

**RECEIVED**  
AUG 04 2023  
BY: *Larry Boyd*

# Perkins-Tryon Intermediate

## Memorandum

Date: Tuesday, July 18, 2023

To: Mr. Doug Ogle and Perkins-Tryon School Board of Education  
From: *DB* Donna Boles, Perkins-Tryon Intermediate School Principal

Subject: Recommendation for Employment

Please accept my recommendation to employ Dene' Sweeney as a classroom teacher on a temporary contract for the 2023 – 2024 school year.

**RECEIVED**  
JUL 18 2023  
BY: *[Signature]*

**Date: July 24, 2023**

**To: Doug Ogle**

**From: Jerry Burnett**

**It is my recommendation to employ Dayna Branch at the Perkins-Tryon Middle School as a Title I teacher for the 2023-24 school year.**

**RECEIVED**  
JUL 24 2023  
BY: *Ray Raja*

**Date: July 24, 2023**

**To: Doug Ogle**

**From: Jerry Burnett**

**It is my recommendation to employ Adrienne Karner at the Perkins-Tryon Middle School as a 6<sup>th</sup> grade Language Arts teacher for the 2023-24 school year.**

**RECEIVED**  
JUL 24 2023  
BY: *Lacy Boyd*

**Date:** July 19, 2023

**To:** Stacy Boyd

**From:** Doug Ogle

It is my recommendation to employ Ty Hill as a 7<sup>th</sup> grade MS Math for Perkins-Tryon Public School district for the 2023-2024 school year.

**RECEIVED**  
JUL 19 2023  
BY: *Stacy Boyd*



Sue Watkins <swatkins@p-t.k12.ok.us>

## Paraprofessional 2023-2024

1 message

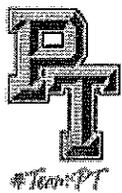
**Bruce Williams** <bwilliams@p-t.k12.ok.us>

Fri, Aug 4, 2023 at 4:13 PM

To: Sue Watkins <swatkins@p-t.k12.ok.us>, Doug Ogle <dogle@p-t.k12.ok.us>, Stacy Boyd <sboyd@p-t.k12.ok.us>

I would like to recommend Lori Clark-Bernal for employment in the position of paraprofessional at Perkins-Tryon Middle School for the 2023-2024 school year.

--



**Bruce Williams**

*Middle School Principal*

408.347.5735

bwilliams@p-t.k12.ok.us

Perkins-Tryon Public Schools

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## Attendance Clerk Hire

1 message

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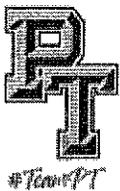
**Bruce Williams** <bwilliams@p-t.k12.ok.us>

Wed, Aug 9, 2023 at 8:05 AM

To: Doug Ogle <dogle@p-t.k12.ok.us>, Sue Watkins <swatkins@p-t.k12.ok.us>, Stacy Boyd <sboyd@p-t.k12.ok.us>, Jenny Durnal <jdurnal@p-t.k12.ok.us>

I would like to recommend the hiring of Brandi Jenson as the Perkins-Tryon Middle School Attendance Secretary. Thank you!

--



**Bruce Williams**

*Middle School Principal*

- 405.847.8715
- bwilliams@p-t.k12.ok.us
- Perkins-Tryon Public Schools



**Date:** July 20, 2023

**To:** Stacy Boyd

**From:** Doug Ogle

It is my recommendation to employ Keith Fletcher as MS Computer Applications for Perkins-Tryon Public School district for the 2023-2024 school year. Mr. Fletcher will also be Head Golf Coach.

**RECEIVED**  
JUL 20 2023  
BY: 

# Memo

**To:** Mr. Ogle and the Board of Education  
**From:** Brandon Poteet  
**Date:** July 25, 2023  
**Re:** Attendance Secretary

It is my recommendation that Perkins-Tryon Public Schools hire Wendy Pruitt to fill the open position of Attendance Clerk for Perkins-Tryon High School.

