



**Agenda**  
**Duncan Public Schools**  
**Special Meeting of the Board of Education**  
**Administration Building, 1740 W. Spruce, Duncan, Oklahoma 73533**  
**Tuesday, August 19, 2025 at 6:00 PM**

1. **Call to order** and roll call:  
Buckholts Davis Lolar Neal Schreckengost
2. **Flag Salute**
3. **Public participation** and/or discussion
4. **Superintendent's Report**
  - A. Bond Projects Update by Hope Equipment & Construction
  - B. District Update
5. Discussion and possible motion to approve amendments to the following **district policy and procedure**:
  - A. **Policy 2035** Flag Display and Pledge of Allegiance - amendment
6. **Consent Agenda**

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

  - A. **Minutes** of the July 8, 2025 Regular Meeting
  - B. **Cafeteria Monthly Reports**
  - C. **Financial Reports**
  - D. **Activity Fund Reports**
  - E. **District Fundraisers**
  - F. **Encumbrance Reports**
    - General Fund 11 Purchase Order Numbers 65226-65473, total dollar value of \$848,548.60
    - Building Fund 21 Purchase Orders, Number 21046-21086, total dollar value of \$101,032.78
    - Bond Fund 26 Purchase Orders, Number 2602-2608, total dollar value of \$36,695.02
    - Insurance Fund 86 Purchase Orders, Number 8601-8603, total dollar value of \$41,332.52
  - G. **Donation of 2 Park Benches at Duncan High School** from the Classes of 1966 and 1975
  - H. **Naming of the Duncan High School Football Field**, McCasland Field

- I. **Out-of-State Travel** - High School STUCO, Leadership, and Cheer trip September 23-24, 2025 to Houston, TX
  - J. Elementary, Middle School, High School, and Virtual **Student Handbooks** for FY 25-26
  - K. Child Nutrition **Procurement Plan** for FY 25-26
  - L. **Delta Community Action** Memorandum of Understanding renewal for the Foster Grandparent Program
  - M. **Duncan First United Methodist Church** Memorandum of Understanding for an After-School Tutoring Program for students at Plato Elementary
  - N. **Duncan Public Utilities Authority** - Non-Exclusive Lease Agreement covering the sidewalk/trail across the front of Horace Mann Elementary
  - O. **Davis Public Schools Agreement** for transportation of students to the Oklahoma School for the DEAF
  - P. **Empire Public Schools** annual agreement renewal regarding alternative education for 'at-risk' students through the Edge Academy
  - Q. **Good Shepherd Lutheran Church** Memorandum of Understanding renewal for the use of parking lots for student pickup at Plato Elementary
  - R. **Marie Detty** Memorandum of Understanding regarding student services
  - S. **Oklahoma Department of Career and Technology Education** contract renewal to insure funds be used for Secondary Career and Technology Education Program(s) for FY 25-26
  - T. **Pioneer Public Schools Agreement** for transportation of student(s) to the Oklahoma School for the DEAF
  - U. **State of Oklahoma Department of Rehabilitation Services** Contract and Amendment for School Work Study Program
  - V. **City of Duncan** - Agreements, Memorandums of Understanding, and Memorandums of Agreement for Resource Officers and Event Security in the amount of \$133,855.05
  - W. **Selective Insurance Company** - district Flood Insurance in the amount of \$34,565.00
  - X. **Solution Tree, Inc.** - Purchase Agreement for Professional Development for Principals and Assistant Principals in the amount of \$45,134.32 paid by Title Funds
  - Y. **Stephens County Fair & Expo Center** - Rental Contract for hosting the 2026 High School Graduation ceremony in the amount of \$1,100.00
  - Z. **TransArtic of Oklahoma, Inc.** - DPS 2020 Vision Transportation Bond purchase of Two A/C Units and 44 USB Charging Ports for Activity Buses in the amount of \$41,720.00
7. Proposed **Executive Session** to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, employment, adjunct teachers, changes of contract, and changes of extra-duty contracts as listed on **Schedule A**, inclusive; and **(b)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent. Vote to convene or not convene into Executive Session
  8. Vote to acknowledge the Board's **return to Open Session**  
Executive Session Minutes Compliance Announcement/Statement: The matters considered, Proposed Executive Session to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, employment, adjunct teachers, changes of contract, and changes of extra-

duty contracts as listed on **Schedule A**, inclusive; and **(b)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent. No action was taken in Executive Session.

9. Discussion and possible action regarding resignations, employment, adjunct teachers, changes of contract, and changes of extra-duty contracts as listed on **Schedule A** attached
10. **The next Regular Meeting of the Board of Education will be held on Tuesday, September 9, 2025 at 6:00 P.M. at the Administration Building at 1740 W. Spruce, Duncan, OK**
11. **Adjournment**



## NOTICE

### from Duncan Public Schools & the Duncan Board of Education

Due to a typo on the original Notice of the Regular Board Meetings of 2025, that was filed with the Stephens County Clerk, the following meeting has been filed as a Special Meeting.

Original filing on 11/12/2024 - Regular Meeting on Thursday, August 19, 2025

Corrected Filing on 08/11/2025 - Special Meeting on Tuesday, August 19, 2025

I apologize for any confusion or inconvenience this may have caused.

Kelly Henderson

Board Clerk for Duncan Public Schools

NOV 12 2024

ITEM # J.F.

NOTICE TO THE STEPHENS COUNTY CLERK OF THE 2025 REGULAR MEETINGS OF THE DUNCAN SCHOOL BOARD OF EDUCATION OF DUNCAN INDEPENDENT SCHOOL DISTRICT NUMBER ONE OF STEPHENS COUNTY, OKLAHOMA.

All Regular Meetings will start at 6:00 P.M. and will be held in the Board Room of the Administration Office, located at 1740 West Spruce, Duncan, OK.

The dates for the monthly Regular Meetings in 2025 are as follows:

Tuesday, January 14, 2025

Tuesday, July 15, 2025

Tuesday, February 11, 2025

Thursday, August 19, 2025

Tuesday, March 11, 2025

Tuesday, September 9, 2025

Tuesday, April 8, 2025

Tuesday, October 14, 2025

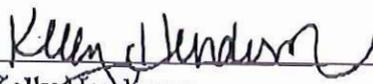
Tuesday, May 13, 2025

Tuesday, November 11, 2025

Tuesday, June 10, 2025

Tuesday, December 9, 2025

Thursday, June 26, 2025

  
Kelly Henderson  
Clerk, Duncan Board of Education

STATE OF OKLAHOMA  
STEPHENS COUNTY  
RECORDED OR FILED  
2024 NOV 13 AM 10:09  
BOOK PAGE  
JERRY MOORE  
COUNTY CLERK  
BY DEPUTY

**NOTICE OF MEETING**

[Special, Emergency, Canceled, Continued, Reconvened or Rescheduled Regular Meeting]

TO BE FILED IN THE OFFICE OF THE COUNTY CLERK  
DUNCAN, OK

fax (580) 255-0991

DATE: Tuesday, August 19, 2025.

STATE PUBLIC BODY: Board of Education, I-001, Duncan, OK - Stephens County

ADDRESS: P.O. BOX 1548, 1740 W Spruce, Duncan, OK 73534-1548

TELEPHONE: (580) 255-0686

FAX: (580) 252-2453

		DATE	TIME	PLACE
SPECIAL MEETING	X	08/19/2025	6:00 P.M.	Duncan Public Schools Administration Office 1740 W Spruce Duncan, OK 73533
EMERGENCY MEETING				
CANCELED MEETING				
CONTINUED MEETING				
RECONVENED MEETING				
RESCHEDULED MEETING				

REMARKS: Special Board Meeting of the Duncan Public Schools Board of Education  
Tuesday, August 19, 2025 at 6:00 P.M.  
Duncan Public Schools Administration Office  
1740 W Spruce  
Duncan, OK 73533

2025 AUG 11 PM 4:17  
STEPHENS COUNTY  
CLERK'S OFFICE  
FILED

NAME OF PERSON REPORTING: Kelly Henderson

TITLE: Board Clerk, Duncan Public Schools Board of Education

SIGNATURE & DATE: *Kelly Henderson* 08/11/2025

NOV 12 2024

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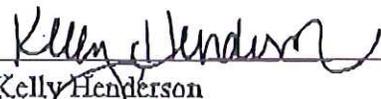
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\_\_\_\_\_  
Kelly Henderson  
Clerk, Duncan Board of Education

STATE OF OKLAHOMA  
STEPHENS COUNTY  
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Buckholts Davis Lolar Neal Schreckengost

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3. **Public participation** and/or discussion

4. **Superintendent's Report**

A. Bond Projects Update by Hope Equipment & Construction

B. District Update

5. Discussion and possible motion to approve amendments to the following **district policy and procedure**:

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Vote to convene or not convene into Executive Session

8. Vote to acknowledge the Board's **return to Open Session**

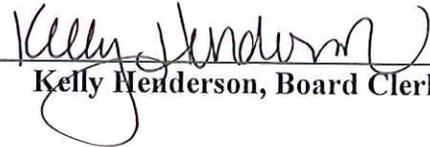
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9. Discussion and possible action regarding resignations, employment, adjunct teachers, changes of contract, and changes of extra-duty contracts as listed on **Schedule A** attached

10. **The next Regular Meeting of the Board of Education will be held on Tuesday, September 9, 2025 at 6:00 P.M. at the Administration Building at 1740 W. Spruce, Duncan, OK**

11. **Adjournment**

*The Agenda for this Special Meeting of August 19, 2025 was posted on the front window of the Administration Building at 1740 W. Spruce, Duncan, OK on Monday, August 18, 2025 at 5:00 P.M.*

Posted by   
Kelly Henderson, Board Clerk

**SCHEDULE A**  
08/19/25

RETIREMENT				
Last Name	First Name	Site/Assignment	Years of Service	Effective

RESIGNATIONS				
Last Name	First Name	Site/Assignment	Years of Service	Effective
Baker	Ramey	Licensed HVAC/Refrigeration Technician	18	8/7/2025
Fleming	Alexis	Pre-K Teacher Assistant/Paraprofessional	4	5/23/2025
McFtridge	Beth	Cafeteria - Truck Driver/Helper	4	5/23/2025
Roberts	Ronald "Ron"	Bus Driver w/CDL	13	8/15/2025
Wilburn	Jennifer	Bus Driver w/CDL	3	5/23/2025

EMPLOYMENT				
Last Name	First Name	New Position	Pending	Contract
		Teacher	Background/Certification	Temporary
		Teacher	Background/Emergency Certification	Temporary
Peyton	Emily	Teacher(rehire 2025-26)	Emergency Certification	Temporary
		Instructional Coach		Temporary-Retiree
		Teacher	Background/Emergency Certification	Temporary
		Cafeteria - Server/Helper	Background	Support
Bogges	Christina	SPED Teacher Assistant/Paraprofessional (rehire 2025-26)		Support
Brooks	Brittney	Teacher Assistant/Paraprofessional (rehire 2025-26)		Support
		Library/Media Assistant/Paraprofessional	Background	Support
		Cafeteria - Server/Helper		Support
Goff	Riann	Teacher Assistant/Paraprofessional (rehire 2025-26)		Support
Howard	Dawn	SPED Teacher Assistant/Paraprofessional (rehire 2025-26)		Support
		Cafeteria - Cook	Background	Support
		Custodian	Background	Support
		Custodian	Background	Support
		Bus Monitor/Special Needs	Background	Support
		Licensed HVAC/Refrigeration Technician	Background	Support
		Teacher Assistant/Paraprofessional	Background	Support
		Asst Cheer Coach	Background	Contract Coach

ADJUNCT TEACHERS				
Last Name	First Name	Position	Site	
Copeland	Cody	Area: Art (Class: Media Productions)	DHS	
Prutch	Dillon	Area: Physical Education/Health/Safety (Class: Physical Education)	Mark Twain	
		Area: General Industrial Arts (Class: Construction I)	DHS	

CONTRACT CHANGES				
Last Name	First Name	Site Assignment	Effective	
Castillo	Cynthia	from 8hr Teacher Assistant-Bilingual Para to 4hr Teacher Assistant-Bilingual/4hr Adjunct Teacher	2025-26	
Harris	R. Shane	from 8hr Activity Bus Driver to 6hr Bus Driver w/CDL	2025-26	
Kendrick	Debbie	from 9mo-6hr Cafeteria - Server/Helper to 10 mo-8hr Elementary Financial Clerk	2025-26	
Stevens	Betty	from 6hr Cafeteria - Server/Helper to 8hr Cafeteria - Truck Driver/Helper	8/8/2025	
Thacker	Lisa	from 8hr Teacher Assistant to 6hr Cafeteria - Server/Helper	2025-26	
Trivett	Joshua	from 6hr to 8hr Bus Driver w/CDL	2025-26	

EXTRA-DUTY CONTRACT CHANGES		
Last Name	First Name	New Position
Anderson	Kaitlyn	add MS Asst Girls Golf
Wingfield	David	add MS Asst Baseball/MS Asst Football

**DUNCAN PUBLIC SCHOOLS**  
**Special Board Meeting Sign-In Sheet**  
**August 19, 2025**

Please <b>PRINT</b> Your Name	<b>PUBLIC PARTICIPATION</b> Agenda Item You Would Like to Discuss (if previously discussed/approved by Superintendent)
Dr. Channa Byerly	
Kelly Henderson	
Kiri Ellis	
Martha Burger	
Jessica Clayton	
Lori McCam	
Mark Johnson	Mark Jardine
<del>Ken</del> Main	David Ellis
Merrix Stone	
Ashton Cooper	
Dillon Prutch	
Kade Grotteher	

No action, decision, or vote shall be taken while the board is in executive session. The board shall reconvene the open meeting after an executive session prior to adjourning the meeting.

In the interest of maintaining confidentiality of the information discussed during executive sessions, under no circumstances, will audio/video recording or camera photos of executive sessions be permitted. Board members and those persons requested to enter an executive session are required to turn off all cellular telephones prior to the start of the session, unless there is a legitimate reason of personal health or safety involved.

REFERENCE: 25 O.S. §307

70 O.S. §5-118 Atty. Gen. Op. 82-114 (April 12, 1982)

Adoption Date:

Revision Date(s): 6-26-07

## **2018 HEARING OF PUBLIC**

All regular, special and emergency meetings of the Duncan Board of Education shall be open to the public. The Board wishes to hear the viewpoints of citizens and considers responsible presentation of these viewpoints vital to the efficient operation of the school system. The Board also recognizes its responsibility for the proper governance of the schools and the need to conduct its business in an orderly and efficient manner. The Board, therefore, establishes the following procedures to receive input from citizens:

1. In order for the Board to fulfill its responsibility to conduct its business in an orderly and efficient manner, unless otherwise enlarged by a majority vote of the Board public comments under Hearing of the Public of thirty (30) minutes will generally be permitted. Any citizen wishing to address the board must communicate such desire to the Clerk of the Board prior to the commencement of the meeting. Without an agenda item, no discussion between the board and the citizen can occur under Hearing of the Public.
2. Any citizen desiring to include an item on an agenda shall communicate such to the office of the superintendent in writing. Such writing shall state the nature of the matter to be discussed, the name of the citizen and/or group making the request. For placement on an agenda under Hearing of the Public, such writing must be received by the office of the superintendent at least five (5) full working days prior to any meeting which, with respect to any regularly scheduled meeting, shall require receipt on or before 4:00 o'clock p.m. on the Friday one week preceding such meeting.
3. Public comments are generally limited to five (5) minutes and where several people wish to address the same subject a spokesperson must be selected. It will be the decision of the board president if additional citizens are allowed to address the same subject. No official board action can be taken under Hearing of the Public. Speakers will be recognized in order in which they have signed in with the Clerk. Those persons who have not signed in will be permitted to address an item if there is time remaining during the approximate thirty (30) minute period of Hearing of the Public.
4. During the Hearing of the Public period no citizen will be recognized twice. Each citizen who addresses the Board shall give his or her name, and identify his or her topic of discussion.
5. The President of the Board shall be responsible for recognizing speakers, maintaining proper order, and adhering to time limits.
6. The purpose of Hearing of the Public is to allow citizens to present to the Board suggestions concerning items on the agenda. Consistent with this purpose, public participation should not be used for personal attacks upon Board members, district employees, individual students or other persons in attendance or absent unless it is specifically related to an agenda item. The President of the Board will interrupt and terminate any presentation that is not in accordance with this restriction. The Board may, in its discretion, also place other restrictions upon Hearing of the Public when such restrictions are necessary or appropriate to protect the privacy rights of the affected individual(s).

## **2019 CODE OF ETHICS FOR SCHOOL BOARD MEMBERS**

As a member of the School Board:

I will listen.

I will recognize the integrity of my predecessors and associates and the merit of their work.

I will be motivated only by a desire to serve the children of my community.

I will recognize the fact that it is my responsibility, together with that of my fellow Board members, to see that the schools are properly run not to run them myself.

**DUNCAN PUBLIC SCHOOLS**  
**Special Board Meeting Sign-In Sheet**  
**August 19, 2025**

Please <b>PRINT</b> Your Name	<b>PUBLIC PARTICIPATION</b> Agenda Item You Would Like to Discuss (if previously discussed/approved by Superintendent)
Dr. Channa Byerly	
Kelly Henderson	
Kiri Ellis	
Martha Burger	
Jessica Clayton	
Lori McCam	
Mark Johnson	Mark Jardine
<del>Ken</del> Main	David Ellis
Merrix Stone	
Ashton Cooper	
Dillon Prutch	
Kade Grotteher	

DUNCAN BOARD OF EDUCATION		2035
<b>FLAG DISPLAY &amp; PLEDGE OF ALLEGIANCE</b>		
ADOPTION DATE: 03/11/2025	REVISION DATE(S):	PAGE 1 OF 1

United States flags will be appropriately and respectfully displayed in each classroom and may be displayed appropriately and respectfully by students and staff on campuses. At the beginning of each school day, students will recite the Pledge of Allegiance to the Flag of the United States of America. Students not wishing to participate in the pledge for religious, philosophical, or personal reasons shall not be required to do so, but may not disrupt the pledge as others say it.

DUNCAN BOARD OF EDUCATION		2035
<b>FLAG DISPLAY &amp; PLEDGE OF ALLEGIANCE</b>		
ADOPTION DATE: 03/11/2025	REVISION DATE(S): 08/19/2025	PAGE 1 OF 1

It is the policy of the Duncan Board of Education that the American flag and the Oklahoma flag will be flown at the school during school hours except in bad weather. An assigned custodian will be responsible for raising and lowering the flags.

Any American flag flown on school premises shall be flown in accordance with 4 U.S.C. §§ 1 and 2 as well as all other provisions in federal law regarding the display of the American flag. Failure to adhere to legal requirements regarding the display of the American flag could lead to disciplinary action.

The school day will begin with a flag salute which shall include recitation of the Pledge of Allegiance. However, students not wishing to participate in the pledge shall not be required to do so. A notice to this effect will be posted in a conspicuous place in each school building and/or classroom.

Flags representing United State Military branches and Duncan Public Schools logo(s) may also be flown on school premises with the approval of the administration. No other flags shall be flown on school property at any time. In the event other flags are flown on school premises, individuals involved will be directed to remove them from the premises.

DUNCAN BOARD OF EDUCATION		2035
<b>FLAG DISPLAY &amp; PLEDGE OF ALLEGIANCE</b>		
ADOPTION DATE: 03/11/2025	REVISION DATE(S): 08/19/2025	PAGE 1 OF 1

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## Minutes



### 1. **Call to order** and roll call:

Buckholts . Davis Lolar Neal Schreckengost  
Attendance Taken at 6:00 PM.

Carl Buckholts: Present

Eric Davis: Present

Krista Lolar: Present

Greg Neal: Present

Christopher Schreckengost: Present

Also present were the following: Dr. Channa Byerly, Kelly Henderson, Butch Lawson, Lori McCann, Brooke Alston, and Merry Stone.

### 2. **Flag Salute**

The flag salute was led by Board President Carl Buckholts.

### 3. **Public participation and/or discussion**

There was no public participation and/or discussion.

### 4. **Superintendent's Report**

#### 4.A. Bond Projects Update by Hope Equipment & Construction

District CMAR, Butch Lawson of Hope Equipment and Construction, updated the board regarding the new high school boiler/chiller upgrade. Mr. Lawson ensured the board that the installation was completed, and it should be fully automated and ready before school starts on August 14th.

#### 4.B. District Update

Superintendent Byerly shared the following: photos of the new flooring at the middle school, highlighted that the signage was updated at the Phil Barnes Tennis Fieldhouse, and announced that Principals will be returning in two weeks.

### 5. Discussion and possible motion to approve, not approve, or table the following addition to the **district policy and procedures**:

Motion to approve the new addition of Policy 6058 Personal Electronic Devices to the district policies and procedures. This motion, made by Christopher Schreckengost and seconded by Carl Buckholts, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea  
Yea: 5, Nay: 0

5.A. **Policy 6058** Personal Electronic Devices - new

**6. Consent Agenda**

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Motion to approve Consent Agenda items # 6.A.-6.K. as listed and discussed. This motion, made by Christopher Schreckengost and seconded by Eric Davis, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea  
Yea: 5, Nay: 0

6.A. **Minutes** of the June 26, 2025 Regular Meeting

6.B. **Cafeteria Monthly Reports**

6.C. **Financial Reports**

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6.E. **District Fundraisers**

6.F. **Encumbrance Reports**

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6.G. **Out-of-State Travel** - High School Band trip March 12-17, 2026 to Orlando, FL

6.H. **First Baptist Church** renewal agreement for the use of the southeast Parking Lot for the 9th Street Family Education Center

6.I. **Newcastle Public Schools** - THRIVE Learning Collaborative Agreement for Virtual and Blended student learning, cost is based upon use

6.J. **ArbiterPay** - renewal of Athletic Officials User Agreement in the amount of \$50,000.00

6.K. **TK Elevator** - district Elevator Service Agreement in the amount of \$7,740.00 paid by the Building Fund

7. Proposed **Executive Session** to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective district employees as outlined on Schedule A, inclusive; **(b)** Pursuant to 25 O.S. § 307 (B)(1) Coaching Assignments as outlined on Schedule A1, inclusive; and **(c)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent.

Vote to convene or not convene into Executive Session

Motion to not convene into Executive Session at 6:31 P.M. This motion, made by Krista Lolar and seconded by Eric Davis, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea

Yea: 5, Nay: 0

8. Vote to acknowledge the Board's **return to Open Session**

Executive Session Minutes Compliance Announcement/Statement: The matters considered, Proposed Executive Session to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, hiring of employees, employment, rehiring and changes to employment contracts of current and prospective district employees as outlined on Schedule A, inclusive; **(b)** Pursuant to 25 O.S. § 307 (B)(1) Coaching Assignments as outlined on Schedule A1, inclusive; and **(c)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent. No action was taken in Executive Session.

There was no Executive Session; therefore, the meeting continued.

9. Discussion and possible action regarding resignations, employment, and changes of contract as listed on **Schedule A** attached

Motion to approve resignations, employment, and changes of contract as listed on Schedule A. This motion, made by Christopher Schreckengost and seconded by Greg Neal, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea

Yea: 5, Nay: 0

10. Discussion and possible action regarding Coaching Assignments as listed on **Schedule A1** attached

Motion to approve the Coaching Assignments as listed on Schedule A1. This motion, made by Krista Lolar and seconded by Greg Neal, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea  
Yea: 5, Nay: 0

11. Discussion and possible action regarding the application plans and process for the **Oklahoma Teachers Empowerment Program**

Motion to approve the application plans and process for the Oklahoma Teachers Empowerment Program. This motion, made by Carl Buckholts and seconded by Greg Neal, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea  
Yea: 5, Nay: 0

12. Discussion and possible action regarding the approval of classroom **instructional hours to consist of no less than one thousand eighty (1,080) hours** for fiscal year 2025-2026

Motion to approve classroom instructional hours to consist of no less than one thousand eighty (1,080) hours for fiscal year 2025-2026. This motion, made by Eric Davis and seconded by Christopher Schreckengost, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Yea  
Yea: 5, Nay: 0

13. Discussion and possible action regarding **New Business**  
There was no New Business.

14. **The next Regular Meeting of the Board of Education will be held on Tuesday, August 19, 2025 at 6:00 P.M. at the Administration Building at 1740 W. Spruce, Duncan, OK**

15. Vote to **Adjourn**

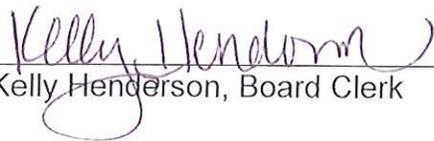
This concludes the business that came before the Board on July 8, 2025 and at 6:41 P.M. Board President Carl Buckholts declared the meeting adjourned.

*I, the undersigned Clerk of the Duncan Public Schools Board of Education, District I-001, of Stephens County, Oklahoma certify that the agenda for this Regular Meeting of July 8, 2025 was posted on the door of the Administration Building at 4:30 P.M., Monday, July 7, 2025 by Board Clerk, Kelly Henderson. Notice of this meeting was filed with the Stephens County Clerk April 16, 2025.*

*I also certify that at least 24 hours prior to this meeting the agenda of this meeting was posted on the school district website located at [www.duncanps.org](http://www.duncanps.org).*

*Respectfully submitted and witness my hand and seal of the Duncan Public School District.*

DUNCAN BOARD OF EDUCATION

  
\_\_\_\_\_  
Kelly Henderson, Board Clerk



**SCHEDULE A**  
07/08/25

RETIREMENT				
Last Name	First Name	Site/Assignment	Years of Service	Effective

RESIGNATIONS				
Last Name	First Name	Site/Assignment	Years of Service	Effective
Schornick	Joyce	MI/Elementary Financial	11	8/1/2025

EMPLOYMENT				
Last Name	First Name	New Position	Pending	Contract
		Elementary Counselor	Background/Emergency Certification	Temporary
		Secondary Attendance Clerk	Background	Support
Holmquist	Michael	Bus Monitor/Special Needs (rehire 2025-26)		Support
Sparks	Andrew	Bus Monitor/Special Needs (rehire 2025-26)		Support
		Maintenance Clerk	Background	Support
		Asst MS Wrestling	Background	Contract Coach
		Asst HS Soccer	Background	Contract Coach
		Asst HS Tennis		Contract Coach
		Asst MS Football		Contract Coach
		Asst HS Golf		Contract Coach
		Asst MS Football	Background	Contract Coach
		Asst MS Soccer		Contract Coach
		Asst MS Basketball	Background	Contract Coach
		Asst MS Wrestling	Background	Contract Coach
		Asst MS Football/Asst HS Wrestling		Contract Coach
		Asst HS Track		Contract Coach

Halley Mahaffey  
Lisa Adair  
Kandi Thames  
Ricky Adams  
Travis Atkins  
Larry Cobble  
Kaden Cogburn  
Dakota Hicks  
Micah Franklin  
Tanner Greening  
Brycen Lassley  
Noah Pharoah  
Dillon Prutch  
David Starnes

ADJUNCT TEACHERS				
Last Name	First Name	Position	Site	

CONTRACT CHANGES				
Last Name	First Name	Site Assignment		Effective
Armstrong	Amy	from 10mo to 9mo Title I ELA Teacher		2025-26

EXTRA-DUTY CONTRACT CHANGES				
Last Name	First Name	New Position		

Schedule A1			
2025-26 Coaching Assignments			
<b>BASEBALL</b>	<b>NAME</b>	<b>STIPEND</b>	
HS HEAD COACH	Randy Smith	\$9,000.00	
FIELD MAINT	Randy Smith	\$2,000.00	
HS #1 ASST COACH	Colby Snider	\$3,750.00	
HS #2 ASST COACH	Country Beard	\$3,250.00	
MS HEAD COACH	Jordan Dotson	\$3,500.00	Support Staff
MS ASST COACH		\$2,750.00	
<b>BOYS BASKETBALL</b>	<b>NAME</b>	<b>STIPEND</b>	
HS HEAD COACH	Zach Knox	\$9,000.00	
HS #1 ASST COACH	Justin Morris	\$5,750.00	
HS #2 ASST COACH	Bruce Peterson	\$4,500.00	Contract Coach
FRESHMAN COACH		\$3,250.00	
8th GRADE HEAD COACH	Isacc Mason	\$3,300.00	Support Staff
8th GRADE ASST COACH		\$2,750.00	
7th GRADE HEAD COACH	Jordan Dotson	\$3,300.00	Support Staff
7th GRADE ASST COACH	Brycen Lassley	\$2,750.00	Contract Coach
<b>GIRLS BASKETBALL</b>	<b>NAME</b>	<b>STIPEND</b>	
HS HEAD COACH	Alarie Mayze	\$9,000.00	
HS #1 ASST COACH	Amanda Lard	\$5,750.00	
HS #2 ASST COACH		\$4,500.00	
FRESHMAN COACH		\$3,250.00	
8th GRADE HEAD COACH	Kaillyn Anderson	\$3,300.00	
8th GRADE ASST COACH		\$2,750.00	
7th GRADE HEAD COACH	Kathryn Jeffords	\$3,300.00	
7th GRADE ASST COACH	Bayli Gilliland Tomberlin	\$2,750.00	
<b>CHEERLEADING</b>	<b>NAME</b>	<b>STIPEND</b>	
HS HEAD COACH	Jesse Milburn	\$5,500.00	Support Staff
MS HEAD COACH	Karlee Elam	\$3,500.00	Contract Coach
ASST COACH		\$1,750.00	
<b>POM</b>	<b>NAME</b>	<b>STIPEND</b>	
HS HEAD COACH	Jana Marks	\$5,000.00	
<b>BOYS CROSS COUNTRY</b>	<b>NAME</b>	<b>STIPEND</b>	
HS HEAD COACH	Todd Ledford	\$5,250.00	
HS ASST COACH	Braden Ledford	\$2,625.00	
MS HEAD COACH	Justin Morris	\$3,000.00	
<b>GIRLS CROSS COUNTRY</b>	<b>NAME</b>	<b>STIPEND</b>	
HS HEAD COACH	Tim Buben	\$5,250.00	
MS HEAD COACH	Whitney Morris	\$3,000.00	
MS ASST COACH	Kirsten Kreutz	\$2,750.00	
<b>FOOTBALL</b>	<b>NAME</b>	<b>STIPEND</b>	
HS HEAD COACH	Matt Terry	\$12,500.00	
HS COORDINATOR-OFF	Ross Carter	\$8,750.00	
HS COORDINATOR-DEF	Scott Broussard	\$8,750.00	
HS #1 ASST COACH	Grant Oliver	\$6,250.00	

HS #2 ASST COACH	Cameron Etheridge	\$5,750.00	
HS #3 ASST COACH	Connor Kelly	\$5,350.00	
HS #4 ASST COACH	Josh Harris	\$5,350.00	
HS #5 ASST COACH	Brandon Graham	\$5,350.00	Contract Coach
HS #6 ASST COACH	Jordon Dotson	\$5,350.00	Support Staff
MS HEAD/COORDINATOR	Isacc Mason	\$5,000.00	Support Staff
8th ASST COACH	Micah Franklin	\$2,750.00	Contract Coach
8th ASST COACH		\$2,750.00	
7th HEAD COACH	Ashton Cooper	\$3,250.00	
7th ASST COACH	Kaden Cogburn	\$2,750.00	Contract Coach
7th ASST COACH	Dillon Prutch	\$2,750.00	Contract Coach
<b>BOYS GOLF</b>	<b>NAME</b>	<b>STIPEND</b>	
HS HEAD COACH	Stephen Thomas	\$5,500.00	
HS ASST COACH	Dakota Hicks	\$1,750.00	Contract Coach
MS HEAD COACH	Robert Cowan	\$3,000.00	
<b>GIRLS GOLF</b>	<b>NAME</b>	<b>STIPEND</b>	
HS HEAD COACH	Josh Harris	\$5,500.00	
HS ASST COACH	Dakota Hicks	\$1,750.00	Contract Coach
MS HEAD COACH	Eddie Mullins	\$3,000.00	
<b>BOYS SOCCER</b>	<b>NAME</b>	<b>STIPEND</b>	
HS HEAD COACH	David Shaw	\$5,500.00	
HS ASST COACH	Ronnie Heare	\$3,000.00	
MS HEAD COACH	Mark Hays	\$3,500.00	
MS ASST COACH	Tanner Greening	\$2,750.00	Contract Coach
<b>GIRLS SOCCER</b>	<b>NAME</b>	<b>STIPEND</b>	
HS HEAD COACH	Dillon Southerland	\$5,500.00	
HS ASST COACH	Travis Atkins	\$3,000.00	Contract Coach
MS HEAD COACH	Victor Acosta	\$3,500.00	Support Staff
MS ASST COACH		\$2,750.00	
<b>SOFTBALL</b>	<b>NAME</b>	<b>STIPEND</b>	
HS HEAD COACH	Jimmy Miller	\$9,000.00	
FIELD MAINT	Jimmy Miller	\$2,000.00	
HS ASST COACH #1	Eddie Mullins	\$3,750.00	
HS ASST COACH #2	Colby Snider	\$3,250.00	
MS HEAD COACH	Kaitlyn Anderson	\$3,500.00	
MS ASST COACH	Cheyenne Davis	\$2,750.00	
MS ASST COACH	Robert Cowan	\$2,750.00	
<b>SWIMMING</b>	<b>NAME</b>	<b>STIPEND</b>	
HS HEAD BOYS COACH	Deven Speed	\$5,500.00	
HS ASST BOYS COACH		\$2,250.00	
HS HEAD GIRLS COACH	Deven Speed	\$5,500.00	
HS ASST GIRLS COACH	Ronnie Heare	\$2,250.00	
MS HEAD COACH	Abby Leonard	\$2,500.00	
MS ASST COACH		\$1,750.00	
<b>TENNIS</b>	<b>NAME</b>	<b>STIPEND</b>	
HS HEAD BOYS COACH	Darren Cobble	\$6,500.00	
HS HEAD GIRLS COACH	Darren Cobble	\$6,500.00	

HS ASST #1	Jennifer Cobble	\$3,250.00	
HS ASST #2	Larry Cobble	\$2,250.00	Contract Coach
MS HEAD BOYS COACH	Kaythryn Jeffords	\$3,000.00	
MS HEAD GIRLS COACH	Abby Leonard	\$3,000.00	
<b>BOYS TRACK</b>	<b>NAME</b>	<b>STIPEND</b>	
HS HEAD COACH	Todd Ledford	\$6,000.00	
HS ASST COACH #1	Cameron Etheridge	\$3,250.00	
HS ASST COACH #2	David Starnes	\$2,750.00	Contract Coach
HS ASST COACH #3	Connor Kelly	\$2,750.00	
MS HEAD COACH	Justin Morris	\$4,000.00	
MS ASST COACH #1	Braden Ledford	\$3,250.00	
MS ASST COACH #2	Darren Ross	\$2,750.00	
<b>GIRLS TRACK</b>	<b>NAME</b>	<b>STIPEND</b>	
HS HEAD COACH	Tim Buben	\$6,000.00	
HS ASST COACH #1	Kirsten Kreutz	\$3,250.00	
HS ASST COACH #2	Cameron Etheridge	\$2,750.00	
MS HEAD COACH	Whitney Morris	\$4,000.00	
MS ASST COACH #1	Scott Broussard	\$3,250.00	
MS ASST COACH #2	Isacc Mason	\$2,750.00	Support Staff
<b>VOLLEYBALL</b>	<b>NAME</b>	<b>STIPEND</b>	
HS HEAD COACH	Kathryn Jeffords	\$6,100.00	
HS ASST COACH	Breeana Scott	\$3,300.00	
HS ASST COACH		\$3,300.00	
MS HEAD COACH	Bayli Gilliland Tomberlin	\$3,600.00	
MS ASST COACH	Kamryn Heilman	\$2,800.00	Contract Coach
<b>BOYS WRESTLING</b>	<b>NAME</b>	<b>STIPEND</b>	
HS HEAD COACH	Ashton Cooper	\$9,000.00	
HS #1 ASST COACH	Dillon Prutch	\$5,000.00	Contract Coach
HS #2 ASST COACH	Connor Kelly	\$2,750.00	
MS HEAD COACH	Eddie Mullins	\$3,500.00	
MS #1 ASST COACH	Ricky Adams	\$2,750.00	Contract Coach
MS #2 ASST COACH	Noah Pharoah	\$2,750.00	Contract Coach
<b>GIRLS WRESTLING</b>	<b>NAME</b>	<b>STIPEND</b>	
HEAD COACH	Cheyenne Davis	\$8,500.00	
ASST COACH #1		\$5,000.00	
ASST COACH #2	Stephen Thomas	\$5,000.00	
<b>ESPORTS</b>	<b>NAME</b>	<b>STIPEND</b>	
HEAD COACH		\$1,500.00	

**OKLAHOMA STATE DEPARTMENT OF EDUCATION  
SUMMER FOOD PROGRAM**

**July Claim**

DUNCAN (69-1001) : FY 2025



<u>Revision Number</u>	<u>Days Operated</u>	<u>Sites Operated</u>	<u>Dates Operated</u>
0	0	1	6/2/2025 - 7/31/2025

<u>Meal</u>	<u>Firsts</u>	<u>Seconds</u>	<u>Rate</u>	<u>Total</u>
Breakfast	0	0	3.0875	
Congregate	0	0		
Non-Congregate	0	0		
Urban & Vended ONLY	0	0	3.0300	
Congregate	0	0		
Non-Congregate	0	0		\$0.00
Lunch	1,149	0	5.4025	
Congregate	1149	0		
Non-Congregate	0	0		
Urban & Vended ONLY	0	0	5.3150	
Congregate	0	0		
Non-Congregate	0	0		\$6,207.47
Snack	0	0	1.2800	
Congregate	0	0		
Non-Congregate	0	0		
Urban & Vended ONLY	0	0	1.2500	
Congregate	0	0		
Non-Congregate	0	0		\$0.00
Supper	0	0	5.4025	
Congregate	0	0		
Non-Congregate	0	0		
Urban & Vended ONLY	0	0	5.3150	
Congregate	0	0		
Non-Congregate	0	0		\$0.00

Claim Subtotal                    \$6,207.47

To the best of my knowledge this report is correct.

*Becky Burner* 8/13/25  
 Child Nutrition Director                    Date

# DUNCAN PUBLIC SCHOOLS

## Treasurer's Report

7/31/2025

ASSETS:

Composite of Cash on Hand and Investments

Beginning of Month		9,489,843.00
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COLLECTIONS:

Ad Valorem Tax	0.00	
Interest, Inv. & Bond Sales	34,165.52	
Intermediate Funds	0.00	
State Funds	443,025.93	
Federal Funds	23,532.61	
Child Nutrition Funds:	55.00	
Other Local Items:	657.24	
Non-Revenue Receipts:	2,439,453.02	
		2,940,889.32

TOTAL ASSETS		12,430,732.32
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ADJUSTMENTS:		0.00
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LIABILITIES:

Checks Issued	1,804,931.81	
		1,804,931.81

BALANCE AS OF 07/31/2025		10,625,800.51
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COMPOSITION OF BALANCE

Balance of Cash on Hand		
Month End	4,459,390.59	
Investments		
Month End	6,166,409.92	
		10,625,800.51
TOTAL OF COMPOSITE:		10,625,800.51

# DUNCAN PUBLIC SCHOOLS

## Treasurer's Report

7/31/2025

CHECKS ISSUED TO DATE:

Fund	Total Issued	Outstanding
YEAR 5 - GENERAL FUND	0.00	395,297.05
YEAR 5 - BUILDING FUND	0.00	2,286.11
YEAR 6 - GENERAL FUND	1,197,146.12	577,318.11
YEAR 6 - BUILDING FUND	607,785.69	340,290.28
	<hr/>	<hr/>
	1,804,931.81	1,315,191.55

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

**DUNCAN PUBLIC SCHOOLS**  
**SUMMARY OF FINANCIAL ACTIVITIES**

07/31/2025

All Years Grouped By FUND	GENERAL FUND	BUILDING FUND	2021 BOND FUND	2021 TRANSPORTATIO N	SINKING FUND
CASH ON HAND:					
BEGINNING MONTHLY BALANCE	5,336,012.73	1,921,273.42	182,719.35	152,694.14	83,110.25
ADD: MONTHLY RECEIPTS	496,586.38	684.66	2,257,635.02	181,818.00	0.00
MATURING INVESTMENTS	1,000,000.00	0.00	0.00	0.00	0.00
TOTAL CASH:	6,832,599.11	1,921,958.08	2,440,354.37	334,512.14	83,110.25
LESS: CHECKS ISSUED	1,197,146.12	607,785.69	0.00	0.00	0.00
PURCHASE OF INVESTMENTS	5,423,907.57	245,000.00	0.00	0.00	37,910.57
INTEREST ON NON-PAYABLE	0.00	0.00	0.00	0.00	0.00
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
ENDING MONTHLY BALANCE	211,545.42	1,069,172.39	2,440,354.37	334,512.14	45,199.68
INVESTMENTS:					
BEGINNING MONTHLY BALANCE	0.00	0.00	0.00	0.00	0.00
ADD: INVESTMENTS	5,423,907.57	245,000.00	0.00	0.00	37,910.57
TOTAL INVESTMENTS:	5,423,907.57	245,000.00	0.00	0.00	37,910.57
LESS: MATURING INVESTMENTS	1,000,000.00	0.00	0.00	0.00	0.00
ENDING MONTHLY BALANCE:	4,423,907.57	245,000.00	0.00	0.00	37,910.57
-----					
TOTALS:					
END OF MONTH CASH BALANCE:	211,545.42	1,069,172.39	2,440,354.37	334,512.14	45,199.68
END OF MONTH INV. BALANCE:	4,423,907.57	245,000.00	0.00	0.00	37,910.57
TOTAL CASH:	4,635,452.99	1,314,172.39	2,440,354.37	334,512.14	83,110.25
ADD: OUTSTANDING CHECKS	972,615.16	342,576.39	0.00	0.00	0.00
TOTAL MONIES:	5,608,068.15	1,656,748.78	2,440,354.37	334,512.14	83,110.25

**DUNCAN PUBLIC SCHOOLS**  
**SUMMARY OF FINANCIAL ACTIVITIES**

07/31/2025

All Years Grouped By FUND	ENDOWMENT FUNDS	INSURANCE FUND	TOTAL ALL FUNDS
CASH ON HAND:			
BEGINNING MONTHLY BALANCE	78,142.52	1,735,890.59	9,489,843.00
ADD: MONTHLY RECEIPTS	223.93	3,941.33	2,940,889.32
MATURING INVESTMENTS	0.00	0.00	1,000,000.00
TOTAL CASH:	78,366.45	1,739,831.92	13,430,732.32
LESS: CHECKS ISSUED	0.00	0.00	1,804,931.81
PURCHASE OF INVESTMENTS	71,128.12	1,388,463.66	7,166,409.92
INTEREST ON NON-PAYABLE	0.00	0.00	0.00
BOND INDEBTEDNESS	0.00	0.00	0.00
REPAY-MONEY MGMT.	0.00	0.00	0.00
MISCELLANEOUS	0.00	0.00	0.00
INTEREST ON BONDS	0.00	0.00	0.00
TRANSFERS	0.00	0.00	0.00
ADJUSTMENTS	0.00	0.00	0.00
ENDING MONTHLY BALANCE	7,238.33	351,368.26	4,459,390.59
INVESTMENTS:			
BEGINNING MONTHLY BALANCE	0.00	0.00	0.00
ADD: INVESTMENTS	71,128.12	1,388,463.66	7,166,409.92
TOTAL INVESTMENTS:	71,128.12	1,388,463.66	7,166,409.92
LESS: MATURING INVESTMENTS	0.00	0.00	1,000,000.00
ENDING MONTHLY BALANCE:	71,128.12	1,388,463.66	6,166,409.92
-----			
TOTALS:			
END OF MONTH CASH BALANCE:	7,238.33	351,368.26	4,459,390.59
END OF MONTH INV. BALANCE:	71,128.12	1,388,463.66	6,166,409.92
TOTAL CASH:	78,366.45	1,739,831.92	10,625,800.51
ADD: OUTSTANDING CHECKS	0.00	0.00	1,315,191.55
TOTAL MONIES:	78,366.45	1,739,831.92	11,940,992.06

**DUNCAN PUBLIC SCHOOLS**

07/31/2025

**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE	BUDGET YEAR 2024 - 2025		BUDGET YEAR 2025 - 2026		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
<b>GENERAL FUND</b>					
<b>LOCAL SOURCES</b>					
6-11-000-1110-000-050	AD VAL TX LV (CUR YR)	\$78,137.02	\$78,137.02	\$0.00	\$0.00
6-11-000-1120-000-050	AD VAL TX LV (PRIOR)	\$6,609.97	\$6,609.97	\$0.00	\$0.00
6-11-000-1130-000-050	REV IN LIEU OF TAXES	\$4,402.34	\$4,402.34	\$0.00	\$0.00
6-11-000-1310-000-050	INTEREST EARNINGS	\$33,872.67	\$33,872.67	\$28,707.48	\$28,707.48
6-11-100-1310-000-050	CC REWARDS	\$697.36	\$697.36	\$608.12	\$608.12
6-11-000-1410-000-050	RNTL OF SCH FAC	\$1,660.00	\$1,660.00	\$0.00	\$0.00
6-11-000-1440-000-050	SALE OF SURPLUS EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00
6-11-000-1520-000-050	INSURANCE REFUND	\$0.00	\$0.00	\$0.00	\$0.00
6-11-000-1550-000-050	WORKERS COMPENSATION	\$0.00	\$0.00	\$0.00	\$0.00
6-11-000-1590-000-050	MISC REIMBURSEMENTS	\$324.00	\$324.00	\$0.00	\$0.00
6-11-000-1590-700-050	CN- REIMBURSEMENT	\$40.00	\$40.00	\$0.00	\$0.00
6-11-000-1610-000-050	CONTRIBUTIONS & DONATIONS	\$27.48	\$27.48	\$0.00	\$0.00
6-11-000-1620-000-050	COMMUNITY SERVICES	\$0.00	\$0.00	\$233.80	\$233.80
6-11-000-1650-000-050	DISTRICT CONTRACTS	\$0.00	\$0.00	\$0.00	\$0.00
6-11-000-1680-000-050	REF OF PRIOR YR'S	\$0.00	\$0.00	\$423.44	\$423.44
6-11-000-1690-000-050	MISC REV FROM DISTRICT	\$0.00	\$0.00	\$0.00	\$0.00
6-11-000-1710-700-050	STUDENT MEALS	\$60.00	\$60.00	\$0.00	\$0.00
6-11-000-1720-700-050	ALACARTE	\$0.00	\$0.00	\$0.00	\$0.00
6-11-000-1730-700-050	ADULT MEALS	\$0.00	\$0.00	\$55.00	\$55.00
6-11-000-1740-700-050	SUMMER FOOD SVC ADULT	\$0.00	\$0.00	\$0.00	\$0.00
6-11-000-1760-700-050	CONTRACT	\$9,737.25	\$9,737.25	\$0.00	\$0.00
6-11-000-1790-700-050	STATEMENTS	\$1,573.70	\$1,573.70	\$0.00	\$0.00
	<b>TOTAL</b>	<b>\$137,141.79</b>	<b>\$137,141.79</b>	<b>\$30,027.84</b>	<b>\$30,027.84</b>
<b>INTERMEDIATE SOURCES</b>					
6-11-000-2100-000-050	COUNTY 4 MILL AD VAL	\$8,681.69	\$8,681.69	\$0.00	\$0.00
6-11-000-2200-000-050	COUNTY APPORTN (MTG)	\$7,064.88	\$7,064.88	\$0.00	\$0.00
6-11-000-2900-000-050	OTHER INTERMEDIATE	\$0.00	\$0.00	\$0.00	\$0.00
	<b>TOTAL</b>	<b>\$15,746.57</b>	<b>\$15,746.57</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>STATE SOURCES</b>					
6-11-000-3110-000-050	GROSS PRODUCTION TAX	\$140,043.04	\$140,043.04	\$354,748.86	\$354,748.86
6-11-000-3120-000-050	MOTOR VEH COLLECTION	\$4,971.44	\$4,971.44	\$31,108.10	\$31,108.10
6-11-000-3130-000-050	RURAL ELECTRIC COOPERATIVE	\$8,034.12	\$8,034.12	\$8,876.25	\$8,876.25
6-11-000-3140-000-050	ST SCH LAND EARNINGS	\$49,085.07	\$49,085.07	\$48,292.72	\$48,292.72
6-11-000-3150-000-050	VEHICLE TAX STAMP	\$31.12	\$31.12	\$0.00	\$0.00
6-11-000-3160-000-050	FARM IMPLEMENTS	\$166.81	\$166.81	\$0.00	\$0.00
6-11-000-3210-000-050	FNDTN & SAL INC AID	\$0.00	\$0.00	\$0.00	\$0.00
6-11-331-3250-000-050	FBA IN LIEU - CERT EMPL	\$0.00	\$0.00	\$0.00	\$0.00