RECEIVED  
JUL 25 2023  
BY: *Ray Bugh*

# Memo

**To:** Mr. Ogle and the Board of Education  
**From:** Brandon Poteet  
**Date:** July 27, 2023  
**Re:** Part-time Title VI Tutor

It is my recommendation that Perkins-Tryon Public Schools hire Allison Deaver to fill the open position of Part-time Title VI Tutor for Perkins-Tryon Public Schools.

RECEIVED  
JUL 27 2023  
BY: *Shay Boyd*

# Memo

**To:** Mr. Ogle and the Board of Education  
**From:** Brandon Poteet  
**Date:** August 3, 2023  
**Re:** Psychology/Sociology and Math of Finance Teacher

It is my recommendation that Perkins-Tryon Public Schools hire David Willis to fill the open position of Psychology/Sociology and Math of Finance Teacher for Perkins-Tryon High School.

**Date:** August 9, 2023

**To:** Stacy Boyd

**From:** Doug Ogle

It is my recommendation to hire Jeff Holt for a route driver/maintenance position with Perkins-Tryon Public Schools for the 2023-2024 school year.

**RECEIVED**  
AUG 09 2023  
BY: SW

**Date:** August 9, 2023

**To:** Stacy Boyd

**From:** Doug Ogle

**It is my recommendation to hire Michael Marion for a route driver position with Perkins-Tryon Public Schools for the 2023-2024 school year.**

**RECEIVED**  
AUG 09 2023  
By: SW

---

PERKINS-TRYON CHILD NUTRITION

---

To: Mr. Ogle and the Board of Education

From: Carrie Kinsey

Subject: New Hire

Date: 8/14/2023

At this time I wish to recommend for employment, Brooklin Grider Cook /Interm./High school transport 7.5 hour for the 2023-2023 school year.

**RECEIVED**  
AUG 04 2023  
BY: 



Sue Watkins &lt;swatkins@p-t.k12.ok.us&gt;

---

**Recommendation for Hire- C. Williams**

1 message

**Andy Everson** <aeverson@p-t.k12.ok.us>

Mon, Aug 7, 2023 at 8:03 AM

To: Doug Ogle &lt;dogle@p-t.k12.ok.us&gt;, Sue Watkins &lt;swatkins@p-t.k12.ok.us&gt;

Good morning,

I would like to recommend hiring Conner Williams to serve as a student assistant/lay coach for the 2023-2024 school year. Conner is currently in his Junior Year at Oklahoma State University and he is pursuing a degree in education. Conner has completed a background check and the courses required to serve in this capacity.

Sincerely,

--

**Andy Everson, M.Ed.**

Perkins-Tryon High School

Athletic Director | Assistant Principal

405-547-5724 ext. 12



---

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Date: July 26, 2023

To: Stacy Boyd

From: Doug Ogle

It is my recommendation to transfer Bruce Williams from HS Assistant Principal/Athletic Director to MS Principal for the 2023-2024 school year.

RECEIVED  
JUL 27 2023  
BY Stacy Boyd

**Date:** July 31, 2023

**To:** Stacy Boyd

**From:** Doug Ogle

**It is my recommendation to transfer Andy Everson from the MS Assistant Principal/Assistant Athletic Director to the HS Assistant Principal/Athletic Director for the 2023-2024 school year.**

---

## New Hires

1 message

---

**Carrie Kinsey** <cckinsey@p-t.k12.ok.us>

Wed, Jul 19, 2023 at 9:59 AM

To: Sue Watkins <swatkins@p-t.k12.ok.us>, Stacy Boyd <sboyd@p-t.k12.ok.us>

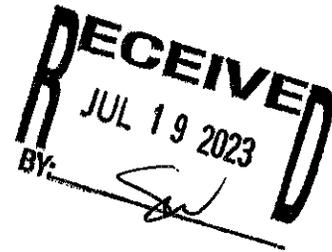
Child Nutrition New Hires are Heather Bunch: Head cook P-T Intermediate Cafeteria

Job Title Changes

Nicholas Alexander: District Head Cook

Ellen Alexander: Head Cook High School Cafeteria

--  
Carrie Kinsey  
Perkins-Tryon Public School District  
Food Service Director  
Office:405-547-5706  
Fax: 405-547-5744





Sue Watkins <swatkins@p-t.k12.ok.us>

## Special Ed Teacher

1 message

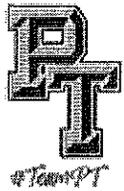
**Bruce Williams** <bwilliams@p-t.k12.ok.us>

Fri, Aug 4, 2023 at 4:20 PM

To: Sue Watkins <swatkins@p-t.k12.ok.us>, Doug Ogle <dogle@p-t.k12.ok.us>, Stacy Boyd <sboyd@p-t.k12.ok.us>

I would like to recommend hiring Tammy Lane for the position of Special Education Teacher at Perkins-Tryon Middle School for the 2023-2024 school year.

--



**Bruce Williams**

*Middle School Principal*

- 📞 405.547.5715
- ✉ bwilliams@p-t.k12ok.us
- 📍 Perkins-Tryon Public Schools

**Date:** August 8, 2023

**To:** Stacy Boyd

**From:** Doug Ogle

It is my recommendation to transfer Tammie Savory from Route Driver to Route Driver/Transportation Secretary with Perkins-Tryon Public School district for the 2023-2024 school year.

**RECEIVED**  
AUG 08 2023  
BY: *kw*

**Date:** August 9, 2023

**To:** Stacy Boyd

**From:** Doug Ogle

**It is my recommendation to name Donnie Watkins Director of Operations for Perkins-Tryon Public School district for the 2023-2024 school year. Mr. Watkins will take on the responsibility of Transportation Director along with the current Lead Maintenance position.**

**RECEIVED**  
AUG 09 2023  
BY: *SW*

## 2023-2024 Extra Duty Stipends

Allen, Jenna	MS FP Softball Asst.	\$1,000
Allen, Jenna	HS Girls BB Asst.	\$3,000
Allen, Jenna	9th Girls BB Asst.	\$1,000
Archer, Brian	HS Football Def.. Coord.	\$3,500
Archer, Brian	8th FB Head	\$1,500
Archer, Brian	MS Baseball Head	\$1,500
Archer, Brian	Asst. Summer Pride	\$625
Bays, Hannah	MS Hope Squad	\$400
Boles, Donna	GT Director	\$1,750
Boles, Donna	PD Administrator	\$1,750
Bowman, Lisa	Speech Path	\$300
Brown, Michael	HS Boys BB Asst.	\$3,000
Brown, Michael	HS FP Softball Asst.	\$2,400
Brown, Michael	HS SP Softball Asst.	\$2,400
Brunker, Brandon	AG Education Supervision	\$5,000
Burnett, Conner	7th Girls BB Head	\$1,500
Burnett, Conner	9th Girls BB Head	\$1,500
Burnett, Conner	8th Girls BB Head	\$1,500
Burnett, Conner	7th Girls Track Head	\$1,000
Burnett, Conner	HS Girls BB Asst.	\$3,000
Caldwell, Ethan	HS FB Asst.	\$3,000
Caldwell, Ethan	HS WR Asst./Girls Head	\$3,000
Caldwell, Ethan	7th FB Head	\$1,500
Caldwell, Ethan	MS Baseball Asst.	\$1,000
Caldwell, Ethan	Summer Pride Asst.	\$625
Chambers, April	ALT ED Director	\$2,200
Chambers, April	Senior Sponsor	\$900
Chambers, April	HS Test Coord.	\$750
Chambers, April	HS Counselor	\$2,000
Chambers, April	Hope Squad	\$400
Everson, Andy	Athletic Director	\$10,000
Everson, Andy	HS Principal Asst.	\$4,000
Fletcher, Keith	HS Boys Golf	\$2,000
Goodnight, Abbigail	HS Band Asst.	\$3,500
Goodnight, Abbigail	MS Band Head	\$1,200
Goodnight, Randy	HS Band Head	\$8,000
Goodnight, Randy	MS Band Asst.	\$1,000
Graham, Joey	HS Girls Basketball Head	\$7,500
Hammond, Gerry	HS FB Asst.	\$3,000
Hammond, Gerry	MS WR Head	\$1,500
Hammond, Gerry	7th FB Asst.	\$1,000
Hammond, Gerry	7th Track Head	\$1,000
Hammond, Gerry	Summer Pride Asst.	\$625
Hawkins, Beth	Online Curr. Coord.	\$1,750
Hawkins, Beth	Online Curr. Coord. (Summer)	\$750