**DUNCAN PUBLIC SCHOOLS**

**TREASURER'S REVENUE SUMMARY COMPARISON**

07/31/2025

REVENUE SOURCE	BUDGET YEAR 2024 - 2025		BUDGET YEAR 2025 - 2026		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
6-11-332-3250-000-050	FBA IN LIEU - SUPP PER HEALTH	\$0.00	\$0.00	\$0.00	\$0.00
6-11-332-3250-700-050	CN-FBA IN LIEU SUPPORT	\$0.00	\$0.00	\$0.00	\$0.00
6-11-334-3250-000-050	CERTIFIED EMP HEALTH	\$0.00	\$0.00	\$0.00	\$0.00
6-11-335-3250-000-050	SUPP PERSONNEL HEALTH	\$0.00	\$0.00	\$0.00	\$0.00
6-11-335-3250-700-050	CN-SUPPORT PER HEALTH	\$0.00	\$0.00	\$0.00	\$0.00
6-11-388-3310-000-050	ALTN/HIGH CHLG EDU	\$0.00	\$0.00	\$0.00	\$0.00
6-11-312-3412-000-050	NATL BOARD CERT BONUS	\$0.00	\$0.00	\$0.00	\$0.00
6-11-305-3413-000-050	INSPIRED TO TEACH INCENTIVE	\$0.00	\$0.00	\$0.00	\$0.00
6-11-367-3415-000-050	READING SUFFICIENCY	\$0.00	\$0.00	\$0.00	\$0.00
6-11-333-3420-000-050	TEXTBOOK	\$0.00	\$0.00	\$0.00	\$0.00
6-11-376-3436-000-050	SCHOOL RESOURCE OFFICER	\$8,211.11	\$8,211.11	\$0.00	\$0.00
6-11-377-3437-000-050	PAID MATERNITY LEAVE	\$0.00	\$0.00	\$0.00	\$0.00
6-11-339-3650-000-050	TOBACCO SETTLE ENDOWMENT	\$0.00	\$0.00	\$0.00	\$0.00
6-11-361-3690-000-050	ACE TECHNOLOGY	\$0.00	\$0.00	\$0.00	\$0.00
6-11-385-3720-700-050	STATE MATCHING	\$0.00	\$0.00	\$0.00	\$0.00
6-11-411-3811-000-050	COMPR HS VO SAL REIM	\$0.00	\$0.00	\$0.00	\$0.00
6-11-412-3812-000-050	VOCATIONAL PROG ASSIST	\$0.00	\$0.00	\$0.00	\$0.00

<b>TOTAL</b>	\$210,542.71	\$210,542.71	\$443,025.93	\$443,025.93
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**FEDERAL SOURCES**

6-11-511-4210-000-050	TITLE I ACT,BASIC PG	\$0.00	\$0.00	\$0.00	\$0.00
6-11-799-4210-000-050	TITLE I-PART A	\$102,550.10	\$102,550.10	\$0.00	\$0.00
6-11-541-4271-000-050	TITLE II - PART A	\$0.00	\$0.00	\$0.00	\$0.00
6-11-799-4271-000-050	T2-PART A, RECRUIT	\$23,917.19	\$23,917.19	\$0.00	\$0.00
6-11-572-4281-000-050	TITLE III A ENGLISH LANGUAGE	\$0.00	\$0.00	\$0.00	\$0.00
6-11-613-4310-000-050	INDIVIDUALS W/DISABILITIES (B)	\$0.00	\$0.00	\$0.00	\$0.00
6-11-615-4310-000-050	INDIVIDUALS W/DISABILITIES (B)	\$0.00	\$0.00	\$0.00	\$0.00
6-11-621-4310-000-050	IDEA-B FLOW THROUGH	\$0.00	\$0.00	\$0.00	\$0.00
6-11-799-4310-000-050	CARRYFORWARD IDEA-B FLOW	\$57,314.54	\$57,314.54	\$0.00	\$0.00
6-11-641-4340-000-050	PRE-SCHOOL AGED 3-5	\$0.00	\$0.00	\$0.00	\$0.00
6-11-799-4340-000-050	PRESCHOOL	\$1,055.94	\$1,055.94	\$3,174.34	\$3,174.34
6-11-552-4442-000-050		\$0.00	\$0.00	\$0.00	\$0.00
6-11-799-4442-000-050	TITLE IV LEAS FORMULA	\$10,631.29	\$10,631.29	\$0.00	\$0.00
6-11-587-4470-000-050	TITLEV-SUB2 RURAL &	\$0.00	\$0.00	\$0.00	\$0.00
6-11-799-4470-000-050	TITLE VI PT B1 LEA	\$12,216.76	\$12,216.76	\$0.00	\$0.00
6-11-726-4689-000-050	OTHER MISC SOURCES OF FED	\$0.00	\$0.00	\$0.00	\$0.00
6-11-795-4689-000-050	ESSER III	\$0.00	\$0.00	\$0.00	\$0.00
6-11-799-4689-000-050	ESSER II FUNDS	\$0.00	\$0.00	\$0.00	\$0.00
6-11-763-4710-700-050	NATL SCHOOL LUNCH -FED	\$0.00	\$0.00	\$0.00	\$0.00
6-11-764-4720-700-050	NATL SCHOOL BREAKFAST -FED	\$0.00	\$0.00	\$0.00	\$0.00
6-11-766-4740-700-050	SUMMER FOOD PROGRAM	\$30,314.37	\$30,314.37	\$6,991.15	\$6,991.15

**DUNCAN PUBLIC SCHOOLS**

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**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE		BUDGET YEAR 2024 - 2025		BUDGET YEAR 2025 - 2026	
		CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED
6-11-421-4821-000-050	CARL PERKINS	\$13,278.28	\$13,278.28	\$13,367.12	\$13,367.12
<b>TOTAL</b>		\$251,278.47	\$251,278.47	\$23,532.61	\$23,532.61
<b>REVENUE SOURCE TOTAL</b>		\$614,709.54	\$614,709.54	\$496,586.38	\$496,586.38
<b>NON-REVENUE RECEIPTS</b>					
6-11-000-5120-700-050	RETURN CASH OR CHANGE	\$0.00	\$0.00	\$0.00	\$0.00
6-11-000-5600-000-050	CORRECTING ENTRY	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		\$0.00	\$0.00	\$0.00	\$0.00
<b>BALANCE SHEET</b>					
6-11-000-6110-000-050	CASH FORWARD	\$5,359,528.87	\$5,359,528.87	\$5,336,012.73	\$5,336,012.73
6-11-000-6110-700-050	CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00
6-11-333-6110-000-050	333 CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00
6-11-352-6110-000-050	CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00
6-11-367-6110-000-050	367 CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00
6-11-376-6110-000-050	CARRYOVER CORRECTION	\$0.00	\$0.00	\$0.00	\$0.00
6-11-385-6110-700-050	CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00
6-11-759-6110-700-050	CASH FORWARD	\$0.00	\$0.00	\$0.00	\$0.00
6-11-760-6110-700-050	CASH FORWARD	\$0.00	\$0.00	\$0.00	\$0.00
6-11-000-6130-000-050	LAPSED	\$0.00	\$0.00	\$0.00	\$0.00
6-11-000-6140-000-050	ESTOP	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		\$5,359,528.87	\$5,359,528.87	\$5,336,012.73	\$5,336,012.73
<b>NON-REVENUE SOURCE</b>		\$5,359,528.87	\$5,359,528.87	\$5,336,012.73	\$5,336,012.73
<b>FUND TOTAL</b>		\$5,974,238.41	\$5,974,238.41	\$5,832,599.11	\$5,832,599.11

**DUNCAN PUBLIC SCHOOLS**

07/31/2025

**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE	BUDGET YEAR 2024 - 2025		BUDGET YEAR 2025 - 2026		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
<b>BUILDING FUND</b>					
<b>LOCAL SOURCES</b>					
6-21-000-1110-000-050	AD VAL TX LV (CUR YR)	\$11,156.17	\$11,156.17	\$0.00	\$0.00
6-21-000-1120-000-050	AD VAL TX LV (PRIOR)	\$943.75	\$943.75	\$0.00	\$0.00
6-21-000-1130-000-050	REV IN LIEU OF TAXES	\$0.00	\$0.00	\$0.00	\$0.00
6-21-000-1310-000-050	INTEREST EARNINGS	\$803.28	\$803.28	\$684.66	\$684.66
6-21-000-1590-000-050	MISC REIMBURSEMENTS	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		\$12,903.20	\$12,903.20	\$684.66	\$684.66
<b>INTERMEDIATE SOURCES</b>					
6-21-000-2900-000-050	OTHER INTERMEDIATE	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		\$0.00	\$0.00	\$0.00	\$0.00
<b>STATE SOURCES</b>					
6-21-000-3160-000-050	FARM IMPLEMENTS	\$23.82	\$23.82	\$0.00	\$0.00
6-21-318-3435-000-050	REDBUD	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		\$23.82	\$23.82	\$0.00	\$0.00
<b>REVENUE SOURCE TOTAL</b>		\$12,927.02	\$12,927.02	\$684.66	\$684.66
<b>BALANCE SHEET</b>					
6-21-000-6110-000-050	CASH FORWARD	\$1,712,780.14	\$1,712,780.14	\$1,921,273.42	\$1,921,273.42
6-21-318-6110-000-050	REDBUD CARRYOVER	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>		\$1,712,780.14	\$1,712,780.14	\$1,921,273.42	\$1,921,273.42
<b>NON-REVENUE SOURCE</b>		\$1,712,780.14	\$1,712,780.14	\$1,921,273.42	\$1,921,273.42
<b>FUND TOTAL</b>		\$1,725,707.16	\$1,725,707.16	\$1,921,958.08	\$1,921,958.08

**DUNCAN PUBLIC SCHOOLS**

07/31/2025

**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE	BUDGET YEAR 2024 - 2025		BUDGET YEAR 2025 - 2026	
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED
<b>2021 BOND FUND</b>				
<b>NON-REVENUE RECEIPTS</b>				
6-34-000-5112-000-050      BOND SALES	\$2,259,401.01	\$2,259,401.01	\$2,257,635.02	\$2,257,635.02
<b>TOTAL</b>	\$2,259,401.01	\$2,259,401.01	\$2,257,635.02	\$2,257,635.02
<b>BALANCE SHEET</b>				
6-34-000-6110-000-050      Cash Forward	\$958,005.95	\$958,005.95	\$182,719.35	\$182,719.35
<b>TOTAL</b>	\$958,005.95	\$958,005.95	\$182,719.35	\$182,719.35
<b>NON-REVENUE SOURCE</b>	\$3,217,406.96	\$3,217,406.96	\$2,440,354.37	\$2,440,354.37
<b>FUND TOTAL</b>	\$3,217,406.96	\$3,217,406.96	\$2,440,354.37	\$2,440,354.37

**DUNCAN PUBLIC SCHOOLS**

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**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE	BUDGET YEAR 2024 - 2025		BUDGET YEAR 2025 - 2026	
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED
<b>2021 TRANSPORTATION</b>				
<b>NON-REVENUE RECEIPTS</b>				
6-35-000-5112-000-050      BOND SALES	\$181,818.00	\$181,818.00	\$181,818.00	\$181,818.00
<b>TOTAL</b>	\$181,818.00	\$181,818.00	\$181,818.00	\$181,818.00
<b>BALANCE SHEET</b>				
6-35-000-6110-000-050      Cash Forward	\$112,378.24	\$112,378.24	\$152,694.14	\$152,694.14
<b>TOTAL</b>	\$112,378.24	\$112,378.24	\$152,694.14	\$152,694.14
<b>NON-REVENUE SOURCE</b>	\$294,196.24	\$294,196.24	\$334,512.14	\$334,512.14
<b>FUND TOTAL</b>	\$294,196.24	\$294,196.24	\$334,512.14	\$334,512.14

**DUNCAN PUBLIC SCHOOLS**

07/31/2025

**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE	BUDGET YEAR 2024 - 2025		BUDGET YEAR 2025 - 2026		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
<b>SINKING FUND</b>					
<b>LOCAL SOURCES</b>					
6-41-000-1110-000-050	AD VAL TX LV (CUR YR)	\$33,424.80	\$33,424.80	\$0.00	\$0.00
6-41-000-1120-000-050	AD VAL TX LV (PRIOR)	\$2,848.18	\$2,848.18	\$0.00	\$0.00
6-41-000-1130-000-050	REV IN LIEU OF TAXES	\$0.00	\$0.00	\$0.00	\$0.00
6-41-000-1310-000-050	INTEREST EARNINGS	\$0.00	\$0.00	\$0.00	\$0.00
	<b>TOTAL</b>	<b>\$36,272.98</b>	<b>\$36,272.98</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>INTERMEDIATE SOURCES</b>					
6-41-000-2900-000-050	OTHER INTERMEDIATE	\$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>STATE SOURCES</b>					
6-41-000-3160-000-050	FARM IMPLEMENTS	\$71.36	\$71.36	\$0.00	\$0.00
	<b>TOTAL</b>	<b>\$71.36</b>	<b>\$71.36</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>REVENUE SOURCE TOTAL</b>	<b>\$36,344.34</b>	<b>\$36,344.34</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>BALANCE SHEET</b>					
6-41-000-6110-000-050	CASH FORWARD	\$91,457.59	\$91,457.59	\$83,110.25	\$83,110.25
	<b>TOTAL</b>	<b>\$91,457.59</b>	<b>\$91,457.59</b>	<b>\$83,110.25</b>	<b>\$83,110.25</b>
	<b>NON-REVENUE SOURCE</b>	<b>\$91,457.59</b>	<b>\$91,457.59</b>	<b>\$83,110.25</b>	<b>\$83,110.25</b>
	<b>FUND TOTAL</b>	<b>\$127,801.93</b>	<b>\$127,801.93</b>	<b>\$83,110.25</b>	<b>\$83,110.25</b>

**DUNCAN PUBLIC SCHOOLS**

07/31/2025

**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE	BUDGET YEAR 2024 - 2025		BUDGET YEAR 2025 - 2026		
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	
<b>ENDOWMENT FUNDS</b>					
<b>LOCAL SOURCES</b>					
6-50-000-1310-000-050	INTEREST EARNINGS	\$223.32	\$223.32	\$223.93	\$223.93
<b>TOTAL</b>		\$223.32	\$223.32	\$223.93	\$223.93
<b>REVENUE SOURCE TOTAL</b>		\$223.32	\$223.32	\$223.93	\$223.93
<b>BALANCE SHEET</b>					
6-50-000-6110-000-050	CASH FORWARD	\$75,421.99	\$75,421.99	\$78,142.52	\$78,142.52
<b>TOTAL</b>		\$75,421.99	\$75,421.99	\$78,142.52	\$78,142.52
<b>NON-REVENUE SOURCE</b>		\$75,421.99	\$75,421.99	\$78,142.52	\$78,142.52
<b>FUND TOTAL</b>		\$75,645.31	\$75,645.31	\$78,366.45	\$78,366.45

**DUNCAN PUBLIC SCHOOLS**

07/31/2025

**TREASURER'S REVENUE SUMMARY COMPARISON**

REVENUE SOURCE	BUDGET YEAR 2024 - 2025		BUDGET YEAR 2025 - 2026	
	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED	CURRENT COLLECTED	YEAR-TO-DATE COLLECTED
<b>INSURANCE FUND</b>				
<b>LOCAL SOURCES</b>				
6-86-000-1310-000-050 INTEREST EARNINGS	\$0.00	\$0.00	\$3,941.33	\$3,941.33
<b>TOTAL</b>	\$0.00	\$0.00	\$3,941.33	\$3,941.33
<b>REVENUE SOURCE TOTAL</b>	\$0.00	\$0.00	\$3,941.33	\$3,941.33
<b>BALANCE SHEET</b>				
6-86-000-6110-000-050 CASH FORWARD	\$2,323,826.05	\$2,323,826.05	\$1,735,890.59	\$1,735,890.59
<b>TOTAL</b>	\$2,323,826.05	\$2,323,826.05	\$1,735,890.59	\$1,735,890.59
<b>NON-REVENUE SOURCE</b>	\$2,323,826.05	\$2,323,826.05	\$1,735,890.59	\$1,735,890.59
<b>FUND TOTAL</b>	\$2,323,826.05	\$2,323,826.05	\$1,739,831.92	\$1,739,831.92

<b>DUNCAN PUBLIC SCHOOLS</b>									
<b>BALANCE SHEET</b>									
<b>07/31/2025</b>									
		11 General Fund	21 Building Fund	Bond 34 Fund	Bond 35 Transportation	Bond 50 Fund	86 Insurance Fund	41 Sinking Fund	All Funds
Cash		\$ 211,545.42	\$ 1,069,172.39	\$ 2,440,354.37	\$ 334,512.14	\$ 7,238.33	\$ 351,368.26	\$ 45,199.68	\$ 4,459,390.59
Investments		4,423,907.57	245,000.00	-	-	71,128.12	1,388,463.66	37,910.57	\$ 6,166,409.92
	Total Assets	\$ 4,635,452.99	\$ 1,314,172.39	\$ 2,440,354.37	\$ 334,512.14	\$ 78,366.45	\$ 1,739,831.92	\$ 83,110.25	\$ 10,625,800.51
Warrants outstanding		\$ (972,615.16)	\$ (342,576.39)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (1,315,191.55)
Reserves		-	-	-	-	-	-	-	\$ -
Fund Balance		\$ 5,608,068.15	\$ 1,656,748.78	\$ 2,440,354.37	\$ 334,512.14	\$ 78,366.45	\$ 1,739,831.92	\$ 83,110.25	\$ 11,940,992.06

**DUNCAN PUBLIC SCHOOLS**  
**STATEMENT OF CHANGES IN FUND BALANCE**  
**MONTH ENDED JULY 31, 2025**

Fund Balance - Beginning of Month		\$ 5,336,012.73	\$ 1,921,273.42	\$ 182,719.35	\$ 152,694.14	\$ 78,142.52	\$ 1,735,890.59	\$ 83,110.25	\$ 9,489,843.00
District		30,027.84	684.66	-	-	223.93	3,941.33	-	\$ 34,877.76
Intermediate		-	-	-	-	-	-	-	\$ -
State		443,025.93	-	-	-	-	-	-	\$ 443,025.93
Federal		23,532.61	-	-	-	-	-	-	\$ 23,532.61
Other		-	-	2,257,635.02	181,818.00	-	-	-	\$ 2,439,453.02
	Total revenue	496,586.38	684.66	2,257,635.02	181,818.00	223.93	3,941.33	-	\$ 2,940,889.32
Salaries		(315,239.51)	-	-	-	-	-	-	\$ (315,239.51)
Benefits		(101,960.83)	-	-	-	-	-	-	\$ (101,960.83)
Professional services		(32,944.73)	-	-	-	-	-	-	\$ (32,944.73)
Property services		(65,683.68)	(27,753.26)	-	-	-	-	-	\$ (93,436.94)
Other services		(593,180.31)	(574,993.00)	-	-	-	-	-	\$ (1,168,173.31)
Supplies & materials		(34,971.62)	(5,039.43)	-	-	-	-	-	\$ (40,011.05)
Other		(53,165.44)	-	-	-	-	-	-	\$ (53,165.44)
Purchase of Investments									
	Total expenditures	(1,197,146.12)	(607,785.69)	-	-	-	-	-	\$ (1,804,931.81)
Fund Balance - End of Month		\$ 4,635,452.99	\$ 1,314,172.39	\$ 2,440,354.37	\$ 334,512.14	\$ 78,366.45	\$ 1,739,831.92	\$ 83,110.25	\$ 10,625,800.51

*Note: These financial statements are unaudited and intended for internal review and analysis.*

# DUNCAN PUBLIC SCHOOLS

## Open Investment Ledger

Invest #	CHECK #	DATE	BANK NAME	AMOUNT	RATE	MATURITY DATE
1372607-1	0	1/7/2025	CORNERSTONE BANK	242,300.00	4.311	09/30/2025
4	0	5/18/2007	BANK OF COMMERCE	100,000.00	5.100	07/16/2025
5	0	9/9/2024	OLAP LIQUID POOL	2,866,820.54	4.128	01/25/2026
FZFX	0	9/4/2024	FIDELITY TREASURY MM FUND	1,214,787.03	4.290	09/04/2025
TOTAL OPEN INVESTMENTS FOR 6 - 11 GENERAL FUND				4,423,907.57		
3-2283	0	1/7/2022	IBC BANK	245,000.00	3.400	01/07/2026
TOTAL OPEN INVESTMENTS FOR 6 - 21 BUILDING FUND				245,000.00		
11076951	0	5/26/2020	LEGACY BANK	37,910.57	3.740	11/30/2025
TOTAL OPEN INVESTMENTS FOR 6 - 41 SINKING FUND				37,910.57		
1107	0	11/26/2021	LEGACY BANK	71,128.12	0.180	11/26/2025
TOTAL OPEN INVESTMENTS FOR 6 - 50 ENDOWMENT FUNDS				71,128.12		
22324	0	11/22/2024	FIRST BANK & TRUST COMPANY	255,616.20	3.785	11/22/2025
5-86	0	11/6/2024	OLAP LIQUID POOL	1,027,775.03	4.128	01/25/2026
FZFX-QAGCQ	0	9/4/2024	FTMM FUND-OSAIC INS DEP PROG	105,072.43	3.960	09/04/2025
TOTAL OPEN INVESTMENTS FOR 6 - 86 INSURANCE FUND				1,388,463.66		
TOTAL OF ALL INVESTMENTS				6,166,409.92		

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

**Reconciliation**

August 01, 2025

Bank account:  
\*\*\*\*\*9935

Reconciliation date:  
8/1/2025

Prepared by:  
MILLER, LATISHA

For applied period:  
**July, 2026**

General ledger account balance	\$1,026,926.54	Balance per bank statement as of reconciliation date	\$101,638.50
Add debits	\$19,983.10	Add receipts in transit	\$0.00
Less credits	\$22,014.40	Less outstanding checks	\$15,698.22
Add adjustments	\$7,361.89	Interest not yet posted	\$0.00
		Charges not yet posted	(\$37.50)
		Investments	\$946,354.35
<b>Bank Balance Per General Ledger (Activity Fund)</b>	<b>\$1,032,257.13</b>	<b>Bank Balance Per Statement Reconciliation</b>	<b>\$1,032,257.13</b>

**Variance: \$0.00 \*\*\***

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

**Reconciliation**

August 01, 2025

**Outstanding Receipts**

No Transactions

**Outstanding Checks**

<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
00109993	41.95	00110271	400.00	00110275	90.00
00110300	27.97	00110447	1731.28	00110611	330.96
00110625	200.00	00110626	30.48	00110627	700.00
00110628	2250.00	00110629	1975.75	00110630	450.00
00110631	2085.75	00110632	4994.08	00110633	300.00
00110634	90.00				

**Total Outstanding Checks:** **Items:**  
**\$15,698.22** **16**

**Receipts Cleared This Month**

<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
05000000	68.10	14007084	213.00	14007085	35.50
50500001	76.50	70500001	570.00	70500002	500.00
70500003	150.00	70500004	110.00	70500005	50.00
70500006	100.00	70500007	90.00	70500008	150.00
70500009	220.00	70500010	100.00	70500011	10000.00
70500012	2424.00	70500013	365.00	70500014	100.00
70500015	42.00	70500016	600.00	70500017	220.00
70500018	485.00	70500019	231.00	70500020	1165.00
70500021	355.00	70500022	1200.00	70500024	250.00
70500025	1413.00				

**Total Receipts Cleared:** **Items:**  
**\$21,283.10** **28**

**Checks Cleared This Month**

<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
00104086	2.50	00104301	38.75	00105026	672.56
00105124	264.00	00105245	20.11	00105879	100.00
00105891	425.00	00106746	214.00	00107900	20.00
00108042	69.90	00108452	60.93	00108562	662.73
00108774	101.50	00109362	200.00	00110332	199.50
00110397	300.00	00110422	139.83	00110436	103.87
00110473	725.00	00110565	250.00	00110572	360.00
00110587	166.76	00110588	382.13	00110590	1000.00
00110591	468.00	00110592	140.62	00110593	632.01
00110594	697.02	00110595	2925.00	00110596	2101.20
00110597	1895.00	00110598	75.00	00110599	342.43
00110600	2311.32	00110601	188.10	00110602	91.68

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548

DUNCAN, OK 73534

**Reconciliation**

August 01, 2025

00110603	110.09	00110604	600.00	00110605	428.90
00110606	2340.74	00110607	39.18	00110608	776.00
00110609	1500.00	00110610	30.78	00110612	28.00
00110614	400.00	00110615	541.52	00110616	777.00
00110617	371.06	00110618	1500.00	00110619	3693.95
00110620	47.32	00110621	587.00	00110622	1795.00
00110623	110.00	00110624	57.01		

**Total Cleared Checks:**

**\$34,080.00**

**Items:**

**56**

**Adjustments This Month**

<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>	<u>Number</u>	<u>Amount</u>
00009668	2.50	00009669	38.75	00009670	672.56
00009671	264.00	00009672	20.11	00009673	100.00
00009674	425.00	00009675	214.00	00009676	20.00
00009677	69.90	00009678	60.93	00009679	662.73
00009680	64.00	00009681	200.00	00009682	92.75
00009683	200.76	00009684	3098.32	00009685	150.00
00009686	1442.60	00009687	50.00	00009688	100.00

**Total Adjustments:**

**\$7,361.89**

**Items:**

**21**

**Receipts Voided This Month**

No Transactions

**Checks Voided This Month**

No Transactions

**Legacy Checks Outstanding**

No Transactions

**Legacy Receipts Outstanding**

No Transactions

**Legacy Checks Cleared**

No Transactions

**Legacy Receipts Cleared**

No Transactions

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

July, FY2026  
MTD Summary

**Summary Of Accounts**

August 01, 2025

<p><b>For Bank Account:</b> ***** 9935</p> <p>Date: ____/____/____</p>	<p><b>This Report Is True And Correct To The Best Of My Knowledge.</b></p>
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<b>Beginning:</b>	<b>1,026,926.54</b>
<b>Receipts:</b>	<b>19,983.10</b>
<b>Checks:</b>	<b>(22,014.40)</b>
<b>Adjustments:</b>	<b>7,361.89</b>
<b>Ending:</b>	<b>\$1,032,257.13</b>

Acct. Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0101 LOSS/DAMAGE:BKS,EQUIP,PROPERTY	0.00	0.00	0.00	0.00	0.00
001 LOSS/DAMAGE:BKS,EQUIP,PROPERTY	0.00	0.00	0.00	0.00	0.00
0104 SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00
001 SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00
0201 ATHLETIC REVENUE FUND	17744.63	0.00	0.00	0.00	17744.63
001 ATHLETIC REVENUE FUND	17744.63	0.00	0.00	0.00	17744.63
0202 ATHLETIC ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
001 ATHLETIC ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
0203 FOOTBALL FUND	29067.57	10000.00	3693.95	0.00	35373.62
001 FOOTBALL FUND - \$23,540	29067.57	10000.00	3693.95	0.00	35373.62
002 SW DAIRY MUSEUM GRANT-CH MILK	0.00	0.00	0.00	0.00	0.00
0204 BOYS BASKETBALL	11549.50	365.00	0.00	0.00	11914.50
001 BOYS BASKETBALL - \$5,942.50	11549.50	365.00	0.00	0.00	11914.50
0205 GIRLS BASKETBALL	10477.40	0.00	0.00	0.00	10477.40
001 GIRLS BASKETBALL - \$5,942.50	10477.40	0.00	0.00	0.00	10477.40
0206 BOYS WRESTLING	7758.97	0.00	0.00	0.00	7758.97
001 BOYS WRESTLING - \$5,600	7758.97	0.00	0.00	0.00	7758.97
0207 BASEBALL	1248.24	0.00	0.00	0.00	1248.24
001 BASEBALL - \$4,100	1248.24	0.00	0.00	0.00	1248.24
0208 BOYS & GIRLS TRACK	12541.55	0.00	0.00	0.00	12541.55
001 BOYS - \$3,400, GIRLS - \$3,400	12541.55	0.00	0.00	0.00	12541.55
0209 ACCT CLOSED-BA 12/14/21	0.00	0.00	0.00	0.00	0.00
001 GIRLS TRACK - \$3,400	0.00	0.00	0.00	0.00	0.00
0210 TENNIS	1598.79	380.00	0.00	0.00	1978.79
001 TENNIS - B-\$1,600, G-\$1,600	1598.79	380.00	0.00	0.00	1978.79
0211 GIRLS WRESTLING	9460.76	0.00	0.00	0.00	9460.76
001 GIRLS WRESTLING - \$5,600	9460.76	0.00	0.00	0.00	9460.76

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

July, FY2026  
MTD Summary

**Summary Of Accounts**

August 01, 2025

Acct. Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0212 BOYS GOLF	13064.67	0.00	0.00	0.00	13064.67
001 BOYS GOLF - \$1,500	13064.67	0.00	0.00	0.00	13064.67
0213 GIRLS SOFTBALL	669.87	0.00	0.00	0.00	669.87
001 GIRLS SOFTBALL - \$4,100	669.87	0.00	0.00	0.00	669.87
0214 CROSS-COUNTRY	552.83	0.00	0.00	0.00	552.83
001 CROSS COUNTRY - \$1,000	552.83	0.00	0.00	0.00	552.83
0215 LETTERMEN'S CLUB	3058.41	2624.00	47.32	100.00	5735.09
001 LETTERMEN'S CLUB	3058.41	2624.00	47.32	100.00	5735.09
0218 CHEERLEADING	20063.44	1413.00	0.00	64.00	21540.44
001 CHEERLEADING - \$1,000	20063.44	1413.00	0.00	64.00	21540.44
0219 QUARTERBACK BOOSTER CLUB	197.37	0.00	0.00	0.00	197.37
001 QUARTERBACK BOOSTER CLUB	197.37	0.00	0.00	0.00	197.37
0222 BASEBALL BOOSTER CLUB	4591.71	0.00	0.00	0.00	4591.71
001 BASEBALL BOOSTER CLUB	4591.71	0.00	0.00	0.00	4591.71
0225 BOYS SOCCER	1548.45	0.00	0.00	0.00	1548.45
001 BOYS SOCCER - \$2,000	1548.45	0.00	0.00	0.00	1548.45
0226 GIRLS SOCCER	1823.46	0.00	0.00	0.00	1823.46
001 GIRLS SOCCER - \$2,000	1823.46	0.00	0.00	0.00	1823.46
0227 SOCCER BOOSTER CLUB	9379.37	0.00	0.00	0.00	9379.37
001 SOCCER BOOSTER CLUB	9379.37	0.00	0.00	0.00	9379.37
0228 GIRLS GOLF	3736.37	250.00	0.00	0.00	3986.37
001 GIRLS GOLF - \$1,500	3736.37	250.00	0.00	0.00	3986.37
0229 DHS GOLF BOOSTER CLUB	0.00	0.00	0.00	0.00	0.00
001 DHS GOLF BOOSTER CLUB	0.00	0.00	0.00	0.00	0.00
0230 LEGACY BK CD: DONNIE CHRISTIAN	0.00	0.00	0.00	0.00	0.00
001 LEGACY BK CD: DONNIE CHRISTIAN	0.00	0.00	0.00	0.00	0.00
002 2020 - CAITLYNN STEPHENS /ARMY	0.00	0.00	0.00	0.00	0.00
0231 ATHLETIC DEPT. CONCESSION	55359.01	0.00	0.00	0.00	55359.01
001 ATHLETIC DEPT. CONCESSION	55359.01	0.00	0.00	0.00	55359.01

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

July, FY2026  
MTD Summary

**Summary Of Accounts**

August 01, 2025

<b>Acct. Name</b>	<b>Beg.Month</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjust.</b>	<b>Ending</b>
0235 TRACK/X-COUNTRY BOOSTER CLUB	368.48	0.00	0.00	0.00	368.48
001 TRACK/X-COUNTRY BOOSTER CLUB	368.48	0.00	0.00	0.00	368.48
0240 ACCT CLOSED-BA 07/18/23	0.00	0.00	0.00	0.00	0.00
001 HALL OF FAME	0.00	0.00	0.00	0.00	0.00
0249 TENNIS DONATION ACCOUNT	143.01	0.00	0.00	0.00	143.01
001 TENNIS DONATION ACCOUNT	143.01	0.00	0.00	0.00	143.01
0251 VOLLEYBALL	17403.72	0.00	1032.75	0.00	16370.97
001 VOLLEYBALL - \$1,000	17403.72	0.00	1032.75	0.00	16370.97
002 VOLLEYBALL BOOSTERS	0.00	0.00	0.00	0.00	0.00
0255 PHIL BARNES MEM SCHOLARSHIP	1275.00	0.00	0.00	0.00	1275.00
001 PHIL BARNES MEM SCHOLARSHIP	1275.00	0.00	0.00	0.00	1275.00
0256 TENNIS BOOSTER CLUB	260.43	0.00	587.00	0.00	-326.57
001 TENNIS BOOSTER CLUB	260.43	0.00	587.00	0.00	-326.57
0257 TIP-IN BASKETBALL BOOSTER CLUB	3819.55	0.00	0.00	0.00	3819.55
001 TIP-IN BASKETBALL BOOSTER CLUB	3819.55	0.00	0.00	0.00	3819.55
0261 POM PON	7291.73	0.00	300.00	0.00	6991.73
001 POM PON - \$1,000	7291.73	0.00	300.00	0.00	6991.73
0263 SWIMMING	2028.69	0.00	0.00	0.00	2028.69
001 SWIMMING - \$1,000	2028.69	0.00	0.00	0.00	2028.69
0264 SWIMMING BOOSTER CLUB	171.28	0.00	0.00	0.00	171.28
001 SWIMMING BOOSTER CLUB	171.28	0.00	0.00	0.00	171.28
0285 ATHLETIC TRAINER	4780.59	0.00	0.00	0.00	4780.59
001 ATHLETIC TRAINER	4780.59	0.00	0.00	0.00	4780.59
0290 OSSAA SPORTS SPECTACULAR	0.00	0.00	0.00	0.00	0.00
001 OSSAA SPORTS SPECTACULAR	0.00	0.00	0.00	0.00	0.00
0301 SPECIAL EDUCATION	107.64	0.00	0.00	0.00	107.64
001 SPECIAL EDUCATION	107.64	0.00	0.00	0.00	107.64
0302 NAHS - NATL ART HONOR SOCIETY	442.18	0.00	0.00	0.00	442.18
001 NAHS - NATL ART HONOR SOCIETY	442.18	0.00	0.00	0.00	442.18

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

July, FY2026  
MTD Summary

**Summary Of Accounts**

August 01, 2025

Acct.	Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0303	PFC INTERNSHIP PROGRAM	594.67	0.00	0.00	0.00	594.67
001	PFC INTERNSHIP PROGRAM	594.67	0.00	0.00	0.00	594.67
0304	MULTI-CULTURAL CLUB	308.50	0.00	0.00	0.00	308.50
001	MULTI-CULTURAL CLUB	308.50	0.00	0.00	0.00	308.50
0305	PSAT/AP TESTS ACCOUNT	4080.97	0.00	0.00	0.00	4080.97
001	PSAT/AP TESTS ACCOUNT	4080.97	0.00	0.00	0.00	4080.97
0306	JOURNALISM	3276.57	0.00	0.00	0.00	3276.57
001	JOURNALISM	3276.57	0.00	0.00	0.00	3276.57
0307	SENIOR CLASS	5912.02	0.00	0.00	0.00	5912.02
001	SENIOR CLASS	5912.02	0.00	0.00	0.00	5912.02
0308	JUNIOR CLASS	6457.11	0.00	110.00	0.00	6347.11
001	JUNIOR CLASS	6457.11	0.00	110.00	0.00	6347.11
0309	SOPHOMORE CLASS	0.00	0.00	0.00	0.00	0.00
001	SOPHOMORE CLASS	0.00	0.00	0.00	0.00	0.00
0310	FRESHMAN CLASS	0.00	0.00	0.00	0.00	0.00
001	FRESHMAN CLASS	0.00	0.00	0.00	0.00	0.00
0311	KEY CLUB	1452.51	0.00	0.00	60.93	1513.44
001	KEY CLUB	1452.51	0.00	0.00	60.93	1513.44
0312	BAND BOOSTERS	31076.12	0.00	1795.00	0.00	29281.12
001	BAND BOOSTERS	31076.12	0.00	1795.00	0.00	29281.12
0313	DEHYDRATOR RACE	20961.86	4158.00	10125.11	1492.60	16487.35
001	DEHYDRATOR RACE	20961.86	4158.00	10125.11	1492.60	16487.35
0314	NATIONAL HONOR SOCIETY	464.55	0.00	0.00	0.00	464.55
001	NATIONAL HONOR SOCIETY	464.55	0.00	0.00	0.00	464.55
0315	FACULTY FLOWER FUND	393.72	0.00	0.00	0.00	393.72
001	FACULTY FLOWER FUND	393.72	0.00	0.00	0.00	393.72
0316	SENIOR CLASS BACK YEARS	981.61	0.00	0.00	0.00	981.61
001	SENIOR CLASS BACK YEARS	981.61	0.00	0.00	0.00	981.61
0317	SMOKE RINGS YEARBOOK	3026.20	0.00	0.00	150.00	3176.20
001	SMOKE RINGS YEARBOOK	3026.20	0.00	0.00	150.00	3176.20

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

July, FY2026  
MTD Summary

**Summary Of Accounts**

August 01, 2025

Acct. Name	Beg.Month	Receipts	Checks	Adjust.	Ending
0319 STUDENT COUNCIL	4340.75	0.00	0.00	0.00	4340.75
001 STUDENT COUNCIL	4340.75	0.00	0.00	0.00	4340.75
0320 LIBRARY	0.00	0.00	0.00	0.00	0.00
001 LIBRARY	0.00	0.00	0.00	0.00	0.00
0321 HS LIBRARY WOODWARD ENDOWMNT.	16.05	0.00	0.00	0.00	16.05
001 HS LIBRARY WOODWARD ENDOWMNT.	16.05	0.00	0.00	0.00	16.05
0322 SCHOLARSHIP ACCOUNT	2931.00	0.00	0.00	0.00	2931.00
001 SCHOLARSHIP ACCOUNT	2930.10	0.00	0.00	0.00	2930.10
002 COMMUNITIES FOUNDATION OF OK	0.90	0.00	0.00	0.00	0.90
003 AAUW - AM ASSOC OF UNIV WOMEN	0.00	0.00	0.00	0.00	0.00
0323 BAND	1350.89	0.00	0.00	0.00	1350.89
001 BAND	1350.89	0.00	0.00	0.00	1350.89
0324 BAND TRIP ACCOUNT	14504.70	0.00	0.00	0.00	14504.70
001 BAND TRIP ACCOUNT	14504.70	0.00	0.00	0.00	14504.70
0325 RONNIE BISHOP SCHOLARSHIP	408.55	0.00	0.00	0.00	408.55
001 RONNIE BISHOP SCHOLARSHIP	408.55	0.00	0.00	0.00	408.55
0327 S.A.D.D. CLUB	429.03	0.00	0.00	0.00	429.03
001 S.A.D.D. CLUB	429.03	0.00	0.00	0.00	429.03
0328 HORTICULTURE	27962.21	0.00	0.00	0.00	27962.21
001 HORTICULTURE	27962.21	0.00	0.00	0.00	27962.21
0329 MARKETING	1255.99	0.00	0.00	0.00	1255.99
001 MARKETING	1255.99	0.00	0.00	0.00	1255.99
0330 OFFICE ACCOUNT	3214.79	0.00	0.00	0.00	3214.79
001 OFFICE ACCOUNT	1727.71	0.00	0.00	0.00	1727.71
002 DEMON DEN CLOSET & PANTRY	618.17	0.00	0.00	0.00	618.17
003 MATH & SCIENCE - OERB DONATION	868.91	0.00	0.00	0.00	868.91
004 DHS DIGITAL SIGN	0.00	0.00	0.00	0.00	0.00
0333 ACADEMIC TEAM ACCOUNT	226.67	0.00	0.00	0.00	226.67
001 ACADEMIC TEAM ACCOUNT	226.67	0.00	0.00	0.00	226.67
0334 GREEN CLUB	347.03	0.00	0.00	0.00	347.03
001 GREEN CLUB	347.03	0.00	0.00	0.00	347.03

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0335 DRAMA	1729.72	0.00	0.00	0.00	1729.72
001 DRAMA	1729.72	0.00	0.00	0.00	1729.72
0337 VOCATIONAL AGRICULTURE	21742.88	400.00	0.00	672.56	22815.44
001 VOCATIONAL AGRICULTURE	21742.88	400.00	0.00	672.56	22815.44
0338 VOCAL MUSIC	5283.56	0.00	90.00	494.90	5688.46
001 VOCAL MUSIC	5283.56	0.00	90.00	494.90	5688.46
0339 VOCAL MUSIC BOOSTER CLUB	190.80	0.00	0.00	0.00	190.80
001 VOCAL MUSIC BOOSTER CLUB	190.80	0.00	0.00	0.00	190.80
0340 VENDING	8997.79	0.00	0.00	20.11	9017.90
001 VENDING	8997.79	0.00	0.00	20.11	9017.90
0343 FELOWSHP OF CHRISTIAN ATHLETES	285.00	0.00	0.00	0.00	285.00
001 FELOWSHP OF CHRISTIAN ATHLETES	285.00	0.00	0.00	0.00	285.00
0346 MUSIC TRIP ACCOUNT	2029.89	0.00	0.00	0.00	2029.89
001 MUSIC TRIP ACCOUNT	2029.89	0.00	0.00	0.00	2029.89
0347 WINNER'S CIRCLE: AG BOOSTERS	12462.12	0.00	0.00	0.00	12462.12
001 WINNER'S CIRCLE: AG BOOSTERS	12462.12	0.00	0.00	0.00	12462.12
0348 LEADERSHIP	380.78	0.00	0.00	0.00	380.78
001 LEADERSHIP	380.78	0.00	0.00	0.00	380.78
002 CLOSED-BA MOVED TO 330.002	0.00	0.00	0.00	0.00	0.00
0349 SENIOR CAP & GOWN	9330.00	0.00	0.00	0.00	9330.00
001 SENIOR CAP & GOWN	9330.00	0.00	0.00	0.00	9330.00
0350 DHS TSA CLUB	0.00	0.00	0.00	0.00	0.00
001 DHS TSA CLUB	0.00	0.00	0.00	0.00	0.00
0352 AMERICAN SIGN LANGUAGE	209.58	0.00	0.00	0.00	209.58
001 AMERICAN SIGN LANGUAGE	209.58	0.00	0.00	0.00	209.58
0353 DHS FARM TO TABLE CLUB	0.00	0.00	0.00	0.00	0.00
001 FARM TO TABLE CLUB	0.00	0.00	0.00	0.00	0.00
0360 EDGE: VENDING	2731.69	0.00	0.00	0.00	2731.69
001 EDGE: VENDING	2731.69	0.00	0.00	0.00	2731.69

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0500 MAINTENANCE DEPARTMENT	542.19	0.00	0.00	0.00	542.19
001 MAINTENANCE DEPARTMENT	542.19	0.00	0.00	0.00	542.19
0550 TRANSPORTATION DEPARTMENT	270.88	0.00	0.00	0.00	270.88
001 TRANSPORTATION DEPARTMENT	270.88	0.00	0.00	0.00	270.88
1011 CO: TECHNOLOGY DEPARTMENT	114915.52	76.50	200.00	120.00	114912.02
001 CO: CHROMEBOOKS	110672.80	76.50	200.00	120.00	110669.30
002 CO: DONATIONS	4242.72	0.00	0.00	0.00	4242.72
1021 ATTENDANCE AWARDS	1500.00	0.00	0.00	0.00	1500.00
001 CO: ATTENDANCE AWARDS	1500.00	0.00	0.00	0.00	1500.00
1030 CLOSED	0.00	0.00	0.00	0.00	0.00
001 CO: SPECIAL EDUCATION	0.00	0.00	0.00	0.00	0.00
1031 CO: SPEC ED/SPECIAL OLYMPICS	973.83	0.00	0.00	0.00	973.83
001 CO: SPEC ED/SPECIAL OLYMPICS	973.83	0.00	0.00	0.00	973.83
1032 CLOSED-BA: 06/20/23	0.00	0.00	0.00	0.00	0.00
001 CO: BEST BUDDIES	0.00	0.00	0.00	0.00	0.00
1051 CO: ASSISTANT SUPERINTENDENTS	3000.00	0.00	0.00	0.00	3000.00
001 CO: ASSISTANT SUPERINTENDENTS	3000.00	0.00	0.00	0.00	3000.00
002 LITTLE DRIBBLERS	0.00	0.00	0.00	0.00	0.00
1061 CO: TEACHER OF THE YEAR ACCT.	1181.95	0.00	0.00	0.00	1181.95
001 CO: TEACHER OF THE YEAR ACCT.	1181.95	0.00	0.00	0.00	1181.95
1062 CLOSED-BA: 06/20/23	0.00	0.00	0.00	0.00	0.00
001 CO: 772 GEAR UP FUNDS	0.00	0.00	0.00	0.00	0.00
1063 CO: GIFTED AND TALENTED	3154.74	0.00	0.00	0.00	3154.74
001 CO: GIFTED AND TALENTED	2854.74	0.00	0.00	0.00	2854.74
002 CO: MATHCOUNTS	300.00	0.00	0.00	0.00	300.00
1064 CO: EL CORDINATOR	0.00	0.00	0.00	0.00	0.00
001 CO: EL CORDINATOR	0.00	0.00	0.00	0.00	0.00
1071 CO: ADMINISTRATIVE ACCOUNT	32974.25	0.00	1954.01	2804.81	33825.05
001 CO: ADMINISTRATION ACCOUNT	32974.25	0.00	1954.01	2804.81	33825.05
002 ASBOI - EAGLE SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00

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003 CO: EMPLOYEE OF THE MONTH	0.00	0.00	0.00	0.00	0.00
1081 COUSINS EVERYWHERE	4023.00	0.00	0.00	0.00	4023.00
001 MILK & JUICE, AND LUNCHES	523.00	0.00	0.00	0.00	523.00
002 TILLEY-STUDENT NEEDS	3500.00	0.00	0.00	0.00	3500.00
1091 MCCASLAND FOUNDATION	0.00	0.00	0.00	0.00	0.00
001 MCCASLAND FOUNDATION	0.00	0.00	0.00	0.00	0.00
1098 CO: ONE DUNCAN	2121.78	0.00	0.00	0.00	2121.78
001 CO: ONE DUNCAN	2121.78	0.00	0.00	0.00	2121.78
1099 CO: EMPLOYEE BENEVOLENCE FUND	499.66	0.00	0.00	0.00	499.66
001 CO: EMPLOYEE BENEVOLENCE FUND	499.66	0.00	0.00	0.00	499.66
1101 MS:LOSS/DAMAGE:BKS,EQUIP,PROP.	101.00	0.00	0.00	0.00	101.00
001 MS:LOSS/DAMAGE:BKS,EQUIP,PROP.	101.00	0.00	0.00	0.00	101.00
1213 MS: BAND	7940.85	0.00	0.00	0.00	7940.85
001 MS: BAND	7940.85	0.00	0.00	0.00	7940.85
1214 MS: STEM	2257.05	0.00	0.00	0.00	2257.05
001 MS: STEM	2257.05	0.00	0.00	0.00	2257.05
1216 MS: LIBRARY	394.67	0.00	0.00	0.00	394.67
001 MS: LIBRARY	394.67	0.00	0.00	0.00	394.67
1218 MS: OFFICE	7131.44	0.00	0.00	0.00	7131.44
001 MS: OFFICE	7131.44	0.00	0.00	0.00	7131.44
1219 MS: ATHLETICS	35114.79	0.00	0.00	200.00	35314.79
001 MS: ATHLETICS	24047.28	0.00	0.00	200.00	24247.28
002 MS: FOOTBALL	0.00	0.00	0.00	0.00	0.00
003 MS: CHEERLEADING	11067.51	0.00	0.00	0.00	11067.51
1220 CLOSED-BA: 01/10/23	0.00	0.00	0.00	0.00	0.00
001 MS: DMS FCA	0.00	0.00	0.00	0.00	0.00
1221 MS: VOCAL MUSIC	3458.29	0.00	0.00	0.00	3458.29
001 MS: VOCAL MUSIC	2588.79	0.00	0.00	0.00	2588.79
002 MS: PITCHFORKS	869.50	0.00	0.00	0.00	869.50
1222 MS: ROBOTICS CLUB	583.77	0.00	0.00	0.00	583.77
001 MS: ROBOTICS CLUB	583.77	0.00	0.00	0.00	583.77

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1225 MS: CLOTHES CLOSET	4683.82	0.00	0.00	0.00	4683.82
001 MS: CLOTHES CLOSET	3693.34	0.00	0.00	0.00	3693.34
002 MS: DONATIONS FOR	990.48	0.00	0.00	0.00	990.48
003 CHROMEBOOKS MS: CREATING HOPE	0.00	0.00	0.00	0.00	0.00
1301 MS: TSA (TECH STUDENT ASSOC)	3504.51	0.00	0.00	0.00	3504.51
001 MS: TSA (TECH STUDENT ASSOC)	3504.51	0.00	0.00	0.00	3504.51
1302 MS: NJHS	9637.80	0.00	0.00	0.00	9637.80
001 MS: NJHS	9637.80	0.00	0.00	0.00	9637.80
1303 ACCT CLOSED-BA:12/14/21	0.00	0.00	0.00	0.00	0.00
001 MS: 7TH/8TH GRADE CHEERLEADERS	0.00	0.00	0.00	0.00	0.00
1305 MS: MIDDLE SCHOOL ART	10.15	0.00	0.00	0.00	10.15
001 MS: MIDDLE SCHOOL ART	10.15	0.00	0.00	0.00	10.15
002 MS: Natl Jr Art Honor Society	0.00	0.00	0.00	0.00	0.00
1306 MS: COMPUTER CLUB	65.68	0.00	0.00	0.00	65.68
001 MS: COMPUTER CLUB	65.68	0.00	0.00	0.00	65.68
1308 MS: STUDENT COUNCIL	9755.12	0.00	0.00	0.00	9755.12
001 MS: STUDENT COUNCIL	9755.12	0.00	0.00	0.00	9755.12
1310 MS: YEARBOOK	14458.44	0.00	0.00	0.00	14458.44
001 MS: JOURNALISM	14458.44	0.00	0.00	0.00	14458.44
1312 MS: ACADEMIC CLUB	910.26	0.00	0.00	0.00	910.26
001 MS: ACADEMIC CLUB	910.26	0.00	0.00	0.00	910.26
1315 CLOSE: BA: 11/08/22	0.00	0.00	0.00	0.00	0.00
001 DMS/DHS BASS CLUB	0.00	0.00	0.00	0.00	0.00
1350 MS: SUNSHINE ACCOUNT	289.39	0.00	0.00	0.00	289.39
001 MS: SUNSHINE ACCOUNT	289.39	0.00	0.00	0.00	289.39
2201 EM: MILK FUND	4307.60	0.00	30.48	0.00	4277.12
001 EM: MILK FUND	4307.60	0.00	30.48	0.00	4277.12
2203 EM: STUDENT STORE	58.06	0.00	0.00	0.00	58.06
001 EM: STUDENT STORE	58.06	0.00	0.00	0.00	58.06
2204 EM: MISCELLANEOUS	3852.93	0.00	0.00	0.00	3852.93
001 EM: MISCELLANEOUS	2625.95	0.00	0.00	0.00	2625.95

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002 EM: CLOTHES CLOSE	605.58	0.00	0.00	0.00	605.58
003 EM: ARCHERY	621.40	0.00	0.00	0.00	621.40
2205 EM: INTEREST & DONATIONS	11312.64	0.00	0.00	0.00	11312.64
001 EM: INTEREST & DONATIONS	11312.64	0.00	0.00	0.00	11312.64
2206 EM: PICTURE FUND	2637.66	0.00	0.00	0.00	2637.66
001 EM: PICTURE FUND	2637.66	0.00	0.00	0.00	2637.66
2207 EM: LIBRARY FUND	1426.81	0.00	0.00	0.00	1426.81
001 EM: LIBRARY FUND	1426.81	0.00	0.00	0.00	1426.81
2208 EM: PTO FUND	11035.38	0.00	0.00	0.00	11035.38
001 EM: PTO FUND	11035.38	0.00	0.00	0.00	11035.38
5201 HM: MILK FUND	5223.15	0.00	0.00	0.00	5223.15
001 HM: MILK FUND	5223.15	0.00	0.00	0.00	5223.15
5203 HM: STUDENT STORE	306.30	0.00	0.00	0.00	306.30
001 HM: STUDENT STORE	306.30	0.00	0.00	0.00	306.30
5204 HM: MISCELLANEOUS	8904.51	0.00	0.00	0.00	8904.51
001 HM: MISCELLANEOUS	4024.18	0.00	0.00	0.00	4024.18
002 DONATIONS FOR MARQUEE	0.00	0.00	0.00	0.00	0.00
003 HM: ARCHERY	4174.95	0.00	0.00	0.00	4174.95
004 HM: CLOTHES CLOSET	705.38	0.00	0.00	0.00	705.38
5206 HM: PICTURE FUND	0.00	0.00	0.00	0.00	0.00
001 HM: PICTURE FUND	0.00	0.00	0.00	0.00	0.00
5207 HM: LIBRARY FUND	4747.66	0.00	0.00	0.00	4747.66
001 HM: LIBRARY FUND	4747.66	0.00	0.00	0.00	4747.66
5208 HM: PTO FUND	30732.07	0.00	0.00	0.00	30732.07
001 HM: PTO FUND	26851.03	0.00	0.00	0.00	26851.03
002 BIG KAHUNA	0.00	0.00	0.00	0.00	0.00
003 SPIRITWEAR	0.00	0.00	0.00	0.00	0.00
004 SPIRIT WAGON	1534.50	0.00	0.00	0.00	1534.50
005 FALCON FRIDAY	1500.00	0.00	0.00	0.00	1500.00
006 DONATION DRIVE	0.00	0.00	0.00	0.00	0.00
007 HOSPITALITY	846.54	0.00	0.00	0.00	846.54
008 KIND WEEK	0.00	0.00	0.00	0.00	0.00

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009 WORLD'S FINEST CHOCOLATE	0.00	0.00	0.00	0.00	0.00
6201 WR: MILK FUND	11349.10	0.00	0.00	0.00	11349.10
001 WR: MILK FUND	11349.10	0.00	0.00	0.00	11349.10
6203 WR: SPECIAL EDUCATION	11.24	0.00	0.00	0.00	11.24
001 WR: SPECIAL EDUCATION	11.24	0.00	0.00	0.00	11.24
6204 WR: STEM	1873.79	0.00	0.00	0.00	1873.79
001 WR: WILL ROGERS STEM	1744.31	0.00	0.00	0.00	1744.31
002 WR: ELK CROSSING STEM	129.48	0.00	0.00	0.00	129.48
6205 WR: INTEREST & DONATIONS	1558.30	0.00	0.00	0.00	1558.30
001 WR: INTEREST & DONATIONS	485.87	0.00	0.00	0.00	485.87
003 WR: EME SANDERS' CLASS	14.20	0.00	0.00	0.00	14.20
004 WR: PHYSICAL EDUCATION	200.00	0.00	0.00	0.00	200.00
005 WR: J. DITTNER, COUNSELOR	130.72	0.00	0.00	0.00	130.72
006 WR: LORI MITCHELL'S CLASS	217.51	0.00	0.00	0.00	217.51
007 WR: CLOTHES CLOSET	510.00	0.00	0.00	0.00	510.00
6206 WR: PICTURE FUND	5872.33	0.00	0.00	0.00	5872.33
001 WR: PICTURE FUND	5872.33	0.00	0.00	0.00	5872.33
6207 WR: LIBRARY FUND	0.00	0.00	0.00	0.00	0.00
001 WR: LIBRARY FUND	0.00	0.00	0.00	0.00	0.00
6208 WR: PRE-K OPERATIONS	28642.78	0.00	0.00	38.75	28681.53
001 WR: PRE-K OPERATIONS	28642.78	0.00	0.00	38.75	28681.53
7201 MT: MILK FUND	3890.18	0.00	312.48	2.50	3580.20
001 MT: MILK FUND	3890.18	0.00	312.48	2.50	3580.20
7204 MT: MISCELLANEOUS	459.28	68.10	0.00	0.00	527.38
001 MT: MISCELLANEOUS	207.03	68.10	0.00	0.00	275.13
002 MT: CLOTHES CLOSET	252.25	0.00	0.00	0.00	252.25
7205 MT: INTEREST & DONATIONS	21804.29	0.00	0.00	0.00	21804.29
001 MT: INTEREST & DONATIONS	5754.29	0.00	0.00	0.00	5754.29
002 MT: MARQUEE	16050.00	0.00	0.00	0.00	16050.00
7206 MT: PICTURE FUND	1258.84	0.00	0.00	0.00	1258.84
001 MT: PICTURE FUND	1258.84	0.00	0.00	0.00	1258.84

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7207 MT: LIBRARY FUND	294.00	0.00	0.00	0.00	294.00
001 MT: LIBRARY FUND	294.00	0.00	0.00	0.00	294.00
7208 MT: PTO FUND	11047.25	0.00	0.00	214.00	11261.25
001 MT: PTO FUND	11047.25	0.00	0.00	214.00	11261.25
8201 WW: MILK FUND	19382.21	0.00	450.00	0.00	18932.21
001 WW: MILK FUND	19382.21	0.00	450.00	0.00	18932.21
8203 WW: STUDENT STORE	104.97	0.00	0.00	0.00	104.97
001 WW: STUDENT STORE	104.97	0.00	0.00	0.00	104.97
8204 WW: MISCELLANEOUS	12780.28	0.00	0.00	0.00	12780.28
001 WW: MISCELLANEOUS	12419.22	0.00	0.00	0.00	12419.22
002 WW: CLOTHES CLOSET	361.06	0.00	0.00	0.00	361.06
8205 WW: INTEREST & DONATIONS	5545.29	248.50	0.00	0.00	5793.79
001 WW: INTEREST & DONATIONS	5213.70	248.50	0.00	0.00	5462.20
002 WW: PRE-K CLASS	52.99	0.00	0.00	0.00	52.99
004 WW: MRS. ZUPPER'S 4TH GR CLASS	102.85	0.00	0.00	0.00	102.85
005 WW: MS. ETHERIDGE'S CLASSROOM	175.75	0.00	0.00	0.00	175.75
8206 WW: PICTURE FUND	643.50	0.00	392.24	0.00	251.26
001 WW: PICTURE FUND	643.50	0.00	392.24	0.00	251.26
8207 WW: LIBRARY FUND	6712.59	0.00	0.00	0.00	6712.59
001 WW: LIBRARY FUND	6712.59	0.00	0.00	0.00	6712.59
8208 WW: PTO FUND	14343.35	0.00	0.00	0.00	14343.35
001 WW: PTO FUND	4403.99	0.00	0.00	0.00	4403.99
002 WW: MARQUEE	2565.00	0.00	0.00	0.00	2565.00
011 WW: 1ST GRADE	516.25	0.00	0.00	0.00	516.25
012 WW: 2ND GRADE	487.59	0.00	0.00	0.00	487.59
013 WW: 3RD GRADE	601.25	0.00	0.00	0.00	601.25
014 WW: 4TH GRADE	196.89	0.00	0.00	0.00	196.89
015 WW: 5TH GRADE	176.01	0.00	0.00	0.00	176.01
016 WW: KINDERGARTEN	543.64	0.00	0.00	0.00	543.64
017 WW: ART	4352.73	0.00	0.00	0.00	4352.73
018 WW: KARON HISE (WE LOVE)	500.00	0.00	0.00	0.00	500.00
8209 WW: SUNSHINE FUND	385.65	0.00	0.00	0.00	385.65
001 WW: SUNSHINE FUND	385.65	0.00	0.00	0.00	385.65

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9201 PL: MILK FUND	5011.89	0.00	371.06	0.00	4640.83
001 PL: MILK FUND	5011.89	0.00	371.06	0.00	4640.83
9204 PL: MISCELLANEOUS	8196.07	0.00	0.00	926.73	9122.80
001 PL: 1ST GRADE	31.90	0.00	0.00	0.00	31.90
002 PL: 2ND GRADE	126.24	0.00	0.00	264.00	390.24
003 PL: 3RD GRADE	310.20	0.00	0.00	0.00	310.20
004 PL: 4TH GRADE	749.96	0.00	0.00	0.00	749.96
005 PL: 5TH GRADE	1096.46	0.00	0.00	0.00	1096.46
006 PL: KINDERGARTEN	404.93	0.00	0.00	0.00	404.93
007 PL: PE - PHYSICAL EDUCATION	1124.97	0.00	0.00	662.73	1787.70
008 PL: MUSIC	1799.05	0.00	0.00	0.00	1799.05
009 PL: SPECIAL EDUCATION	1.97	0.00	0.00	0.00	1.97
020 PL: GRADE LEVEL SHIRTS	569.50	0.00	0.00	0.00	569.50
021 PL: DUNCAN DEMON SHIRTS	393.21	0.00	0.00	0.00	393.21
022 PL: YEARBOOKS	927.68	0.00	0.00	0.00	927.68
023 PL: SQUARE 1 ART	0.00	0.00	0.00	0.00	0.00
024 PL: CLOTHES CLOSET	660.00	0.00	0.00	0.00	660.00
9205 PL: INTEREST & DONATIONS	10583.85	0.00	0.00	0.00	10583.85
001 PL: INTEREST & DONATIONS	9984.06	0.00	0.00	0.00	9984.06
002 AIMEE GREENING MEMORIAL	598.08	0.00	0.00	0.00	598.08
003 M. TARPLEY RESOURCE-OECU GRANT	1.71	0.00	0.00	0.00	1.71
9206 PL: PICTURE FUND	8256.15	0.00	523.00	0.00	7733.15
001 PL: PICTURE FUND	8256.15	0.00	523.00	0.00	7733.15
9207 PL: LIBRARY FUND	542.61	0.00	0.00	0.00	542.61
001 PL: LIBRARY FUND	542.61	0.00	0.00	0.00	542.61
9208 PL: PTO FUND	26229.06	0.00	0.00	0.00	26229.06
001 PL: PTO OPERATING FUND	2480.87	0.00	0.00	0.00	2480.87
002 PL: POP AND POPCORN	7500.30	0.00	0.00	0.00	7500.30
003 PL: SHIRTS	7348.72	0.00	0.00	0.00	7348.72
004 PL: DONATION DRIVE	4145.82	0.00	0.00	0.00	4145.82
005 PL: YEARBOOKS to be 9204.022	241.34	0.00	0.00	0.00	241.34
006 PL: SPIRIT STORE	4027.13	0.00	0.00	0.00	4027.13
007 ACCT MOVED FROM PTO TO OFFICE	0.00	0.00	0.00	0.00	0.00
008 PL: BOX TOPS	212.40	0.00	0.00	0.00	212.40
009 PL: STAFF MEALS	272.48	0.00	0.00	0.00	272.48
9209 PL: SUNSHINE FUND	260.77	0.00	0.00	0.00	260.77
001 PL: SUNSHINE FUND	260.77	0.00	0.00	0.00	260.77

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

July, FY2026  
MTD Summary

**Summary Of Accounts**

August 01, 2025

<b>Acct. Name</b>	<b>Beg.Month</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjust.</b>	<b>Ending</b>	
9990 DPSF OPERATING ACCOUNT	14954.77	0.00	0.00	0.00	14954.77	
001 DEX AWARDS	6859.25	0.00	0.00	0.00	6859.25	
002 ESPORTS	2853.09	0.00	0.00	0.00	2853.09	
004 SPEC ED - OPAL LOWRY TRUST	893.43	0.00	0.00	0.00	893.43	
007 PEER MENTORING - GEAR UP	3099.40	0.00	0.00	0.00	3099.40	
008 DMS PROJECT BASED LEARNING	0.00	0.00	0.00	0.00	0.00	
009 STEM	1249.60	0.00	0.00	0.00	1249.60	
<b>MTD TOTALS:</b>	<b>(162 Accounts)</b>	<b>1,026,926.54</b>	<b>19,983.10</b>	<b>(22,014.40)</b>	<b>7,361.89</b>	<b>1,032,257.13</b>

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548

DUNCAN, OK 73534

July, FY2026  
MTD Summary

**Summary Of Accounts**

August 01, 2025

<b>Beginning MTD Account Balance:</b>	<b>\$1,026,926.54</b>
Bank Charges:	(293.51)
Interest:	3,098.32
NSF Adjustments:	0.00
Expense:	0.00
Revenue:	4,557.08
<b>Total Adjustments:</b>	<b>\$7,361.89</b>
Total Adjustments:	7,361.89
Add Voids:	0.00
<b>Adjustment with Voids:</b>	<b>\$7,361.89</b>
Receipts Issued:	19,983.10
Voided Receipts:	0.00
<b>Total Receipts:</b>	<b>\$19,983.10</b>
Checks Issued:	22,014.40
Voided Checks:	0.00
<b>Total Checks:</b>	<b>\$22,014.40</b>
<b>Current Balance:</b>	<b>\$1,032,257.13</b>
YTD Outstanding Checks:	13,076.06
Prior Year Outstanding Checks:	2,622.16
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**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

FY-2026  
YTD Summary

**Summary Of Accounts**

August 01, 2025

<p><b>For Bank Account:</b> * * * * * 9935</p> <p><b>Date:</b> ____/____/____</p>	<p><b>This Report Is True And Correct To The Best Of My Knowledge.</b></p>
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<b>Beginning:</b>	<b>1,026,926.54</b>
<b>Receipts:</b>	<b>19,983.10</b>
<b>Checks:</b>	<b>(22,014.40)</b>
<b>Adjustments:</b>	<b>7,361.89</b>
<b>Ending:</b>	<b>\$1,032,257.13</b>

Acct. Name	Beg.Year	Receipts	Checks	Adjust.	Ending
0101 LOSS/DAMAGE:BKS,EQUIP,PROPERTY	0.00	0.00	0.00	0.00	0.00
001 LOSS/DAMAGE:BKS,EQUIP,PROPERTY	0.00	0.00	0.00	0.00	0.00
0104 SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00
001 SUMMER SCHOOL	0.00	0.00	0.00	0.00	0.00
0201 ATHLETIC REVENUE FUND	17744.63	0.00	0.00	0.00	17744.63
001 ATHLETIC REVENUE FUND	17744.63	0.00	0.00	0.00	17744.63
0202 ATHLETIC ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
001 ATHLETIC ADMINISTRATION	0.00	0.00	0.00	0.00	0.00
0203 FOOTBALL FUND	29067.57	10000.00	3693.95	0.00	35373.62
001 FOOTBALL FUND - \$23,540	29067.57	10000.00	3693.95	0.00	35373.62
002 SW DAIRY MUSEUM GRANT-CH MILK	0.00	0.00	0.00	0.00	0.00
0204 BOYS BASKETBALL	11549.50	365.00	0.00	0.00	11914.50
001 BOYS BASKETBALL - \$5,942.50	11549.50	365.00	0.00	0.00	11914.50
0205 GIRLS BASKETBALL	10477.40	0.00	0.00	0.00	10477.40
001 GIRLS BASKETBALL - \$5,942.50	10477.40	0.00	0.00	0.00	10477.40
0206 BOYS WRESTLING	7758.97	0.00	0.00	0.00	7758.97
001 BOYS WRESTLING - \$5,600	7758.97	0.00	0.00	0.00	7758.97
0207 BASEBALL	1248.24	0.00	0.00	0.00	1248.24
001 BASEBALL - \$4,100	1248.24	0.00	0.00	0.00	1248.24
0208 BOYS & GIRLS TRACK	12541.55	0.00	0.00	0.00	12541.55
001 BOYS - \$3,400, GIRLS - \$3,400	12541.55	0.00	0.00	0.00	12541.55
0209 ACCT CLOSED-BA 12/14/21	0.00	0.00	0.00	0.00	0.00
001 GIRLS TRACK - \$3,400	0.00	0.00	0.00	0.00	0.00
0210 TENNIS	1598.79	380.00	0.00	0.00	1978.79
001 TENNIS - B-\$1,600, G-\$1,600	1598.79	380.00	0.00	0.00	1978.79
0211 GIRLS WRESTLING	9460.76	0.00	0.00	0.00	9460.76
001 GIRLS WRESTLING - \$5,600	9460.76	0.00	0.00	0.00	9460.76

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
 DUNCAN, OK 73534

FY-2026  
 YTD Summary

**Summary Of Accounts**

August 01, 2025

Acct. Name	Beg.Year	Receipts	Checks	Adjust.	Ending
0212 BOYS GOLF	13064.67	0.00	0.00	0.00	13064.67
001 BOYS GOLF - \$1,500	13064.67	0.00	0.00	0.00	13064.67
0213 GIRLS SOFTBALL	669.87	0.00	0.00	0.00	669.87
001 GIRLS SOFTBALL - \$4,100	669.87	0.00	0.00	0.00	669.87
0214 CROSS-COUNTRY	552.83	0.00	0.00	0.00	552.83
001 CROSS COUNTRY - \$1,000	552.83	0.00	0.00	0.00	552.83
0215 LETTERMEN'S CLUB	3058.41	2624.00	47.32	100.00	5735.09
001 LETTERMEN'S CLUB	3058.41	2624.00	47.32	100.00	5735.09
0218 CHEERLEADING	20063.44	1413.00	0.00	64.00	21540.44
001 CHEERLEADING - \$1,000	20063.44	1413.00	0.00	64.00	21540.44
0219 QUARTERBACK BOOSTER CLUB	197.37	0.00	0.00	0.00	197.37
001 QUARTERBACK BOOSTER CLUB	197.37	0.00	0.00	0.00	197.37
0222 BASEBALL BOOSTER CLUB	4591.71	0.00	0.00	0.00	4591.71
001 BASEBALL BOOSTER CLUB	4591.71	0.00	0.00	0.00	4591.71
0225 BOYS SOCCER	1548.45	0.00	0.00	0.00	1548.45
001 BOYS SOCCER - \$2,000	1548.45	0.00	0.00	0.00	1548.45
0226 GIRLS SOCCER	1823.46	0.00	0.00	0.00	1823.46
001 GIRLS SOCCER - \$2,000	1823.46	0.00	0.00	0.00	1823.46
0227 SOCCER BOOSTER CLUB	9379.37	0.00	0.00	0.00	9379.37
001 SOCCER BOOSTER CLUB	9379.37	0.00	0.00	0.00	9379.37
0228 GIRLS GOLF	3736.37	250.00	0.00	0.00	3986.37
001 GIRLS GOLF - \$1,500	3736.37	250.00	0.00	0.00	3986.37
0229 DHS GOLF BOOSTER CLUB	0.00	0.00	0.00	0.00	0.00
001 DHS GOLF BOOSTER CLUB	0.00	0.00	0.00	0.00	0.00
0230 LEGACY BK CD: DONNIE CHRISTIAN	0.00	0.00	0.00	0.00	0.00
001 LEGACY BK CD: DONNIE CHRISTIAN	0.00	0.00	0.00	0.00	0.00
002 2020 - CAITLYNN STEPHENS /ARMY	0.00	0.00	0.00	0.00	0.00
0231 ATHLETIC DEPT. CONCESSION	55359.01	0.00	0.00	0.00	55359.01
001 ATHLETIC DEPT. CONCESSION	55359.01	0.00	0.00	0.00	55359.01

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
 DUNCAN, OK 73534

FY-2026  
 YTD Summary

**Summary Of Accounts**

August 01, 2025

Acct. Name	Beg.Year	Receipts	Checks	Adjust.	Ending
0235 TRACK/X-COUNTRY BOOSTER CLUB	368.48	0.00	0.00	0.00	368.48
001 TRACK/X-COUNTRY BOOSTER CLUB	368.48	0.00	0.00	0.00	368.48
0240 ACCT CLOSED-BA 07/18/23	0.00	0.00	0.00	0.00	0.00
001 HALL OF FAME	0.00	0.00	0.00	0.00	0.00
0249 TENNIS DONATION ACCOUNT	143.01	0.00	0.00	0.00	143.01
001 TENNIS DONATION ACCOUNT	143.01	0.00	0.00	0.00	143.01
0251 VOLLEYBALL	17403.72	0.00	1032.75	0.00	16370.97
001 VOLLEYBALL - \$1,000	17403.72	0.00	1032.75	0.00	16370.97
002 VOLLEYBALL BOOSTERS	0.00	0.00	0.00	0.00	0.00
0255 PHIL BARNES MEM SCHOLARSHIP	1275.00	0.00	0.00	0.00	1275.00
001 PHIL BARNES MEM SCHOLARSHIP	1275.00	0.00	0.00	0.00	1275.00
0256 TENNIS BOOSTER CLUB	260.43	0.00	587.00	0.00	-326.57
001 TENNIS BOOSTER CLUB	260.43	0.00	587.00	0.00	-326.57
0257 TIP-IN BASKETBALL BOOSTER CLUB	3819.55	0.00	0.00	0.00	3819.55
001 TIP-IN BASKETBALL BOOSTER CLUB	3819.55	0.00	0.00	0.00	3819.55
0261 POM PON	7291.73	0.00	300.00	0.00	6991.73
001 POM PON - \$1,000	7291.73	0.00	300.00	0.00	6991.73
0263 SWIMMING	2028.69	0.00	0.00	0.00	2028.69
001 SWIMMING - \$1,000	2028.69	0.00	0.00	0.00	2028.69
0264 SWIMMING BOOSTER CLUB	171.28	0.00	0.00	0.00	171.28
001 SWIMMING BOOSTER CLUB	171.28	0.00	0.00	0.00	171.28
0285 ATHLETIC TRAINER	4780.59	0.00	0.00	0.00	4780.59
001 ATHLETIC TRAINER	4780.59	0.00	0.00	0.00	4780.59
0290 OSSAA SPORTS SPECTACULAR	0.00	0.00	0.00	0.00	0.00
001 OSSAA SPORTS SPECTACULAR	0.00	0.00	0.00	0.00	0.00
0301 SPECIAL EDUCATION	107.64	0.00	0.00	0.00	107.64
001 SPECIAL EDUCATION	107.64	0.00	0.00	0.00	107.64
0302 NAHS - NATL ART HONOR SOCIETY	442.18	0.00	0.00	0.00	442.18
001 NAHS - NATL ART HONOR SOCIETY	442.18	0.00	0.00	0.00	442.18

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

FY-2026  
YTD Summary

**Summary Of Accounts**

August 01, 2025

Acct. Name	Beg.Year	Receipts	Checks	Adjust.	Ending
0303 PFC INTERNSHIP PROGRAM	594.67	0.00	0.00	0.00	594.67
001 PFC INTERNSHIP PROGRAM	594.67	0.00	0.00	0.00	594.67
0304 MULTI-CULTURAL CLUB	308.50	0.00	0.00	0.00	308.50
001 MULTI-CULTURAL CLUB	308.50	0.00	0.00	0.00	308.50
0305 PSAT/AP TESTS ACCOUNT	4080.97	0.00	0.00	0.00	4080.97
001 PSAT/AP TESTS ACCOUNT	4080.97	0.00	0.00	0.00	4080.97
0306 JOURNALISM	3276.57	0.00	0.00	0.00	3276.57
001 JOURNALISM	3276.57	0.00	0.00	0.00	3276.57
0307 SENIOR CLASS	5912.02	0.00	0.00	0.00	5912.02
001 SENIOR CLASS	5912.02	0.00	0.00	0.00	5912.02
0308 JUNIOR CLASS	6457.11	0.00	110.00	0.00	6347.11
001 JUNIOR CLASS	6457.11	0.00	110.00	0.00	6347.11
0309 SOPHOMORE CLASS	0.00	0.00	0.00	0.00	0.00
001 SOPHOMORE CLASS	0.00	0.00	0.00	0.00	0.00
0310 FRESHMAN CLASS	0.00	0.00	0.00	0.00	0.00
001 FRESHMAN CLASS	0.00	0.00	0.00	0.00	0.00
0311 KEY CLUB	1452.51	0.00	0.00	60.93	1513.44
001 KEY CLUB	1452.51	0.00	0.00	60.93	1513.44
0312 BAND BOOSTERS	31076.12	0.00	1795.00	0.00	29281.12
001 BAND BOOSTERS	31076.12	0.00	1795.00	0.00	29281.12
0313 DEHYDRATOR RACE	20961.86	4158.00	10125.11	1492.60	16487.35
001 DEHYDRATOR RACE	20961.86	4158.00	10125.11	1492.60	16487.35
0314 NATIONAL HONOR SOCIETY	464.55	0.00	0.00	0.00	464.55
001 NATIONAL HONOR SOCIETY	464.55	0.00	0.00	0.00	464.55
0315 FACULTY FLOWER FUND	393.72	0.00	0.00	0.00	393.72
001 FACULTY FLOWER FUND	393.72	0.00	0.00	0.00	393.72
0316 SENIOR CLASS BACK YEARS	981.61	0.00	0.00	0.00	981.61
001 SENIOR CLASS BACK YEARS	981.61	0.00	0.00	0.00	981.61
0317 SMOKE RINGS YEARBOOK	3026.20	0.00	0.00	150.00	3176.20
001 SMOKE RINGS YEARBOOK	3026.20	0.00	0.00	150.00	3176.20

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
 DUNCAN, OK 73534

FY-2026  
 YTD Summary

**Summary Of Accounts**

August 01, 2025

Acct. Name	Beg.Year	Receipts	Checks	Adjust.	Ending
0319 STUDENT COUNCIL	4340.75	0.00	0.00	0.00	4340.75
001 STUDENT COUNCIL	4340.75	0.00	0.00	0.00	4340.75
0320 LIBRARY	0.00	0.00	0.00	0.00	0.00
001 LIBRARY	0.00	0.00	0.00	0.00	0.00
0321 HS LIBRARY WOODWARD ENDOWMNT.	16.05	0.00	0.00	0.00	16.05
001 HS LIBRARY WOODWARD ENDOWMNT.	16.05	0.00	0.00	0.00	16.05
0322 SCHOLARSHIP ACCOUNT	2931.00	0.00	0.00	0.00	2931.00
001 SCHOLARSHIP ACCOUNT	2930.10	0.00	0.00	0.00	2930.10
002 COMMUNITIES FOUNDATION OF OK	0.90	0.00	0.00	0.00	0.90
003 AAUW - AM ASSOC OF UNIV WOMEN	0.00	0.00	0.00	0.00	0.00
0323 BAND	1350.89	0.00	0.00	0.00	1350.89
001 BAND	1350.89	0.00	0.00	0.00	1350.89
0324 BAND TRIP ACCOUNT	14504.70	0.00	0.00	0.00	14504.70
001 BAND TRIP ACCOUNT	14504.70	0.00	0.00	0.00	14504.70
0325 RONNIE BISHOP SCHOLARSHIP	408.55	0.00	0.00	0.00	408.55
001 RONNIE BISHOP SCHOLARSHIP	408.55	0.00	0.00	0.00	408.55
0327 S.A.D.D. CLUB	429.03	0.00	0.00	0.00	429.03
001 S.A.D.D. CLUB	429.03	0.00	0.00	0.00	429.03
0328 HORTICULTURE	27962.21	0.00	0.00	0.00	27962.21
001 HORTICULTURE	27962.21	0.00	0.00	0.00	27962.21
0329 MARKETING	1255.99	0.00	0.00	0.00	1255.99
001 MARKETING	1255.99	0.00	0.00	0.00	1255.99
0330 OFFICE ACCOUNT	3214.79	0.00	0.00	0.00	3214.79
001 OFFICE ACCOUNT	1727.71	0.00	0.00	0.00	1727.71
002 DEMON DEN CLOSET & PANTRY	618.17	0.00	0.00	0.00	618.17
003 MATH & SCIENCE - OERB DONATION	868.91	0.00	0.00	0.00	868.91
004 DHS DIGITAL SIGN	0.00	0.00	0.00	0.00	0.00
0333 ACADEMIC TEAM ACCOUNT	226.67	0.00	0.00	0.00	226.67
001 ACADEMIC TEAM ACCOUNT	226.67	0.00	0.00	0.00	226.67
0334 GREEN CLUB	347.03	0.00	0.00	0.00	347.03
001 GREEN CLUB	347.03	0.00	0.00	0.00	347.03

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**DUNCAN PUBLIC SCHOOLS**PO BOX 1548  
DUNCAN, OK 73534FY-2026  
YTD Summary**Summary Of Accounts**

August 01, 2025

<b>Acct. Name</b>	<b>Beg.Year</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjust.</b>	<b>Ending</b>
0335 DRAMA	1729.72	0.00	0.00	0.00	1729.72
001 DRAMA	1729.72	0.00	0.00	0.00	1729.72
0337 VOCATIONAL AGRICULTURE	21742.88	400.00	0.00	672.56	22815.44
001 VOCATIONAL AGRICULTURE	21742.88	400.00	0.00	672.56	22815.44
0338 VOCAL MUSIC	5283.56	0.00	90.00	494.90	5688.46
001 VOCAL MUSIC	5283.56	0.00	90.00	494.90	5688.46
0339 VOCAL MUSIC BOOSTER CLUB	190.80	0.00	0.00	0.00	190.80
001 VOCAL MUSIC BOOSTER CLUB	190.80	0.00	0.00	0.00	190.80
0340 VENDING	8997.79	0.00	0.00	20.11	9017.90
001 VENDING	8997.79	0.00	0.00	20.11	9017.90
0343 FELOWSHP OF CHRISTIAN ATHLETES	285.00	0.00	0.00	0.00	285.00
001 FELOWSHP OF CHRISTIAN ATHLETES	285.00	0.00	0.00	0.00	285.00
0346 MUSIC TRIP ACCOUNT	2029.89	0.00	0.00	0.00	2029.89
001 MUSIC TRIP ACCOUNT	2029.89	0.00	0.00	0.00	2029.89
0347 WINNER'S CIRCLE: AG BOOSTERS	12462.12	0.00	0.00	0.00	12462.12
001 WINNER'S CIRCLE: AG BOOSTERS	12462.12	0.00	0.00	0.00	12462.12
0348 LEADERSHIP	380.78	0.00	0.00	0.00	380.78
001 LEADERSHIP	380.78	0.00	0.00	0.00	380.78
002 CLOSED-BA MOVED TO 330.002	0.00	0.00	0.00	0.00	0.00
0349 SENIOR CAP & GOWN	9330.00	0.00	0.00	0.00	9330.00
001 SENIOR CAP & GOWN	9330.00	0.00	0.00	0.00	9330.00
0350 DHS TSA CLUB	0.00	0.00	0.00	0.00	0.00
001 DHS TSA CLUB	0.00	0.00	0.00	0.00	0.00
0352 AMERICAN SIGN LANGUAGE	209.58	0.00	0.00	0.00	209.58
001 AMERICAN SIGN LANGUAGE	209.58	0.00	0.00	0.00	209.58
0353 DHS FARM TO TABLE CLUB	0.00	0.00	0.00	0.00	0.00
001 FARM TO TABLE CLUB	0.00	0.00	0.00	0.00	0.00
0360 EDGE: VENDING	2731.69	0.00	0.00	0.00	2731.69
001 EDGE: VENDING	2731.69	0.00	0.00	0.00	2731.69

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0500 MAINTENANCE DEPARTMENT	542.19	0.00	0.00	0.00	542.19
001 MAINTENANCE DEPARTMENT	542.19	0.00	0.00	0.00	542.19
0550 TRANSPORTATION DEPARTMENT	270.88	0.00	0.00	0.00	270.88
001 TRANSPORTATION DEPARTMENT	270.88	0.00	0.00	0.00	270.88
1011 CO: TECHNOLOGY DEPARTMENT	114915.52	76.50	200.00	120.00	114912.02
001 CO: CHROMEBOOKS	110672.80	76.50	200.00	120.00	110669.30
002 CO: DONATIONS	4242.72	0.00	0.00	0.00	4242.72
1021 ATTENDANCE AWARDS	1500.00	0.00	0.00	0.00	1500.00
001 CO: ATTENDANCE AWARDS	1500.00	0.00	0.00	0.00	1500.00
1030 CLOSED	0.00	0.00	0.00	0.00	0.00
001 CO: SPECIAL EDUCATION	0.00	0.00	0.00	0.00	0.00
1031 CO: SPEC ED/SPECIAL OLYMPICS	973.83	0.00	0.00	0.00	973.83
001 CO: SPEC ED/SPECIAL OLYMPICS	973.83	0.00	0.00	0.00	973.83
1032 CLOSED-BA: 06/20/23	0.00	0.00	0.00	0.00	0.00
001 CO: BEST BUDDIES	0.00	0.00	0.00	0.00	0.00
1051 CO: ASSISTANT SUPERINTENDENTS	3000.00	0.00	0.00	0.00	3000.00
001 CO: ASSISTANT SUPERINTENDENTS	3000.00	0.00	0.00	0.00	3000.00
002 LITTLE DRIBBLERS	0.00	0.00	0.00	0.00	0.00
1061 CO: TEACHER OF THE YEAR ACCT.	1181.95	0.00	0.00	0.00	1181.95
001 CO: TEACHER OF THE YEAR ACCT.	1181.95	0.00	0.00	0.00	1181.95
1062 CLOSED-BA: 06/20/23	0.00	0.00	0.00	0.00	0.00
001 CO: 772 GEAR UP FUNDS	0.00	0.00	0.00	0.00	0.00
1063 CO: GIFTED AND TALENTED	3154.74	0.00	0.00	0.00	3154.74
001 CO: GIFTED AND TALENTED	2854.74	0.00	0.00	0.00	2854.74
002 CO: MATHCOUNTS	300.00	0.00	0.00	0.00	300.00
1064 CO: EL CORDINATOR	0.00	0.00	0.00	0.00	0.00
001 CO: EL CORDINATOR	0.00	0.00	0.00	0.00	0.00
1071 CO: ADMINISTRATIVE ACCOUNT	32974.25	0.00	1954.01	2804.81	33825.05
001 CO: ADMINISTRATION ACCOUNT	32974.25	0.00	1954.01	2804.81	33825.05
002 ASBOI - EAGLE SCHOLARSHIP	0.00	0.00	0.00	0.00	0.00

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003 CO: EMPLOYEE OF THE MONTH	0.00	0.00	0.00	0.00	0.00
1081 COUSINS EVERYWHERE	4023.00	0.00	0.00	0.00	4023.00
001 MILK & JUICE, AND LUNCHES	523.00	0.00	0.00	0.00	523.00
002 TILLEY-STUDENT NEEDS	3500.00	0.00	0.00	0.00	3500.00
1091 MCCASLAND FOUNDATION	0.00	0.00	0.00	0.00	0.00
001 MCCASLAND FOUNDATION	0.00	0.00	0.00	0.00	0.00
1098 CO: ONE DUNCAN	2121.78	0.00	0.00	0.00	2121.78
001 CO: ONE DUNCAN	2121.78	0.00	0.00	0.00	2121.78
1099 CO: EMPLOYEE BENEVOLENCE FUND	499.66	0.00	0.00	0.00	499.66
001 CO: EMPLOYEE BENEVOLENCE FUND	499.66	0.00	0.00	0.00	499.66
1101 MS:LOSS/DAMAGE:BKS,EQUIP,PROP.	101.00	0.00	0.00	0.00	101.00
001 MS:LOSS/DAMAGE:BKS,EQUIP,PROP.	101.00	0.00	0.00	0.00	101.00
1213 MS: BAND	7940.85	0.00	0.00	0.00	7940.85
001 MS: BAND	7940.85	0.00	0.00	0.00	7940.85
1214 MS: STEM	2257.05	0.00	0.00	0.00	2257.05
001 MS: STEM	2257.05	0.00	0.00	0.00	2257.05
1216 MS: LIBRARY	394.67	0.00	0.00	0.00	394.67
001 MS: LIBRARY	394.67	0.00	0.00	0.00	394.67
1218 MS: OFFICE	7131.44	0.00	0.00	0.00	7131.44
001 MS: OFFICE	7131.44	0.00	0.00	0.00	7131.44
1219 MS: ATHLETICS	35114.79	0.00	0.00	200.00	35314.79
001 MS: ATHLETICS	24047.28	0.00	0.00	200.00	24247.28
002 MS: FOOTBALL	0.00	0.00	0.00	0.00	0.00
003 MS: CHEERLEADING	11067.51	0.00	0.00	0.00	11067.51
1220 CLOSED-BA: 01/10/23	0.00	0.00	0.00	0.00	0.00
001 MS: DMS FCA	0.00	0.00	0.00	0.00	0.00
1221 MS: VOCAL MUSIC	3458.29	0.00	0.00	0.00	3458.29
001 MS: VOCAL MUSIC	2588.79	0.00	0.00	0.00	2588.79
002 MS: PITCHFORKS	869.50	0.00	0.00	0.00	869.50
1222 MS: ROBOTICS CLUB	583.77	0.00	0.00	0.00	583.77
001 MS: ROBOTICS CLUB	583.77	0.00	0.00	0.00	583.77

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1225 MS: CLOTHES CLOSET	4683.82	0.00	0.00	0.00	4683.82
001 MS: CLOTHES CLOSET	3693.34	0.00	0.00	0.00	3693.34
002 MS: DONATIONS FOR CHROMEBOOKS	990.48	0.00	0.00	0.00	990.48
003 MS: CREATING HOPE	0.00	0.00	0.00	0.00	0.00
1301 MS: TSA (TECH STUDENT ASSOC)	3504.51	0.00	0.00	0.00	3504.51
001 MS: TSA (TECH STUDENT ASSOC)	3504.51	0.00	0.00	0.00	3504.51
1302 MS: NJHS	9637.80	0.00	0.00	0.00	9637.80
001 MS: NJHS	9637.80	0.00	0.00	0.00	9637.80
1303 ACCT CLOSED-BA:12/14/21	0.00	0.00	0.00	0.00	0.00
001 MS: 7TH/8TH GRADE CHEERLEADERS	0.00	0.00	0.00	0.00	0.00
1305 MS: MIDDLE SCHOOL ART	10.15	0.00	0.00	0.00	10.15
001 MS: MIDDLE SCHOOL ART	10.15	0.00	0.00	0.00	10.15
002 MS: Natl Jr Art Honor Society	0.00	0.00	0.00	0.00	0.00
1306 MS: COMPUTER CLUB	65.68	0.00	0.00	0.00	65.68
001 MS: COMPUTER CLUB	65.68	0.00	0.00	0.00	65.68
1308 MS: STUDENT COUNCIL	9755.12	0.00	0.00	0.00	9755.12
001 MS: STUDENT COUNCIL	9755.12	0.00	0.00	0.00	9755.12
1310 MS: YEARBOOK	14458.44	0.00	0.00	0.00	14458.44
001 MS: JOURNALISM	14458.44	0.00	0.00	0.00	14458.44
1312 MS: ACADEMIC CLUB	910.26	0.00	0.00	0.00	910.26
001 MS: ACADEMIC CLUB	910.26	0.00	0.00	0.00	910.26
1315 CLOSE: BA: 11/08/22	0.00	0.00	0.00	0.00	0.00
001 DMS/DHS BASS CLUB	0.00	0.00	0.00	0.00	0.00
1350 MS: SUNSHINE ACCOUNT	289.39	0.00	0.00	0.00	289.39
001 MS: SUNSHINE ACCOUNT	289.39	0.00	0.00	0.00	289.39
2201 EM: MILK FUND	4307.60	0.00	30.48	0.00	4277.12
001 EM: MILK FUND	4307.60	0.00	30.48	0.00	4277.12
2203 EM: STUDENT STORE	58.06	0.00	0.00	0.00	58.06
001 EM: STUDENT STORE	58.06	0.00	0.00	0.00	58.06
2204 EM: MISCELLANEOUS	3852.93	0.00	0.00	0.00	3852.93
001 EM: MISCELLANEOUS	2625.95	0.00	0.00	0.00	2625.95

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002 EM: CLOTHES CLOSE	605.58	0.00	0.00	0.00	605.58
003 EM: ARCHERY	621.40	0.00	0.00	0.00	621.40
2205 EM: INTEREST & DONATIONS	11312.64	0.00	0.00	0.00	11312.64
001 EM: INTEREST & DONATIONS	11312.64	0.00	0.00	0.00	11312.64
2206 EM: PICTURE FUND	2637.66	0.00	0.00	0.00	2637.66
001 EM: PICTURE FUND	2637.66	0.00	0.00	0.00	2637.66
2207 EM: LIBRARY FUND	1426.81	0.00	0.00	0.00	1426.81
001 EM: LIBRARY FUND	1426.81	0.00	0.00	0.00	1426.81
2208 EM: PTO FUND	11035.38	0.00	0.00	0.00	11035.38
001 EM: PTO FUND	11035.38	0.00	0.00	0.00	11035.38
5201 HM: MILK FUND	5223.15	0.00	0.00	0.00	5223.15
001 HM: MILK FUND	5223.15	0.00	0.00	0.00	5223.15
5203 HM: STUDENT STORE	306.30	0.00	0.00	0.00	306.30
001 HM: STUDENT STORE	306.30	0.00	0.00	0.00	306.30
5204 HM: MISCELLANEOUS	8904.51	0.00	0.00	0.00	8904.51
001 HM: MISCELLANEOUS	4024.18	0.00	0.00	0.00	4024.18
002 DONATIONS FOR MARQUEE	0.00	0.00	0.00	0.00	0.00
003 HM: ARCHERY	4174.95	0.00	0.00	0.00	4174.95
004 HM: CLOTHES CLOSET	705.38	0.00	0.00	0.00	705.38
5206 HM: PICTURE FUND	0.00	0.00	0.00	0.00	0.00
001 HM: PICTURE FUND	0.00	0.00	0.00	0.00	0.00
5207 HM: LIBRARY FUND	4747.66	0.00	0.00	0.00	4747.66
001 HM: LIBRARY FUND	4747.66	0.00	0.00	0.00	4747.66
5208 HM: PTO FUND	30732.07	0.00	0.00	0.00	30732.07
001 HM: PTO FUND	26851.03	0.00	0.00	0.00	26851.03
002 BIG KAHUNA	0.00	0.00	0.00	0.00	0.00
003 SPIRITWEAR	0.00	0.00	0.00	0.00	0.00
004 SPIRIT WAGON	1534.50	0.00	0.00	0.00	1534.50
005 FALCON FRIDAY	1500.00	0.00	0.00	0.00	1500.00
006 DONATION DRIVE	0.00	0.00	0.00	0.00	0.00
007 HOSPITALITY	846.54	0.00	0.00	0.00	846.54
008 KIND WEEK	0.00	0.00	0.00	0.00	0.00