Hawkins, Beth	HS GT Coord.	\$900
Hawkins, Beth	Dist. Tech Coord.	\$2,000
Hoggatt, Bryce	HS FB Off. Coord.	\$3,500
Hoggatt, Bryce	8th FB Asst.	\$1,000
Hoggatt, Bryce	HS Boys BB Asst.	\$3,000
Hoggatt, Bryce	9th Boys BB Head	\$1,500
Hoggatt, Bryce	7th Boys BB Head	\$1,500
Hoggatt, Bryce	Summer Pride Asst.	\$625
Hoggatt, Lance	HS FB Asst.	\$3,500
Hoggatt, Lance	HS Asst. Baseball	\$3,000
Hoggatt, Lance	9th FB Asst.	\$1,000
Hoggatt, Lance	Asst. Summer Pride	\$625
Hudson, Dawayne	HS FB Head	\$10,000
Hudson, Dawayne	9th FB Head	\$2,000
Hudson, Dawayne	Summer Pride Head	\$5,000
Hudson, Dawayne	Hope Squad	\$400
Hudson, Dawayne	8th Boys Track	\$1,000
Hudson, Dawayne	HS Boys Track Head	\$2,500
Jackson, Sarah	Hope Squad	\$400
Jackson, Sarah	Junior Class Sponsor	\$1,000
Jackson, Sarah	Yearbook	\$800
Martin, Brandon	Boys X County Head	\$2,000
Martin, Brandon	MS Boys Golf Head	\$1,000
Martin, Brandon	MS Girls Golf Head	\$1,000
McChristian, Tarrisa	PD Chair	\$700
Miller, Jessica	IS Test Coord.	\$750
Miner, Kevin	HS Baseball Head	\$8,000
Miner, Kevin	MS FP Softball Head	\$2,000
Nicholson, Connie	Junior Sponsor	\$1,000
Niles, Jake	IS Tech. Coord.	\$700
Owens, Crystal	MS Test Coord.	\$750
Owens, Crystal	MS Counselor	\$2,000
Parker, Dylan	HS Boys BB Head	\$7,500
Parker, Dylan	HS Girls Golf Head	\$2,000
Parker, Dylan	9th Boys BB Asst	\$1,000
Parker, Dylan	8th Boys BB Head	\$1,500
Parker, Dylan	Asst. Summer Pride	\$625
Poteet, Brandon	Fed. Programs Coord.	\$12,000
Rasmussen, Latrisha	HS Girls Track Head	\$2,500
Rasmussen, Latrisha	Girls X County Head	\$2,000
Rasmussen, Latrisha	Head 8th Girls Track	\$1,000
Rasmussen, Latrisha	MS Hope Squad	\$400
Roberts, Roger	HS Wrestling Head	\$6,000
Roberts, Roger	MS Wrestling Asst.	\$1,000
Sasser, Laramie	HS Cheer Head	\$3,500
Serner, Nicole	HS Student Council Spon.	\$1,750
Simma, Dana	Music Maker ES	\$400

Smith, Emmie	FP Softball Head	\$5,600
Smith, Emmie	SP Softball Head	\$5,600
Stanell, Kasey	IS GT Coordinator	\$900
Stevens, Brett	Testing Coord.	\$750
Stevens, Brett	ES Tech Coord.	\$700
Tivis, Nicole	MS Cheer Head	\$2,500
Tivis, Nicole	Special Ed. Director	\$10,000
Wall, Alan	International Club	\$400
Wertman, Mary Lou	HS Student Council Asst.	\$700
Wilkerson, Warren	Academic Coach	\$450
Williams, Bruce	MS Athletic Director	\$2,000
Williamson, Barbara	MS GT Coord.	\$900
Willis, David	National Honor Society Spon.	\$500
Wood, Kaleb	AG Education Supervision	<u>\$4,000</u>

**\$243,150** Total Stipends

**Does not include Career Tech Stipends**