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009 WORLD'S FINEST CHOCOLATE	0.00	0.00	0.00	0.00	0.00
6201 WR: MILK FUND	11349.10	0.00	0.00	0.00	11349.10
001 WR: MILK FUND	11349.10	0.00	0.00	0.00	11349.10
6203 WR: SPECIAL EDUCATION	11.24	0.00	0.00	0.00	11.24
001 WR: SPECIAL EDUCATION	11.24	0.00	0.00	0.00	11.24
6204 WR: STEM	1873.79	0.00	0.00	0.00	1873.79
001 WR: WILL ROGERS STEM	1744.31	0.00	0.00	0.00	1744.31
002 WR: ELK CROSSING STEM	129.48	0.00	0.00	0.00	129.48
6205 WR: INTEREST & DONATIONS	1558.30	0.00	0.00	0.00	1558.30
001 WR: INTEREST & DONATIONS	485.87	0.00	0.00	0.00	485.87
003 WR: EME SANDERS' CLASS	14.20	0.00	0.00	0.00	14.20
004 WR: PHYSICAL EDUCATION	200.00	0.00	0.00	0.00	200.00
005 WR: J. DITTNER, COUNSELOR	130.72	0.00	0.00	0.00	130.72
006 WR: LORI MITCHELL'S CLASS	217.51	0.00	0.00	0.00	217.51
007 WR: CLOTHES CLOSET	510.00	0.00	0.00	0.00	510.00
6206 WR: PICTURE FUND	5872.33	0.00	0.00	0.00	5872.33
001 WR: PICTURE FUND	5872.33	0.00	0.00	0.00	5872.33
6207 WR: LIBRARY FUND	0.00	0.00	0.00	0.00	0.00
001 WR: LIBRARY FUND	0.00	0.00	0.00	0.00	0.00
6208 WR: PRE-K OPERATIONS	28642.78	0.00	0.00	38.75	28681.53
001 WR: PRE-K OPERATIONS	28642.78	0.00	0.00	38.75	28681.53
7201 MT: MILK FUND	3890.18	0.00	312.48	2.50	3580.20
001 MT: MILK FUND	3890.18	0.00	312.48	2.50	3580.20
7204 MT: MISCELLANEOUS	459.28	68.10	0.00	0.00	527.38
001 MT: MISCELLANEOUS	207.03	68.10	0.00	0.00	275.13
002 MT: CLOTHES CLOSET	252.25	0.00	0.00	0.00	252.25
7205 MT: INTEREST & DONATIONS	21804.29	0.00	0.00	0.00	21804.29
001 MT: INTEREST & DONATIONS	5754.29	0.00	0.00	0.00	5754.29
002 MT: MARQUEE	16050.00	0.00	0.00	0.00	16050.00
7206 MT: PICTURE FUND	1258.84	0.00	0.00	0.00	1258.84
001 MT: PICTURE FUND	1258.84	0.00	0.00	0.00	1258.84

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7207 MT: LIBRARY FUND	294.00	0.00	0.00	0.00	294.00
001 MT: LIBRARY FUND	294.00	0.00	0.00	0.00	294.00
7208 MT: PTO FUND	11047.25	0.00	0.00	214.00	11261.25
001 MT: PTO FUND	11047.25	0.00	0.00	214.00	11261.25
8201 WW: MILK FUND	19382.21	0.00	450.00	0.00	18932.21
001 WW: MILK FUND	19382.21	0.00	450.00	0.00	18932.21
8203 WW: STUDENT STORE	104.97	0.00	0.00	0.00	104.97
001 WW: STUDENT STORE	104.97	0.00	0.00	0.00	104.97
8204 WW: MISCELLANEOUS	12780.28	0.00	0.00	0.00	12780.28
001 WW: MISCELLANEOUS	12419.22	0.00	0.00	0.00	12419.22
002 WW: CLOTHES CLOSET	361.06	0.00	0.00	0.00	361.06
8205 WW: INTEREST & DONATIONS	5545.29	248.50	0.00	0.00	5793.79
001 WW: INTEREST & DONATIONS	5213.70	248.50	0.00	0.00	5462.20
002 WW: PRE-K CLASS	52.99	0.00	0.00	0.00	52.99
004 WW: MRS. ZUPPER'S 4TH GR CLASS	102.85	0.00	0.00	0.00	102.85
005 WW: MS. ETHERIDGE'S CLASSROOM	175.75	0.00	0.00	0.00	175.75
8206 WW: PICTURE FUND	643.50	0.00	392.24	0.00	251.26
001 WW: PICTURE FUND	643.50	0.00	392.24	0.00	251.26
8207 WW: LIBRARY FUND	6712.59	0.00	0.00	0.00	6712.59
001 WW: LIBRARY FUND	6712.59	0.00	0.00	0.00	6712.59
8208 WW: PTO FUND	14343.35	0.00	0.00	0.00	14343.35
001 WW: PTO FUND	4403.99	0.00	0.00	0.00	4403.99
002 WW: MARQUEE	2565.00	0.00	0.00	0.00	2565.00
011 WW: 1ST GRADE	516.25	0.00	0.00	0.00	516.25
012 WW: 2ND GRADE	487.59	0.00	0.00	0.00	487.59
013 WW: 3RD GRADE	601.25	0.00	0.00	0.00	601.25
014 WW: 4TH GRADE	196.89	0.00	0.00	0.00	196.89
015 WW: 5TH GRADE	176.01	0.00	0.00	0.00	176.01
016 WW: KINDERGARTEN	543.64	0.00	0.00	0.00	543.64
017 WW: ART	4352.73	0.00	0.00	0.00	4352.73
018 WW: KARON HISE (WE LOVE)	500.00	0.00	0.00	0.00	500.00
8209 WW: SUNSHINE FUND	385.65	0.00	0.00	0.00	385.65
001 WW: SUNSHINE FUND	385.65	0.00	0.00	0.00	385.65

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9201	PL: MILK FUND	5011.89	0.00	371.06	0.00	4640.83
001	PL: MILK FUND	5011.89	0.00	371.06	0.00	4640.83
9204	PL: MISCELLANEOUS	8196.07	0.00	0.00	926.73	9122.80
001	PL: 1ST GRADE	31.90	0.00	0.00	0.00	31.90
002	PL: 2ND GRADE	126.24	0.00	0.00	264.00	390.24
003	PL: 3RD GRADE	310.20	0.00	0.00	0.00	310.20
004	PL: 4TH GRADE	749.96	0.00	0.00	0.00	749.96
005	PL: 5TH GRADE	1096.46	0.00	0.00	0.00	1096.46
006	PL: KINDERGARTEN	404.93	0.00	0.00	0.00	404.93
007	PL: PE - PHYSICAL EDUCATION	1124.97	0.00	0.00	662.73	1787.70
008	PL: MUSIC	1799.05	0.00	0.00	0.00	1799.05
009	PL: SPECIAL EDUCATION	1.97	0.00	0.00	0.00	1.97
020	PL: GRADE LEVEL SHIRTS	569.50	0.00	0.00	0.00	569.50
021	PL: DUNCAN DEMON SHIRTS	393.21	0.00	0.00	0.00	393.21
022	PL: YEARBOOKS	927.68	0.00	0.00	0.00	927.68
023	PL: SQUARE 1 ART	0.00	0.00	0.00	0.00	0.00
024	PL: CLOTHES CLOSET	660.00	0.00	0.00	0.00	660.00
9205	PL: INTEREST & DONATIONS	10583.85	0.00	0.00	0.00	10583.85
001	PL: INTEREST & DONATIONS	9984.06	0.00	0.00	0.00	9984.06
002	AIMEE GREENING MEMORIAL	598.08	0.00	0.00	0.00	598.08
003	M. TARPLEY RESOURCE-OECU GRANT	1.71	0.00	0.00	0.00	1.71
9206	PL: PICTURE FUND	8256.15	0.00	523.00	0.00	7733.15
001	PL: PICTURE FUND	8256.15	0.00	523.00	0.00	7733.15
9207	PL: LIBRARY FUND	542.61	0.00	0.00	0.00	542.61
001	PL: LIBRARY FUND	542.61	0.00	0.00	0.00	542.61
9208	PL: PTO FUND	26229.06	0.00	0.00	0.00	26229.06
001	PL: PTO OPERATING FUND	2480.87	0.00	0.00	0.00	2480.87
002	PL: POP AND POPCORN	7500.30	0.00	0.00	0.00	7500.30
003	PL: SHIRTS	7348.72	0.00	0.00	0.00	7348.72
004	PL: DONATION DRIVE	4145.82	0.00	0.00	0.00	4145.82
005	PL: YEARBOOKS to be 9204.022	241.34	0.00	0.00	0.00	241.34
006	PL: SPIRIT STORE	4027.13	0.00	0.00	0.00	4027.13
007	ACCT MOVED FROM PTO TO OFFICE	0.00	0.00	0.00	0.00	0.00
008	PL: BOX TOPS	212.40	0.00	0.00	0.00	212.40
009	PL: STAFF MEALS	272.48	0.00	0.00	0.00	272.48
9209	PL: SUNSHINE FUND	260.77	0.00	0.00	0.00	260.77
001	PL: SUNSHINE FUND	260.77	0.00	0.00	0.00	260.77

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**Summary Of Accounts**

August 01, 2025

<b>Acct. Name</b>	<b>Beg.Year</b>	<b>Receipts</b>	<b>Checks</b>	<b>Adjust.</b>	<b>Ending</b>	
9990 DPSF OPERATING ACCOUNT	14954.77	0.00	0.00	0.00	14954.77	
001 DEX AWARDS	6859.25	0.00	0.00	0.00	6859.25	
002 ESPORTS	2853.09	0.00	0.00	0.00	2853.09	
004 SPEC ED - OPAL LOWRY TRUST	893.43	0.00	0.00	0.00	893.43	
007 PEER MENTORING - GEAR UP	3099.40	0.00	0.00	0.00	3099.40	
008 DMS PROJECT BASED LEARNING	0.00	0.00	0.00	0.00	0.00	
009 STEM	1249.60	0.00	0.00	0.00	1249.60	
<b>YTD TOTALS:</b>	<b>(162 Accounts)</b>	<b>1,026,926.54</b>	<b>19,983.10</b>	<b>(22,014.40)</b>	<b>7,361.89</b>	<b>1,032,257.13</b>

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548  
DUNCAN, OK 73534

FY-2026  
YTD Summary

**Summary Of Accounts**

August 01, 2025

<b>Beginning YTD Account Balance:</b>	<b>\$1,026,926.54</b>
Bank Charges:	(293.51)
Interest:	3,098.32
NSF Adjustments:	0.00
Expense:	0.00
Revenue:	4,557.08
<b>Total Adjustments:</b>	<b>\$7,361.89</b>
Total Adjustments:	7,361.89
Add Voids:	0.00
<b>Adjustment with Voids:</b>	<b>\$7,361.89</b>
Receipts Issued:	19,983.10
Voided Receipts:	0.00
<b>Total Receipts:</b>	<b>\$19,983.10</b>
Checks Issued:	22,014.40
Voided Checks:	0.00
<b>Total Checks:</b>	<b>\$22,014.40</b>
<b>Current Balance:</b>	<b>\$1,032,257.13</b>
YTD Outstanding Checks:	13,076.06
Prior Year Outstanding Checks:	2,622.16

DUNCAN PUBLIC SCHOOLS  
 ACTIVITY FUND INVESTMENT REPORT  
 7/31/2025

BANK	ACCOUNT HOLDER	ACCOUNT NUMBER	AMOUNT	RATE	TERM	MATURITY
BancFirst	Activity Fund/Checking	5020019935	\$ 101,638.50			
BancFirst	Sweep Account	9550200022	\$ 946,354.35			
	<b>TOTAL</b>		<b>\$ 1,047,992.85</b>			

*LaTisha Miller*  
 \_\_\_\_\_  
 LaTisha Miller  
 Activity Fund Custodian

DPS FUNDRAISER REQUESTS

August 19, 2025

Approval by the Board of Education for any fundraiser is also an approval to pay any expenditures associated with each event.

SITE	ORGANIZATION	DESCRIPTION	EVENT DATES <small>*may be approximate</small>
High School	DHS Office	T-shirt Sales	8/15/2025-5/22/2026
Horace Mann	PTO	Champion – T-shirt sponsorship drive	8/20/2025-9/10/2025
Will Rogers	Will Rogers	Yearbook Sales	3/2/2026-5/22/2026
Will Rogers	Will Rogers	Student Pictures	9/17/2025
Will Rogers	Will Rogers Pre-K	Gourmet Popcorn Together Fundraiser	9/8/2025-10/6/2025
Woodrow Wilson	Woodrow Wilson	Fall & Spring Pictures	9/15/2025-5/22/2026
High School	Art Club	Art Supply Kits	9/2/2025-4/24/2026
		BOARD MEMBERS SIGNATURE	



<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
65226	DUNCAN PUBLIC SCHOOLS (TRS)	HS-AG-TRANSPORTATION FOR STUDENTS TO EVENTS FOR SCHOOL YEAR	500.00	07/01/2025
65227	CEV MULTIMEDIA, LTD.	HS-AG-ACCESS TO ONLINE RESOURCES FOR CLASSES FOR 25-26 SCHOOL YEAR	2,000.00	07/01/2025
65228	COMANCHE SEED & GRAIN, INC.	HS-AG-SUPPLIES FOR SPRAYING AND PROJECTS AT SCHOOL FARM	500.00	07/01/2025
65229	ACE HARDWARE	HS-AG-SUPPLIES FOR REPAIRS AND CONSUMABLES IN SHOP AND AT SCHOOL FARM	1,000.00	07/01/2025
65230	AMERICAN PLANT PRODUCTS	HS-AG-SUPPLIES FOR GREENHOUSE	1,000.00	07/01/2025
65231	JARBOE, CORY J	HS-AG-BAGS OF BEDDING CHIPS FOR SCHOOL FARM	1,200.00	07/01/2025
65232	JARBOE, CORY J	HS-AG- TRAVEL PER DIEM, PARKING, FOR SUMMER CONFERENCE IN TULSA ON 8/4-6/25	235.00	07/01/2025
65233	GARRETT THERAPY, LLC	621- CONTRACTED OCCUPATIONAL THERAPY SERVICES FY 25-26 BA 05/13/25 ( 6.L.6.)	90,000.00	07/01/2025
65234	CDW GOVERNMENT INC	ANNUAL MICROSOFT, ADOBE LICENSING & CARBONITE OFF SITE BACKUP RENEWAL FOR FY 25-26 BA 06/10/25 (10.I.16)	30,273.92	07/01/2025
65235	VISUAL SENSES	CONTRACTED VISUAL SERVICES FOR FY 25-26 BA 05/13/25 (6.L.8)	6,000.00	07/01/2025
65236	SCOTT, TARA	CONTRACTED SPEECH & LANGUAGE PATHOLOGY SERVICES FOR FY 25-26 BA 05/13/25 ( 6.L.11)	60,000.00	07/01/2025
65237	HOPE RISING EDU	EM-11-SEL/CHARACTER DEVELOPMENT ONLINE PROGRAM FOR ALL STUDENTS K-5	1,800.00	07/01/2025
65238	AGPARTS WORLDWIDE INC	CORRECTION PO TO BE USED WITH ORDER CLARIFICATION FORM ON ORIGINAL PO 56289	1,000.78	07/01/2025
65239	ELGIN PUBLIC SCHOOLS	HS-BAND-ENTRY FEE FOR ELGIN MARCHING CONTEST	200.00	07/01/2025
65240	GORDON N. STOWE & ASSOCIATES, INC.	HS-NURSE-AUDIOMETER CALIBRATION FOR DISTRICT	1,000.00	07/01/2025
65241	P & K EQUIPMENT, INC	HS-AG-PARTS AND SUPPLIES FOR SCHOOL FARM TRACTOR	500.00	07/01/2025
65242	AMAZON.COM	SPED-GENERAL OFFICE SUPPLIES FOR SPECIAL SERVICES	100.00	07/01/2025
65243	QUILL CORPORATION (E-VERIFIED)	SPED-GENERAL OFFICE SUPPLIES AS NEEDED FOR SPECIAL SERVICES	100.00	07/01/2025
65244	RIVERSIDE INSIGHTS	SPED-ONLINE ACCESS KEYS FOR ONLINE SCORING FOR BDI & WJ4	600.00	07/01/2025
65245	WAGNER SUPPLY COMPANY, INC.	MAINT - HAND SOAP & HAND SANITIZER FOR DISTRICT FY 25-26	4,573.75	07/02/2025
65246	GREAT PLAINS, LLC	TRANS - PARTS FOR MIDDLE SCHOOL KUBOTA REPAIR	1,000.00	07/02/2025

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
65247	HILAND DAIRY FOODS COMPANY LLC	MILK & JUICE- SFSP	76.15	07/02/2025
65248	*** WAL MART - VISA CARD CHARGES	FOR SUPPLIES AND TOOLS AS NEEDED	1,000.00	07/02/2025
65249	ACE HARDWARE	FOR SUPPLIES AND TOOLS AS NEEDED	500.00	07/02/2025
65250	*** LOWES BUILDING SUPPLY	MAINT - PARTS & SUPPLIES FOR DISTRICT SITE MAINTENANCE FY 25-26	5,000.00	07/02/2025
65251	ARCHWAY SCM LLC	333 - ADDITIONAL MATERIAL FOR READING PROGRAMS DUE TO INCREASED NUMBERS OR NEEDED REPLACEMENTS	3,500.00	07/02/2025
65252	TRINITY TECHNOLOGIES	FOR REPAIRS ON BADGE READERS, CAMERAS, AND OTHER SECURITY SYSTEMS.	5,000.00	07/02/2025
65253	BENNETT OFFICE EQUIPMNT (INS 01-01-10)(E-VERIFIED)	C/O- TONER FOR ADMIN OFFICES	482.30	07/07/2025
65254	PERMA-BOUND BOOKS	EM 103- BOOKS FOR LIBRARY	684.22	07/07/2025
65255	ROCHESTER 100 INC (NICKY'S FOLDERS)	WW - 511 - STUDENT/PARENT ENGAGEMENT FOLDERS	869.60	07/07/2025
65256	SCHOLASTIC MAGAZINES	WW - 511 - NEWS SUPPLEMENTAL SCIENCE AND SOCIAL STUDIES MATERIALS FOR 4TH GRADE STUDENTS '26	600.00	07/07/2025
65257	BOOK SYSTEMS, INC	EM-11-LIBRARY OPAC SNAPSHOT IMAGES FOR LIBRARY CATALOG	300.00	07/07/2025
65258	PERMA-BOUND BOOKS	EM-11-LIBRARY ACCREDITATION	3,000.00	07/07/2025
65259	BOOK SYSTEMS, INC	PL- OPAC SNAPSHOT (CLASSIC); STANDARD PACKAGE FOR SCHOOLS; YEARLY SUBSCRIPTION FOR LIBRARY- DIGITAL RESOURCES 25/26 SCHOOL YEAR	150.00	07/07/2025
65260	STUDIES WEEKLY, INC	PL- CURRICULUM FOR 2ND, 3RD, GRADE SOCIAL STUDIES	846.99	07/07/2025
65261	KRUSH COLLEGE AND CAREER GUIDANCE	HS-FAFSA GUIDANCE FEE FOR SENIORS	3,500.00	07/07/2025
65262	*** TACMED SOLUTIONS LLC	376 - STOP THE BLEED AED KITS	1,821.71	07/07/2025
65264	*** SHERATON WESTPORT PLAZA HOTEL ST. LOUIS	HOTEL FOR AASA NAT'L SUPT CERTIFICATION PROGRAM SESSION 10/07-11/2025 ST LOUIS, MO-BYERLY	800.00	07/07/2025
65265	BYERLY, CHANNA D	MEALS & TRAVEL EXP'S FOR AASA NAT'L SUPT CERTIFICATION PROGRAM SESSION 10/07-11/2025 ST LOUIS, MO	525.00	07/07/2025
65266	NATIONAL ASSOCIATION FOR MUSIC EDUCATION (MENC)	HS-BAND-MEMBERSHIP DUES NEEDED FOR ALL STATE	150.00	07/07/2025
65267	XYLO OF OKLAHOMA, INC.	HS-AG-BEDDING PELLETS FOR SCHOOL FARM	700.00	07/08/2025

**DUNCAN PUBLIC SCHOOLS**

From PO: 65226 to PO: 65473

**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>
65268	*** HOLT TRUCK CENTERS OF OKLAHOMA, LLC	TRANS - BUS INSPECTION REPAIRS	24,000.00	07/08/2025
65269	*** ASBO INTERNATIONAL	CO- REGISTRATION FOR ASBO INTERNATIONAL CONFERENCE IN FT. WORTH TX. 10/21-23/25 FOR C. BYERLY, A. PIZANA & L. MCCANN	2,846.00	07/08/2025
65270	PIZANA, ANGELA M	C/O- TRAVEL AND PER DIEM FOR ASBO INTERNATIONAL IN FORT WORTH TX. OCT. 20-24, 2025	505.00	07/08/2025
65271	MCCANN, LORI D	C/O- TRAVEL AND PER DIEM FOR ASBO INTERNATIONAL IN FORT WORTH TX. OCT. 20-24, 2025	600.00	07/08/2025
65272	BYERLY, CHANNA D	C/O- TRAVEL AND PER DIEM FOR ASBO INTERNATIONAL IN FORT WORTH TX. OCT. 20-24, 2025	600.00	07/08/2025
65273	*** OMNI FORTH WORTH HOTEL	C/O- HOTEL FOR ASBO INTERNATIONAL IN FT WORTH TX. OCT. 20-24,2025 FOR C. BYERLY, A. PIZANA & L. MCCANN AND PARKING	2,580.00	07/08/2025
65274	BRENNEIS, KASEY D	C/O- TRAVEL & PER DIEM FOR OKASBO FALL CONFERENCE IN NORMAN OK. SEPT. 16-18TH	180.00	07/08/2025
65275	PIZANA, ANGELA M	C/O- TRAVEL & PER DIEM FOR OKASBO FALL CONFERENCE IN NORMAN OK. SEPT. 16-18TH	180.00	07/08/2025
65276	MCCANN, LORI D	C/O- TRAVEL & PER DIEM FOR OKASBO FALL CONFERENCE IN NORMAN OK. SEPT. 16-18TH	180.00	07/08/2025
65277	MULLINS, JULIE A	C/O- TRAVEL & PER DIEM FOR OKASBO FALL CONFERENCE IN NORMAN OK. SEPT. 16-18TH	180.00	07/08/2025
65278	MILLER, LATISHA K	C/O- TRAVEL & PER DIEM FOR OKASBO FALL CONFERENCE IN NORMAN OK. SEPT. 16-18TH	180.00	07/08/2025
65279	ZINN, MACHELLE D	C/O- TRAVEL & PER DIEM FOR OKASBO FALL CONFERENCE IN NORMAN OK. SEPT. 16-18TH	180.00	07/08/2025
65280	LEE, CHARLOTTE A	C/O- TRAVEL & PER DIEM FOR OKASBO FALL CONFERENCE IN NORMAN OK. SEPT. 16-18TH	180.00	07/08/2025
65281	RANK ONE SPORT LP	HS-ATH-ANNUAL ACTIVITIES & LOGISTICS SOFTWARE SUBSCRIPTION FOR FY 25-26	1,000.00	07/08/2025
65282	SCHOOL HEALTH CORPORATION	EM- NURSING SUPPLIES FOR SCHOOL NURSE OFFICE	400.00	07/08/2025
65283	OKLAHOMA ASBO	C/O- REGISTRATION FOR OKASBO FALL CONFERENCE IN NORMAN OK. SEPT. 16-18 FOR K. BRENNEIS, C. LEE, L. MCCANN, L. MILLER, J. MULLINS, A. PIZANA & M. ZINN	1,050.00	07/09/2025
65284	*** OKLAHOMA STATE DEPT. OF EDUCATION	C/O- ADJUNCT FEE FOR A. WOODS, D. ELLIS & C. CASTILLO	81.00	07/09/2025
65285	AMAZON.COM	C/O- RECEIPT BOOKS FOR ACTIVITY FUND	433.30	07/09/2025

**DUNCAN PUBLIC SCHOOLS**

From PO: 65226 to PO: 65473

**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>
65286	ADPC	C/O- CHECKS FOR ACTIVITY FUND	215.50	07/09/2025
65287	*** HARBOR FREIGHT TOOLS USA, INC.	HS-ATH-SUPPLIES FOR ATHLETIC TRAINER	300.00	07/09/2025
65288	SWAY MEDICAL	HS-ATH-SWAY CONCUSSION SOFTWARE	688.50	07/09/2025
65289	ALERT SERVICES INC	HS-ATH-ATHLETIC TRAINER SUPPLIES	7,159.40	07/09/2025
65290	AMAZON.COM	SECURITY- RED BINDERS	1,864.00	07/09/2025
65291	C & R PRINT SHOP-DUNCAN	SECURITY- PRINTED, COLLATED AND TABBED COPIES OF DISTRICT EMERGENCY BINDERS	4,500.00	07/09/2025
65292	DAVIS, CHEYENNE M	C/O- REIMBURSEMENT FOR BACKGROUND CHECK FEE	58.25	07/09/2025
65293	QUILL CORPORATION (E- VERIFIED)	CO-HANGING FILE FOLDERS & STICKY NOTES FOR PAYROLL	75.00	07/09/2025
65294	OKLAHOMA COACHES ASSOCIATION	HS-ATH-COACHING CARDS FOR COACHES AND ADMIN. FY 25-26	4,080.00	07/09/2025
65295	RED DIRT APPAREL CO.	MAINT - WORK SHIRTS FOR MAINTENANCE PERSONNEL	400.00	07/09/2025
65296	EDMENTUM, INC	YEARLY SUBSCRIPTION TO STUDY ISLAND FOR THE DISTRICT	23,647.62	07/09/2025
65297	IMAGINE LEARNING LLC	YEARLY SUBSCRIPTION FOR MS & HS TO EDGENUITY AND HS, MS & ALT ED VIRTUAL BA 06/26/25 ( 4.C.8)	40,510.00	07/09/2025
65298	ARBITERPAY TRUST ACCOUNT	AGREEMENT RENEWAL FOR ATH. OFFICIALS BA 07/08/25 (6.J.)	50,000.00	07/09/2025
65299	MINGA SOLUTIONS US INC.	HS-YEARLY SUBSCRIPTION TO MANAGE ADVISOR/ RETHINK TIME, DIGITAL HALL PASSES.ETC	9,100.00	07/09/2025
65300	NEWCASTLE SCHOOL DISTRICT 1-1	CREDIT RECOVERY FOR DUNCAN STUDENTS BA 07/08/25 ( 6.I.)	10,000.00	07/10/2025
65301	AMAZON.COM	CABLE NEEDS FOR DEVICE REFRESH	1,995.25	07/10/2025
65302	*** COUNCIL OF ADMINISTRATORS OF	REGISTRATION FOR 10 STAFF TO SPED CASE CONF 11/05-07/2025 OKC	6,700.00	07/10/2025
65303	*** OMNI OKC LLC	HOTEL FOR 10 STAFF TO SPED CASE CONF 11/04-07/2025 OKC	8,500.00	07/10/2025
65304	OKLAHOMA FOUNDATION FOR EXCELLENCE	HS-ACADEMIC ALL STATE FLAGS	70.00	07/10/2025
65305	DUNCAN JANITORIAL AND INDUSTRIAL SUPPLY INC.	MAINT - CUSTODIAL SUPPLIES FOR DISTRICT	1,000.00	07/10/2025
65306	AMAZON.COM	C/O- HEAVY DUTY STAPLES	74.97	07/10/2025
65307	LUMOS INFORMATION SERVICES, LLC.	EM-511-LUMO'S LEARNING FOR OSTP PREP 3RD-5TH GRADE-FY-25-26	2,500.00	07/14/2025

**DUNCAN PUBLIC SCHOOLS**

From PO: 65226 to PO: 65473

**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>
65308	*** HOLIDAY INN & SUITES OKC NORTH	HOTEL ROOM FOR C. SPIGNER IN OKC FOR SPARK CONFERENCE 07/29-08/01/25	400.00	07/14/2025
65309	BRAINPOP	EM-11-SCHOOL WIDE SUBSCRIPTION TO BRAINPOP AND BRAINPOP JR	4,500.00	07/15/2025
65310	WRITE REFLECTIONS	EM-511-ANNUAL K-5 WRITING PROGRAM	3,000.00	07/15/2025
65312	LAWTON COMMUNICATIONS, LLC	376 - RADIO EQUIPMENT	100.00	07/15/2025
65313	*** AMAZON	376 - ITEMS FOR BADGE PRINTING FOR STUDENTS AND STAFF TO ACCESS BUILDINGS	220.00	07/15/2025
65314	SIGN DEZIGNS	SECURITY - STRIPING, DECALS, & INSTALLATION FOR SECURITY VEHICLE	300.00	07/15/2025
65315	RESPONSIVE LEARNING, LP	511/541 TLE TRAINING FOR DISTRICT ADMIN	660.00	07/15/2025
65316	PROJECT LEAD THE WAY, INC.	067 - SUBSCRIPTION TO PLTW PLATFORM FOR 25-26 SCHOOL YEAR - HS COURSES	5,400.00	07/15/2025
65317	*** OMNI OKC LLC	FED SPED- HOTEL FOR OSE SPED CONFERENCE IN OKC 07/20-23/25 FOR HURLOCKER, SWEAT, LANGWELL, HOWARD, HORNBERGER, SPIGNER, KING, KASPAREK, ELLIS, MITCHELL, SANTOS, ARCHER, OWENS, KREUTZ, HYNSON, NORTON, SCOTT	10,540.00	07/16/2025
65318	CLAYTON, JESSICA N	FED SPED- PER DIEM, PARKING FOR OSDE SPED CONFERENCE IN OKC 07/20-23/25	320.00	07/16/2025
65319	HORNBERGER, EMILY	FED SPED- PER DIEM, PARKING FOR OSDE SPED CONFERENCE IN OKC 07/20-23/25	320.00	07/16/2025
65320	HURLOCKER, CHELSEY A	FED SPED- PER DIEM, PARKING FOR OSDE SPED CONFERENCE IN OKC 07/20-23/25	320.00	07/16/2025
65321	SWEAT, MISTY	FED SPED- PER DIEM, PARKING FOR OSDE SPED CONFERENCE IN OKC 07/20-23/25	320.00	07/16/2025
65322	LANGWELL, AMBER M	FED SPED- PER DIEM, PARKING FOR OSDE SPED CONFERENCE IN OKC 07/20-23/25	320.00	07/16/2025
65323	HOWARD, TONI J	FED SPED- PER DIEM, PARKING FOR OSDE SPED CONFERENCE IN OKC 07/20-23/25	320.00	07/16/2025
65324	SPIGNER, CARRA M	FED SPED- PER DIEM, PARKING FOR OSDE SPED CONFERENCE IN OKC 07/20-23/25	320.00	07/16/2025
65325	KING, JOHN A	FED SPED- PER DIEM, PARKING FOR OSDE SPED CONFERENCE IN OKC 07/20-23/25	320.00	07/16/2025
65327	ELLIS, JARED	FED SPED- PER DIEM, PARKING FOR OSDE SPED CONFERENCE IN OKC 07/20-23/25	320.00	07/16/2025
65328	MITCHELL, SANDRA D	FED SPED- PER DIEM, PARKING FOR OSDE SPED CONFERENCE IN OKC 07/20-23/25	320.00	07/16/2025
65329	SANTOS, DEANNA D	FED SPED- PER DIEM, PARKING FOR OSDE SPED CONFERENCE IN OKC 07/20-23/25	320.00	07/16/2025

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<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
65331	OWENS, JENNIFER L	FED SPED- PER DIEM, PARKING FOR OSDE SPED CONFERENCE IN OKC 07/20-23/25	320.00	07/16/2025
65332	KREUTZ, KIRSTEN E	FED SPED- PER DIEM, PARKING FOR OSDE SPED CONFERENCE IN OKC 07/20-23/25	320.00	07/16/2025
65333	HYNSON, MARK R	FED SPED- PER DIEM, PARKING FOR OSDE SPED CONFERENCE IN OKC 07/20-23/25	320.00	07/16/2025
65334	NORTON, SONIA D	FED SPED- PER DIEM, PARKING FOR OSDE SPED CONFERENCE IN OKC 07/20-23/25	320.00	07/16/2025
65335	SCOTT, BREEANA L	FED SPED- PER DIEM, PARKING FOR OSDE SPED CONFERENCE IN OKC 07/20-23/25	320.00	07/16/2025
65336	LANYARDS USA	TECH- BLACK AND RED LANYARDS, STAFF LANYARDS	3,250.00	07/16/2025
65337	BIFFLE, MISTY A	TRAVEL EXPENSES FOR SPED SUMMER CONFERENCE 7/21-23/ 2025- OKC OK-MEALS AND PARKING	250.00	07/16/2025
65338	INFINITE CAMPUS INC. (INS 07-30-09)(E-VERIFIED)	000 - IMPLEMENTATION OF CHILD NUTRITION/ FOOD SERVICES FOR 25-26 SCHOOL YEAR	11,107.20	07/17/2025
65339	SPURLOCK IRRIGATION (INS 12-03-11)(E-VERIFIED)	MAINT - DISTRICT SPRINKLER PARTS & SERVICE	3,000.00	07/17/2025
65340	*** AMAZON	ADDITIONAL CABLES FOR TEACHER REFRESH	3,025.50	07/21/2025
65341	*** AMAZON	SUPPLIES FOR THE EXPANSION OF CONCURRENT CLASSROOMS AT DHS	3,007.51	07/21/2025
65342	*** EMBASSY SUITES BY HILTON OKC NORTHWEST	MT-511 HOTEL FOR TLE TRAINING IN OKC ON - SEP 8-10 FOR K. MCGUIRE & J. CLAYTON	437.49	07/22/2025
65343	ESGI, LLC (A SUBSIDIARY OF RIVERSIDE ASSESSMENTS	MT-511- ESGI ASSESSMENT PROGRESS REPORT FOR TITLE TEACHERS	621.00	07/22/2025
65344	*** WAL MART - VISA CARD CHARGES	TV FOR ROOM # 145 AT DHS	750.00	07/22/2025
65345	*** WAL MART - VISA CARD CHARGES	TVS FOR CONCURRENT ENROLLMENT AND WR	3,500.00	07/22/2025
65346	*** NORTH AMERICAN LEARNING INSTITUTE	ONLINE FOOD SAFETY COURSE FOR CAFETERIA DIRECTOR & MANAGERS FOR FY 25-26	100.00	07/22/2025
65347	AAA PLAYGROUNDS CORPORATION	MAINT - RUBBER DELIVERED TO HORACE MANN PLAYGROUND	8,850.00	07/22/2025
65348	AMIRA LEARNING, INC.	367 - STRONG READERS - SUBSCRIPTION TO AMIRA INSTRUCT FOR 25-26 GRADES K-5 TO PARTNER WITH ASSESSMENT FROM SDE & PD FOR IMPLEMENTATION	18,125.00	07/22/2025
65349	QUILL CORPORATION (E-VERIFIED)	050-OFFICE SUPPLIES FOR AF CLERK: BINDERS, POST-IT TABS, ETC	170.00	07/22/2025
65350	*** AMAZON	056-STEM - REPLACEMENT FOR MATERIALS IN PLTW SCIENCE MODULES	1,500.00	07/23/2025

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
65351	*** AMAZON	056 - STEM REPLACEMENT FOR CONSUMABLE MATERIALS IN SCIENCE MODULES (505/DMS)	600.00	07/23/2025
65352	*** WAL MART - VISA CARD CHARGES	056 - STEM REPLACEMENT FOR CONSUMABLE MATERIALS IN PLTW MODULES	1,500.00	07/23/2025
65353	*** WAL MART - VISA CARD CHARGES	056 - STEM REPLACEMENT FOR CONSUMABLE MATERIALS IN SCIENCE MODULES	300.00	07/23/2025
65354	*** AMAZON	MAINT - OFFICE SUPPLIES FY 25-26	1,000.00	07/23/2025
65355	CONTRACT PAPER GROUP	053-COPY PAPER STOCK FOR DISTRICT WAREHOUSE	23,750.00	07/23/2025
65356	*** AMAZON	MT-OFFICE SUPPLIES AND MATERIALS FOR FY 25-26	1,500.00	07/23/2025
65357	*** HAMPTON INN	100 - HOTEL EXPENSE TO SDE SCHOOL GOVERNANCE CONF 7/31-8/1/2025 EDMOND, OK LOVETT	150.00	07/23/2025
65358	LOVETT, ALLISON E	100 - TRAVEL EXPENSES TO SDE SCHOOL GOVERNANCE CONF 7/31-8/1/2025 EDMOND, OK PER DIEM AND PARKING	125.00	07/23/2025
65359	*** AMAZON	412 - (MS/505) - STEM CLASSROOM SUPPLIES TO SUPPORT PLTW-CTE (R.CASTLE)	1,500.00	07/23/2025
65360	*** AMAZON	412 - (MS/505) - STEM CLASSROOM SUPPLIES TO SUPPORT PLTW/CTE (R.LAWLER)	2,000.00	07/23/2025
65361	ACE HARDWARE	412 - (MS/505) - STEM CLASSROOM SUPPLIES TO SUPPORT PLTW/CTE (R.CASTLE)	500.00	07/23/2025
65362	ACE HARDWARE	412 - (MS/505) - STEM CLASSROOM SUPPLIES TO SUPPORT PLTW/CTE (R.LAWLER)	1,000.00	07/23/2025
65363	*** WAL MART - VISA CARD CHARGES	412 - (MS/505) - STEM CLASSROOM SUPPLIES TO SUPPORT PLTW/CTE (R.CASTLE)	500.00	07/23/2025
65364	PITSCO EDUCATION, LLC	412 - (MS/505) - STEM CLASSROOM SUPPLIES TO SUPPORT PLTW/CTE (R.CASTLE)	250.00	07/23/2025
65365	ALERT SERVICES INC	HS-ATH-SLINGS, WRAPS, HYDRATION SUPPLIES	2,222.00	07/24/2025
65366	MONTGOMERY TIRE & ALIGNMENT	TRANS - TIRE REPLACEMENT SERVICE FOR UNIT 27	2,500.00	07/24/2025
65367	*** HOLT TRUCK CENTERS OF OKLAHOMA, LLC	TRANS - REPAIR NO CHILD LEFT BEHIND ALARM ON BUS 20	2,300.00	07/24/2025
65368	MIDWEST SPORTING GOODS DISTRIBUTORS INC	HS-ATH-GATORADE FOR PLAYERS	840.00	07/24/2025
65369	*** OMNI OKC LLC	HS-HOTEL FOR LISHA ELROY TO ATTEND CASE CONFERENCE IN OKC IN 11/5-7/25	528.00	07/24/2025
65370	DUNCAN PUBLIC SCHOOLS (TRS)	HS-TRANSPORTATION FOR OKLAHOMA SUMMIT CONFERENCE IN TULSA FOR SHERAH HENNAN ON 8/4-5/25	300.00	07/24/2025

**DUNCAN PUBLIC SCHOOLS**

From PO: 65226 to PO: 65473

**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>
65371	*** ALOFT HOTEL TULSA BY MARRIOTT	HS-HOTEL ROOM FOR SHERAH HENNAN FOR OKLAHOMA SUMMITT CONFERENCE IN TULSA ON 8/4-5/25	150.00	07/24/2025
65372	OKLAHOMA ASSO OF CAREER & TECHNOLOGY EDUC	HS-REGISTRATION FEE FOR SHERAH HENNAN FOR OKLAHOMA ACTE SUMMIT IN TULSA ON 8/4-5/25	300.00	07/24/2025
65373	*** OKLAHOMA CITY ZOO	412 - (MS/505) - STEM EDUCATION CLASS TO SUPPORT PLTW/CTE CURRICULUM - 8TH GRADE GREEN ARCHITECTURE (R.CASTLE)	1,000.00	07/24/2025
65374	*** AMAZON	056 (DHS/705) - SUPPLIES FOR THE STEM BUILDING CANON POSTER PRINTER	400.00	07/24/2025
65375	*** TRACTOR SUPPLY COMPANY	HS-ATH-CANOPY FOR ATHLETIC TRAINER	56.24	07/24/2025
65376	YONDR INC	CO- EDUCATION PACKAGE- IMPLEMENTATION & SUPPORT FOR CELL PHONE- FREE CAMPUSES	24,911.45	07/24/2025
65377	*** OKLAHOMA TAX COMMISSION	TRANS - EMERGENCY MVRS FOR DISTRICT DRIVERS	250.00	07/24/2025
65378	SPIGNER, CARRA M	PER DIEM FOR SPARK CONFERENCE IN OKC 07/29-08/01/25	180.00	07/28/2025
65379	OFFICE INTERIORS, LLC	25 DOOR CELL PHONE LOCKER WITH INDIVIDUAL LABEL HOLDERS AND LOCK HASP FOR THE DISTRICT	15,845.00	07/28/2025
65380	SHANE BURK GLASS & MIRROR	MAINT - REPLACE BROKEN GLASS	1,000.00	07/28/2025
65381	LOCKE SUPPLY COMPANY	CO-UNIVERSAL HEAT/AIR WALL CONTROLS FOR BD ROOM & CONF ROOM	323.80	07/28/2025
65382	*** SCOTT MACHINE DEVELOPMENT CORPORATION	MAINT - BLANK ENGRAVABLE NAME PLATES	1,000.00	07/28/2025
65383	*** AMAZON	C/O- SELF INKING RECEIVED STAMP WITH DATE FOR A.PIZANA	24.44	07/29/2025
65384	PETERS, BRANDY	541 - TRAVEL EXPENSES TO SDE GOVERNANCE CONF. 7/31-8/1/2025 EDMOND, OK	110.00	07/29/2025
65385	*** COUNCIL OF ADMINISTRATORS OF	HS-REGISTRATION FOR LISHA ELROY TO ATTEND CASE CONFERENCE IN OKC -11/5-7/25	570.00	07/29/2025
65386	*** AMAZON	MAINT - MAINTENANCE/CUSTODIAL SUPPLES FY 25-26	7,000.00	07/29/2025
65387	*** EMBASSY SUITES TULSA	HS-AG-HOTEL ROOM FOR CORY JARBOE FOR SUMMIT SUMMER CONFERENCE IN TULSA-8/4-5/25	200.00	07/29/2025
65388	QUILL CORPORATION (E-VERIFIED)	OSBM- DESKS, CHAIRS, FILE CABINETS, PRINTER FOR OFFICE SET UP	2,869.94	07/30/2025
65389	*** AMAZON	HS- XL INK CARTRIDGE 4 PACK FOR OZALTINS CLASSROOM	26.99	07/30/2025
65390	VEX ROBOTICS, INC	412 - MS(505) - CLASSROOM SUPPLIES TO SUPPORT PLTW	2,000.00	07/30/2025

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
65391	PETERS, BRANDY	WR - MILEAGE FOR INDISTRICT TRAVEL FOR BRANDY PETERS	500.00	07/30/2025
65392	SCOTT, BRANDI D	WR - MILEAGE FOR INDISTRICT TRAVEL FOR BRANDI SCOTT	500.00	07/30/2025
65393	UNIVERSITY OF OKLAHOMA--ELQA	WR - ELQA LICENSING ANNUAL FEE	1,755.00	07/30/2025
65394	LITERACY RESOURCES, LLC	WR - HAGGERTY PHONEMIC AWARENESS CURRICULUM	800.00	07/30/2025
65395	* * * AMAZON	WR - MEDICAL SUPPLIES FOR NURSES OFFICE AND BUILDING	500.00	07/30/2025
65396	MACGILL CO., WILLIAM V.	WR - MEDICAL SUPPLIES FOR THE NURSES OFFICE AND THE BUILDING	500.00	07/30/2025
65397	SCHOOL HEALTH CORPORATION	WR - MEDICAL SUPPLIES FOR NURSES OFFICE AND BUILDING	500.00	07/30/2025
65398	AMIRA LEARNING, INC.	367 - STRONG READERS - PROFESSIONAL DEVELOP FOR AMIRA COMPONENTS 25-26 SCHOOL YEAR INSTUCTIONAL STAFF	7,980.00	07/30/2025
65399	ROSETTA STONE LTD	572 - STUDENT SUBSCRIPTIONS TO ROSETTA STONE FOR MS AND HS	2,400.00	07/30/2025
65400	PERMA-BOUND BOOKS	HM- BOOKS FOR THE LIBRARY	572.09	07/30/2025
65403	ACE HARDWARE	GENERAL SUPPLIES TO BE USED FOR TICKETS AS NEEDED.	500.00	07/31/2025
65404	* * * PLANBOOK EDU LLC	PL-103- YEARLY SUBSCRIPTION FOR TEACHER PLANBOOK FOR FY 26	234.00	07/31/2025
65405	MCCORD, MEGAN R	PL-055- MILEAGE FOR IN DISTRICT TRAVEL FOR NURSE MC CORD	500.00	07/31/2025
65406	MACGILL CO., WILLIAM V.	PL- 055- MEDICAL SUPPLIES FOR NURSE OFFICE	500.00	07/31/2025
65407	SCHOOL HEALTH CORPORATION	PL- 055- MEDICAL SUPPLIES FOR NURSE OFFICE	500.00	07/31/2025
65408	* * * AMAZON	PL- 055- MEDICAL SUPPLIES FOR NURSE OFFICE	500.00	07/31/2025
65409	HENNAN, SHERAH L	HS-PER DIEM FOR SHERAH HENNAN FOR OKLAHOMA SUMMIT IN TULSA-8/4-5/25	90.00	07/31/2025
65410	SPEED, DEVEN L	C/O- REIMBURSEMENT FOR BACKGROUND CHECK FEE	58.25	07/31/2025
65411	HIGGINS, MELONI N	C/O- REIMBURSEMENT FOR BACKGROUND CHECK FEE	58.25	07/31/2025
65412	AMANDA BLAKE	STUDENT LUNCH ACCT. REFUND-JORDYN BLAKE	30.85	07/31/2025
65413	MONTGOMERY TIRE & ALIGNMENT	MAINT - TIRES FOR TRAILER	600.00	07/31/2025
65414	TYLER TECHNOLOGIES, INC	TRANS - ANNUAL SAAS TRAVERSA AND GO DATA PLAN	20,907.70	07/31/2025

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
65415	*** NATIONAL CENTER FOR YOUTH ISSUES	511-DMS-REG FOR MS COUNSELORS TO ATTEND OKLAHOMA SCHOOL COUNSELORS CONF 9/29-9/30/2025 NORMAN, OK DAVIS, CLARK	410.00	08/04/2025
65416	*** EMBASSY SUITES NORMAN	511- DMS - HOTEL EXPENSES FOR OKLAHOMA SCHOOL COUNSELORS CONF 9/29-9/30/2025 NORMAN DAVIS, CLARK	360.00	08/04/2025
65417	EDMENTUM, INC	MS - ONLINE EXACT PATH AND STUDY ISLAND FOR STUDENTS REMEDIATION IN CORE SUBJECTS	22,988.50	08/04/2025
65418	PERMA-BOUND BOOKS	WW - 511 - SET OF REDBUD READ ALOUD BOOKS FOR K-2 TO AREAD AND VOTE ON FOR FY'26	402.98	08/04/2025
65419	CDW GOVERNMENT INC	RECEIPT PAPER FOR DHS AND DMS KIOSKS	66.72	08/04/2025
65420	*** AMAZON	WW - 140 - 10X13 SMILEY RUG FOR 2ND GRADE CLASSROOM	699.99	08/04/2025
65421	MULTI-HEALTH SYSTEMS INC.	100 - SEATS FOR SUPPLEMENTAL GT TESTING AS NEEDED - NGAT003	390.00	08/04/2025
65422	*** AMAZON	EM-511-TITLE 1 DATA FILING SYSTEM TO INCLUDE FILE BOXES, HANGING FILE FOLDERS, ETC	250.00	08/04/2025
65423	ALERT SERVICES INC	ATH- 12 V BATTERIES FOR WATER CADDIES FOR ATHLETIC TRAINER FY 25-26	285.00	08/04/2025
65424	LOVETT, ALLISON E	100 - REIMBURSEMENT FOR PURCHASE OF CANVA. COMPANY DOES NOT TAKE A PO	125.00	08/04/2025
65425	*** MARRIOTT TULSA HOTEL SOUTHERN HILLS	SPED - HOTEL AND PARKING FOR CPI CONF. - TULSA - 8.4.25-8.7.25	795.00	08/04/2025
65426	HORNBERGER, EMILY	SPED - TRAVEL AND PER DIEM FOR CPI CONF, TULSA 8.4.25-8.7.25	480.00	08/04/2025
65427	CLAYTON, JESSICA N	SPED - TRAVEL AND PER DIEM FOR CPI CONF, TULSA 8.4.25-8.7.25	260.00	08/04/2025
65428	NEWMAN, KRISTYN	SPED - TRAVEL AND PER DIEM FOR CPI CONF, TULSA 8.4.25-8.7.25	260.00	08/04/2025
65429	CRISIS PREVENTION INSTITUTE, INC.	SPED - REGISTRATION FOR CPI CONF, TULSA, 8.4.25-8.7.25	9,397.00	08/04/2025
65430	*** AMAZON	MS -LABEL MAKER, ELECTRIC STAPLER PENCIL SHARPENER, CASE, CALENDAR AND HANGING FILE FOLDERS FOR OFFICE AND CLASSROOM USE	1,500.00	08/05/2025
65431	STUDIES WEEKLY, INC	PL-103- CURRICULUM FOR SOCIAL STUDIES 26	2,168.30	08/05/2025
65432	SCHOOL MATE	WW - 511 - PLANNERS, PG MARKER RULERS AND RUSH PRODUCTION FOR 3-5 GRADES, SY 2026	928.00	08/05/2025
65433	*** AMAZON	HS-ART SUPPLIES FOR ART CLASSROOMS TO START NEW SCHOOL YEAR	560.00	08/05/2025
65434	*** AMAZON	109 - MATERIALS AND SUPPLIES FOR 9TH ST ENROLLMENT CENTER	500.00	08/05/2025

**DUNCAN PUBLIC SCHOOLS**

From PO: 65226 to PO: 65473

**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>
65435	PRUTCH, DILLON J	C/O- REIMBURSEMENT FOR BACKGROUND CHECK	58.25	08/06/2025
65436	DIXON, STEVEN	C/O- REIMBURSEMENT FOR BACKGROUND CHECK	58.25	08/06/2025
65437	MAYZE, ALARIE M	C/O- REIMBURSEMENT FOR BACKGROUND CHECK	58.25	08/06/2025
65438	QUILL CORPORATION (E-VERIFIED)	053-ANNUAL WAREHOUSE STOCK FOR 25-26 (CONST PAPER, STAPLERS, TAPE, FILE FOLDERS, ETC)	14,550.84	08/06/2025
65439	SOUTHERN TROPHY MANUFACTURING	HS-MEDALLIONS FOR STUDENT RECOGNITION	1,420.00	08/06/2025
65440	MERIT DUNCAN CDJR LLC	TRANS - R&R STARTER AND DRIVERS SIDE MIRROR - F3 FOOD VAN FOR WW	800.00	08/06/2025
65441	* * * AMAZON	CAFETERIA SUPPLIES & EQUIPMENT FOR WW, HM, & DMS	803.98	08/07/2025
65442	AMAZON.COM	C/O- BLUE AND RED INK FOR RECEIVED STAMP	25.39	08/07/2025
65443	OKLAHOMA STATE DEPARTMENT OF EDUCATION	C/N- REIMBURSEMENT OF OVER CLAIM AMOUNT FOR THE CHILD NUTRITION PROGRAM	470.02	08/07/2025
65444	SCHOOL SAFE ID, LLC	SCHOOL SAFE ID KIOSK WALL MOUNTS FOR WW & HM	300.00	08/07/2025
65445	* * * AMAZON	MS-OFFICE/CLASSROOM SUPPLIES NON-WAREHOUSE	2,000.00	08/07/2025
65446	DUNCAN MANNEQUIN INC	MAINT - CO - POWDERCOATING LETTERS FOR SIGN	1,000.00	08/07/2025
65447	* * * SUNMAX US INC	MAINT - WR-CUSTODIAL- VACCUUM MOTOR FOR FLOOR SCRUBBER	500.00	08/07/2025
65448	APPLE COMPUTER INC	MS-511-IMAC FOR STUDENT USE IN DMS JOURNALISM, NEWSPAPER, AND YEARBOOK DESIGN. THE IMAC'S PROCESSING POWER AND CREATIVE SOFTWARE WILL SUPPORT PHOTO EDITING, LAYOUT DESIGN, AND PUBLISHING TASKS.	1,249.00	08/07/2025
65449	* * * WAL MART - VISA CARD CHARGES	MS- NURSE - MEDICAL SUPPLIES - CLINIC SUPPLIES INCLUDING SNACKS FOR DIABETIC STUDENTS FY25-26	500.00	08/07/2025
65450	EXPLORE LEARNING, LLC	MS-511-SCIENCE GIZMOS ONLINE SUBSCRIPTION TO SUPPORT SCIENCE AND MATH LEARNING FY26	3,711.75	08/07/2025
65451	MIKE CONN COACHING & CONSULTING, LLC	CO - CONSULTING SERVICES	7,500.00	08/07/2025
65452	FLASHLIGHT LEARNING, INC	572 - EL - SUBSCRIPTION TO FLASHLIGHT 360 FOR STUDENT USE & PD FOR TEACHERS	10,750.00	08/11/2025
65453	NATIONAL ASSOC. FOR THE ED. OF HOMELESS CHILDREN	003 - SBFS - REG TO NAEHYC CONF DALLAS, TX 11/1-11/4/2025 TARPLEY, BROWN	1,900.00	08/11/2025
65454	TARPLEY, MARCELLA A	003 - SBFS -TRAVEL EXPENSES TO NAEHYC DALLAS, TX 10/31-11/4/2025 MEALS, PARKING	445.00	08/11/2025
65455	BROWN, CORTNI N	003 - SBFS -TRAVEL EXPENSES TO NAEHYC DALLAS, TX 10/31-11/4/2025 PER DIEM, PARKING	445.00	08/11/2025

**DUNCAN PUBLIC SCHOOLS**

From PO: 65226 to PO: 65473

**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>
65456	*** HYATT REGENCY- DALLAS	003 - SBFS - HOTEL EXPENSE FOR NAEHYC DALLAS, TX 10/31-11/4/2025 TARPLEY, BROWN	1,520.00	08/11/2025
65457	GARRETT, ALLISON A	621- CONTRACTED SPEECH AND LANGUAGE PATHOLOGY SERVICES FOR FY 25-26 BA (05/13/25 ITEM # 6.L.6)	60,000.00	08/11/2025
65458	MONTGOMERY TIRE & ALIGNMENT	TRANS - TIRE REPLACEMENT SERVICE FOR UNIT F1	1,500.00	08/11/2025
65459	*** AMAZON	HM-511 PARENT/TEACHER COMMUNICATION FOLDERS	950.00	08/11/2025
65460	SALE, ZACHARY	C/O- REIMBURSEMENT FOR BACKGROUND CHECK FEE	58.25	08/12/2025
65461	OKLAHOMA STATE SCHOOL BOARDS ASSOCIATION	CUSTOMIZED POLICY SERVICE FOR DISTRICT POLICY & PROCEDURES MANUAL THROUGH ASSEMBLE	2,000.00	08/12/2025
65462	OKLAHOMA ASBO	C/O- REGISTRATION FOR OKASBO ACADEMY PROGRAM IN EDMOND 10/29-30/2025 & 02/18-19/2026 FOR L. MCCANN & A. PIZANA	500.00	08/12/2025
65463	OKLAHOMA ASBO	C/O- VIRTUAL MEETING REGISTRATION FOR FY 25-26	1,060.00	08/12/2025
65464	*** SOUTHWEST AIRLINES	FLIGHT TO AASA SUPERINTENDENT CERTIFICATION COHORT AND NATIONAL EDUCATION CONFERENCE NASHVILLE TN FEB 8-FEB 14 BYERLY	514.96	08/12/2025
65465	*** OMNI NASHVILLE HOTEL	HOTEL TO AASA SUPERINTENDENT CERTIFICATION COHORT AND NATIONAL EDUCATION CONFERENCE NASHVILLE TN FEB 8-FEB 14 BYERLY	2,600.00	08/12/2025
65466	BYERLY, CHANNA D	REIMBURSEMENT FOR MEALS, LUGGAGE, TRAVEL EXPENSES FOR AASA SUPERINTENDENT CERT COHORT & NCE CONFERENCE NASHVILLE TN, FEB 8-14	1,200.00	08/12/2025
65467	EGID (HEALTH)	FOR EMPLOYEES HEALTH, DENTAL & VISION PREMIUMS FOR M. VAUGHN	764.20	08/12/2025
65468	COLONIAL LIFE & ACCIDENT INSURANCE COMPANY	EMPLOYEES LIFE INSURANCE FOR M. VAUGHN	3.06	08/12/2025
65469	ROCHESTER 100 INC (NICKY'S FOLDERS)	MT- 511-PARENT COMMUNICATION FOLDERS FOR STUDENT AND PARENT ENGAGEMENT	440.00	08/13/2025
65470	CLIMATE PROS HEAT AND AIR, LLC	MAINT - DISTRICT - MISC SERVICE REPAIR FOR HVAC/ICE MACHINES	10,000.00	08/14/2025
65471	CURRICULUM AND INSTRUCTIONAL MATERIALS CENTER	HS-AG- TEACHER MANUAL/STUDENT BOOKS FOR AG CURRICULUM USE	895.00	08/14/2025
65472	*** NATIONAL CUSTOM INSIGNIA, INC.	DIST- 1.25 IN. ANTIQUE BRASS DIE STRUCK LAPEL PINS W/ BUTTERFLY CLUTCH	785.00	08/14/2025
65473	ALBERT, ALLYSON	HM-REIMBURSEMENT FOR TRAVEL BETWEEN SCHOOLS	500.00	08/18/2025

**DUNCAN PUBLIC SCHOOLS**

From PO: 65226 to PO: 65473

**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>
		(11) GEN FUND-FOR OPERAT Current Encumbered:	848,548.60	

**DUNCAN PUBLIC SCHOOLS**

From 18 Jul 2025 to 18 Aug 2025

**CHANGE ORDER REPORT  
GEN FUND-FOR OPERAT**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
65044	READ NATURALLY INC	EM- INTERVENTION READING MATERIALS	-350.00	7/1/2025
65091	READ NATURALLY INC	EM-11-READ LIVE LICENCES	-2,500.00	7/1/2025
65093	SCHOOL LIBRARY JOURNAL	EM-11-ONLINE PROFESSIONAL DEVELOPMENT ONLINE CLASS FOR KACEY VANCE-"INFORMATION LITERACY: FOUNDATIONS & TEACHING STRATEGIES-AUG 25	-239.00	7/1/2025
65094	SCHOOL LIBRARY JOURNAL	EM-11-ONLINE PROFESSIONAL DEVELOPMENT CLASS FOR KACEY VANCE-"THE SCIENCE AND JOY OF READING LITERACY IN ELEMENTARY LIBRARIES-JULY 25	-239.00	7/1/2025
65108	DUNCAN JANITORIAL AND INDUSTRIAL SUPPLY INC.	MAINT - CUSTODIAL SUPPLIES FOR DISTRICT FY 25-26	152.20	7/1/2025
65112	LAWLER, RENE A G	412 MS(505) - TRAVEL REIMBURSEMENT - OKACTE ANNUAL SUMMIT 2025, TULSA, OK AUG 4-5, 2025 --R. LAWLER	-165.00	7/1/2025
65113	CASTLE, ROSE M	412 MS(505) - TRAVEL REIMBURSEMENT - OKACTE ANNUAL SUMMIT 2025, TULSA, OK AUG 4-5, 2025--R.CASTLE	-165.00	7/1/2025
65114	LEDFOORD, BRADEN M	412 HS(705) - TRAVEL REIMBURSEMENT - OKACTE ANNUAL SUMMIT 2025, TULSA, OK AUG 4-5, 2025 --B.LEDFORD	-165.00	7/1/2025
65115	* * * HILTON GARDEN INN EDMOND	412 - HS(405) - PD HOTEL EXPENSES FOR NEW TEACHER ACADEMY - GUTHRIE, OK 7/8-10/2025, (B.LEDFORD)	-68.00	7/1/2025
65119	AMAZON.COM	MAINT - OFFICE SUPPLIES FY 25-26	-843.81	7/1/2025
65120	AMAZON.COM	MAINT - MAINTENANCE/CUSTODIAL SUPPLIES FY 25-26	-6,964.52	7/1/2025
65138	AMAZON.COM	412 - MS(505) ELECTRICAL RETRACTABLE EXTENSION CORD REELS - CASTLE CLASSROOM	-23.92	7/1/2025
65172	* * * FAIRMOUNT HOTEL	511 - HOTEL EXPENSES FOR ISTE 7/1-2/2025 SAN ANTONIO TX CASTLE, LAWLER	-1,187.11	7/1/2025
65173	LAWLER, RENE A G	511 - TRAVEL EXPENSES ISTE 7/1-2/25 SAN ANTONIO, TX MEALS AND PARKING	-90.00	7/1/2025
65174	CASTLE, ROSE M	511 - TRAVEL EXPENSES ISTE 7/1-2/2025 MEALS AND PARKING	-100.00	7/1/2025

65217	JAMES SUPPLIES, LLC	HS-AG-SUPPLIES FOR REPAIRS AND CONSUMABLES IN SHOP AT SCHOOL FARM	-110.00	7/1/2025
65223	AMAZON.COM	MAINT-PORTFOLIO FOR MAINT DIRECTOR	-5.03	7/1/2025
<b>(11) GEN FUND-FOR OPERAT Total:</b>			<b>-13,063.19</b>	

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
21046	AMAZON.COM	WR- DOOR HANDLES & PARTS FOR WILL ROGERS PRE-K	1,000.00	07/08/2025
21047	TEXOMA PREMIUM GLASS SOLUTIONS, LLC	MAINT - DOOR / WINDOW GLASS REPLACEMENT FOR DISTRICT SITES FY 25-26	3,000.00	07/08/2025
21048	FREEMAN'S APPLIANCE, INC	EM-21-WASHING MACHINE FOR SPED-ED CLASSROOM	1,449.95	07/08/2025
21049	ACE HARDWARE	HS-ATH-SUPPLIES FOR CUSTODIAL & MAINTENANCE FOR THE FACILITIES	500.00	07/08/2025
21050	SHERWIN-WILLIAMS PAINT		585.00	07/08/2025
21051	* * * AMAZON	CLASSROOM FURNITURE/FIXTURES-WALLHOOKS, CHAIR, BLIND-\$400.00	1,600.00	07/09/2025
21052	SHERWIN-WILLIAMS PAINT	EM-21-PAINT FOR DUNCAN DEMON PITCHFORK LOGO ON CAFETERIA WALL	200.00	07/09/2025
21053	MR. UPHOLSTERY	WR- MIRRORED TYPE WINDOW TINT INSTALLED ON FRONT 8 WINDOWS AT WILL ROGERS	1,500.00	07/09/2025
21054	CDW GOVERNMENT INC	PL-WHITE BOARDS FOR PLATO CLASSROOM	1,500.00	07/09/2025
21055	TK ELEVATOR CORPORATION	054- MONTHLY ELEVATOR SERVICE FOR FY 25-26 BA 07/08/25 ( 6.K.)	7,740.00	07/09/2025
21056	* * * AMAZON	HS-ATH-ROUND UP PRO CONCENTRATE FOR FACILITIES	157.92	07/10/2025
21057	* * * WAL MART - VISA CARD CHARGES	3 WINDOW UNITS TO BACK UP ANY HVAC ISSUES THAT MAY OCCUR ACROSS THE DISTRICT	3,000.00	07/12/2025
21058	5678 SOLUTIONS LLC	HS-ATH-DOUBLE SIDED BLACK FLAGS WITH DUNCAN DEMON LOGO TO BE USED FOR GAME DAYS	786.00	07/14/2025
21059	CMC NEPTUNE LLC	HS-ATH-1 YEAR SUBSCRIPTION TO NEPTUNE GAME DAY MUSIC	3,000.00	07/15/2025
21060	AAA PLAYGROUNDS CORPORATION	MAINT- RUBBER DELIVERED TO MARK TWAIN, WOODROW WILSON PLAYGROUNDS	19,134.00	07/16/2025
21061	* * * AMAZON	MS- BUILD NON-WAREHOUSE SUPPLIES (MUST BE INVENTORIED)	1,200.00	07/21/2025
21062	SHANE BURK GLASS & MIRROR	MAINT - REPLACE BROKEN GLASS BUILDING BEHIND HS	806.05	07/22/2025
21063	SHERWIN-WILLIAMS PAINT	WR- PAINT TO TOUCH UP SITE	200.00	07/23/2025
21064	ECKROAT SEED COMPANY (INS 06-30-10)(E-VERIFIED)	ATH-TURFACE QUICK DRY, PACKING CLAY,PROLINE CHALK,FERTILIZERS FOR SOFTBALL FIELD	758.00	07/29/2025
21065	JEFF A. JONES	HS-ATH-WRAPPING OF DOOR AND WALLS IN GYM	5,651.74	07/29/2025
21066	* * * WAL MART - VISA CARD CHARGES	WR- SUPPLIES FOR THE BUILDING	1,000.00	07/30/2025
21067	GARDENTOWN	WR- LANDSCAPE FOR ASTHETICS FOR THE BUILDING	1,000.00	07/30/2025

**DUNCAN PUBLIC SCHOOLS**

From PO: 21046 to PO: 21086

**Encumbrance For Board Approval  
BUILDING FUND**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
21068	LAKESHORE LEARNING MATERIALS	NMBRS & LTRS 9X12 RUG FOR NEW KINDER TEACHER ROOM	650.00	07/30/2025
21069	*** AMAZON	ATH-URINAL SCREENS FOR FIELDHOUSE MENS TOILETS	49.97	07/30/2025
21070	*** AMAZON	EM-21-MUSIC CLASSROOM RUG	310.00	07/30/2025
21071	EASTLAND LAWNMOWER	ATH-ECHO COMMERCIAL GRADE WEEDEATER	300.00	07/31/2025
21072	TRINITY TECHNOLOGIES	BURGLAR/FIRE/ELEVATOR ALARM MONITORING	20,420.00	07/31/2025
21073	*** AMAZON	ATH-AMAZON BASICS MONITORS FOR ATHLETIC OFFICE	300.00	08/04/2025
21074	*** AMAZON	HM-OFFICE FURNITURE, TRASH CANS, RUGS, MOVING DOLLYS, CHAIRS, DEHUMIDIFIERS FOR BUILDING	3,500.00	08/04/2025
21075	LOCKE SUPPLY COMPANY	MAINT - MISC HVAC FILTERS	7,566.00	08/04/2025
21076	*** FROMUTH TENNIS	ATH-WIND CLIPS FROM FY-24-25- SEE PO# 21238	457.15	08/04/2025
21077	MULLINS, ROBERT E	ATH-PAINTING OF HOME SIDE OF STADIUM	500.00	08/07/2025
21078	*** WAL MART - VISA CARD CHARGES	HM-MICROWAVE FOR CAFETERIA	200.00	08/07/2025
21079	*** AMAZON	MS-OPERATIONAL SUPPLIES AND EQUIPMENT FOR CLASS, CABINET, EMART LIGHTBULBS, DIGITAL VOICE RECORDER, KEY TAGS, BADGE HOLDER	261.00	08/07/2025
21080	*** YORK INTERNATIONAL CORPORATION	MAINT - HVAC UNIT FOR FEC BLDG	4,750.00	08/07/2025
21081	*** WAL MART - VISA CARD CHARGES	MS-REFRIGERATOR & MICROWAVE FOR TEACHERS WELLNESS ROOM	350.00	08/07/2025
21082	MONTGOMERY LANDSCAPE	ATH-MS-MIDDLE SCHOOL SPRINKLER SYSTEM PART	50.00	08/07/2025
21083	*** AMAZON	HS-NEW CHAIR FOR MR SULLIVANS CLASSROOM	250.00	08/11/2025
21084	J & J APPLIANCE	WR- REFRIDGERATOR/ FREEZER FOR ELK CROSSING CLASSROOM.	1,500.00	08/13/2025
21085	HURLEYS CREATIVE TILE LLC	MAINT - MT - REPLACE CARPET TILES IN RECEPTION AREA	2,750.00	08/14/2025
21086	J & J APPLIANCE	WR - GAS STOVE TO BE USED IN THE KITCHEN	1,100.00	08/18/2025

**(21) BUILDING FUND Current Encumbered:**

**101,032.78**

**DUNCAN PUBLIC SCHOOLS**

From 18 Jul 2025 to 18 Aug 2025

**CHANGE ORDER REPORT  
BUILDING FUND**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
21014	TRINITY TECHNOLOGIES	035- BURGLAR/FIRE/ELEVATOR ALARM MONITORING FOR ALL SITES TO INCLUDE YEARLY INSPECTIONS, BASIC MAINTENANCE AND CELL SERVICES	-15,000.00	7/1/2025
21038	HOPE EQUIPMENT & CONSTRUCTION	WW- DEMO AND REMODEL OF LOBBY FOR SECURITY	-386.00	7/1/2025
<b>(21) BUILDING FUND Total:</b>			<b>-15,386.00</b>	

8/18/2025 12:39:55 PM

Page 3 of 3

**DUNCAN PUBLIC SCHOOLS**

From PO: 2602 to PO: 2608

**Encumbrance For Board Approval  
BOND- BANCFIRST**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
2602	MIDWEST SPORTING GOODS DISTRIBUTORS INC	023-MS FOOTBALL UNIFORMS: JERSEYS & PANTS	6,775.52	07/09/2025
2603	UNITED REFRIGERATION INC	001-REPLACEMENT A/C UNIT FOR TECHNOLOGY BLDG	1,994.00	07/10/2025
2604	BSN SPORTS LLC	012-BASKETBALLS FOR HS BOYS BASKETBALL	2,400.00	07/30/2025
2605	VARSITY SPIRIT FASHIONS AND SUPPLIES	023-POM POMS FOR DMS CHEER	325.50	08/11/2025
2606	TRINITY TECHNOLOGIES	SECURITY- BUILDING BADGE READER ACCESS FOR THE WAREHOUSE, EXTERIOR DMS & DHS ADMIN HALL	8,000.00	08/18/2025
2607	HURLEYS CREATIVE TILE LLC	DMS- RUBBER FLOORING MATERIALS & REMOVE CARPET & INSTALL NEW FLOORING IN THE MS ART ROOM	14,200.00	08/18/2025
2608	HOPE EQUIPMENT & CONSTRUCTION	REPAIR/ REPLACE DOORS & BADGE READERS AT THE FIELD HOUSE	3,000.00	08/18/2025
<b>(26) BOND- BANCFIRST Current Encumbered:</b>			<b>36,695.02</b>	

**DUNCAN PUBLIC SCHOOLS**

From PO: 8601 to PO: 8603

**Encumbrance For Board Approval  
CAS/FLOOD INS FUND**

<b>PO</b>	<b>Vendor Name</b>	<b>General Description</b>	<b>Amount</b>	<b>Date</b>
8601	OKLAHOMA SCHOOLS INSURANCE GROUP (OSIG)	050- INCIDENTS IN LIEU OF DEDUCTIBLES	7,000.00	07/01/2025
8602	DUNCAN TOTAL ROOFING, LLC	MAINT - REMOVE & REPLACE EXISTING ROOF ON OLD BASEBALL CONCESSION BUILDING	11,500.00	07/01/2025
8603	HOPE EQUIPMENT & CONSTRUCTION	WR- MATERIALS, EQUIPMENT & SUPPLIES TO REPAIR DAMAGE IN BASEMENT	22,832.52	07/29/2025
<b>(86) CAS/FLOOD INS FUND Current Encumbered:</b>			<b>41,332.52</b>	



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanps.org](http://www.duncanps.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: DHS

Vendor Requested: n/a

Item Request Description: 2 Donated park benches from the class of 1975 and 1966.

Dollar Amount Requested (if applicable): n/a

Fund Requested: n/a

Budget/Activity Account Requested: n/a

Lisha Gray  
Signature of Requestor/Principal

7-31-25  
Date

\_\_\_\_\_  
Signature of Budget Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Assistant Superintendent

\_\_\_\_\_  
Date



BOARD APPROVED

AUG 19 2025

ITEM # 6.61.

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanps.org](http://www.duncanps.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: DHS

Vendor Requested: n/a

Item Request Description: 2 Donated park benches from the class of 1975 and 1966.

Dollar Amount Requested (if applicable): n/a

Fund Requested: n/a

Budget/Activity Account Requested: n/a

[Signature]  
Signature of Requestor/Principal

7-31-25  
Date

\_\_\_\_\_  
Signature of Budget Director

\_\_\_\_\_  
Date

[Signature]  
Signature of ~~Assistant~~ Superintendent

AUG 19 2025  
Date



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanps.org](http://www.duncanps.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: District / Athletics

Vendor Requested: N/A

Item Request Description: NAMING OF THE HS FOOTBALL FIELD,  
McCASLAND FIELD

*(board approval is required by board Policy# 2034, Naming of Facilities)*

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Kelly Henderson  
Requestor or Principal

08/15/2025  
Date

\_\_\_\_\_  
Budget Administrator or Business Office Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent or Superintendent

\_\_\_\_\_  
Date



BOARD APPROVED

AUG 19 2025

ITEM # b.H.

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanos.org](http://www.duncanos.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: District / Athletics

Vendor Requested: N/A

Item Request Description: NAMING OF THE HS FOOTBALL FIELD,  
McCASLAND FIELD

*(board approval is required by board Policy# 2034, Naming of Facilities)*

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Kelly Hendon  
Requestor or Principal

08/15/2025  
Date

\_\_\_\_\_  
Budget Administrator or Business Office Manager

\_\_\_\_\_  
Date

Dr Channa Byrd  
Assistant Superintendent or Superintendent

AUG 19 2025  
Date

# Out-of-State

## TRAVEL REQUEST with Students

(Duncan Board of Education approval is required by district Policy)

Class, Team, or Student Group: <u>STUD / Leadership / cheer</u>			
Date(s) of Travel: <u>Sept 23 - 24</u>			
Destination City & State: <u>Houston, Texas</u>			
Reason for Trip & Activity: <u>School Culture Training</u> <u>v/ Sisters</u>			
Paid by: <input checked="" type="checkbox"/> Fundraiser(s)		<input type="checkbox"/> Boosters	<input type="checkbox"/> Students/Parents
<u>[Signature]</u>		<u>[Signature]</u>	
Requestor/Teacher/Coach		Principal/Administrator	
<u>8/6/25</u>			
Date of Request			

Additional documentation is required. Please use the checklist below and attach all applicable documentation for consideration at the next meeting of the Duncan Board of Education.

- Requisitions, PO's, and/or Flyers for Registration
- Requisitions, PO's, and Quotes for Transportation
- Requisitions, PO's, and Quotes for all other Activities during the trip

\_\_\_\_\_  
Date of Board Approval

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Signature of BOE Minutes Clerk

## RENAISSANCE REGIONAL CONFERENCE

This half-day conference will prepare you to champion your school's culture! Jostens Education Specialist, Dr. Phillip Campbell (PC) and Keynote Speaker, Carlos Ojeda Jr. (Chu), will energize the culture-building work of adult and student school leaders through inspiration, insights and proven ideas so you can fight forward with joy and fidelity. By the end of the day, you'll walk away with a clear plan of action for creating a *culture that increases staff morale, encourages academic achievement and strengthens character development.*

### WHO SHOULD ATTEND

This event is created for school leaders and change makers. Up to five educators (administrator, activities or leadership teacher, counselor, two other adult leaders) and 20 students per school.

### WHAT TO EXPECT

Fight Forward events include a keynote presentation from Chu, the sharing of Jostens Renaissance climate and culture best-practices with Dr. Phil Campbell, student & educator breakouts and a mini Renaissance Rally!

## EVENT DETAILS

### WHEN:

Wednesday, September 24, 2025

9:00am - 12:30pm

### WHERE:

Freeman High School  
7800 Katy Hockley Rd  
Katy, TX 77493

### REGISTER BY:

September 21, 2025

### COST:

Complimentary! Sponsored by your Jostens Sales Representatives.

## AGENDA

### Check-in

8:30am - 9:00am

**Intro to Renaissance & Fight Forward Keynote Speech**

**9:00am - 10:00am**

**Break**

**10:00am - 10:15am**

**Renaissance Ideas**

**10:15am - 10:45am**

**Educator & Student Breakouts**

**11:00am - 12:00pm**

**Mini Renaissance Rally**

**12:00pm - 12:30pm**

*Lunch is not provided.*

DUNCAN PUBLIC SCHOOLS

PO Box 1548

Duncan, OK 73533

Phone: 580-255-0686

latisha.miller@duncanps.org

Fax: 580-252-2453

**ACTIVITY ACCOUNT REQUISITION**

REQUEST FOR PURCHASE ORDER

Year: 25/26 Account #: 319 Site: DHS PO #: \_\_\_\_\_

<p style="text-align: center;"><b>VENDOR INFORMATION</b></p> <p>Name: <u>Southwest Airlines</u></p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone: _____ Fax: _____</p> <p>W9: _____ Or SS #: _____</p>	<p><b>IMPORTANT!!</b></p> <p>Finance Office <b>MUST</b> have an original invoice, sales receipt, W-9, AND all proper documentation to verify below expense prior to initiating payment.</p>	<p style="text-align: center;"><b>PAYMENT PROCESS</b></p> <p><input type="checkbox"/> Mail Check</p> <p><input type="checkbox"/> Return Check to: _____</p> <p><input type="checkbox"/> Pick up check by whom: _____</p>
---	---	--

Quantity	Description	Unit Price	Total
	<u>airfare</u>		<u>909.72</u>
	<u>rent a car</u>		<u>311.21</u>
	Shipping =		
		Total =	<u>1,220.93</u>

Are the requested items to be used for:

- Students
- Staff
- Other

Are the requested items to be used in any way for a FUNDRAISER? Yes  No

If yes, has the FUNDRAISER been board-approved? Yes  No

If yes, date of approval? \_\_\_\_\_

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
	<u>60</u>	<u>800</u>					<u>000</u>	

Requisitioned By: [Signature] Date: 8/18/23

Approved By: [Signature] Date: 8/18/25

SEP 23 '25  
OKC → HOU



### You chose a Basic fare

Basic fares are non-refundable except as allowed by our 24-hour cancellation policy. Flight changes are allowed but require a fare upgrade. Customers may be eligible for a flight credit if canceled at least 10 minutes prior to the flight's original departure time. Checked bag fees may apply.

## Trip & Price Details

### My Flight

	Price	Passengers	Payment	Confirmation
Tue 9/23 # 2569 <b>OKC</b> → <b>HOU</b> 1:55 PM 3:20 PM 1 hr 26 min Nonstop Basic			Base fare 7 Passenger(s)	\$647.01
			Taxes and fees	\$262.71
			<b>Flight total</b>	<b>\$909.72</b>

7 Passengers | Open Seating

or from \$909\* with 1/10/25. Learn more

Wed 9/24 # 2881 <b>HOU</b> → <b>OKC</b> 9:50 PM 12:10 PM 1 hr 20 min Nonstop Basic
--

7 Passengers | Open Seating

#### Helpful Information:

- All fares and fare ranges are subject to change until purchased and are per person for each way of travel.
- For more information regarding Cash + Points, visit [Southwest.com/deals](#)

### Upgrade Flight

## Upgrade to Choice



- ✓ No cancel fee (12-month Transferable Flight Credit™ from original ticketing date)<sup>5</sup>
- ✓ Flight changes allowed, fare difference applies<sup>6</sup>
- ✓ Free same-day change/standby (taxes and fees may apply)<sup>9</sup>
- ✓ 6x Rapid Rewards® points per dollar<sup>3</sup>
- ⓘ Checked bag fees may apply<sup>2</sup>

<sup>1</sup>Please read the [fare rules](#) associated with this purchase.

Prices shown per passenger, per one-way.

- Upgrade departing trip for \$30
- Upgrade returning trip for \$30
- Upgrade both for \$60

Apply Upgrade

Cancel Modify Renew

### Car details

PICK-UP  
9/23/25 3:30PM

**HOU**  
Houston (Hobby), TX

RETURN  
9/24/25 8:00PM

**HOU**  
Houston (Hobby), TX



Rapid Rewards Partner

**Pick-up Instructions**

- Rental counter is located outside of the airport terminal
- Shuttle is provided



Full-Size Van: Ford Transit wagon or similar

**RATE BREAKDOWN**

2 days at \$116.00

**MILEAGE**

Unlimited

**BASE RATE**

\$232.18

**Taxes & fees**

\$79.03

**Estimated car total**

**\$311.21**

Due at car return. Excludes rental car extras.

### Rental car extras

You'll be able to pay for and rent extras at the counter, if available. Child safety seats are guaranteed to be available when reserved in advance. Other equipment, such as ski racks, is featured in select cities and is subject to availability at time of rental.

Additional charges may apply.

Ski rack

Child safety seat (up to 40 lbs.)

### Car policies

- The minimum rental age is 25 years old on most rentals.
- All drivers must have a major credit card and a valid driver's license in the driver's name.
- Additional taxes, surcharges, or fees may apply.

View vendor terms and conditions

View Southwest Airlines limit of liability

BASE RATE	\$232.18
TAXES & FEES	\$79.03
<b>TOTAL</b>	<b>\$311.21</b>

View price availability



Where to? Katy, Texas, United States of America

Dates Sep 23 - Sep 24

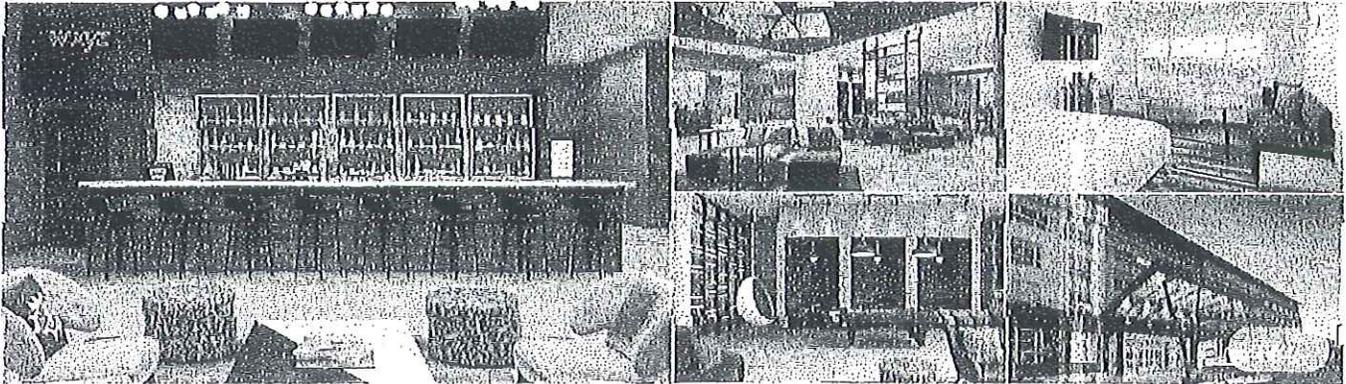
Travelers 7 travelers, 4 rooms

Search

See all properties

Share

Save



Overview About Rooms Accessibility Policies

Reserve instantly

# Aloft Katy Mills

\*\*\*

7.6 Good

See all 773 reviews

## About this property

Hotel with free parking, a short walk to Katy Mills Mall

Bar

Housekeeping

Parking included

See all about this property

Pool

Pet friendly

Gym

## Explore the area



25330 Kingsland Boulevard, Katy, TX, 77494

8/11/25, 4:19 PM

Aloft Katy Mills

[View in a map >](#)

Katy Mills Mall

5 min walk

Typhoon Texas

18 min walk

LaCenterra at Cinco Ranch

8 min drive

[See all about this area >](#)



You'll earn \$8.02 in OneKeyCash on this stay. You're on your way!

## Choose your room

Start date  
Sep 23

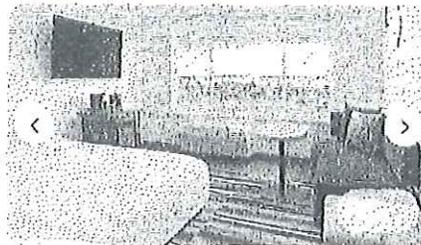
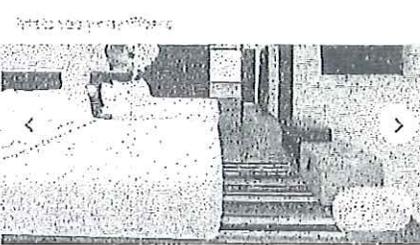
End date  
Sep 24

Travelers  
7 travelers, 4 rooms

\$22.16 in OneKeyCash applied

All rooms  1 bed  2 beds

Showing 2 of 2 rooms



### aloft, Room, 2 Queen Beds

Wonderful  
21 reviews

Free self parking

498 sq ft

Sleeps 4

2 Queen Beds

Free WiFi

[More details >](#)

Cancellation policy per stay

[More details on all policy options ⓘ](#)

Non-Refundable + \$0

Fully refundable before Sep 21 + \$40  
Reserve now, pay later

Extras per night

No extras + \$0

Breakfast for 1 + \$23

Breakfast for 2 + \$46

The price of this room has changed from \$240 to \$502.

~~\$502~~ \$108 nightly  
\$502 total  
for 4 rooms

We have 5 left

Total with taxes and fees

You will not be charged yet

### aloft, Room, 1 King Bed

Good  
34 reviews

Free self parking

498 sq ft

Sleeps 2

1 King Bed

Free WiFi

[More details >](#)

Cancellation policy per stay

[More details on all policy options ⓘ](#)

Non-Refundable + \$0

Fully refundable before Sep 21 + \$38  
Reserve now, pay later

Extras per night

No extras + \$0

Breakfast for 1 + \$23

Breakfast for 2 + \$46

~~\$418~~ \$90 nightly  
\$418 total  
for 4 rooms

We have 5 left

Total with taxes and fees

You will not be charged yet

**Fwd: Out of State**

1 message

LaTisha Miller <latisha.miller@duncanps.org>  
To: Kelly Henderson <kelly.henderson@duncanps.org>

Mon, Aug 18, 2025 at 3:26 PM

Please see Toni's response.

Thank you,

*LaTisha Miller*



**ACTIVITY FUND CUSTODIAN**

PHONE: 580.255.0686  
FAX: 580.252.2453

----- Forwarded message -----

From: **Toni Howard** <toni.howard@duncanps.org>  
Date: Mon, Aug 18, 2025 at 3:10 PM  
Subject: Re: Out of State  
To: LaTisha Miller <latisha.miller@duncanps.org>

We will do nothing when we are down there. We are going to the conference that is free and the students are going to be responsible for their own meals.



On Mon, Aug 18, 2025 at 3:05 PM LaTisha Miller <latisha.miller@duncanps.org> wrote:

Hey girl, we really need an idea of what other things you will be doing while in Houston and how will the kids pay for their own food?

Thank you,

*LaTisha Miller*



**ACTIVITY FUND CUSTODIAN**

PHONE: 580.255.0686  
FAX: 580.252.2453

# Out-of-State

## TRAVEL REQUEST with Students

(Duncan Board of Education approval is required by district Policy)

Class, Team, or Student Group: STUD / leadership / cheer

Date(s) of Travel: Sept 23 - 24

Destination City & State: Houston, Texas

Reason for Trip & Activity: School Culture Training  
v. Jostens

Paid by:  Fundraiser(s)     Boosters     Students/Parents     District

[Signature]  
Requestor/Teacher/Coach

8/6/25  
Date of Request

[Signature]  
Principal/Administrator

[Signature]

Additional documentation is required. Please use the checklist below and attach all applicable documentation for consideration at the next meeting of the Duncan Board of Education.

- Requisitions, PO's, and/or Flyers for Registration
- Requisitions, PO's, and Quotes for Transportation
- Requisitions, PO's, and Quotes for all other Activities during the trip

08/19/2025  
Date of Board Approval

[Signature]  
Signature of BOE Minutes Clerk

\_\_\_\_\_  
Signature of Superintendent

## RENAISSANCE REGIONAL CONFERENCE

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### WHO SHOULD ATTEND

This event is created for school leaders and change makers. Up to five educators (administrator, activities or leadership teacher, counselor, two other adult leaders) and 20 students per school.

### WHAT TO EXPECT

Fight Forward events include a keynote presentation from Chu, the sharing of Jostens Renaissance climate and culture best-practices with Dr. Phil Campbell, student & educator breakouts and a mini Renaissance Rally!

## EVENT DETAILS

### WHEN:

Wednesday, September 24, 2025

9:00am - 12:30pm

### WHERE:

Freeman High School  
7800 Katy Hockley Rd  
Katy, TX 77493

### REGISTER BY:

September 21, 2025

### COST:

Complimentary! Sponsored by your Jostens Sales Representatives.

## AGENDA

Check-in

8:30am - 9:00am

**Intro to Renaissance & Fight Forward Keynote Speech**

**9:00am - 10:00am**

**Break**

**10:00am - 10:15am**

**Renaissance Ideas**

**10:15am - 10:45am**

**Educator & Student Breakouts**

**11:00am - 12:00pm**

**Mini Renaissance Rally**

**12:00pm - 12:30pm**

*Lunch is not provided.*

DUNCAN PUBLIC SCHOOLS

PO Box 1548

Duncan, OK 73533

Phone: 580-255-0686

latisha.miller@duncanps.org

Fax: 580-252-2453

# ACTIVITY ACCOUNT REQUISITION

## REQUEST FOR PURCHASE ORDER

Year: 25/26 Account #: ~~1111~~ 319 Site: DHJ PO #: \_\_\_\_\_

VENDOR INFORMATION	IMPORTANT!!	PAYMENT PROCESS
Name: <u>Aloft Hotel</u>	<b>Finance Office MUST have an original invoice, sales receipt, W-9, AND all proper documentation to verify below expense prior to initiating payment.</b>	<input type="checkbox"/> Mail Check
Address: <u>25 330 Kingstand Blvd</u>		<input type="checkbox"/> Return Check to: _____
City: <u>Katy, TX</u> State: <u>TX</u> Zip: <u>77494</u>		<input type="checkbox"/> Pick up check by whom: _____
Phone: <u>214-688-2555</u> Fax: _____		
W9: _____ Or SS #: _____		

Quantity	Description	Unit Price	Total
	rooms for staff & students	-	108-
-----	Shipping =	Total =	502-

Are the requested items to be used for:

- Students
- Staff
- Other

Are the requested items to be used in any way for a FUNDRAISER? Yes  No

If yes, has the FUNDRAISER been board-approved? Yes  No

If yes, date of approval? \_\_\_\_\_

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
	60	800					000	

Requisitioned By: [Signature] Date: 8/18/25

Approved By: [Signature] Date: 8/18/25

Where to? Katy, Texas, United States of America

Dates Sep 23 - Sep 24

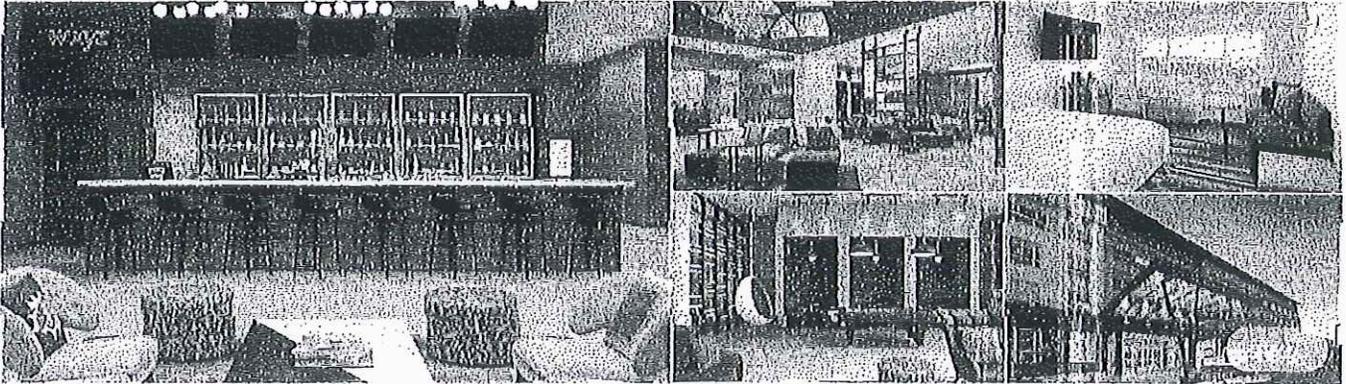
Travelers 7 travelers, 4 rooms

Search

See all properties

Share

Save



Overview About Rooms Accessibility Policies

Reserve & Pay

# Aloft Katy Mills

\*\*\*

7.6 Good

See all 773 reviews

## About this property

Hotel with free parking, a short walk to Katy Mills Mall

- Bar
- Housekeeping
- Parking included
- Pool
- Pet friendly
- Gym

See all about this property

## Explore the area



25330 Kingsland Boulevard, Katy, TX, 77494

8/11/25, 4:19 PM

Aloft Katy Mills

[View in a map >](#)

Katy Mills Mall

5 min walk

Typhoon Texas

18 min walk

LaCenterra at Cinco Ranch

8 min drive

[See all about this area >](#)



You'll earn \$8.02 in OneKeyCash on this stay. You're on your way!

## Choose your room

Start date  
Sep 23

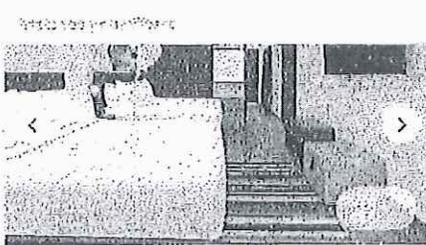
End date  
Sep 24

Travelers  
7 travelers, 4 rooms

\$22.16 in OneKeyCash applied

All rooms  1 bed  2 beds

Showing 2 of 2 rooms



### aloft, Room, 2 Queen Beds

Wonderful  
21 reviews

Free self parking

498 sq ft

Sleeps 4

2 Queen Beds

Free WiFi

[More details >](#)

Cancellation policy per stay

[More details on all policy options ⓘ](#)

Non-Refundable + \$0

Fully refundable before Sep 21  
Reserve now, pay later + \$40

Extras per night

No extras + \$0

Breakfast for 1 + \$23

Breakfast for 2 + \$46

The price of this room has changed from \$240 to \$502.

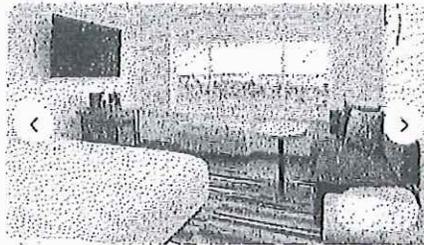
~~\$240~~ \$108 nightly  
~~\$502~~ \$502 total  
for 4 rooms

We have 5 left

Total with taxes and fees

[Reserve](#)

You will not be charged yet



### aloft, Room, 1 King Bed

Good  
34 reviews

Free self parking

498 sq ft

Sleeps 2

1 King Bed

Free WiFi

[More details >](#)

Cancellation policy per stay

[More details on all policy options ⓘ](#)

Non-Refundable + \$0

Fully refundable before Sep 21  
Reserve now, pay later + \$38

Extras per night

No extras + \$0

Breakfast for 1 + \$23

Breakfast for 2 + \$46

~~\$418~~ \$90 nightly  
~~\$418~~ \$418 total  
for 4 rooms

We have 5 left

Total with taxes and fees

[Reserve](#)

You will not be charged yet

**Fwd: Out of State**

1 message

LaTisha Miller <latisha.miller@duncanps.org>  
To: Kelly Henderson <kelly.henderson@duncanps.org>

Mon, Aug 18, 2025 at 3:26 PM

Please see Toni's response.

Thank you,

*LaTisha Miller*



**ACTIVITY FUND CUSTODIAN**

PHONE: 580.255.0686  
FAX: 580.252.2453

----- Forwarded message -----

From: **Toni Howard** <toni.howard@duncanps.org>  
Date: Mon, Aug 18, 2025 at 3:10 PM  
Subject: Re: Out of State  
To: LaTisha Miller <latisha.miller@duncanps.org>

We will do nothing when we are down there. We are going to the conference that is free and the students are going to be responsible for their own meals.



On Mon, Aug 18, 2025 at 3:05 PM LaTisha Miller <latisha.miller@duncanps.org> wrote:

Hey girl, we really need an idea of what other things you will be doing while in Houston and how will the kids pay for their own food?

Thank you,

*LaTisha Miller*



**ACTIVITY FUND CUSTODIAN**

PHONE: 580.255.0686  
FAX: 580.252.2453

DUNCAN PUBLIC SCHOOLS

PO Box 1548

Duncan, OK 73533

Phone: 580-255-0686

latisha.miller@duncanps.org

Fax: 580-252-2453

# ACTIVITY ACCOUNT REQUISITION

## REQUEST FOR PURCHASE ORDER

Year: 25/26 Account #: 319 Site: DHS PO #: \_\_\_\_\_

<p style="text-align: center;"><b>VENDOR INFORMATION</b></p> <p>Name: <u>Southwest Airlines</u></p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Phone: _____ Fax: _____</p> <p>W9: _____ Or SS #: _____</p>	<p><b>IMPORTANT!!</b></p> <p>Finance Office <b>MUST</b> have an original invoice, sales receipt, W-9, AND all proper documentation to verify below expense prior to initiating payment.</p>	<p style="text-align: center;"><b>PAYMENT PROCESS</b></p> <p><input type="checkbox"/> Mail Check</p> <p><input type="checkbox"/> Return Check to: _____</p> <p><input type="checkbox"/> Pick up check by whom: _____</p>
---	---	--

Quantity	Description	Unit Price	Total
	<u>airfare</u>		<u>909.72</u>
	<u>rent a car</u>		<u>311.21</u>
	Shipping =		
		Total =	<u>1,220.93</u>

Are the requested items to be used for:

- Students
- Staff
- Other

Are the requested items to be used in any way for a FUNDRAISER? Yes  No

If yes, has the FUNDRAISER been board-approved? Yes  No

If yes, date of approval? \_\_\_\_\_

YR	FUND	PROJ	FUNC	OBJ	PROG	SUBJ	JOB	SITE
	<u>60</u>	<u>800</u>					<u>000</u>	

Requisitioned By: [Signature]

Approved By: [Signature]

Date: 8/18/25

Date: 8/18/25



### You chose a Basic fare

Basic fares are non-refundable except as allowed by our 24-hour cancellation policy. Flight changes are allowed but require a fare upgrade. Customers may be eligible for a flight credit if canceled at least 10 minutes prior to the flight's original departure time. Checked bag fees may apply.

## Trip & Price Details

Price Passengers Payment Confirmation

OKC → HOU



Tue 9/23

# 2559

OKC



HOU

1 hr 26 min

Nonstop

Basic

1:55 PM

3:20 PM

Base fare  
7 Passenger(s) \$647.01

Taxes and fees \$262.71

Flight total \$909.72

or from \$800\* with Rapid Rewards<sup>®</sup> Learn more

7 Passengers | Open Seating



Wed 9/24

# 2061

HOU



OKC

1 hr 20 min

Nonstop

Basic

8:50 PM

10:10 PM

7 Passengers | Open Seating

#### Helpful Information:

- All fares and fare ranges are subject to change until purchased and are per person for each way of travel.
- For more information regarding Cash + Points, visit Southwest.com/terms

Upgrade Flight

## Upgrade to Choice



- ✓ No cancel fee (12-month Transferable Flight Credit™ from original ticketing date)<sup>5</sup>
- ✓ Flight changes allowed, fare difference applies<sup>8</sup>
- ✓ Free same-day change/standby (taxes and fees may apply)<sup>9</sup>
- ✓ 6x Rapid Rewards® points per dollar<sup>3</sup>
- ⓘ Checked bag fees may apply<sup>2</sup>

\*Please read the fare rules associated with this purchase.

Prices shown per passenger, per one-way.

Upgrade departing trip for \$30

Upgrade returning trip for \$30

Upgrade both for \$60

Apply upgrade

OKC → HOU

### Car details

PICK-UP  
9/23/25 3:30PM

**HOU**  
Houston (Hobby), TX

RETURN  
9/24/25 8:00PM

**HOU**  
Houston (Hobby), TX



Rapid Rewards Partner

#### Pick-up Instructions

- Rental counter is located outside of the airport terminal
- Shuttle is provided



Full-Size Van: Ford Transit (van) or similar

#### RATE BREAKDOWN

2 days at \$155.00

#### MILEAGE

Unlimited

Taxes & fees

Estimated car total

#### BASE RATE

\$232.48

\$79.03

**\$311.21**

Due at car return. Excludes rental car extras.

### Rental car extras

You'll be able to pay for and rent extras at the counter, if available. Child safety seats are guaranteed to be available when reserved in advance. Other equipment, such as ski racks, is featured in select cities and is subject to availability at time of rental.

Additional charges may apply.

Ski rack

Child safety seat (up to 40 lbs.)

### Car policies

- The minimum rental age is 25 years old on most rentals.
- All drivers must have a major credit card and a valid driver's license in the driver's name.
- Additional taxes, surcharges or fees may apply.

View vendor terms and conditions

View Southwest Airlines limit of liability

BASE RATE

\$232.48

TAXES & FEES

\$79.03

ESTIMATED TOTAL

\$311.21

Due at car return

# Elementary Student Handbook 2025-2026



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# 2025

July

S	M	T	W	T	F	S
		1	2	3	4 X	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8 ●	9
10	11 ●	12 ●	13 ★	14 ◆	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

S	M	T	W	T	F	S
	1 X	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 ●	20
21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16 ▲	17 □	18
19	20 □	21 ●	22	23	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 ●	22
23	24 □	25 □	26 □	27 □	28 □	29
30						

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 □	20
21	22 □	23 □	24 □	25 □	26 □	27
28	29 □	30 □	31 □			

## Duncan Public Schools

### School Calendar 2025 - 2026

- ◆ First Day of School ..... Aug. 14  
Last Day of School ..... May 21
- X National Holidays  
Independence Day ..... July 4  
Labor Day ..... Sept. 1 (No School)  
Memorial Day ..... May 25

- Holidays  
Fall Break ..... Oct. 17-20  
Thanksgiving ..... Nov. 24-28  
Christmas ..... Dec. 19-Jan. 2  
Martin Luther King Jr. Day ..... Jan. 19  
Presidents' Day ..... Feb. 16  
Spring Break ..... March 16-20

- ▲ Non-Instructional Days  
P/T Conference evenings of:  
Oct. 13-14 & March 9-10  
No School  
October ..... 16  
March ..... 13

- Staff Professional Days/  
No School  
August ..... 8, 11-12  
October ..... 21  
January ..... 5

- Inclement Weather Days/  
No School  
April ..... 3, 10, 17, 24  
May ..... 1, 8, 15

- ★ Staff Work Day  
August ..... 13  
May ..... 22

- Collaboration Days/  
Virtual day  
September ..... 19  
November ..... 21  
February ..... 13  
March ..... 23

**Attendance Data**  
1st Sem. Ends Dec. 18 = 82 days  
2nd Sem. Ends May 21 = 84 days  
Total Days Taught 166 days  
Work Day 2 days  
Professional Days 5 days  
**Total Days 173 days**



of Excellence

For further information, call 580-255-0686  
www.duncanps.org

# 2026

January

S	M	T	W	T	F	S
				1 □	2 □	3
4	5 ●	6	7	8	9	10
11	12	13	14	15	16	17
18	19 □	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13 ●	14
15	16 □	17	18	19	20	21
22	23	24	25	26	27	28

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13 ▲	14
15	16 □	17 □	18 □	19 □	20 □	21
22	23 ●	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
			1	2	3 ■	4
5	6	7	8	9	10 ■	11
12	13	14	15	16	17 ■	18
19	20	21	22	23	24 ■	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
					1 ■	2
3	4	5	6	7	8 ■	9
10	11	12	13	14	15 ■	16
17	18	19	20	21 ◆	22 ★	23
24	25 X	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## **Introduction**

Welcome to Duncan Schools! Our first priority is the safety and overall well-being of your child(ren). It is important that parents **and guardians** feel welcome in our buildings and have confidence that their child(ren)'s needs will be met. The following Elementary Student Handbook is presented to foster a better understanding of our procedures, policies, and practices. Please do not hesitate to contact your building principal with comments, concerns, or questions.

## **District Mission Statement**

The Duncan Public Schools District is committed to a tradition of excellence in developing students to their full potential in an environment that fosters responsible, productive citizens and lifelong learners.

## **Statement of Philosophy**

1. The school should understand its role in the community and provide development opportunities for all students through its diversified curriculum and services.
2. The school should prepare the student to the best of his/her ability to take his/her place in society as a responsible, involved citizen of the world.
3. The community should support the school through financial efforts and cultural and educational endeavors, thereby creating a partnership in education.
4. The school should recognize that students progress at different rates and learn through different modalities; thus, the school should enhance individual development.
5. Schools should provide students with a physical environment conducive to learning, well-maintained buildings, a safe, orderly climate, necessary equipment and materials, and an efficient and qualified staff.
6. The school should encourage trust, respect, positive relationships, and cooperation among students, teachers, administrators, and the community.
7. The school should also provide students with the skills necessary to adapt to an ever-changing society and job market.
8. The school should provide the student with the opportunities to acquire the skills and knowledge necessary to lead a productive life.
9. The school should instill in the students the desire to learn, the acquisition of learning skills, and the understanding that education is never-ending.
10. The school should promote a positive feeling of self-worth, acceptance, and self-assurance in the student.

## **Character Education**

All Duncan Public Schools, Pre-Kindergarten through High School, have implemented a character education program. These programs are designed to create safe and effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, our schools implement and evaluate effective school-wide, classroom, non-classroom, and student-specific plans. Our programs include school-wide procedures and processes for all students and all staff in all settings. We have a team-based process for systematic problem-solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach, and all students can learn.

### **Non-discrimination Statement**

Duncan Public Schools, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and other federal law and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admission, employment, financial aid, and educational services. If anyone has a question about possible civil rights violations or a civil rights grievance, s/he should contact the District Special Education Director at 580-255-0686.

### **ESEA Parent Right to Know – Parent Notification Letter**

In accordance with the Elementary and Secondary Education Act (ESEA), Section 1111 (h)(6)(A) PARENTS’ RIGHT TO KNOW, this is a notification from Duncan Public Schools to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student’s classroom teachers. The information regarding the professional qualifications of your student’s classroom teacher shall include the following:

- If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
- The teacher’s baccalaureate degree major, graduation certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified.

Parents and families of students in Title I schools also have the right to know about state and district policies regarding student participation in any assessments mandated by ESSA, including any policy, procedure, and parental right to opt students out of such assessments. If you would like to receive information about this topic, please contact Merry Stone, Assistant Superintendent, either by phone (580) 255-0686.

If you have questions or concerns, please feel free to contact your student’s school principal.

### **Choice of School/Attendance Area Policy**

#### ● **Definitions**

**For the purpose of this policy, the following definitions shall apply:** Attendance Area – predetermined area immediately surrounding or adjacent to each designated elementary school, as defined below. All students in grades kindergarten through five (K-5), hereinafter “elementary students”, that reside in the district will attend, absent an in-district transfer (as defined below), the designated elementary school for their attendance area. Transportation for elementary students within each attendance area will be provided only to the attendance area.

- **School Placement Criteria:** Priority among elementary students for enrollment in a given facility in the district will be accorded in the following descending order:
  - Students under special services/IDEA/504
  - Students living within the attendance area
  - Change of residence to a different attendance area. If a change of residence occurs during the school year, parents have the option for the remainder of such school year of:
    - moving the student to their new attendance area school,

- leaving the student at their previous attendance area school. Provided, after the school year in which the change of address occurs, such student will be treated as residing in the new attendance area.
  - The availability of another course of study needed by the student as determined by the district.
  - Students transferring to such a facility in the manner hereinafter provided.
- **Consideration of Transfers.** Transfers will be considered only if space is available at the particular elementary facility. No transfer will be considered:
  - which causes the district to expend or lose funds according to class size mandates
  - for students under disciplinary action (i.e. suspension)
  - if transfer brings class size to the maximum or exceeds size allowed under class size mandates
  - **Chronic Absentism Rate**

The District acknowledges that unique circumstances may at times result in a request from a parent or guardian that a child be considered for enrollment outside of their designated attendance area. The appropriateness of the program and review of educational and behavioral records may be considered in rendering a decision regarding a request for a change in attendance. All transfers will be subject to any applicable enrollment caps and availability of space and resources at the school. A district enrollment committee including the receiving school's principal will review all school choice requests and make recommendations, taking into consideration the following:

- previous year's enrollment at the requested school,
- if the student has a sibling at the requested school and/or
- if the student resides in the district or lives out of district.
- Requests of school choice from district employees will be taken into consideration, as well.

*For more detailed information see the Duncan Public Schools Policies and Procedures manual policy 6023, Student Transfers.*

## **ATTENDANCE AREA BOUNDARIES**

### **Horace Mann Elementary:**

North boundary: Plato Rd.  
 South boundary: Beech Ave.  
 East boundary: Highway 81  
 West boundary: Empire School District

### **Plato Elementary:**

North boundary: Marlow School District  
 South boundary: Elk Ave.  
 East boundary: Bray School District  
 West boundary: Highway 81 between Elk Ave. and Plato Road; North of Plato Road to Empire/Central High School District

**Emerson Elementary:**

North boundary: Elk Ave.  
 South boundary: Bois D'Arc Ave.  
 East boundary: 5<sup>th</sup> Street from Bois D'Arc Ave. to Elder Ave; N St. from Elder Ave. to Elk Ave.  
 West boundary: Highway 81

**Mark Twain Elementary:**

North boundary: Beech Ave.  
 South boundary: Comanche School District  
 East boundary: Highway 81  
 West boundary: Empire School District

**Woodrow Wilson Elementary**

North boundary: Elder Ave.  
 South boundary: Comanche School District  
 East boundary: Velma School District  
 West boundary: 5<sup>th</sup> Street

Attendance Area Maps are available at the Central Enrollment Offices, 242 N 9th St, the Transportation Office and on-line at [www.duncanps.org](http://www.duncanps.org).

**Pre-Kindergarten Enrollment**

Enrollment in Pre-K (four-year-old) classes is optional both for the student and the school. Transportation will not be provided for Pre-K students. Proof of residence is required for all students who claim residency in the district and have not applied for a transfer. Attendance areas and demographics will be reviewed on an annual basis.

**Pre-Kindergarten (Will Rogers, Will Rogers/Elk Crossing, Woodrow Wilson Pre-K)**

Pre-Kindergarten is an optional program. Enrollment is held in the Spring semester. Students are served on a first come, first served basis. All enrollments are processed through Central Enrollment.

**Requirements for Admission**

For admission to Duncan Elementary Schools, a student must be a resident of this district or have obtained a legal transfer. S/he must be living with his/her parent (s) or meet the requirements of the Duncan Public Schools residency policy and be willing to abide by the rules and guidelines of the school as maintained by the Duncan Board of Education.

Any student entering the Pre-Kindergarten program must be four (4) years of age on or before September 1. A student entering Kindergarten for the first time must be five (5) years of age on or before September 1. All students must show proof of completing the prescribed immunizations as outlined by the Oklahoma State Department of Health or meet the requirements for obtaining an exemption from those required immunizations. All students should show proof of a birth certificate.

A student entering Duncan Elementary Schools after being enrolled in another school must show proof of having been enrolled in another school program, having been legally withdrawn from the previous school

and satisfactory completion of all work in the preceding grades.

### **Immunizations**

The law requires that parents or guardians of minor children in school present certification from a licensed physician or appropriate public health authority that shows their child has received, or is in the process of receiving immunizations required for school entry. *For information, that is more detailed see the Duncan Public Schools Policies and Procedures manual policy #6000.*

### **Student Records**

The principal of each school will be the legal custodian of all student records for that school. *For information, that is more detailed see the Duncan Public Schools Policies and Procedures manual policy #3019.*

### **Student Transfers**

On January 1st, 2022, the State of Oklahoma changed the law and review process around student transfers. Transfers may be reviewed and denied each school year based on the following criteria: site capacity at a grade level, student attendance, and student discipline. New student transfers are accepted on a first-come, first-serve basis. Existing student transfers are reviewed by site principals each year for the upcoming school year. Under the new transfer law a student may only transfer outside of their home district twice during the school year.

*For more detailed information, please see the Duncan Public Schools Policies and Procedures manual policy, district policy #6023.*

### **Withdrawing From School**

The procedure for withdrawing from Duncan Elementary Schools is as follows:

1. Authorization for withdrawal must be made in person by a legal parent/guardian. This notification should be made at least two days in advance, if possible.
2. Obtain the appropriate forms from the principal's office.
3. Have the forms filled out by the appropriate teacher and other staff members, return all schoolbooks and property and pay all charges.
4. Return the completed forms to the office for final clearance

### **Morning Arrival**

- Will Rogers & Will Rogers Elk Crossing Pre-Kindergarten

7:30AM	Doors open
7:30-7:55AM	Breakfast served
8:00 AM	Class begins
3:00 PM	Dismissal
  
- Elementary Schools and Woodrow Wilson Pre-Kindergarten

7:45 AM	Doors open
8:00-8:25 AM	Breakfast served
8:30 AM	Class begins
3:30 PM	Dismissal

### **Student Attendance/Truancy**

It is the intent of the Duncan Board of Education to fully comply with state law in the matter of student attendance. It shall be unlawful for a parent, guardian, custodian or other person having control of a child

who is over the age of five (5) years of age and under the age of eighteen (18) years, to neglect or refuse 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 the Oklahoma Statutes. To be excused from attendance, a child must meet guidelines established by state law. Students who miss 9 days per semester or 18 days a school year are considered to have chronic absenteeism.

When a student has accumulated four (4) absences the district attorney may be notified as specified by law. **If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the principal shall notify the parent, guardian or custodian of the child and may report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to the Title 10 of the Oklahoma Statutes. (70-10-106). For more detailed information see the *Duncan Public Schools Policies and Procedures manual policy # 6056, 6056-2, 6056-3.***

### Late Arrival

When it is necessary for a student to arrive late to school the student should report to the office to receive an admit slip before entering the classroom. Since children who arrive late or are absent miss valuable instruction by their teacher, excessive tardiness and absenteeism may hinder the education of a child.

### Absences from School

From time to time it may be necessary for a student to miss school. In that case, a parent/guardian needs to call the office to report the reason for the absence. The call must be made the day of the absence for each/day of absence unless previous arrangements have been made. If it is not possible for a parent/guardian to call to report the absence, a note must be sent to school the day following the absence explaining the reason for the absence.

In Oklahoma, excused absences from school include:

- Illness or injury
- Doctor or dental appointments
- Bereavement
- Serious illness or emergency in the immediate family
- School bus not running
- Recognized religious holidays and associated travel

\*School activities do not count as an absence

Proper documentation **will be needed** before an excused absence is recorded. In the case of long-term absences due to an extended illness or injury, contact the school office. A doctor's statement may be necessary in some cases. Board policy 6056. **All other absences will be considered unexcused.**

### Chronic Absenteeism

~~Chronic Absenteeism was added as a School Report Card indicator beginning in the 2018-19 School year.~~ Chronic Absenteeism is defined as 10% or more of a school year. An absence for any reason is not considered exempt except in instances of a "significant medical condition". Examples would be a severe,

chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma Succeeds Act (ESSA). Letters will be sent to families at the end of each quarter if their student falls within the Chronic Absentee category.

### **Dismissal Routines After School**

Elementary sites dismiss at 3:30. Care will be given to accommodate bus routes and traffic problems. Every effort should be made to pick up your child on time. The police may be called if students are left past 4:00 p.m. Students who ride a bus are to go directly to the bus loading area when they are dismissed from class. Loading will be permitted in designated areas only. Students who do not ride a bus are to meet their ride or proceed home immediately after school.

From time to time, changes in after school routines do occur. Please plan ahead as much as possible and notify the school office in writing whenever a child's after school routine has been altered.

### **Early Dismissal**

Parents must send a note or phone the office when early dismissal is necessary. A reason must be given for early dismissal. Parents are required to check students out in the office when picking up students for early dismissal. Photo ID is required for signing out a student.

### **Requesting Make-Up Work**

A student shall have two days for every day absent to hand in work for credit. The time limit will remain in effect unless an agreement is reached between the student and the teacher assigning the work.

Requesting make-up work for an absence or absences shall be the responsibility of the student. If a student does not request his/her work, a grade will be recorded as if the student knew about the work and did not complete it.

Parents **or guardians** requesting make-up work on the day of an absence should call the office before 10:30 A.M. to request the work. Parents are not to go directly to the student's classroom. Children can only be dismissed early for emergencies and extenuating circumstances.

### **Visitors to Our Schools**

Parents/guardians are always welcome to visit our school. Visitors must check in at the office to receive a visitor's badge. Because the safety of our students is very important, any person who does not wear a visitor's badge will be asked to leave the campus. The school policy is to accept only visitors who have legitimate business at the school. Making appointments to conference with a teacher is appreciated.

### **School Volunteers**

Volunteers will be required to complete a criminal record affidavit and may be required to undergo a criminal background record search at such volunteer's own expense. Volunteers will be afforded the same protections from liability as District employees unless they act on their own volition outside the scope of their approved assignment. A volunteer's services to the district may be terminated at any time.

Prior to being assigned any work in the District, each volunteer must sign a confidentiality agreement agreeing that should any information protected by the Family Education Privacy Act become known to such volunteer, such volunteer shall not divulge such information. The administration team reserves the right to deny the services of any volunteer. *For information, that is more detailed see the Duncan Public*

*Schools Policies and Procedures manual policy #1003.*

### **In School Intervention**

See Duncan Public Schools' Policy & Procedures Manual Policy #6027.

### **Student Conduct**

The school's primary goal is to educate, not discipline. The faculty and administration firmly believe that life-long student success depends on learning and practicing self-discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary. The teachers and administration shall have the same rights as a parent or guardian to control and discipline a child according to local policies during the time the child is in attendance or in transit to or from school, or any other school function authorized by the school district or in any classroom (O.S. 21-643, O.S. 21-8944, O.S. 21-1362, O.S.70-6-114). All students will be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction.

The classroom teacher is and should be the first line for the enforcement of discipline for misconduct in the classroom. The classroom teacher shall be expected to have tried several methods of disciplinary action including, but not limited to after school or lunch detention, and in school intervention assigned by the teacher and kept by the teacher in his or her classroom, parent contact, etc.

If a student continues with misconduct, the teacher shall fill out a **referral** form and refer the student to the principal or assistant principal. There will be instances when the misconduct is severe enough to send the student to the principal. The principal shall be responsible for the enforcement of discipline for students referred by the classroom teachers and when misconduct occurs outside the classroom.

*For information that is more detailed see the Duncan Public Schools Policies and Procedures manual policy #6027.*

### **School Bus Regulations**

The following rules and regulations shall govern the conduct of school bus passengers. Parents are required to sign an acknowledgment that they have read the transportation guidelines. If a student is found in violation of the guidelines, the student will be subject to appropriate discipline. Except in cases of handicapping conditions, bus riding is a privilege rather than a right. Therefore, students who abuse the privilege may be suspended from riding the bus.

1. Responsibilities of Parents or Guardian
  - a. Have the student(s) ready for school each morning when the bus arrives at the designated bus stop.
  - b. Notify the Transportation Office in the event that a student will not be riding the bus on a given day. In addition, if your child is not riding the bus home from school, the parent must notify the school in writing or by phone no later than 1 hour prior to the end of the instructional day.
2. Responsibilities of the Transportation Department
  - a. The driver will arrive at the designated bus stop every morning and come to a complete stop.
  - b. The driver is not required to wait on any child who is not prepared to board the bus at the time the bus arrives.
  - c. If a student is not at the bus stop for two consecutive days without making contact with the driver, the bus will not come again until the parent contacts the Transportation Office.

Students will be picked up at their proof of residence and returned to their proof of residence only.

Duncan Public Schools Transportation Department will send out more detailed rules and responsibilities with each bus rider at the beginning of the school year. This will include the discipline matrix for infractions while riding a bus.

### **Parent Complaint Procedures**

The Duncan Public Schools bus drivers have the safety of our children as their primary goal. When problems occur, they will be dealt with in a prompt and professional manner. The following guidelines have been established to ensure that problems will be directed to the proper authorities.

1. Adults are prohibited from boarding a bus during a route to discuss a problem directly with the driver.
2. Complaints concerning bus drivers are to be directed to the Transportation Department at (580) 252-3496.

### **Distracting Items at School**

Students are to bring to school only those articles/items that are needed to participate in classroom projects and assignments.

### **Cafeteria**

The cafeteria provides a place to enjoy hot meals. Breakfast and lunch are served during school hours. When students have finished eating, they may sit quietly until dismissed. There are a few rules to help ensure a comfortable breakfast and lunch period. It is important that everyone has plenty of time to enjoy his or her meal.

- Talk quietly in the cafeteria
- Go to the back of the line (no cuts)
- Let others get their own seats
- No food or drink is to be taken from the cafeteria.

Breakfast and lunch prices are subject to change. Check ~~DTV-60~~ or [www.duncanps.org](http://www.duncanps.org) for current cafeteria menus and pricing information.

### **Cafeteria Meal Policy**

All students of Duncan Public School will receive free breakfast and lunch for the 2025-2026 school year.

All students are required to fill out a Household Survey form each year.

### **Wireless Telecommunications Devices**

There shall be no use of any wireless communication device during regular school hours without prior approval of the building principal. *For information, that is more detailed see the Duncan Public Schools' Policy and Procedures Manual Policy # 4025-1.*

### **Reporting Suspected Child Abuse and/or Neglect**

In accordance with Oklahoma law, **teachers all district staff is** required to report suspected cases of physical abuse or neglect involving students to the county office of the Department of Human Services. The Duncan Board of Education fully supports that requirement and has established this policy to facilitate such

reporting.

Every teacher, support person, or other employee of this school district shall report any suspected physical abuse or neglect of any school student to the Department of Human Services **and law enforcement** by telephone followed by a written report. The employee shall also inform the building principal ~~who will advise the Superintendent that the report was made.~~ **who will advise the appropriate district officials that the report was made.**

Persons who make such reports in good faith and who exercise due care and who allow access to a child by persons authorized to investigate such reports shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed.

### **Family Educational Rights and Privacy Act**

The Board of Duncan Public Schools has adopted a student records and procedures policy for the school district. This policy is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). Copies of the policy may be obtained on the Duncan Public Schools website, [www.duncanps.org](http://www.duncanps.org), or at the office of the Superintendent.

The purpose of this policy is to establish guidelines on education records in relation to the Family Education Rights and Privacy Act of 213p as per final regulations published in the Federal Register, Volume 41, No. 18, June 17, 1976.

### **Statement of Rights**

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act (FERPA) and Board policy:

1. The right to inspect and review the student's educational record.
2. The right to exercise a limited control over other people's access to the student's educational record.
3. The right to seek to correct the student's record in a hearing if necessary.
4. The right to report violations of the FERPA to the United States Department of Education.
5. The right to be informed about FERPA rights and procedures. (Public Law 93-380, 93<sup>rd</sup> Congress, HR 69, and Board Policy)

If the parent/legal guardian of a student, a student or former student that is 18 years of age, or a citizen of the Duncan School District believes that the district is in violation of the provisions of FERPA, that person has the right to file a complaint with the U.S. Department of Education. The address is:

The Family Educational Rights and Privacy Act Office  
U. S. Department of Education Room 4511, Switzer Building  
Washington, D.C. 20202  
Phone: (202) 732-2058

An interpretation of the policy will be provided for anyone unable to read and understand the policy. A translation of the policy will be provided for anyone unable to read and understand English.

### **Care of Building and Equipment**

We want to provide a comfortable building to come to each day. Your cooperation can help us to do that.

- Be sure to clean your shoes before entering the building each day.

- Deposit trash in the receptacles provided throughout the building.
- Help to keep the building clean at all times.

### **Closed Campus**

The Duncan Elementary Schools maintain a closed campus policy. Students must stay on the school grounds from the time they arrive, until they are picked up by the bus, released at the end of the day, or checked out by a parent/guardian.

Students will be allowed to bring bottled water to school. They may purchase juice or milk during break times. Students will be allowed to leave the campus at lunchtime with another parent if there is a note written by both parents. Students will be allowed to leave the campus at lunchtime to walk to their home for lunch provided there is adult supervision at their home during this time. A student's parent must inform the teacher and the school office in writing of their desire for their child to walk home at lunchtime.

### **Parents - Custody Papers**

Students must remain on campus at all times during the school day. A student will be released during the day only if the parent/legal guardian or approved caregiver checks the student out in the office.

The principal may request court documents (custody document) or written permission as to whom a child may be released.

### **Health and Hygiene**

All children are encouraged to have health and dental examinations at regular intervals. Regular attendance at school is important, however, for their own protection and to prevent the spread of contagious diseases, students should be kept at home if they show any signs of illness. If a student develops an illness after reaching school, a parent or guardian will be notified to pick them up as soon as possible, or to give special instructions to school personnel for dealing with the illness.

Students should be fever free and vomit/diarrhea free for 24 hours without fever reducing medications before returning to school, unless the student has a medical condition that causes vomiting and diarrhea.

### **Medication**

No medicine shall not be administered unless the parent or guardian of the student requiring the medication has given the school prior written authorization to administer the medication. The parent or guardian of any student requiring medication during school shall bring the medication to the principal of the school the student attends and complete and sign the "Medication Authorization Form." All medicine brought to school must be accompanied by a "Physician's Order Form" before school personnel will administer the medication. Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer medicine to the student. Parents must go to the school their child attends and sign the necessary forms. Each student participating in athletics and each student participating in any other activity that requires travel outside the school district must have a "Medical Release Form" on file before he or she will be allowed to participate.

### **Head Lice**

Duncan Public Schools follows *The Center for Disease Control Head Lice Guidelines for Schools*. A child who has been infected with head lice should receive treatment before returning to school. If a child has been found to have lice or nits, the parent will be notified. The treatment is the responsibility of the

parent/guardian. In accordance with the Center for Disease Control guidelines, absences due to head lice are not excused.

### **Grading System**

The students who attend Duncan Elementary Schools have different needs, interests, and abilities. Every effort is made to report the individual progress of each student fairly and accurately. Students in Pre-Kindergarten through Fifth (5th) grade will receive a progress report at the end of each of the first three 9 weeks periods and a final report card at the end of the year providing information to parents about the student's performance level, achievement, work-study habits, attitude and behavior, attendance, and any other information that may be important to ensure understanding of the student's progress.

### **Promotion and Retention**

The principal of each school will form a committee to review and make decisions regarding retention and promotion. The committee will consist of a classroom teacher, a counselor, and additional personnel who may be assigned by the principal of the school.

*For information that is more detailed see the Duncan Public Schools Policies and Procedures manual policy # 5014.*

### **Grade Placement**

Students who were previously enrolled in a private school (including home school), foreign school, Charter School or other school districts who seek enrollment in the Duncan Public Schools are subject to transcript evaluation to verify appropriate grade level will be made by the building principal. *For information that is more detailed see the Duncan Public Schools Policies and Procedures manual policy #6054.*

### **Parent/Teacher Conferences**

Parent/Teacher conferences will be held from 3:30-7:00 on **October 13<sup>th</sup> and 14<sup>th</sup> and March 9<sup>th</sup> and 10<sup>th</sup>.** Parent/Teacher conferences play a vital role in the school-home partnership.

### **Student Dress**

The Duncan Board of Education endorses and adopts as policy these regulations on student dress and appearance developed and presented by representatives of the Association of Duncan Educators and the Duncan Public School Administrative staff. All student -

- Attire that promotes alcohol, tobacco or other controlled substances will not be permitted.
- Attire that displays language or illustrations offensive to the general population may not be worn. Students may wear slacks/skirts-dresses, jeans or walking-style shorts and blouses/shirts, t-shirts, sweatshirts or sweaters to school. **All clothing should be of a length within the parameters of good taste.** Bare midriffs and/or exposed shirts, biking shorts, short shorts, or tank tops are not appropriate school attire.
- Hats/caps will not be permitted in school buildings.
- Shoes are required.
- Any clothing style, symbol or bandana recognized as having gang association is not appropriate school attire. This will include but is not limited to any reference to any professional sports team currently viewed as gang related. Any change in parameters will be communicated to the student body and the general population through announcements, **DPS website, and local media-and**

### ~~DTV-60.~~

- Metal combs, heavy metal belts or other paraphernalia, which could be used as weapons, shall not be carried or worn to school. **The individual building principal(s) or his/her authorized representative will have the authority and responsibility to make the final decision determining if wearing apparel and personal appearance is in violation of moderation, good taste regulations or is disruptive to the educational process.**

### **Lost and Found**

Students who find lost articles are asked to take them to the lost and found. Lost articles that are not claimed within a reasonable time will be ~~appropriately disposed given to charitable organizations.~~

### **Telephone Usage**

No public telephone is located in the school. An office phone is available for student use in the case of an emergency. Your teacher will give you a note with written permission to use the telephone when an emergency exists.

### **Class Parties**

Due to the loss of valuable instructional time, class parties will be kept to a minimum. No parties are permitted except for those predetermined and sponsored by the administration, teacher, and/or parent group.

### **Tobacco**

Students are not permitted to smoke, **vape**, or have tobacco in their possession at any time in the school building, on the school grounds, or within the area surrounding the school grounds. This applies to all school-sponsored activities as well as the regular school day. Violation of this rule constitutes a serious offense and possible suspension from school.

**Per DPS Policy, the amendments define vapor products broadly and include products that may or may not contain nicotine if those products are designed to be used with a vaporizer, e-cigarette, etc.**

### **Use or Possession of Non-intoxicating Beverages, Alcohol or Controlled Dangerous Substances**

The policy of the Duncan Board of Education is that any teacher or other district employee who has reasonable suspicion that a student may be under the influence of or in the possession of:

- Non-intoxicating beverages (as defined by law)
- Alcoholic beverages
- Controlled dangerous substances
- Illegal, illicit drugs, or mood altering substances, which include steroids, prescription, and over the counter medication being used for an abusive purpose shall immediately notify the principal or his designee of such suspicion.

After investigating the suspicion and finding evidence of use or possession, the principal or principal's designee shall notify the Superintendent of School and the parent/legal guardian of the student. Any teacher or other district employee, who, in adherence to this policy, reports such information to the appropriate school official, shall be immune from all civil liability. Any student found to be in possession or using such substances shall be subject to the provision of the Duncan Elementary Schools discipline plan.

### **Technology Devices, Workbooks and Textbooks**

All basic **technology devices**, textbooks, and workbooks are loaned for student use during the school year. Books are to be handled carefully. Please be sure the name and grade is written in the space provided in the front of the book. **There will be a fine for abuse, misuse, damaged and/or lost books and devices.**

### **Behavior Expectations**

Our school is committed to creating a safe, respectful, and responsible learning environment. We use a schoolwide behavior matrix to clearly outline expectations in all areas of the school. The matrix helps students understand what positive behavior looks like and supports consistent expectations across campus. Families are encouraged to review the behavior matrix with their child regularly.

Behavior Matrix [Behavior Matrix](#)

### **Assaults**

Any student assaulting or causing assault on a staff member or another student including verbal threats, after an investigation by the principal/superintendent, may be suspended for the remainder of the semester and all of the next semester.

Additionally, the matter may be turned over to the police or sheriff for prosecution to the fullest extent of the law. Upon completion of the student's suspension, he/she will be placed on a behavioral contract that includes provisions that could result in long term suspension of the student for the violation of rules that would normally result in short term (10 days or less) suspension of a student.

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.

### **Bullying/Harassment**

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

*For information that is more detailed see the Duncan Public Schools Policies and Procedures manual policy #6050.*

### **Asbestos Hazard Emergency Response Act Notification**

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The District has complied with this act. A management plan documenting these inspections is on file for public review. You may examine surveillance reports, at the Maintenance/Transportation office and/or each campus upon request.

### **Signal to Evacuate the Building**

In the event of a fire or certain other emergencies, it may be necessary for everyone to leave the building for their safety. The teacher in charge of the classroom will lead the class to a designated safe point outside.

When everyone is outside the building and in the designated area, the teacher in charge of the class will check to ensure that everyone in attendance that day is with the group.

In accordance with Oklahoma statute, a fire evacuation drill will be conducted at least twice once each semester. One drill may be conducted each semester. All participants must assume that a real emergency exists when the signal to evacuate is sounded.

When it is safe to return to the building the bell will be sounded. The teacher in charge of each group will lead their group back into the building.

### **Tornado and Other Storm Warnings**

A minimum of two tornado drills will be conducted each school year. The signal to warn that a danger of a tornado exists will be several short rings of the bell system. If the bell system cannot be used, a whistle or other designated signal will be used to warn of the danger.

When the signal is sounded, the teacher in charge of the group will lead the group to their designated shelter area to wait until the danger.

Directions for the evacuation of the building are posted near the exit door of each classroom.

### **Emergency Drills and Warnings**

In the event of an emergency such as a tornado, fire or other emergency situation, it may be necessary for the building to be evacuated or for the building occupants to move to a place of safety. In addition, there will be a minimum of two lockdown drills and two intruder drills per school year.

### **Vandalism to School Property and to the Property of Employees and School Board Members**

A student who commits an act of vandalism to any school property or to the property of any school employee or school board member faces severe penalties.

Any student who is guilty of defacing school property or any other act of vandalism connected with school or school personnel may be suspended from attending classes immediately. Such suspension may last for the maximum allowed by law. Subsequent violations of this policy may be punished by suspension from school for a period of time up to and including the remainder of the current semester and all of the next semester.

The student who is guilty of defacing school property or another act of vandalism on school property could be held responsible for the full costs of the restoration process.

### **Weapons-Free Schools**

The Duncan Board of Education has adopted the following policy regarding weapons at school.

Policy Statement:

1. Any student in the Duncan 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 931, 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; any firearm muffler or firearm silencer, or any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant 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 proper legal authorities.
2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teacher any weapon as defined further in this policy statement: "...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 a full calendar year (for firearms). It is the policy of the Duncan Public Schools to fully comply with the gun-free schools act 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.

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.

### **Disciplinary Action for Policy Violations**

It is the policy of the Duncan School District that any student who is determined to have brought a weapon to a school under the jurisdiction of the Duncan School District shall be suspended out of school for a period of not less than one year. The chief administrative officer of the Duncan School District may modify any out-of-school suspension imposed under this policy for any student on a case-by-case basis.

For the purposes of this policy, the following definitions shall control:

1. The term "weapon" means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.
2. The term "chief administrative officer" means the superintendent of school or the board of education of the District.
3. The term "determined to have brought a weapon to a school under the jurisdiction of the School District" means any student being in possession or control of a weapon on property owned, leased, or rented by the School District, including but not limited to, school buildings, parking lots, and motor vehicles and any student who is in possession or control of a weapon at any School District sponsored function regardless of whether such function is conducted on School District property

Before the district, through its designated representative, recommends out-of-school suspension, alternative in-school placements, including, but not limited to: placement in-school detention, or other available

disciplinary or correctional options shall be considered. These shall not be considered as an out-of-school suspension, but shall be treated as a disciplinary or correctional action that may be used, if warranted, as an alternative to out-of-school suspension as a part of the chief administrative officer's case-by-case review of violations of this policy.

This policy applies only to students who are determined to have brought a weapon to school under the jurisdiction of the School District, as defined above; current School District policy on student suspensions for non-weapon violations are unaffected by this policy. It is the policy of this School District to refer to the appropriate criminal justice or juvenile delinquency system for any student who violates this policy. Any firearm seized from a student by any school employee shall immediately be delivered to a law enforcement authority for disposition pursuant to applicable law.

Policies and Procedures are updated and/or changed throughout the school year. Reference the Duncan Public Schools' website for the most current Board of Education policies.

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Duncan Public Schools, in compliance with Title VI of the Civil Rights Act of 1994 and Title IX of the Education Amendments of 1974, does not discriminate on the basis of race, handicap, color, religion, creed, national origin, age, or sex in any of its policies, practices or procedures. These equal opportunity provisions include but are not limited to, admissions, employment, financial aid and student services In compliance with P.L. 101-226

Board approved 8/13/24



2025-2026

# STUDENT HANDBOOK

Duncan Middle School

[WWW.DUNCANPS.ORG](http://WWW.DUNCANPS.ORG)

580-470-8106

1601 CHISHOLM TRAIL PKWY

## **Duncan Middle School Mission Statement**

We, the students and staff at DMS, strive to cultivate excellence and accountability in every student to prepare them for the twenty-first century.

## **Duncan Public School Mission Statement**

The Duncan Public School District is committed to a tradition of excellence in developing students to their full potential in an environment which fosters responsibility, productive citizenship, and lifelong learning.

## **Duncan Public School Core Beliefs**

To ensure quality teaching and learning, Duncan Public Schools (DPS) value:

- Students who are academically prepared for college, career, and life
- A respectful and nurturing environment for parents, students, staff, and community members
- Well-maintained buildings and grounds
- Up-to-date curriculum materials and technology
- Quality student programs that meet the diverse needs of all students
- Highly qualified teachers who care about students by engaging them in rigorous, student-centered innovative teaching
- Small class sizes
- Adequate financial support to provide competitive salaries
- Parent and community connections/involvement
- Strong leadership
- Ongoing professional development

By upholding these values, Duncan Public Schools will put into place policies and procedures that meet or exceed those of other school districts and state and national standards.

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## Welcome

Welcome to Duncan Middle School. We are glad you are here! This student handbook will help students and families understand the policies and procedures at Duncan Middle School. Please read over the handbook and use it to answer questions about our school.

Duncan Middle School is committed to providing a nurturing environment where every student can thrive academically, socially and emotionally. Our dedicated faculty and staff are here to support every learner's growth and development both inside and outside the classroom.

Education is a team effort, and students, parents, teachers, and other staff members working together can make this a successful year.

Remember, everyday matters,

Cassie Berthold, Principal

Amie Moore, Assistant Principal

Tom Brack, Assistant Principal

# DPS 25-26 School Calendar

Board Approved Revision June 26, 2025  
Board Approved Jan. 16, 2024

## Duncan Public Schools

### School Calendar 2025 - 2026

**2025**  
July

S	M	T	W	T	F	S
		1	2	3	4 X	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

S	M	T	W	T	F	S
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3	4	5	6	7	8 ●	9
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

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28	29	30				

October

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12	13	14	15	16 ▲	17 ■	18
19	20 ■	21 ●	22	23	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 ●	22
23	24 ■	25 ■	26 ■	27 ■	28 ■	29
30						

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 ■	20
21	22 ■	23 ■	24 ■	25 ■	26 ■	27
28	29 ■	30 ■	31 ■			

**2026**  
January

S	M	T	W	T	F	S
				1 ■	2 ■	3
4	5 ●	6	7	8	9	10
11	12	13	14	15	16	17
18	19 ■	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13 ●	14
15	16 ■	17	18	19	20	21
22	23	24	25	26	27	28

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13 ▲	14
15	16 ■	17 ■	18 ■	19 ■	20 ■	21
22	23 ●	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
			1	2	3 ■	4
5	6	7	8	9	10 ■	11
12	13	14	15	16	17 ■	18
19	20	21	22	23	24 ■	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
					1 ■	2
3	4	5	6	7	8 ■	9
10	11	12	13	14	15 ■	16
17	18	19	20	21 ◆	22 ★	23
24	25 X	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- ◆ First Day of School ..... Aug. 14  
Last Day of School ..... May 21
- X National Holidays  
Independence Day ..... July 4  
Labor Day ..... Sept. 1 (No School)  
Memorial Day ..... May 25

- Holidays  
Fall Break ..... Oct. 17-20  
Thanksgiving ..... Nov. 24-28  
Christmas ..... Dec. 19-Jan. 2  
Martin Luther King Jr. Day ..... Jan. 19  
Presidents' Day ..... Feb. 16  
Spring Break ..... March 16-20

- ▲ Non-Instructional Days  
P/T Conference evenings of:  
Oct. 13-14 & March 9-10  
No School  
October ..... 16  
March ..... 13

- Staff Professional Days/  
No School  
August ..... 8, 11-12  
October ..... 21  
January ..... 5

- Inclement Weather Days/  
No School  
April ..... 3, 10, 17, 24  
May ..... 1, 8, 15

- ★ Staff Work Day  
August ..... 13  
May ..... 22

- Collaboration Days/  
Virtual day  
September ..... 19  
November ..... 21  
February ..... 13  
March ..... 23

**Attendance Data**  
1st Sem. Ends Dec. 18 = 82 days  
2nd Sem. Ends May 21 = 84 days

Total Days Taught 166 days  
Work Day 2 days  
Professional Days 5 days

**Total Days 173 days**



For further information, call 580-255-0686  
www.duncanps.org

## DMS Administration

Cassie Berthold	Principal
Amie Moore	Assistant Principal
Tom Brack	Assistant Principal

## District Administration

Dr. Channa Byerly	Superintendent of Schools
Merry Stone	Assistant Superintendent
Kim Ellis	Assistant Superintendent
Allison Lovett	Federal and State Programs Director
Kade Golloher	Transportation Director
Ben Garland	Maintenance Director
Jessica Clayton	Special Education Director
Brennon Albertson	Supervisor Technical Services

## Board of Education

Carl Buckholts	President
Eric Davis	Vice President
Krista Lolar	Member
Greg Neal	Member
Chris Schreckengost	Member
Dr. Channa Byerly	Superintendent of Schools
Kelly Henderson	Board Clerk

## Building Hours

7:10 a.m. - Doors open  
7:15 a.m. - Office and cafeteria open-limited hall access  
3:30 p.m. - Office closes (office closes at 3:20 pm on Friday)  
3:30 p.m. - Doors locked  
Summer Hours – 8 a.m. – 4:00 p.m.

## Absence Reporting and Make-Up Work

Parents are to call 470-8106 to report an absence and request make-up work on the day of the student's absence by 10:30 a.m. A student shall have the number of days that he/she was absent to hand in work for credit. The make-up period shall begin the day the student returns to school. (E.g. 3 days of absence is allowed 3 days turn in make-up work). The time limit will remain in effect unless an agreement is reached between the student and the teacher assigning the work.

Requesting make-up work for an absence or absences shall be the responsibility of the student/parent. If a student/parent does not request his/her work, a grade will be recorded as if the student received the work and did not complete it.

Make up work for students missing only one day will be provided by the teachers the day the student returns to school.

## After School Detention

After school detention is assigned by the Duncan Middle school administration. It is held Monday through Thursday from 3:04 to 3:50. After school detention is a study hall atmosphere therefore no talking or socializing is allowed. School work must be brought to after school detention in order to make the best use of the student's time. Students are responsible for their own transportation home.

## Asbestos Hazard Emergency Response Act

Notification to Parents, Teachers, Employees: The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. You may examine surveillance reports at the Maintenance/Transportation office at 211 E. Beech and/or each campus, upon request.

## Attendance Policy

### Absences

Parents are responsible for ensuring that their student attends school on a regular and punctual basis. The purpose is to help students learn daily and be educationally prepared for the next school year. The District believes that teaching students the importance of regular and punctual attendance also helps them mature into responsible adults who will one day be prepared for the world of work. Students are expected to be in school a minimum of **ninety percent (90%)** of the time. **This year students should be in school and receive instruction for 166 days. 90 percent of this is 150 days. This allows the student to miss up to 16 days during the year/8 days per semester. (See policy below on absences and receiving credit.)** The following steps assist in accomplishing this goal.

A. It is the responsibility of the student's parent/guardian/legal custodian to call the

attendance office regarding the reason for the absence.

- B. Contact must be made to the office within **5** days of the absence or the absence will remain unexcused.
- C. If a student has three unexcused absences, a school official will contact the child's home.
- D. In accordance with Oklahoma School Law (Section 232), when a child is truant four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the school shall report such absences to the City of Duncan (Ordinance 1701-which could result in a fine) and then could be handed over to the Stephens County district attorney. *The district attorney has responsibility for initiating legal proceedings pursuant to Title 10 of the Oklahoma Statutes. (70-10-106).*

### **Examples of Excused Absences**

1. Medical/Dental appointments with verification from a medical professional indicating the day of the absence.
2. Legal matters with documentation.
3. Death of immediate family- Immediate family shall be defined as, spouse, children, step-children, parents, brothers, sisters, grandparents, spouse's parents and grandparents, brothers-in-law and sisters-in-law, nieces and nephews, aunts and uncles, and spouses of members of said immediate family.
4. Observance of holidays required by a student's religious affiliation.
5. Extenuating circumstances determined by the principal to be an excused absence. These absences must be approved through the principal.

### **Absence and Removal from Attendance Roll**

In compliance with Oklahoma School Law (Section 387/Part 2), a student who has been absent without a valid excuse for ten (10) consecutive days shall be removed from the district's attendance roll beginning with the eleventh day.

### **Truancy**

Truancy is defined as any absence from school or school activities lasting one or more days or parts of any school day without a valid excuse or without permission of the parent, guardian, or school official. Any student who stays out or leaves school, or any school activity without a valid excuse or permission shall be deemed truant.

### **Attendance Policy (State)**

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) 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.

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.

This rule 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 such 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. Any such child who has attained his or her sixteenth (16) 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 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; or
4. If any such child is excused pursuant to subsection C of this section.
  - c. A school district shall excuse a student 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.
  - 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 by a fine not less than Five Dollars (\$5.00) and no more than Twenty-five dollars (\$25.00) for the first offense, and not less than Twenty-five Dollars (\$25.00) and no more than One Hundred Dollars (\$100.00) for each subsequent offense. 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 may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, any authorized employee of the school district may present the attendance records of the child or ward in court. (70-10-105)

### **State Attendance / Truancy Policy**

**Definition – Truancy** is defined as any absence from school or school activities lasting one or

more days or part or parts of any school day without a valid excuse and without the permission of a parent, guardian or school official. Any student who stays out of or leaves school or any school activity without a valid excuse and permission shall be deemed truant. H.B. 1975, effective July 1, 1995, provides that if a child is absent without a valid excuse for four (4) days or parts of days within a four (4) week period, the parent will be notified, or if a student is absent without excuse for ten (10) days or parts of days within a semester, the building principal must notify the parent and immediately report such absences to the District Attorney's Office. Enforcement – It is the responsibility of the building principal to determine whether an absence constitutes truancy. The building principal can and should take all appropriate disciplinary action to enforce attendance. In the event of any truancy, the parent or guardian of the truant student should be notified by telephone or otherwise. In addition, each truant student may receive a "0" as a daily participation grade for each class or part of class missed.

### **Chronic Absenteeism**

**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 approximately 18 days in a normal 180-day school calendar - just two days per month.**

### **ABSENCE AND REMOVAL FROM ATTENDANCE ROLL**

In compliance with Oklahoma School Law (Section 387/Part 2), a student who has been absent without a valid excuse for ten (10) consecutive days shall be removed from the district's attendance roll beginning with the eleventh day. Senate Bill 1715 effective July 1, 2010, designates the school principal as the approving authority and clarifies the responsibility for an absence which is incurred by a student participating in a military funeral honors ceremony.

## **Behavior Expectations**

### Classroom:

- Respect your classmates
- Be on time
- Respect the teacher's authority
- Respect school property and the property of others.
- Follow instructions
- Be ready to learn
- Work quietly not distracting others
- Bring required materials
- Keep a clean work area
- Take pride in your work
- Stay engaged and on task
- Always give your best effort

### Hallways:

- Watch where you are going
- Respect others personal space

- Use conversational voice
- Say “excuse me” when appropriate
- Get to class as soon as possible
- Report any problems to teachers
- Walk on the right side of the hallway
- Walk directly to your destination
- Keep your hands and feet to yourself

#### Cafeteria:

- Say “Please and “Thank you”
- Use a conversational voice
- Go to the end of the line and wait your turn
- Use proper table manners
- Pick one seat and stay there
- Tables are limited to 8 students
- Eat your own food
- Drink your own drink
- Throw away your trash
- Put away your tray
- Clean up the area where you eat

#### Restroom:

- Take no longer than 4 minutes
- Quietly wait your turn
- Respect property
- Go between classes or at lunch time
- Use good manners
- Report any problems to a teacher
- Practice good hygiene

#### Office Area

- Be respectful and wait your turn
- Use a conversational voice
- Have a pleasant attitude toward the office staff
- Say “Please” and “Thank you”
- Follow instructions
- Sit quietly if you are waiting
- Ask permission before using the phone
- Walk to the office by using the most direct route

#### Bus

- Be on time
- Use a conversational voice

- Thank the bus driver
- Contribute to a safe bus ride
- Stay seated
- Follow the driver's instructions
- Get on and off at your stop only
- Keep your feet off the seats and out of the aisle
- Keep your hands to yourself and inside the bus

**Assemblies:**

- Be appreciative and respectful of those making presentations or performances
- Use good manners and be polite

**Bell Schedule**

**Doors to the school will open at 7:10 am.**

<b>6th Grade Bell Schedule</b> <b>First Bell Rings at 7:55</b>	<b>7th Grade Bell Schedule</b> <b>First Bell Rings at 7:55</b>	<b>8th Grade Bell Schedule</b> <b>First Bell Rings at 7:55</b>
1st Hour 8:00 - 8:49	1st Hour 8:00 - 8:49	1st Hour 8:00 - 8:49
2nd Hour 8:53 - 9:41	2nd Hour 8:53 - 9:41	2nd Hour 8:53 - 9:41
Advisory 9:45 - 10:10	Advisory 9:45 - 10:10	Advisory 9:45 - 10:10
3rd Hour 10:14 - 11:02	3rd Hour 10:14 - 11:02	3rd Hour 10:14 - 11:02
Lunch 11:02 - 11:32	4th Hour 11:06 - 11:54	4th Hour 11:06 - 11:54
4th Hour 11:36 - 12:24	Lunch 11:54 - 12:24	5th Hour 11:58 - 12:46
5th Hour 12:28 - 1:16	5th Hour 12:28 - 1:16	Lunch 12:46 - 1:16
6th Hour 1:20 - 2:08	6th Hour 1:20 - 2:08	6th Hour 1:20 - 2:08
7th Hour 2:12 - 3:00	7th Hour 2:12 - 3:00	7th Hour 2:12 - 3:00

**Bicycles**

A parking area is provided for bicycles of students. Park the bicycle when you arrive and clear the bicycle area. It is advisable that students lock their bicycles. Duncan Middle School assumes no responsibility for stolen items.

**Bullying**

HARASSMENT/INTIMIDATION/BULLYING:

Students attending Duncan Public Schools are expressly prohibited from committing any act or acts of threatening behavior, harassment, intimidation, or bullying while at school and further, by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. The Duncan Board of Education hereby endorses and adopts the following policies concerning the investigation of alleged acts of threatening behavior, harassment, intimidation or bullying and the discipline of students who commit or attempt to commit any act or acts of threatening behavior, harassment, intimidation or bullying.

As used in these regulations, the following terms shall be defined as follows:

1. "Harassment, intimidation or bullying" mean any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student;
2. "Harassment" shall also mean the intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual;
3. "At school" shall mean school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events;
4. "Electronic Communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device or a computer; and
5. "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.

Each building principal is responsible for putting in place a policy of prevention of and education about harassment, intimidation and bullying. All alleged acts of harassment, intimidation, bullying or threatening behavior, should be immediately reported to the building principal. Upon receipt of such report, the building principal or the principal's designee, should conduct an immediate investigation into the alleged acts to determine the validity of such allegations and the facts surrounding such allegations. If, at the conclusion of the investigation conducted by the building principal, it is determined that a student has committed or attempted to commit any act or acts of harassment, intimidation, bullying or threatening behavior toward another student or school personnel, the offending student shall be subject to the following:

- a. For a first offense the appropriate building principal shall impose such disciplinary penalty as he/she deems appropriate under the circumstances, including, but not limited to, ISI and out-of-school suspension not to exceed ten (10) days;
- b. In the event of any disciplinary action, a mandatory conference will be held as soon as possible involving, subject to availability, the student, his/her parent(s) or legal guardian, school officials, and

others as deemed necessary by school officials to discuss prevention of future incidents of such behavior and the consequences of such behavior. At such mandatory conference, the building principal may recommend that available community mental health care options be provided to the student, if appropriate. An updated list of such available community mental health care options shall be provided to each building principal prior to the beginning of each school year;

- c. In the sole discretion of the building principal, the student may, at the expense of the student's parents or legal guardian, be required to attend mandatory counseling with an appropriate counseling agency as determined by school officials. Such counseling agency shall make recommendations to the school officials concerning the entry of the student into the student population;
- d. Any student who has been previously disciplined for any act or acts of harassment, intimidation, bullying or threatening behavior pursuant to these regulations, may, upon committing a second or subsequent offense, be subject to suspension for the remainder of the current semester and the succeeding semester; and
- e. Each building principal who disciplines any student under these regulations shall prepare a report concerning the incident involved and the disciplinary action taken and shall send a copy of such report to the superintendent for his/her records.

If a student who has committed or attempted to commit any act or acts of harassment, intimidation, bullying or threatening behavior, receives mental health care from a mental health care provider, the school may request the disclosure of any information concerning such student that indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. Any such request should be made by the Superintendent or Assistant Superintendent of the Duncan Public Schools and should be directed to the mental health care provider.

The Board of Education shall publish the hereinbefore set forth prohibited activities for which a student may be disciplined. A copy of such activities and these policies shall be furnished to each pupil and shall be posted on a bulletin board located in each school.

## **Bus Information**

For information about bus schedules or routes, call the Transportation Office. The telephone number is (580) 252-3496. Riding a bus is a privilege. Disciplinary problems can lead to a student's temporary or permanent removal from the bus.

## **Cafeteria**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

All students are urged to participate in the school lunch program. Two lines are provided in the cafeteria. The lunch room management and your fellow students will appreciate your cooperation in:

1. Depositing lunch litter in wastebaskets.

2. Returning all trays and utensils to the dishwasher area.
3. Leaving the table and floor around you in a clean condition for others.

All DMS students will receive a free lunch and free breakfast for the 2024-25 school year. This will include milk and juice at breakfast and milk at lunch.

In accordance with federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 202509 Mail Stop 9410, or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

All students are still required to fill out a Household Survey Form at the beginning of the school year.

## Change of Address

Please inform the counselor or the main office when you have a change of address, phone number, or other permanent enrollment information.

## Chromebook Usage and Behavior Expectations

### Using the Chromebook at School:

- If a student does not bring his/her Chromebook to school they will be allowed to contact a parent or guardian to bring the Chromebook to him/her. If no one is available the student will be without a device for the day. Classroom policy will determine consequences for not bringing required tools.
- Chromebooks should be charged each night. The battery will allow a student to work the school day without needing to plug in. There are limited charging stations available in each room, you cannot be sure one will be available.
- Inappropriate media may not be used as backgrounds, themes or screensavers. The presence of such media will result in disciplinary action.
- Sound must be muted at all times unless permission is obtained from a teacher.
- Students may use headphones with teacher permission. Students should bring their own headphones for sanitary reasons.
- Do not share log-ins, passwords or other protected material with other students. The name on the account will be the person responsible for all activity that is connected to that account.
- Chromebooks should never be left unattended. It is recommended that students lock their Chromebooks in a locker when not in use.

### Using the Chromebook at Home:

- Students must have the written permission of their parent or guardian and Duncan Public Schools Protection Fund Premium turned in prior to being able to take their Chromebook home.
- When at home, the Chromebook should always be used in a common family location (i.e., kitchen, living room, dining room). When the Chromebook is at home, supervision is the responsibility of the

parent, but chromebook usage will continue to be monitored by the DPS technology monitoring system.

Duncan Public Schools makes every attempt to block access to inappropriate material while the student is at school and will make every effort to block inappropriate material while at home. The student may be able to access inappropriate material while on their home network. It is the parent or guardian's responsibility to supervise the information that a student is accessing from the Internet while at home. The chromebook usage will continue to be monitored by the district's technology monitoring system.

## Clinic Card - Administration of Medications

In order for your child to receive any type of medical treatment, a clinic card must be completed. If a student participates in extracurricular activities, a card must be completed for each of the activities. In order for your child to receive prescription or non-prescription medication, the medication must be brought to the office in the original bottle.

### **Parental authorization to administer medicine and physician's order forms must be completed.**

We urge you to complete these forms in the office as soon as possible. Students in possession of drugs outside of the above policy will be disciplined appropriately.

## Clubs

- **Science Club** works on many environmental projects, but the main goal is to help students see that science can be fun.
- **Math Counts** is an organization for any student interested in participating in advanced mathematics competitions.
- **Student Council** is an organization that maintains communication between students and administration. Students are elected to these offices.
- **FCA** is an organization available to any athlete. FCA emphasizes fellowship and family values.
- **Yearbook and Newspaper** are for students interested in the publishing field. Students must be enrolled in the class to participate.
- **TSA** is an extension of the STEM program at DMS. Students interested in robotics should contact Mrs. Lawler.
- **Academic Team** is a group that actively competes during the academic season against other groups.

Other clubs may be added as interest dictates and approval has been granted.

## Communication

Parental communication with teachers is an essential element to student success. E-mail, telephone conferences, and team meetings are all ways to communicate with your child's teachers. We highly encourage open and frequent communication between teachers and parents to address any questions or concerns. The campus parent portal which is accessible via the internet allows students and parents to access up to date grades and attendance records online. For information about the campus parent portal contact the main office at Duncan Middle School or log onto the Duncan Public Schools website at [www.duncanps.org](http://www.duncanps.org) Information can be found by clicking on the tab Parents.

## Discipline

The forms of discipline to be used at DMS will include but are not limited to: teacher's detention, lunch detention, after school detention, ISI, and out of school suspension.

## Discipline Policy

The discipline and control of students will be administered in accordance with the Duncan Board of Education Policies and Procedures Manual and the DMS discipline matrix found on the last pages of this handbook. For information that is more detailed see the Duncan Public Schools Policies and Procedures manual policy #6027.

## DMS Cafeteria Behavior

To prevent any disturbances in the cafeteria, students should follow these rules:

- Students should be seated in chairs; no sitting on the tables.
- Noise level should be moderate.
- No excessive moving around.
- Those eating breakfast should sit in the eating area provided.
- Students line up in a single file line to expedite the serving of food.
- Put up trays, eating utensils, and trash in the area provided; push chairs up to the tables.
- Students will check with the teacher on duty when leaving the commons area.
- No cutting in the serving lines. It is disrespectful to others and will not be tolerated.
- Throwing food or any other object will not be tolerated.
- No loitering around or in the restrooms.
- Food is not to be taken out of the cafeteria area.
- Violation of any of the above rules could result in immediate placement in lunch detention or other disciplinary action

## DMS Enrichment

Students identified as gifted or accelerated learners are invited to participate in the DMS enrichment program. Enrichment activities are designed to challenge students and to foster a generation of literate and productive individuals. Teachers integrate special activities into the regular curriculum and keep a portfolio of each student's enrichment activities.

## DMS Promotion Requirements 2025-2026 School Year

Duncan Middle School is proud to offer challenging, engaging, and rewarding courses to our students. It is our belief that students must be masters of content especially in core classes in order to have the necessary skills to be successful in the next grade. Any student failing three classes for the Spring semester or 4 classes total for the year may be considered for retention.

### 6th Grade Promotion Requirements

6th Grade Courses	Passing Standard	Skills Build To:
English Language Arts	60%, D or above in regular course work.	7th ELA
Social Studies	60%, D or above in regular course work.	7th Geography
Math or Honors Math	60%, D or above	Pre-Algebra, Algebra 1
Science	60%, D or above in regular course work.	7th Science
3 Additional Electives	60%, D or above in regular course work.	

Note: Failure to pass electives will result in not being able to follow the elective progression.

### 7th Grade Promotion Requirements

7th Grade Courses	Passing Standard	Skills Build To:
English Language Arts	60%, D or above in regular course work.	8th ELA
Social Studies	60%, D or above in regular course work.	8th US History
7th Math, Pre-Algebra	60%, D or above	Pre-Algebra, Algebra 1
Science	60%, D or above in regular course work.	8th Science
3 Additional Electives	60%, D or above in regular course work.	

Note: Failure to pass electives will result in not being able to follow the elective progression.

## 8th Grade Promotion Requirements

8th Grade Courses	Passing Standard	Skills Build To:
English Language Arts	60%, D or above in regular course work.	HS English 1
US History	60%, D or above in regular course work.	HS History
Pre-Algebra, Algebra I	60%, D or above	Pre-Algebra, Algebra 1, Geometry, or Algebra 2
Science	60%, D or above in regular course work.	Physical Science or Biology 1
3 Additional Electives	60%, D or above in regular course work.	

Note: Failure to pass electives will result in not being able to follow the elective progression.

## Dress Code

Duncan Public Schools respect the students' rights to express themselves appropriately in the way they dress. All students who attend Duncan Public Schools are also expected to respect the school community by dressing appropriately for a PreK-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and personnel. This policy is intended to provide guidance for students, staff, and parents.

All students are expected to be groomed and dressed appropriately with respect to the following criteria:

- Clothing must cover areas from one armpit across to the other armpit (in front and in back), extending down to cover the students buttocks when standing or bending.
- No exposed undergarments will be allowed.
- Midriff should not be exposed.
- **Tops must have 2 inch straps (no spaghetti straps).**
- Bike shorts and boxer shorts are not allowed.
- Shirts that are, or resemble lingerie, and shirts with large armholes are not permitted.
- Sagging pants will not be permitted. Pants must be worn around the waist on or above the hip.
- **No pajama bottoms (unless the school has a pajama day)**
- Competing students will comply with the dress code rules of their respective coaches and program directors, both during competition and the school day, at the discretion of the coach or program director.
- The wearing of hats, caps, hoods, bandanas, or non-religious head coverings will not be permitted inside any campus building.
- Sunglasses may not be worn to cover the student's eyes while inside the school.

- Metal combs, chains, heavy metal belts, spiked/studded clothing or jewelry, or other paraphernalia which could be used as a weapon should not be carried or worn to school.
- Shoes are required. House slippers are not to be worn to school.
- Cleats, shoes with wheels, house shoes, or any shoe that limits physical activity or safety are not permitted.

**Additional guidelines:** Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drug or tobacco, electronic cigarettes/vapes, or vaping products or any other product packaged for smoking or the simulation of smoking; vulgarity, sexual innuendos, obscenity or nudity or promotion of violence are not allowed. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, or religious affiliation.

School administration reserves the right to determine what constitutes appropriate dress. Clothing or accessories that create a disruption to the learning environment may not be allowed. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refused dress code appropriate clothing.



Students found in violation of DMS dress code will move through the following steps accordingly:

- An office referral will be completed by the reporting staff member, and the student will be sent to

administration.

- If a dress code violation has been identified, the student will be removed from the general student population and placed in ISI
- Parent/guardian/legal custodian will be contacted and requested to bring alternate clothing to the school
- Students will be called from ISI to change into appropriate clothing and released back to class. The inappropriate clothing must go home with the parent/guardian/legal custodian.
- If the parent/guardian/legal custodian is unable to be reached or unable to bring clothing to the school, the student will remain in ISI for the remainder of the school day.
- Repetitive violations of this offense will result in increasing levels of discipline and possible suspension from school.

## Edgenuity

Students may complete online courses through the Edgenuity online learning program. Students are required to use a school Chromebook providing the school agreement is completed and fee paid. Students must score 60% or higher for the course to count as completed. The leadership team including the building principal determine qualifying students. Not all students will qualify for Edgenuity.

## Electronic Devices

There is a telephone in the administrative office to aid students in making necessary calls. All calls made by students should be brief. Good manners and courtesy should be practiced. Students shall obtain permission from the office personnel before making any calls.

Student use of electronic devices is not permitted at Duncan Middle School from 7:10 AM to 3:00 PM. Electronic devices include but are not limited to cell phones, smart watches, gaming devices, earbuds, headphones and Ipads or tablets. **All students' electronic devices are to be turned off and placed in their locker prior to the beginning of the school day.** Student electronic devices may be used at the conclusion of the school day. Students using electronic devices during the school day may have their electronic device confiscated by the DMS faculty. Confiscated electronic devices may be picked up by the parent. Student use of electronic devices may result in disciplinary action at administrator's discretion. Duncan Middle School is not responsible for lost, damaged, or stolen electronic devices. Academic exceptions can be made by teachers and administrators at their discretion.

Any student who knowingly takes, reproduces, or publishes an inappropriate picture or video of another student, teacher, or administrator shall be subject to disciplinary action.

## Eligibility

Students must be passing all of their classes with a grade no lower than a "D" in order to participate in any extracurricular activity. Eligibility will be calculated weekly. If any student fails three or more classes for the semester, that student will be ruled ineligible for the first six weeks of the following semester. This is in accordance with OSSAA guidelines.

OSSAA Eligibility applies to virtual classes the same way in which it applies to traditional classes. Students must be making adequate progress in their courses to remain eligible for OSSAA sanctioned activities. If a student has not made adequate progress, he/she will have one week of probation to regain eligibility status. During this week, students who are on probation will be required to meet their designated progress goal to regain eligibility status. If they do not meet their progress goals, these students will be ineligible to participate in OSSAA activities.

All virtual students must make appropriate academic progress throughout the school year. Students will be assigned a required amount of work for completion each week. Student progress will be verified each Monday. Any student who is behind will be contacted and placed on probation for one week. If they do not get caught up by the following Monday, these students will be considered ineligible for participation in school athletic programs and activities.

## Fire, Tornado, and Safe School Drills

In order to execute these drills with a minimum amount of time and avoid accidents, it will be necessary for all to follow the instruction given by each teacher:

- *Fire Alarm Signal:* A fire truck siren sound
- *All-clear Signal:* Verbal by P. A.
- *Tornado Alarm Signal:* Verbal by P.A.
- *All-clear Signal:* Verbal by P.A.
- *Safe School Drills:* Verbal by P.A.
- *All-clear Signal:* Verbal by P.A.

## Guidance Services

The counseling program at DMS is available to help students, parents, and teachers develop positive learning experiences. The program consists of a variety of services and activities, including individual and group counseling, parent and teacher consultation, group guidance, information services, referral assistance to other programs, services in the community, and student testing.

Counselors are responsible for developing, scheduling, and evaluating services of the program. They are assisted by the school administration. Primary services are to provide direct assistance daily to students and teachers in the school, and to parents of the students. Resources for outside agencies are available upon request.

## Grading Policy

Grades are assigned based on the following scale:

- A = 90-100%
- B = 80-89%
- C = 70-79%

D = 60-69%

F = 0 – 59%

Percentages are rounded to the nearest whole number.

## Honor Roll

The Duncan Middle School Honor Roll is for the purpose of giving recognition to those students who have a 3.0 or above grade point average with no grade lower than a B.

The membership varies since the students' grades are averaged each nine weeks. A list of students maintaining the average is published by the news media.

## Immunizations

Duncan Public Schools requires all students to have their immunizations as required by the State Department of Education. Exemptions will be made for medical and religious reasons only. Failure to obtain the proper immunization could result in the student(s) not being allowed to enroll at DMS. For information, that is more detailed see the Duncan Public Schools Policies and Procedures manual policy #6000.

## ISI – In School Intervention

Students may be placed in ISI for more serious offenses or when detention does not change unwanted behavior. Students in ISI will have the option of eating a school lunch or bringing a lunch from home. Students will not be allowed to have take-out food delivered to them by a parent or by other means while they are serving ISI. If the student cannot charge at the cafeteria, the cafeteria will provide an alternate meal. *Students serving ISI will be ineligible to compete in extracurricular activities during ISI placement. Participation may begin the following day after completion.*

The In-School-Intervention shall be an alternative to the regular school environment during the regular school day and shall be used as disciplinary action for those students in grades six (6) through eight (8) who have demonstrated that they cannot, or will not, abide by the rules of the district. The In-School Intervention shall be separate and apart from the regular classroom program of the school. The Principal (Assistant Principal) shall have the authority to assign a student to In-School Intervention. The length of the assignment shall be determined by the DHS Discipline Matrix and the Principal (Assistant Principal). In the event of misbehavior while serving ISI, additional days may be assigned by the In-School Intervention teacher with the consent of the Principal (Assistant Principal) who assigned the student. The Principal (Assistant Principal) shall notify the parent(s) or guardian of a student assigned to the In-School Intervention program prior to the actual assignment. During such notification, the parent(s) or guardian shall be notified of the reason for the assignment and the number of days assigned. The decision of the Principal (Assistant Principal) to make an assignment to In-School Intervention shall be final.

Study and work assignments shall be made by the student's regular teacher(s), and the student shall work on the assignments daily and full credit shall be granted for all acceptable work completed.

Counselors from the school and other appropriate sources such as police officers and judges may come in periodically to counsel with students.

The student shall report promptly at 7:50 a.m. daily, and surrender any electronic devices (including cell phones) for secure storage during the day. The student will remain in the In-School Intervention classroom until the end of school at 3:00 p.m. daily each day that he/she is assigned to In-School Intervention. The student will not be permitted to leave the In-School Intervention classroom during the regular day except for bathroom use or under some type of authentic emergency. The student may either bring his/her own lunch from home or purchase a lunch from the school cafeteria. Lunch will be eaten in the ISI classroom. If an ISI student is picked up from school by his/her parent/legal guardian before the completion of the student's assigned ISI time, the remaining ISI time will be noted and must be served by the student upon his/her return to school before the student is readmitted to the general classroom.

Any student serving In-School Intervention cannot participate in any school sponsored activity during the date(s) of the ISI. (*Board Policy # 6027*)

## Library Regulations

The library is open during regular school hours.

Library books are checked out for two weeks. If a book is kept past the date stamped inside the book, the student is charged five cents per day for every school day.

Lost or badly damaged books are the financial responsibility of the person who borrowed them. The library staff and administration have the right to suspend library privileges of those who do not comply with the library rules regarding loans and conduct.

## Lockers

The school provides lockers only as a convenience to students. All textbooks, library books, and supplies checked out to students are the student's responsibility.

**Periodic inspection of lockers will be made by the teachers and/or principals.**

***The school will not be responsible for lost or stolen items.*** Be sure that shoes, book bags, and other personal belongings are marked with a permanent marker or other identifiable mark. Do not share the combination of your lock with anyone. Do not share your locker. Keep your locker locked at all times.

## Lunch Detention

Lunch detention may be arranged by the teacher or the administration. Lunch detention will last for the entire thirty minutes of the student's lunch period. Lunch detention is a study hall atmosphere, therefore; no talking or socializing is allowed. Class work must be brought to lunch detention in order to make the

best use of the student's time. Students may go through the cafeteria line or they may bring their lunch from home.

## **Medication**

No medicine shall not be administered unless the parent or guardian of the student requiring the medication has given the school prior written authorization to administer the medication. The parent or guardian of any student requiring medication during school shall bring the medication to the principal of the school the student attends and complete and sign the "Medication Authorization Form." All medicine brought to school must be accompanied by a "Physician's Order Form" before school personnel will administer the medication. Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer medicine to the student. Parents must go to the school their child attends and sign the necessary forms. Each student participating in athletics and each student participating in any other activity that requires travel outside the school district must have a "Medical Release Form" on file before he or she will be allowed to participate.

## **National Junior Honor Society**

Members of the Duncan Middle School Chapter of the National Junior High School Honor Society are selected by the ability to maintain a 3.7 grade point average. Other criteria include citizenship, leadership, service, and character. To be eligible, a student must have attended at least one semester at Duncan Middle School.

The sixth, seventh and eighth grade students are selected after the end of the third nine week period. The grade selection considered for induction includes grades from the first semester and the third nine week period of the current year.

Being a member of this organization is one of the greatest honors a Duncan Middle School student may have bestowed upon him or her.

## **Oklahoma Junior Honor Society**

Membership in the Oklahoma Junior Honor Society is a special honor given to the top ten percent of the student body each spring. The grades used for the eighth grade students are the second semester grades of their seventh grade year and the first semester grades of their eighth grade year. The grades used for the seventh grade students are the second semester grades of the sixth grade and first semester of the seventh grade. Sixth graders will use their first semester grades.

## **Out of School Suspension**

Any student who is suspended out of school is prohibited from being on any Duncan Public Schools property at any time during their suspension (this includes any Duncan Public Schools property: elementary schools, DMS, high school, playgrounds, athletic fields, etc.) Students under suspension are not allowed to attend any school-sponsored activity. (Athletic events, dances etc.)

## Perfect Attendance Award

In order for a student to receive a perfect attendance award, he/she must not miss more than 2 hours of class in a school year. School activities do not count against perfect attendance.

## Remediation

All students at DMS will have remediation provided during the regular class period. Teachers will use common formative assessments to identify specific areas of student need throughout the year. Should your student show through assessment that they are struggling with a specific standard, remediation will be provided to deepen their knowledge and bring them on target to meet that standard.

Parents will be notified if students are not progressing toward mastery by phone, email, Parent Portal, or text. Parents are encouraged to assist the student in ensuring all homework is completed and turned in for a grade. Parents are also able to request a conference with the teacher should the need arise.

The staff of DMS are dedicated to making sure each child has the necessary skills to pass on to the next grade. When students work hard in class, take advantage of remediation, and complete assignments the chance of failing is slim to none.

## School Dances

Students must maintain their eligibility in order to attend any school sponsored dance. **Students who have been suspended or placed in in-school intervention at any time during the week of the dance are also not permitted to attend the event. Students must be present at school the day of the dance in order to attend.** Any person not enrolled at Duncan Middle School will not be allowed to attend a school sponsored dance.

## School Property/Textbook Care

Each student is expected to assume responsibility for the care of all school property. Students who damage or lose school property (Chromebooks, textbooks, locks, furniture, uniforms etc.) are responsible for paying for the damage or loss. Many of the textbooks at DMS are available online.

## Sign-Out for Appointments/Events

Parents are to call 470-8106 if their child has a doctor, dentist, or orthodontist appointment. Parents will pick up students in the main office and sign them out. **Photo ID is required for sign out.** Parents will also be required to sign their student(s) back in upon arrival at school following their appointment/event.

Duncan Middle School is a closed campus. A student may only leave with his or her parent/guardian or their designated contact. Students are required to be signed out in the office.

## Student Handbook

This handbook has been prepared to help you and your parents become better acquainted with our school. It is our desire that you use this handbook to live up to the high ideals and standards of DMS.

It is hoped that the handbook will be studied carefully by students and parents so they may understand the policies and procedures of Duncan Middle School. Many of the policies set down are governed by state law or are directives of the Oklahoma State Board of Education. Many are Duncan Board of Education policies; some are customs or traditions and may be amended as the need arises. We seek to provide opportunities for our students to succeed in a safe learning environment.

## Student Searches

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. 70 O.S. Section 24-102 (First paragraph of statute)

Students have no reasonable expectation of privacy in school lockers, desks, or any other school property - without notice or reason.

## Student Supports

Duncan Middle school is committed to the success of every student. Students needing extra help will be assigned an intervention/enrichment time. These sessions will focus on specific skills and objectives that will immediately impact student understanding. Several criteria will be used to evaluate the need for intervention including but not limited to OSTP test scores, benchmark tests, teacher assessments, student grades, etc.

## Tardy Policy

There is a four minute period between classes. Students are tardy if they are not in their seats when class is scheduled to begin. If a student is detained by a teacher, counselor, administrator, or the nurse, the student must have a note from that faculty member to be considered excused (not tardy). Any student who has excessive tardies will be referred to the Assistant Principal for discipline. Students will be assigned after school detention. More than 10 minutes late to a class is considered an absence. Additional information regarding our tardy policy can be found by referencing the DMS School Discipline

Matrix which is part of the Student Handbook.

## Teacher's Detention

The teacher's detention will be arranged by the teacher and at the teacher's discretion. This may be before or after school pending parental notification.

## Visitors

Parents are always welcome and encouraged to come and talk with a student's teacher during the teacher's planning time. Please contact the office or teacher to set up an appointment.

Students from other schools, brothers and sisters, or other relatives are prohibited from visiting school without a parent.

For the safety of our students visitors must check with the principal's office after being buzzed in before entering the campus. It is required that visitors wear a Duncan Middle School guest badge. The principal's office is located by the front entrance of the building.

## Withdrawal from School

The number for parent/guardian to call for your child's withdrawal from DMS is 470-8106. A withdrawal sheet may be secured from the administration office. All fines, uniforms, books, etc. must be returned to the teacher or must be paid for.

## Virtual Learning Lab

VLL allows students who have been unsuccessful in mastering grade level ELA and/or Math skills an alternative opportunity to repeat the entire course. VLL is defined as a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn promotion. In order to be eligible for VLL, a student must have:

1. Completed the entire course and received a failing grade for the ELA/Math course.
2. Teachers, counselors, and administrators shall identify students appropriate for participation in the recovery program offered at the school, with the recommendation based on aptitude, motivation and need. The district shall establish an application process that requires parental consent.

## Virtual Learning Lab - Academic Responsibilities/Expectations

Students who fail a core course in the fall semester may be placed in VLL in place of one or two of their spring electives. Every effort will be made to solidify enrollment in a VLL course within 10 days from the student's start date to avoid academic disruption and delay. Students will be required to complete lessons, tests, and quizzes on Edgenuity, the school's online curriculum program. The number, subjects,

and topics of these lessons will be selected based on Oklahoma Academic Standards. Students who are on an IEP or a 504 will need their advisor present in the progress meeting to determine the modifications and accommodations required for the student.

## Virtual Learning Lab Expectations

- **Email** - students will be expected to check email daily, as that is the primary mode of communication administration and staff have to reach students.
- **Progress** - Students will also be expected to make consistent progress in each course. Refusal to work is a form of insubordination and can be addressed with disciplinary action, especially if the refusal to work is a persistent problem.
- **Academic Courtesy/Etiquette** - Students will not be allowed to skip essays/short answer questions in Edgenuity. Additionally, they are not to answer questions in a rude or disrespectful tone. When contacting teachers for help with assignments, students are expected to communicate their needs in a respectful manner and provide complete information necessary for the teacher to provide assistance.
- **Plagiarism/Academic Dishonesty** - Plagiarism is taking someone else's work and passing it off as one's own; copying and pasting answers from the internet into Edgenuity is plagiarism. Academic dishonesty is cheating, allowing someone else to complete lessons, or any other act that is contrary to the academic process. Students who are caught plagiarizing or being academically dishonest will be expected to redo the work; if this is a continued and persistent problem, the student will be brought into administration for disciplinary action and/or removal from the virtual program.

### May I Request to Have My Student Retained if He/She Meets Promotion Requirements?

There are several reasons for students to repeat a grade without failing. We welcome you to discuss the needs of your students with us and work with our staff in making the appropriate decision for your student.

### May I Socially Promote My Child Should He/She Not Pass?

You may choose to socially promote your child, but it is not recommended. The skills students acquire from each course they take build upon each other from year to year. Students who do not pass the course risk not having the necessary skills to successfully complete the next sequential course.

Should you choose to socially promote your child, you, as the parent/guardian, take on the responsibility for your child's skill or lack thereof. We, as the educational experts, will give your student the maximum amount of support possible. We do ask, however, that you realize your student will start from a deficiency in his/her learning that will require the utmost effort on you and your student's part in order for them to be successful. The next grade level teacher most likely **will not** have adequate time to fill in all gaps in your child's learning. By socially promoting, you are making the choice to send your student on without adequate skills. This should be considered with **extreme caution**.

# DMS Discipline Matrix

## DUNCAN PUBLIC SCHOOLS SECONDARY SCHOOLS DISCIPLINE MATRIX (DMS)

*Note: The administration of Duncan Middle School reserves the right to determine alternative discipline techniques when warranted and agreed upon by the administration and/or campus discipline committees.*

BEHAVIOR	CONSEQUENCES <i>Highlighted consequences are teacher assigned.</i>				
Class I	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
<b>1. Disruptive Behavior</b>	Verbal Warning/Lunch Detention	1 day After School Detention(DMS)	3 Days After School Detention (DMS)	Office Referral, See #9 <i>Defiance of Authority</i> 4 <sup>th</sup> Offense	Office Referral, See #9 <i>Defiance of Authority</i> 5 <sup>th</sup> Offense
<b>2. Electronic Devices</b>	Device stays in office until released to parent; 1 lunch detention(DMS)	Device stays in office until released to parent; 2 lunch detentions (DMS)	Device stays in office until released to parent; Up to 2 Days ISI; The device is not allowed to return to school.	Device confiscated until picked up by parent; See #9 <i>Defiance of Authority</i> 4 <sup>th</sup> Offense	Device confiscated until picked up by parent; See #9 <i>Defiance of Authority</i> 5 <sup>th</sup> Offense
<b>3. Dress Code Violation</b> <i>Students will conform to the dress code. Refusal will cause students to be sent home or spend the day in ISI. After the 1<sup>st</sup> referral, students will be assigned discipline for each infraction.</i>	Warning – Students will conform to the dress code.	2 ISI	3 ISI	4 ISI	5 ISI
<b>4. Excessive Tardies – Calculated Weekly Repeat Offenses – See Truancy</b>	4-5 per week 1 day ASD	6-7 per week, 2 days ASD	8 or more per week, 3 days ISI	9 plus-6 6 days ISI (principal discretion)	
<b>5. Failure to Serve Detention</b>	1 Chance for Make-Up and add another day.	1 ISI	2 ISI	3 ISI	5 ISI
<b>6. Public Display of Affection</b>	Verbal Warning	2 Lunch Detentions (DMS),	1 ISI	2 ISI	3 ISI
<b>7. Failure to wear Student ID</b>	Warning	1 ASD	2 days ASD	1 day ISI	3 days ISI
Minor Offenses	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
<b>8. Defacing Property</b>	1 ISI	3 ISI	3 Days OSS	6 Days OSS	20 Days OSS
<b>9. Defiance of Authority</b>	1 ASD	3 Days ASD	3 Days ISI	6 Days ISI	3 Days OSS
<b>10 – A. Possession / Use Tobacco/Paraphernalia Including E-Vapes and/or electronic cigarettes</b>	3 OSS Seizure of Items Possible Ticket from DPD Complete and online prevention program.	6 OSS Seizure of Items Possible Ticket from DPD	9 Days OSS Seizure of Items Possible Ticket from DPD	20 Days OSS Seizure of Items Possible Ticket from DPD	1 Semester OSS Seizure of Items Possible Ticket from DPD
<b>11. Class Disruption (Teacher unable to teach)</b>	1 ASD	2 to 3 ASD	1 ISI	3 ISI	6 ISI/ 3 OSS
<b>12. Physical Altercation/NI</b>	3 ASD	3 ISI	6 Days ISI	3 Days OSS	6 Days OSS
<b>13. Cheating/Plagiarism</b>	Possible 0%, 1 ASD	0%, 2 ISI	0%, 5 ISI	3 Days OSS	6 Days OSS
<b>14. Throwing Objects</b>	Verbal Warning	1-day Lunch Detention	2 Days Lunch Detention	1 day ISI	3 days ISI
<b>15. Truancy</b>	1 Class = 1 ISI	2 to 4 classes = 3 ISI	Over 4 classes = 5 ISI	Additional Offenses = 10	20 ISI Possible Truancy Citation

				ISI, Possible Truancy Citation	
<b>16. Theft</b>	6 ISI Possible Arrest	3 OSS Possible Arrest	6 OSS Possible Arrest	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest
<b>17. Lying/False Information, Withholding Information (Lying by omission)</b>	3 ISI	6 ISI	3 OSS	6 Days OSS	10 Days OSS
<b>18. Altering Records</b>	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
<b>19. Gang-Related Behavior</b>	6 Days OSS	9 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>20. Inciting Drama: May include, but not limited to, gossip, spreading rumors, encouraging fighting, videoing a fight, or spreading false information.</b>	3 Days ISIt	6 Days ISI	3 Days OSS	Administrative Discretion Per Bullying / Harassment Policy	Administrative Discretion Per Bullying / Harassment Policy
<b>21. Inappropriate Use of School Device</b>	Principal Discretion	Principal Discretion	Principal Discretion	Principal Discretion	Principal Discretion
<b>Major Category II</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
<b>22. Physical Violence/Fighting</b>	5 Days OSS Possible Ticket or Arrest	10 Days OSS Possible Ticket or Arrest	20 Days OSS Possible Ticket or Arrest	30 Days OSS Possible Ticket or Arrest	1 Semester OSS Possible Ticket or Arrest
<b>23. Bullying/Harassment</b>	Administrative discretion	Administrative discretion	Administrative discretion	Administrative discretion	
<b>24. Verbal Abuse-Name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others.</b>  <b>Verbal Assault/Threats- Excessive Anger in a person who insults or verbally abuses another.</b>  <i>Principals will have discretion to determine the level of abuse, threat, or assault. The consequences listed may be altered if harsher punishment is warranted by the abuse/ assault/threat.</i>	3 days ISI Principal Discretion	6 days ISI Principal Discretion	3 days OSS Principal Discretion	6 days OSS Principal Discretion	10 days OSS Principal Discretion
<b>25. Vandalism</b>	5 Days OSS, Restitution, Possible Arrest	10 Days OSS, Restitution, Possible Arrest	20 Days OSS, Restitution, Possible Arrest	1 Semester OSS, Restitution, Possible Arrest	2 Semesters OSS, Restitution, Possible Arrest
<b>26. Indecent Exposure</b>	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>27. Gambling</b>	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>28. Profanity/Gestures</b>	3 Days ASD	3 Days ISI	6 Days ISI	3 Days OSS	6 Days OSS
<b>29. Profanity/Gestures Directed at Staff</b>	5 Days OSS	10 Days OSS	20 Days OSS	40 Days OSS	1 Semester OSS
<b>30. Blackmail/Forced Action</b>	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>31. Immoral Conduct</b>	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>32. Sexual Harassment</b>	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>33. Possession/Distribution of Pornography</b>	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>34. Non Non-consensual touching</b>	10 Days OSS	20 Days OSS	30 Days OSS	1 Semester OSS	2 Semesters OSS
<b>35. Intoxicants/Inhalants</b>	5 Days OSS Possible Arrest	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest
<b>36. Prescribed Medicine Violation</b>	5 Days OSS Possible Arrest	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest
<b>37. Failure to Comply with Metal Detector Search</b>	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>38. Drug Paraphernalia</b>	10 days OSS Possible Arrest	20 Days OSS, Possible Arrest	30 Days OSS, Possible Arrest	1 Semester OSS, Possible Arrest	2 Semesters OSS, Possible Arrest
<b>39. Threatening with a Replica Weapon</b>	10 Days OSS	20 Days OSS	40 Days OSS	1 Semester OSS	2 Semesters OSS

40. Conduct of Extreme Nature	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
<i>Note on Category II Offenses:</i>	<i>Repeated minor offenses may become a major offense at any time when less severe punishment has failed.</i>	<i>Repeated Major Category II may become a Major Category I offense at any time when less severe punishment has failed.</i>			
<b>Major Category I</b>					
<b>1. Possession/Use of Alcohol/Drugs/Inhalants</b>	20 Days OSS Possible Arrest	40 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	1 Calendar Year OSS Possible Arrest	1 Calendar Year OSS Possible Arrest
<b>2. Distribution/ Selling of Non-Controlled Substance (real or fake).</b>	25 Days OSS Possible Arrest	45 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	1 Calendar Year OSS Possible Arrest	1 Calendar Year OSS Possible Arrest
<b>3. Assault and Battery</b>	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest	1 Calendar Year OSS Possible Arrest
<b>4. Licentious Behavior, Sexual Misconduct, or Lewdness</b>	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest	1 Calendar Year OSS Arrest by Law Enforcement
<b>5. Violation of Criminal/Civil Law</b>	10 Days OSS Possible Arrest	20 Days OSS Arrest by Law Enforcement	1 Semester OSS Arrest by Law Enforcement	2 Semesters OSS Arrest by Law Enforcement	1 Year OSS Arrest by Law Enforcement
<b>6. Adjudication as a Delinquent (school property or functions)</b>	30 Days OSS	60 Days OSS	1 Semester OSS	2 Semesters OSS	1 Year OSS
<b>7. Repeated Category 2 Offenses</b>	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
<b>8. Threats Directed at Staff:</b> <i>Threats can be verbal, in writing, through the use of electronics, or through social media. Threats do not have to be communicated directly to a staff member to be considered legitimate. The use of threatening language toward staff in conversation amongst students, either verbally or electronically, will be considered a threat to staff. All students are directly responsible for the material posted on their social media outlets.</i>  <i>Threats will be reviewed and categorized by the Threat Assessment Team.</i>	Level 1: low level, carrying a minimal risk to the victim.  Up to 10 Days OSS  Mandatory Counseling at the expense of the parent.  Law Enforcement Contact	Level 2: threats that could possibly be affected but are not realistic.  Up to 1 Full Semester OSS  Mandatory Counseling at the expense of the parent.  Law Enforcement Contact  Possible Arrest	Level 3: poses a serious and imminent danger to others.  Up to 2 Full Semesters OSS  Mandatory Counseling at the expense of the parent.  Law Enforcement Contact  Possible Arrest		
<b>8. Assault on a Staff Member: Physical Violence</b>	Suspension for the rest of the current semester and the next consecutive semester	<b>Move to virtual learning, remaining time at DMS</b>			
<b>9. Conduct of Extreme Character</b>	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
<b>Weapon Free Schools</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>		
1. Possession of a Weapon Other Than a Firearm	Up to 1 Semester OSS / Dependent upon weapon type and situation. Possible Arrest		Up to 1 Year OSS, Possible Arrest	Superintendent's Discretion, Possible Arrest	
2. Possession of a Firearm	1 Year OSS/ <b>Move to virtual learning.</b> Arrest by Law Enforcement		Superintendent's Discretion Arrest by Law Enforcement		

The Duncan Public Schools Discipline Matrix is aligned with local school board policy, Oklahoma State Department of Education mandates, and Oklahoma School Law. Law enforcement may be called in any situation where site administrators believe that such a call is appropriate to ensure the safety of students, faculty, and staff. Revised July 2024.

Principals may, at their own discretion, reduce the prescribed punishment by up to half the value if the student is cooperative during and provides credible information to the process of the investigation. This practice shall only be applied through the second offense. Class I behaviors are exempt from this practice.

Duncan High School is a bully-free zone. Students who are found to be guilty of bullying will be dealt with by the Principal in accordance with the Duncan Public School Board policies 6049 – 6051.

*Minor Offense Consequence Resolutions above 3 day suspensions are considered a repeat offense and are upgraded to Major Category II guidelines under the District discipline policy 6027. The consequences listed in the Minor Offense section reflect this policy.*

*Major Category II Consequence Resolutions above 9 day suspensions are considered a repeat offense and are upgraded to Major Category I guidelines under the District discipline policy 6027. The consequences listed in the Major Category II section reflect this policy.*

## Parents Rights to Know

Dear Parents and Guardians:

In accordance with the **Elementary and Secondary Education Act (ESEA), Section 1111 (h)(6)(A) PARENTS' RIGHT TO KNOW**, this is a notification from Duncan Public Schools to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teacher shall include the following:

- If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduation certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified.

Parents and families of students in Title I schools also have the right to know about state and district policies regarding student participation in any assessments mandated by ESSA, including any policy, procedure, and parental right to opt students out of such assessments. If you would like to receive information about this topic, please contact Merry Stone, Assistant Superintendent, either by phone (580) 255-0686.

If you have questions or concerns, please feel free to contact your student's school principal.





**2025-2026**

# **STUDENT HANDBOOK**

**Duncan High School**



## DHS Mission Statement

**At Duncan High School, we are committed to fostering an inclusive environment where every student can achieve at high levels. Our mission is to deliver a rigorous academic curriculum within a supportive, secure, and nurturing atmosphere.**

**Every student, every day.**

### DHS Core Values

- 1. Teamwork: We believe in the power of collaboration and working together to achieve common goals.**
- 2. Integrity: Upholding honesty and strong moral principles guides our actions and decisions.**
- 3. Kindness: We cultivate compassion and understanding in all interactions.**
- 4. Leadership: Empowering students to take initiative and inspire others is at the heart of our community.**
- 5. Perseverance: We encourage resilience and determination in the pursuit of excellence.**

~~At Duncan High School, we believe in high levels of learning for all students. We will provide an academically challenging, positive, safe, and nurturing environment for all.~~

~~Every student. Every day.~~

### ~~DHS Core Values~~

- ~~● Teamwork~~
- ~~● Integrity~~
- ~~● Kindness~~
- ~~● Leadership~~
- ~~● Perseverance~~

## DPS Mission Statement

The Duncan Public School District is committed to a tradition of excellence in developing students to their full potential in an environment which fosters responsibility, productive citizenship, and lifelong learning.

## **DPS Core Beliefs**

To ensure quality teaching and learning, Duncan Public Schools (DPS) value:

- Students who are academically prepared for college, career, and life
- A respectful and nurturing environment for parents, students, staff, and community members
- Well-maintained buildings and grounds
- Up-to-date curriculum materials and technology
- Quality student programs that meet the diverse needs of all students
- Highly qualified teachers who care about students by engaging them in rigorous, student-centered innovative teaching
- Small class sizes
- Adequate financial support to provide competitive salaries
- Parent and community connections/involvement
- Strong leadership
- Ongoing professional development

By upholding these values, Duncan Public Schools will put into place policies and procedures that meet or exceed those of other school districts and state and national standards.

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Dear Students,

It is with immense pleasure and excitement that I welcome you to Duncan High School for the 2025-2026 school year! Whether you are a returning student or joining our community for the first time, we are thrilled to have you as part of our vibrant and supportive school family.

This handbook serves as your guide to navigating our school's policies, procedures, and resources. Please take the time to familiarize yourself with its contents. Our goal is to provide a safe, respectful, and enriching environment where every student can thrive.

At Duncan High School, we are committed to fostering a culture built upon five core values:

- **Teamwork:** We believe that collaboration and mutual support are essential for success. Working together, we can achieve more than we ever could alone.
- **Integrity:** We uphold the highest standards of honesty, ethical behavior, and personal responsibility.
- **Leadership:** We encourage all students to develop their leadership skills, whether through formal roles or by leading by example. Every student has the potential to be a leader.
- **Kindness:** We treat everyone with respect, empathy, and compassion. A kind word or gesture can make a world of difference.
- **Perseverance:** We embrace challenges as opportunities for growth and are committed to overcoming obstacles through hard work and determination. Never give up on your dreams.

We are dedicated to providing a rigorous and engaging academic experience that prepares you for college, career, and life. We also believe in the importance of personal growth and encourage you to explore your passions, develop your talents, and become well-rounded individuals. Participate in clubs, sports, arts, and other extracurricular activities to enhance your high school experience.

Your success is our top priority. We offer a wide range of support services, including academic advising, counseling, tutoring, and college and career guidance. Please do not hesitate to reach out to your teachers, counselors, or any member of our staff if you need assistance.

We are confident that this will be a year of tremendous growth, learning, and achievement for all of you. We are here to support you every step of the way.

Welcome to the 2025-2026 school year! Let's all commit to **LIVE RED** and **PROTECT THE FORK!**

Sincerely,

Mrs. Elroy, Principal

## **Asbestos Hazard Emergency Response Act**

### Notification to Parents, Teachers, Employees

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. You may examine surveillance reports at the Maintenance/Transportation office at 1607 W. Beech and/or each campus, upon request.

### **School Creed**

*We, the students of Duncan High School, believe in the devotion to ideas that will promote clean living and guide our spiritual, physical, intellectual and social development. We believe that a spirit of fair play should be manifest in all our transactions with one another. We believe that Duncan High School offers us the opportunity to train for worthy citizenship and life of usefulness. We therefore pledge ourselves to be loyal to Duncan High School and to the ideals for which it stands.*

## 2025-2026 School Calendar

First Day of School .....	August 14
Labor Day Holiday .....	September 1
Parent-Teacher Conferences .....	October 13-14
No School.....	October 16
Fall Break .....	October 17-20
Professional Day .....	October 21
Thanksgiving Holiday.....	November 24-28
Semester Tests .....	December 16-17
End of First Semester .....	December 18
Winter Break .....	December 19-January 2
Professional Day .....	January 5
Classes Resume .....	January 6
Martin Luther King Day .....	January 19
No School.....	February 13
President's Day-No school.....	February 16
Parent-Teacher Conferences .....	March 10-11
No School.....	March 13
Spring Break .....	March 16-20
No School .....	April 3
No School .....	April 10
No School .....	April 17
No School .....	April 24
No School .....	May 1
No School .....	May 8
No School.....	May 15
Semester Tests.....	May 19-20
Last Day of Classes .....	May 21

Commencement .....	May 21
Teacher Work Day .....	May 22
2 <sup>nd</sup> Semester Grades Due by Noon .....	May 22
Memorial Day Observed .....	May 25

**Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

**Administration – Central Office**

Dr. Channa Byerly .....	Superintendent of Schools
Merry Stone .....	Assistant Superintendent
Kim Ellis.....	Assistant Superintendent
Kade Golleher .....	Transportation Director
Ben Garland .....	Maintenance Director
Brennon Albertson .....	Supervisor Technical Services
Charla Grimes .....	Data Systems Coordinator

**Administration - Duncan High School**

Lisha Elroy .....	Principal
Rodney Strutton.....	Assistant Principal
Tara Smith.....	Assistant Principal
Sandra Hurst .....	E.D.G.E. Director
Kevin Kelly. ....	Athletic Director

## Advisory/ReThink Time Policy

### Overview

Duncan High School is committed to fostering a supportive and enriching environment for all students. To achieve this, we have implemented a dedicated 30-minute block of time between the 2nd and 3rd hour, known as Advisory/ReThink time. This period is designed to provide students with a structured opportunity for personal growth, academic support, and reflection.

### Schedule

Monday, Wednesday, Friday: Advisory Time

Tuesday, Thursday: ReThink Time

#### Advisory Time (M/W/F)

#### Purpose

Advisory Time is intended to offer students guidance and support through mentorship, career exploration, and skill development. It is a space where students can build relationships with their advisors and peers, discuss academic goals, and engage in activities that promote personal and social growth.

#### Activities

1. Mentorship Meetings: Students meet with their advisors to discuss academic progress, set goals, and receive guidance on personal and academic challenges.
2. Career Exploration: Activities include guest speakers, career planning sessions, and exploration of career tech opportunities.
3. Skill Development: Workshops focused on developing essential life skills, such as communication, time management, and leadership.

#### ReThink Time (T/Th)

#### Purpose

ReThink Time serves a dual purpose. For students who need remediation, it provides closed sessions for targeted support to address specific academic challenges. For those who don't require remediation, it offers open sessions where students can choose to pursue personal interests, explore new topics, or engage in self-directed study.

#### Activities

1. Remediation: Focused sessions for students needing extra help to improve understanding and performance in specific subjects.

2. Self-Directed Study: Students have the opportunity to work independently or in groups on assignments, projects, or areas needing improvement.
3. Exploration of Interests: Time to pursue personal interests, such as reading, research, or participating in clubs and extracurricular activities.

### Expectations

- Punctuality: Students are expected to arrive on time and be prepared to engage in the designated activities.
- Active Participation: Students should actively participate in discussions, workshops, and activities.
- Respectful Environment: All participants must foster a respectful atmosphere where everyone feels valued and heard.

### Evaluation

The effectiveness of Advisory/ReThink Time will be evaluated through student/teacher feedback, academic performance, and participation rates. Adjustments to the program will be made based on this evaluation to continually improve its impact on student development.

By adhering to this policy, Duncan High School aims to create a dynamic and supportive environment that empowers students to reach their full potential.

### **Alma Mater**

*Hail to thee, our Alma Mater, Hail to thee,  
Oh Duncan High School!  
True to thee, where e're we wander; Loyal evermore!  
Red and white, our royal colors, May we ever hold them high!  
Truth and courage ever guide you, Duncan Demon High!*

### **Announcements**

Announcements will be made daily to students via public-address, smartphone applications, student email, and the DHS website. Weekly bulletins will also be available on the Duncan High School website, and students and parents may receive an emailed copy of the Weekly Bulletin by sending a request to [rose.lard@duncanps.org](mailto:rose.lard@duncanps.org).

## Attendance Policy

### 1. Absences

Parents must ensure their child attends school regularly and on time to promote daily learning and readiness for the next school year. Regular attendance is vital for developing responsible adults ready for work. Students should attend at least 90% of the school year, which equates to 148 out of 165 school days, allowing for up to 16 absences annually or 8 per semester. Refer to the absence and credit policy for more details.

#### Steps to Manage Absences-

- A. Parents/guardians must inform the attendance office of their child's absence. If not contacted, the school will reach out.
- B. Notify the office within 5 days of the absence, or it remains unexcused.
- C. After three unexcused absences, the school will contact the home.
- D. In line with Oklahoma School Law (Section 232), if a student is truant for 4 or more days in four weeks, or absent without excuse for 10 or more days in a semester, the school reports this to the City of Duncan, possibly leading to fines and involvement of the Stephens County district attorney.

#### Documented Absences-

Documentation is required for the following absences:

- Doctor visits
- Counseling appointments
- College visits (juniors and seniors only)
- Military visits

Submit documentation to the attendance clerk within 5 days of the absence for review. The attendance committee's decision on whether the absence is excused is final.

### ~~1. Absences~~

~~Parents are responsible for ensuring that their student attends school on a regular and punctual basis. The purpose is to help students learn daily and be educationally prepared for the next school year. The District believes that teaching students the importance of regular and punctual attendance also helps them mature into responsible adults who will one day be prepared for the world of work. Students are expected to be in school a minimum of ninety percent (90%) of the time. This year students should be in school and receive instruction for 165 days. 90 percent of this is 148 days. This allows the student to miss up to 16 days during the year/8 days per semester. (See policy below on absences and receiving credit.)~~

~~The following steps assist in accomplishing this goal:~~

- ~~A. It is the responsibility of the student's parent/guardian/legal custodian to notify the attendance office regarding the reason for the absence. In the event the school is not contacted, a school official will attempt to contact the parent.~~
- ~~B. Contact must be made to the office within 5 days of the absence or the absence will remain unexcused.~~
- ~~C. If a student has three unexcused absences, a school official will contact the child's home.~~
- ~~D. In accordance with Oklahoma School Law (Section 232), when a child is truant four (4) or more days~~

~~or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the school shall report such absences to the City of Duncan (Ordinance 1701 which could result in a fine) and then could be handed over to the Stephens County district attorney. The district attorney has responsibility for initiating legal proceedings pursuant to Title 10 of the Oklahoma Statutes. (70-10-106).~~

~~The following absence reasons will require documentation, turned into the attendance clerk.~~

~~Doctor visits~~

~~Counseling appointments~~

~~College Visits (juniors and seniors only)~~

~~Military visits~~

~~Documentation will be reviewed by the attendance committee and a determination will be made as to whether or not the absence will be excused. The decision of the committee shall be final.~~

~~Documentation for the above absence reasons MUST be turned into the attendance clerk within 5 days of the absence. Documentation not turned in within this timeframe may not be accepted.~~

~~\*\*\*Any other absence, that does not meet the above criteria, but is out of the student's control will need to be approved by the principal or his/her designee in order to not count against attendance for test exemption purposes. These absences will be excused but not waived.~~

## Absences and the Ability to Receive Credit

To maintain academic integrity and fairness, students must adhere to the attendance policy to receive semester credit. A student will not earn credit for a course if they are absent more than eight (8) days per semester, with certain exceptions. These exceptions include absences due to school activities, two college visit days for juniors, four college visit days for seniors, and other waived absences. Please be aware that missing more than 10 minutes of any class will be recorded as an absence for that class.

The building principal has the discretion to approve make-up time or grant additional waivers for absences exceeding the 8-day limit. It should be noted that the school administration does not encourage or endorse students missing school for trips or family vacations. Parents, guardians, or legal custodians should consider the student's current absence record before planning such trips. It is advised to consult the school calendar prior to making vacation arrangements. Requests for excused absences due to trips or family vacations should be submitted to the campus administration at least two (2) weeks in advance. Students with a high number of absences or poor grades due to absences will not be excused for trips or family vacations.

Students at risk of losing credit due to excessive absences may appeal to the DHS Attendance Committee. They must present valid reasons for all absences, supported by documentation such as doctor's notes or court

documents. The committee's decision regarding the award or denial of credit is final.

### Exemption from Semester Tests

Students who meet the following criteria will be exempt from taking semester tests:

- 3 excused absences or fewer and an A grade
- 2 excused absences or fewer and a B grade
- 1 excused absence or fewer and a C grade

**Important: Any student with 25 or more tardies in a semester will not be exempt from semester tests, regardless of their grades or number of excused absences.**

### ~~2. Absences and the Ability to Receive Credit~~

~~No student shall receive semester credit in a course in which the student is absent more than eight (8) days per semester, excluding school activity absences, 2 college days for juniors, 4 college days for seniors, and waived absences. **Please note that if a student misses more than 10 minutes of a class, it counts as an absence for that class.** The building principal shall have discretionary authority to approve any make-up or extra waiver for days missed beyond the 8-day limit. (Vacation/Trips — The school administration neither encourages nor condones students missing school for trips and family vacations. Parents/guardians/legal custodians should take their student’s current absence totals into consideration **before** requesting permission to remove the student from learning for the purpose of a trip or family vacation. **Please check the published school calendar prior to making vacation plans.** Requests for excused absences due to a trip or family vacation should be submitted to campus administration at least two (2) weeks in advance. Students with excessive absences, or poor grades due to excessive absences, will not be excused for these trips/family vacations.~~

~~Students at risk of losing credit because of violation of this policy may plead their case to the DHS Attendance Committee. Students will be asked to provide a reasonable excuse for all absences. Students are encouraged to provide doctors notes, court documents, and other documentation for consideration by the committee. The decision to award or deny credit made by the committee is final.~~

~~**\*\*Students who meet the following criteria will be exempt from taking semester tests:**~~

~~3 **EXCUSED** absences or less and an A~~

~~2 **EXCUSED** absences or less and a B~~

~~1 **EXCUSED** absence or less and a C~~

~~**\*\*ANY STUDENT WHO HAS 25+ TARDIES IN A SEMESTER WILL NOT BE EXEMPT FROM SEMESTER TESTS.**~~

### 3. Absence and Removal from Attendance Roll

In compliance with Oklahoma School Law (Section 387/Part 2), a student who has been absent without a valid excuse for ten (10) consecutive days shall be removed from the district’s attendance roll beginning with the eleventh day. 193

#### 4. Truancy

Truancy is not being in class when assigned. Disciplinary action will be taken.

##### **Examples of Truancy:**

1. Being absent for any reason not listed as an excused absence.
2. Leaving school without first securing campus permission and checking out at the attendance office.
3. Being ill and staying in the restroom instead of checking in with the nurse.
4. Coming to school, but failing to attend class.
5. Obtaining a hall pass to a particular destination, then not reporting there and back.
6. Late arrival or non-attendance due to car trouble, missing the bus, oversleeping, etc.
7. Being in an unauthorized area.

#### 5. Procedure for Leaving Campus During the School Day

A student **must** receive a permit from the attendance office to leave the school grounds **at any time** during the school day. Failure to follow proper checkout procedure will result in truancy and its related discipline.

#### 6. Make-up Work

The last day that assignments can be turned in for credit for the semester is December 9, 2025 for the fall semester and May 12, 2026 for the spring semester. It is crucial for students to manage their time effectively to ensure all assignments are submitted by these deadlines.

Students who have absences that meet the attendance requirements are eligible to complete make-up work for full credit. The time allotted for completing missed assignments will correspond to the number of days the student was absent. This policy ensures that students have a fair opportunity to recover any missed academic work without penalty.

Upon returning to school after an absence, it is the student's responsibility to request and complete any work missed. This proactive approach helps students stay on track with their coursework and maintain their academic standing. Students are encouraged to communicate with their teachers to clarify any questions regarding missed assignments or deadlines.

#### **Attendance Policy (State)**

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) 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.

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.

This rule 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 such 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. Any such child who has attained his or her sixteenth (16) 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 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; or
4. If any such child is excused pursuant to subsection C of this section.
  - c. A school district shall excuse a student 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.
  - 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 by a fine not less than Five Dollars (\$5.00) and no more than Twenty-five dollars (\$25.00) for the first offense, and not less than Twenty-five Dollars (\$25.00) and no more than One Hundred Dollars (\$100.00) for each subsequent offense. 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 may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, any authorized employee of the school district may present the attendance records of the child or ward in court. (70-10-105)

### **State Attendance / Truancy Policy**

**Definition – Truancy** is defined as any absence from school or school activities lasting one or more days or part or parts of any school day without a valid excuse and without the permission of a parent, guardian or school official. Any student who stays out of or leaves school or any school activity without a valid excuse and permission shall be deemed truant. H.B. 1975, effective July 1, 1995, provides that if a child is absent without a valid excuse for four (4) days or parts of days within a four (4) week period, the parent will be notified, or if a student is absent without excuse for ten (10) days or parts of days within a semester, the building principal must notify the parent and immediately report such absences to the District Attorney’s Office. Enforcement – It is the responsibility of the building principal to determine whether an absence constitutes truancy. The building principal can and should take all appropriate disciplinary action to enforce attendance. In the event of any truancy, the parent or guardian of the truant student should be notified by telephone or otherwise. In addition, each truant student may receive a “0” as a daily participation grade for each class or part of class missed.

### **Chronic Absenteeism**

**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 approximately 18 days in a normal 180-day school calendar - just two days per month.**

### **ABSENCE AND REMOVAL FROM ATTENDANCE ROLL**

In compliance with Oklahoma School Law (Section 387/Part 2), a student who has been absent without a valid

excuse for ten (10) consecutive days shall be removed from the district's attendance roll beginning with the eleventh day. Senate Bill 1715 effective July 1, 2010, designates the school principal as the approving authority and clarifies the responsibility for an absence which is incurred by a student participating in a military funeral honors ceremony.

### **Attendance Eligibility**

The maximum number of absences for activities which remove a student from the classroom, shall not exceed ten (10) absences for any one class period per year as set down by the Oklahoma State Department of Education.

The absence of a student to participate in an event sponsored by an outside agency/organization shall count against the ten (10) absences per class per year only when the school has direct authority to determine if the student will be allowed to participate. Otherwise, the absence shall be treated as any other absence.

The ten (10) absences could be a combination of all co-curricular and extra-curricular activities. Excluded from this number are state or national school sponsored contests for which the student has previously earned the right to compete or attend. School sponsored regional contests shall also be excluded from this number due to the fact that regional contests are a prerequisite for state contests. Boys and girls golf will be excluded from this number due to the extreme circumstances that create undue hardships based on the fact that golf is played on a public course and cannot be moved to after school or on weekends.

The Internal Activities Review Committee shall be responsible for reviewing and recommending any deviation of the activities attendance policy in regard to the "ten day rule" for Duncan High School students. Any deviation from the ten (10) day/class period absence rule shall not exceed five (5) days/class periods. Any absence exceeding the ten (10) day/class period rule, and not approved as a deviation (not to exceed five (5) days/class periods) by the Internal Activities Review Committee and/or the local board of education, will result in the student being counted as not in attendance for that day.



# Duncan High School Bell Schedule

**\*\*First bell rings at 7:45**

Time	Class
7:50-8:38	Period 1
8:42-9:30	Period 2
9:34-10:04	Advisory/Rethink
10:08-10:56	Period 4
10:56-11:36	Lunch
11:40-12:28	Period 5
12:32-1:20	Period 6
1:24-2:12	Period 7
2:16-3:04	Period 8

## **Board of Education**

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Kelly Henderson .....	Board Clerk

## **Bullying**

### **HARASSMENT/INTIMIDATION/BULLYING:**

Students attending Duncan Public Schools are expressly prohibited from committing any act or acts of threatening behavior, harassment, intimidation, or bullying while at school and further, by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. The Duncan Board of Education hereby endorses and adopts the following policies concerning the investigation of alleged acts of threatening behavior, harassment, intimidation or bullying and the discipline of students who commit or attempt to commit any act or acts of threatening behavior, harassment, intimidation or bullying.

As used in these regulations, the following terms shall be defined as follows:

1. "Harassment, intimidation or bullying" mean any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student;
2. "Harassment" shall also mean the intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual;
3. "At school" shall mean school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events;
4. "Electronic Communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device or a computer; and
5. "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.

Each building principal is responsible for putting in place a policy of prevention of and education about harassment, intimidation and bullying. All alleged acts of harassment, intimidation, bullying or threatening behavior, should be immediately reported to the building principal. Upon receipt of such report, the building principal or the principal's designee, should conduct an immediate investigation into the alleged acts to determine the validity of such allegations and the facts surrounding such allegations. If, at the conclusion of the investigation conducted by the building principal, it is determined that a student has committed or attempted to commit any act or acts of harassment, intimidation, bullying or threatening behavior toward another student or school personnel, the offending student shall

be subject to the following:

- a. For a first offense the appropriate building principal shall impose such disciplinary penalty as he/she deems appropriate under the circumstances, including, but not limited to, ISI and out-of-school suspension not to exceed ten (10) days;
- b. In the event of any disciplinary action, a mandatory conference will be held as soon as possible involving, subject to availability, the student, his/her parent(s) or legal guardian, school officials, and others as deemed necessary by school officials to discuss prevention of future incidents of such behavior and the consequences of such behavior. At such mandatory conference, the building principal may recommend that available community mental health care options be provided to the student, if appropriate. An updated list of such available community mental health care options shall be provided to each building principal prior to the beginning of each school year;
- c. In the sole discretion of the building principal, the student may, at the expense of the student's parents or legal guardian, be required to attend mandatory counseling with an appropriate counseling agency as determined by school officials. Such counseling agency shall make recommendations to the school officials concerning the reentry of the student into the student population;
- d. Any student who has been previously disciplined for any act or acts of harassment, intimidation, bullying or threatening behavior pursuant to these regulations, may, upon committing a second or subsequent offense, be subject to suspension for the remainder of the current semester and the succeeding semester; and
- e. Each building principal who disciplines any student under these regulations shall prepare a report concerning the incident involved and the disciplinary action taken and shall send a copy of such report to the superintendent for his/her records.

If a student who has committed or attempted to commit any act or acts of harassment, intimidation, bullying or threatening behavior, receives mental health care from a mental health care provider, the school may request the disclosure of any information concerning such student that indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. Any such request should be made by the Superintendent or Assistant Superintendent of the Duncan Public Schools and should be directed to the mental health care provider.

The Board of Education shall publish the hereinbefore set forth prohibited activities for which a student may be disciplined. A copy of such activities and these policies shall be furnished to each pupil and shall be posted on a bulletin board located in each school.

### **Bus Information**

For information about bus schedules or routes, call the Transportation Office. The telephone number is (580) **252-3496. Riding a bus is a privilege.** Disciplinary problems can lead to a student's temporary or permanent removal from the bus.

### **Cafeteria**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

All students are urged to participate in the school lunch program. Two lines are provided in the cafeteria. The lunch room management and your fellow students will appreciate your cooperation in:

1. Depositing lunch litter in wastebaskets.
2. Returning all trays and utensils to the dishwasher area.

3. Leaving the table and floor around you in a clean condition for others.

Milk may be purchased in the cafeteria.

The Duncan Public School Child Nutrition Department requests a prepayment plan on all meal accounts. The cafeteria cashier will send out low balance letters when meal accounts have a \$5.20 credit balance. This will allow time for parents to increase the meal account to avoid a negative account balance.

If an account becomes a negative balance; the cafeteria cashier will contact the parent/guardian by phone and send a letter by mail stating that all cafeteria meals served will need to be paid in full each day. If no payments or parent request for payment arrangements are received, then the student will begin receiving an alternate meal. Charging on meal accounts is not permissible without the receipt of a written request from the parent requesting payment arrangements or expressing an interest in applying for free and reduced meals. At the time of the written request, a five (5) day extension of meal charges will be granted. If the parent/guardian has not remitted payment within the five day extension, the cafeteria cashier will notify the parent/guardian by phone and mail stating that on the sixth day the student will receive an alternate meal until the meal account is in good standing.

The alternate meal consists of the following food items:

Breakfast: Toast and Milk

Lunch: Peanut Butter Sandwich and Milk

If the student has an allergy to peanut butter, a cheese sandwich or an appropriate substitution and milk will be provided by Child Nutrition.

In accordance with federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 202509 Mail Stop 9410, or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

All students are encouraged to fill out a Free and Reduced Meals application (one per family). The guidelines to qualify change every year. The information on this application is strictly confidential.

Ala carte items are offered daily. Items are offered that range from fifty cents to \$1.50. This area is strictly CASH ONLY. No charges are allowed, however, checks will be accepted for the amount of purchase.

### **Change of Address**

Students who change their residence or telephone number after enrollment should report the change promptly to the office.

### **~~Closed Campus for Freshmen~~**

~~1. All students currently enrolled as Freshmen (9<sup>th</sup> Grade) at Duncan High School will be required to remain on campus for the entire lunch period. Freshman students will ONLY be allowed to leave campus during the lunch period with their parents or legal guardian. The parent or legal guardian must come to the front office and sign the student out at the time the student leaves.~~

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~~2. Any time a Freshman student leaves the campus during the lunch period without following the above~~

~~procedures will result in disciplinary action.~~

~~3. Review and changes in these rules may be made by the principal at any time during the year. Students will be notified of any rule change at least one week prior to the change taking effect. Notification will be provided via public announcement, smart phone application, student email, and/or DHS website.~~

### **Clubs and Organizations**

In compliance with HB1826, the following clubs/organizations are offered at Duncan High School:

#### **Academics Team**

Mission: The purpose of this organization is to provide a competitive intellectual outlet for highly academic high school students, enabling cerebral growth and stimulation outside the traditional academic arena.

#### **Art Club**

Mission: The purpose of this organization is to provide students an opportunity to participate in art-related activities that give students an exposure to art and community service.

#### **DECA**

Mission: The purpose of this organization is to enhance the co-curricular education of students with interests in marketing, management and entrepreneurship.

#### **FFA**

Mission: The purpose of this organization is to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

#### **Key Club**

Mission: The purpose of this organization is to provide its members with opportunities to provide service, build character and develop leadership.

#### **National Forensic/Drama Club**

Mission: The purpose of this organization is to encourage and motivate high school students to participate in and become proficient in the forensic arts: debate, public speaking, and interpretation.

#### **National Honor Society**

Mission: The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Duncan High School.

#### **Student Council**

Mission: The purpose of this organization shall be to develop, encourage, and promote policies, practices and activities to enhance the quality of school programs and student life and the levels of student achievement at Duncan High School.

#### **Students Against Destructive Decisions**

Mission: The purpose of this organization is to provide students with the best prevention tools possible to deal with the issues of underage drinking, other drug use, impaired driving, and other destructive decisions.

Parents or guardians shall be responsible for preventing their student from participating in a club or organization in which permission is withheld. Parents or guardians shall also be responsible for retrieving their student from attendance at a club or organization in which permission is withheld. It is further the responsibility of the parent to notify the school if they are withholding permission for a student to participate in any of the clubs or organizations.<sup>201</sup>

## College Admission - High School Requirements

See “Graduation Requirements.”

### College Day

Duncan High School Seniors will be allowed four (4) days during the year to visit college campuses. Juniors will be allowed two (2) college days. These days will not count as an absence so long as the student brings confirmation from the college visited. This must be on college letterhead or the likeness.

### Credit Recovery

Students in need of any credit recovery courses will be enrolled in the Thrive program. These courses will have to be completed at home, above and beyond the regular school day. Students will work online, through Thrive, with their instructors. For more information, students will need to visit with their counselor.

### Concurrent Enrollment

#### Concurrent Director- Jennifer Kinnaird

Duncan High School Sophomores, Juniors and Seniors who meet the requirements set forth in the Rules of the Oklahoma State Board of Education are eligible for concurrent enrollment in a college or university in the Oklahoma State System of Higher Education. Tuition waivers are available for all seniors for up to **18 credit hours and to all juniors for up to 9 credit hours**. Students are responsible for all other costs which may include fees, books, parking permit, student ID, and any other associated costs. Any student interested in Concurrent Enrollment should contact their high school counselor. In order to enroll concurrently in college coursework, students must meet the following requirements:

**ACT composite score of 20 or higher (S.A.T. 1020/940) OR** 3.0 GPA AND rank in the top 50% of their graduating class.

High school students may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. According to the Oklahoma State Regents for Higher Education, for the purposes of calculating workload, one-half high school credit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed the allowed number of hours must receive permission from the principal at Duncan High School and from the university in which the student plans to concurrently enroll.

Students must be able to complete all high school graduation requirements by the end of the Spring semester of their Senior year, including all courses required for college entrance.

Students may only enroll in curricular areas (English, math, and science) as long as they achieve a minimum ACT score of 19 on the corresponding subtest. In addition, an ACT score of 19 must be achieved on the reading subtest to enroll in any other subject (history, psychology, humanities, speech, etc.)

Concurrently enrolled students will receive 1 Carnegie unit for each 3 semester hour college course passed.

## **Sophomore Concurrent Enrollment Program (A Partnership with Cameron University)**

This contract outlines the requirements and responsibilities for students seeking to participate in the Concurrent Enrollment Program at Cameron University. By signing this contract, the student and their parent/guardian agree to adhere to the following criteria and conditions:

### **Eligibility Criteria**

1. \_\_\_Application and Admission: Students must apply and be admitted to Cameron University.
2. \_\_\_Academic Performance: Students must have taken the Pre-ACT and achieved a GPA of 3.8 or higher.
3. \_\_\_Teacher Recommendations: Students must provide three teacher recommendations, with at least one recommendation coming from an English teacher.
4. \_\_\_Attendance Requirements: Students must meet school attendance requirements for eligibility during their freshman year or the previous semester.
5. \_\_\_Time Commitment: Students must be able to afford a two-hour block of time in their schedule.
6. \_\_\_Orientation Attendance: Students and a parent must attend the Cameron orientation night.

### **Corridor and Hall Passes**

Corridor passes are issued by the office when a pupil leaves the room for any reason. The pass must be signed by the office staff issuing it with the time of departure and destination. A pass is to be used for one destination only. **Other teachers' classes are not to be interrupted. If a student wishes to see a teacher during his/her conference period, arrangements for this must be made in advance.**

Hall passes will be issued by teachers. Each teacher will be provided with color coded hall passes for different destinations on campus. A student **MUST** have a hall pass if they are in the hallway during class time. Failure to have a pass will result in the student being counted truant.

### **Counseling and Guidance**

The chief responsibility of counselors is to assist individuals with personal, educational and vocational counseling. Everyone needs a person with whom he or she can discuss, frankly and confidentially, the things which may be bothering him or her. Counselors are the people at Duncan High School who can help students. Counselors will ensure that students are scheduled into proper classes, help students think through plans for the future, and tell students about the various occupational fields. Students may contact a counselor by obtaining a pass from a classroom teacher, during the lunch period, or before/after school

DHS Counselors:

Rachel Terry- 12th Grade and 9th Grade A-I

Sherry McGhghy- 11th Grade and 9th Grade J-Q

Delaney O'Dell- 10th Grade and 9th Grade R-Z

Makayla Nold,

Students will be divided equally between the counselors. Counselors will have a roster of their students and will make personal contact within the first two weeks of school.

### **Credits Accepted for Graduation**

Duncan High School will recognize and accept credits toward graduation from any state-accredited high school. DHS will also accept any credit approved by the Oklahoma State Department of Education including career-tech courses taken for Math or Technology credit.

### **Detention**

Detention period is a time when the student is assigned to stay before/after school, or during lunch, for any infraction of acceptable student behavior. **Students should fully understand that any teacher or staff member in the building has the authority to correct student misconduct at any time.** The detention period will be set by the teacher or by administration. Each student placed in the detention period will report to the place designated by the teacher or administration. The student is required to bring school work or reading materials to detention.

### **Discipline and Control of Students - Board of Education Policy**

Duncan High School shall adhere to the Discipline Policies established by the Duncan Public Schools' Board of Education and set forth in the Duncan Board of Education Policies and Procedures Manual.

### **Dress and Appearance Regulations**

Duncan Public Schools respect the students' rights to express themselves appropriately in the way they dress. All students who attend Duncan Public Schools are also expected to respect the school community by dressing appropriately for a PreK-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and personnel. This policy is intended to provide guidance for students, staff, and parents.

### **Clothing**

1. Clothing must cover areas from one armpit across to the other armpit (in front and in back), extending down to cover the students buttocks when standing or bending.
2. Tops must have shoulder straps.
3. Clothing that is transparent, made of mesh, or has holes must cover skin and undergarments while meeting the expectations of #1.

4. Midriff should not be exposed.
5. Specialized courses may require specific attire, such as sports, uniforms, and/or safety gear.

### **Accessories**

1. Headgear including hats and hoodies are allowed as long as eyes and ears are not obstructed from the headgear. DHS staff reserves the right to ask students to remove the headgear if it is a distraction from learning.
2. Sunglasses may not be worn to cover the student's eyes while inside the school.
3. Clothing and accessories that endanger student or staff safety may not be worn.
4. Clothing that is considered pajamas or bedtime wear is prohibited.
5. Face paint is prohibited.

### **Shoes**

1. All students are required to wear shoes.
2. Cleats, shoes with wheels, house shoes, or any shoe that limits physical activity or safety are not permitted.

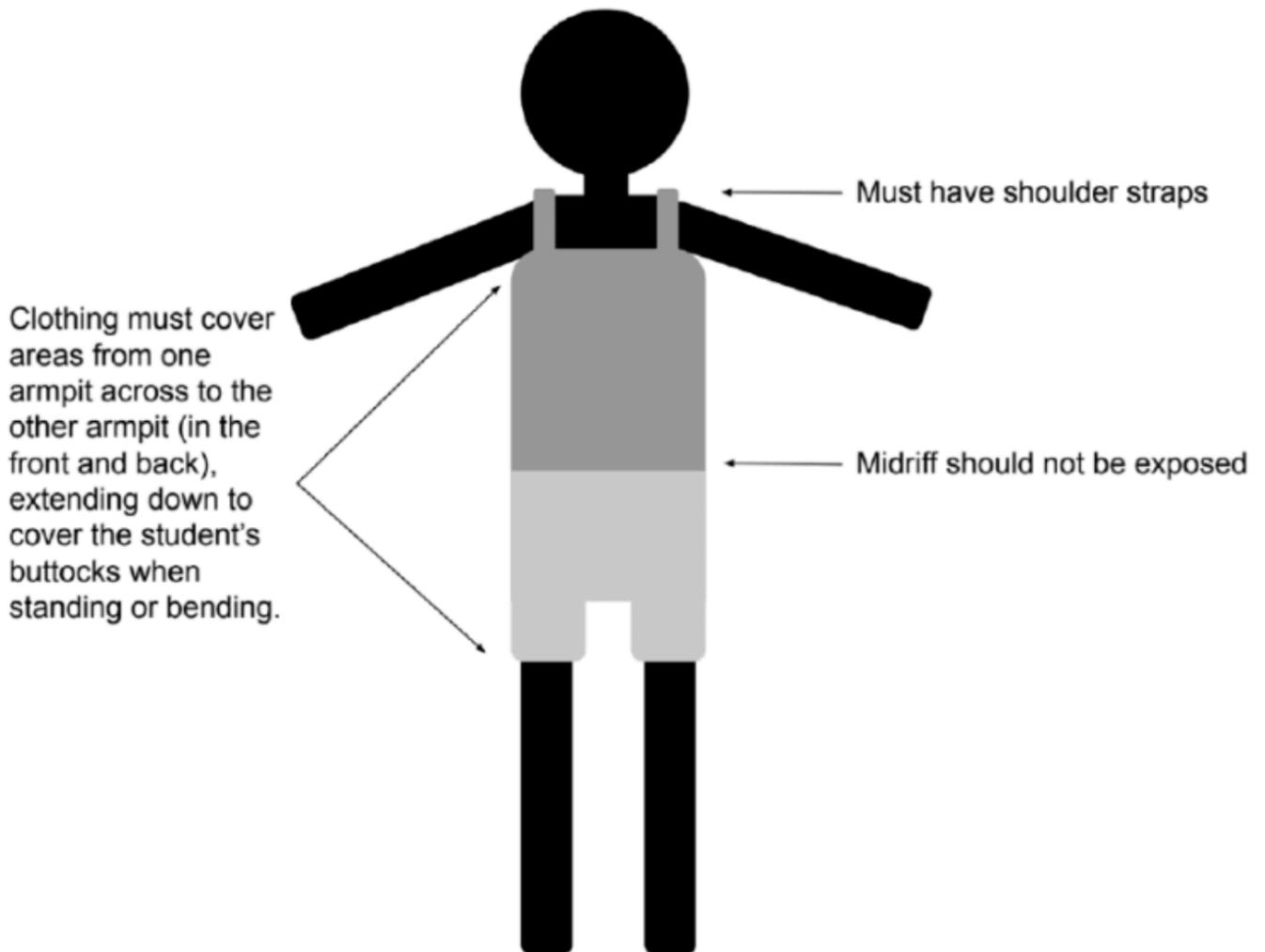
### **Gang Related**

1. Items will be identified and monitored by police and school officials. They are subject to change at the discretion of the administration as the need arises.

**Additional guidelines:** Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drug or tobacco, electronic cigarettes/vapes, or vaping products or any other product packaged for smoking or the simulation of smoking; vulgarity, sexual innuendos, obscenity or nudity or promotion of violence are not allowed. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, or religious affiliation.

School administration reserves the right to determine what constitutes appropriate dress. Clothing or accessories that create a disruption to the learning environment may not be allowed. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refused dress code appropriate clothing.

## Dress Code Example



Students found in violation of DHS dress code will move through the following steps accordingly:

- An office referral will be completed by the reporting staff member, and the student will be called to the office by administration.
- If a dress code violation has been identified, the student will be removed from the general student population and placed in ISI due to the fact their clothing is not school-appropriate for the general classroom.
- Parent/guardian/legal custodian will be contacted and requested to bring alternate clothing to the school.
- Students will be called from ISI to change into appropriate clothing and be released back to class. The inappropriate clothing must go home with the parent/guardian/legal custodian.
- If the parent/guardian/legal custodian is unable to be reached or unable to bring clothing to the school, the student will remain in ISI for the remainder of the school day. The student **will not** be allowed to leave school, drive home, change clothing, and then return to school.
- Repetitive violations of this offense will result in increasing levels of discipline and possible suspension from school.

## Drills

Practice drills will be held according to State Law throughout the school year. Complete instructions will be given to each teacher concerning the procedure to be followed by each student. (See Duncan Public Schools' Policy and Procedure Manual for drill information.)

## Drug Testing Program – Board of Education Policy (Student)

Duncan High School shall adhere to the Student Drug Testing Program policy 6012-2 established by the Duncan Public Schools' Board of Education and set forth in the Duncan Board of Education Policies and Procedures Manual.

## Education Plan During Out-of-School Suspension

Pursuant to 70 O.S. 24-202.3 (D), Duncan Public Schools provides the following out-of-school education plan for students suspended for six (6) days or longer. The education plan is designed for the eventual reintegration of the student. The education plan provides only for the core units\* in which the students are enrolled. A copy of the education plan is provided to the student and the student's parent or guardian. It is the responsibility of the parent or guardian to provide the following until the student is readmitted to school:

1. A supervised, structured educational environment during the out-of-school suspension in which the student can meet the requirements of the education plan.
2. Monitor the student's educational progress while the student is on the education plan during the out-of-school suspension.

\*Core units in which the student is enrolled in include: English, mathematics, science, social studies and fine arts. Academic credit for work satisfactorily completed:

The student will receive 100% credit for work satisfactorily completed during the education plan.

"Satisfactorily completed" means academic work completed and turned in to the school district on the required date and time.

~~All academic work completed by the student during the out-of-school suspension that is not part of the education plan will receive an academic score of zero (0).~~ All academic work completed as part of the education plan, but not turned in to the school district on the required date will receive an academic score of zero (0). ~~A grade of zero (0) for each assignment that is not a part of the education plan~~ and for each assignment that is a part of the education plan but is not completed and turned in on the required date will be averaged in with the grades the student earned prior to and after the out-of-school suspension to find the grade that the student will earn for the grading period(s) involved in the out-of-school suspension.

Procedure for receiving and turning in student assignments pertaining to the education plan during the out-of-school suspension:

1. A parent or guardian (or person other than the suspended student, mutually agreed upon by the parent or guardian and the administration) may pick up the student's assignment from 7:05 a.m. to 3:25 p.m. on Tuesday and Thursday. All assignments must be turned in to the school office no later than 8:00 a.m. on the day the student returns to campus from suspension.

## Electronic Devices

~~Personal electronic devices (which include, but are not limited to smart watches, cameras, MP3 players, PSP's, CD~~

players, radios, electronic games, etc.) are deemed to be potentially disruptive. Electronic devices should be turned off and kept from sight. If an electronic device disrupts a class or is in evidence after the student is instructed to put it away, a referral will be issued by the reporting staff member, and the student will receive discipline for this offense. Repetitive violations of this offense will result in increasing levels of discipline and possible suspension from school.

Student possession and use of electronic devices (this **does not include cell phones which are covered under Wireless Communication**) on school campus and while under the supervision and control of school district employees **is permitted** under circumstances described herein.

- Students may use these devices on campus before school begins, after school ends, and during the lunch period as long as the devices are not disruptive. However, if a student is asked by a teacher or school employee to put the device away, the device must be turned off and put away immediately.
- These devices must be kept out of sight and turned off in all school buildings and in the classroom unless otherwise directed by the classroom teacher. Electronic devices may be used in the classroom, if permitted by the classroom teacher, for educational purposes only.
- Electronic devices lost or stolen while at school are not the responsibility of Duncan Public Schools.

## **PERSONAL ELECTRONIC DEVICES**

It is the policy of the Board of Education that a student may possess a personal electronic device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. Students may be issued a device by the school district such as a laptop, tablet or other electronic device. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students.

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:
  - a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure); or
  - b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or
2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or
3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

“Bell to bell” means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time. Middle School and Elementary can not have a phone out when they arrive at school until they leave.

“Personal electronic device” means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction.

Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district. Any personal wireless communication device that is confiscated will be returned to the student or parent. Students violating this rule may be disallowed from carrying any wireless telecommunication device following the incident unless the device is utilized to monitor a health condition

Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Punishment for violation will be determined by the administration on a case-by-case basis.

**REFERENCE: 70 O.S. §1-126  
70 O.S. §24-101.1, et seq.  
70 O.S. §24-102**

### **Eligibility During a Semester**

A. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday, the day eligibility is checked.

B. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next one-week period. The ineligibility periods will begin on Monday and end on Sunday. **If a student misses more than the maximum number of 8 days in any single class during the semester, the student shall be ineligible for the remainder of the semester regardless of their grades. School activity absences will not count towards the 8 day limit. Absences that will require documentation include (but are not limited to) the following. Documentation must be turned into the attendance clerk.**

**Doctor visits**

**Counseling appointments**

**College Visits (seniors only)**

**Military visits**

**Documentation will be reviewed by the attendance committee and a determination will be made as to whether or not the absence will be excused. The decision of the committee shall be final.**

**~~Documentation for the above absence reasons MUST be turned into the attendance clerk by Friday of the week of the absence. Documentation not turned in by Friday of the week of the absence may not be accepted.~~**

C. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one week period (Monday through Sunday).

D. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

### **Encore**

~~Encore will be the first 25 minutes of the 50 minute lunch period. This time is designed for students to catch up on missing/incomplete work and can also be used to get extra help from a teacher. Students may choose to attend Encore on their own, however, the following criteria will get a student ASSIGNED to Encore:~~

- ~~1. Having below a "C" in any one class. This will operate in the same manner as eligibility. The list will run on Monday mornings, if a student has below a "C" in any class they will be required to attend Encore for that entire week.~~
- ~~2. Having missing assignments, incomplete work, or zeros in any class. (In this case, Encore will be assigned by teachers, as needed.)~~

~~\*\*Failure to serve Encore when assigned will result in disciplinary action.~~

~~Having a 50 minute lunch period is a privilege at Duncan High School. Should any student not meet the requirements to maintain their 50 minute lunch, they will be assigned to Encore until they are able to bring their grades up and/or turn in all assignments.~~

~~Freshmen students must remain on campus for the entire lunch period and will be assigned a mandatory Encore class. Sophomores, Juniors, and Seniors may leave campus for lunch.~~

### **Enrollment Guidelines**

All students who enroll in courses at Duncan High School must adhere to the following guidelines:

1. The Office Procedures class is limited to juniors and seniors. All students must enroll in seven (7) units. Students who are enrolled in concurrent classes must be enrolled in the equivalent of seven (7) units, combining their high school classes and concurrent classes. ~~Students (juniors and seniors only) who are enrolled in Marketing classes may enroll in a work release class if Marketing requirements are met.~~
2. Students who are in their first year of high school will be classified as freshmen. Second-year high school students will be classified as sophomores. Third-year high school students will be classified as juniors. Fourth-year high school students will be classified as seniors. Seniors will not receive a diploma from Duncan High School unless all graduation requirements have been met.

### **Extra-curricular Activities**

Every student is encouraged to attend and/or participate in all extra-curricular contests and activities.

### **Grade Point Average**

A student's cumulative Grade Point Average is determined by dividing the total number of quality points earned by the total number of courses taken. A student's current Grade Point Average is determined by dividing the number of quality points earned during the current grading period by the number of courses taken during the same grading period. Duncan High School's grading system is based on a 4.0 grading scale as follows:

A = 4 quality points

B = 3 quality points  
C = 2 quality points  
D = 1 quality point  
F = 0 quality points

Students who take an accelerated class and earn a grade of “C” or higher shall receive an adjustment in their weighted grade point average. Duncan High School's weighted grading system will be based on a 5.0 grading scale as follows:

A = 5 quality points  
B = 4 quality points  
C = 3 quality points

The weighted formula above will be used for weighted class ranking. The weighted quality points will be earned by taking courses weighted by Duncan High School.

### Grading System

Final grades are awarded at the end of each semester. Each semester grade will be determined by the grades a student earns during the semester with the semester test counting as no more than 10% of the overall grade. Progress reports and/or report cards will be available on the Parent Portal and may be requested from a counselor or registrar at any time by a parent/guardian.

#### **Duncan High School grading scale:**

90 -100 A Excellent  
80 - 89 B Above Average  
70 - 79 C Average  
60 - 69 D Below Average  
Below 60  
F Failing  
NC No Credit  
Pass P Excluded from GPA

Students who do not complete a course because of illness or other excused absence will receive the grade their average represents at the time grades are due to be turned in to the office. When the student completes the make-up work within the time allowed, the teacher will change the student’s grade. No grade of “I” or “Incomplete” will be used.

Class rank and GPA will be based on a 4.0 Grading Scale. Weighted rank and GPA will be provided upon request.

**\*\*Students who meet the following criteria will be exempt from taking semester tests:**

3 **EXCUSED** absences or less and an A

2 **EXCUSED** absences or less and a B

1 **EXCUSED** absence or less and a C

**\*\*ANY STUDENT WHO HAS 25+ TARDIES IN A SEMESTER WILL NOT BE EXEMPT FROM SEMESTER TESTS.**

## Duncan High School Graduation Requirements

Career & College Ready Requirements			State/District Graduation Requirements		
Area	Credits	To Be Selected From	Area	Credits	To Be Selected From
English	4	English I, English II, English III, English IV	English	4	English I, English II, English III, English IV
Math	3	Algebra I, Algebra II, Geometry, Trigonometry, Math analysis, Calculus, Stats & Probability, AP Statistics, or other mathematics course approved for college admission	Math	3	Algebra I, Algebra II, Geometry, or other approved mathematics course
Laboratory Science	3	Biology (Required) Chemistry, Physics, or Physical Science (Required)  One additional physical science, life science, or Earth/Space science course.	Science	3	Biology (Required) Chemistry, Physics, or Physical Science (Required)  One additional physical science, life science, or Earth/Space science course.
History & Citizenship	3	Minimum of ½ Oklahoma History, 1 US History, ½ Government, plus 1 additional credit.	Social Studies	3	Minimum of ½ Oklahoma History, 1 US History, ½ Government, plus 1 additional credit.
Foreign Language/ Technology	2	2 credits of the same Foreign Language or 2 credits of Technology	Computer Education or Technology	1	Any course approved as a Technology credit
Additional Course	1	1 credit selected from any of the above subject areas	Fine Arts	1	Art, Music, Band, Drama
Fine Arts	1	Art, Music, Band, Drama	Electives	10	Any course not already taken
Electives	8	Any course not already taken	Form on File		DHS must have a form on file, signed by a parent/guardian, indicating that the parent/guardian has selected the <i>State Graduation Requirements</i>
Financial Literacy, CPR, ICAP, and FAFSA completion		Must fulfill the requirements for a Personal Financial Literacy Passport and receive instruction in cardiopulmonary resuscitation (CPR) at least once between ninth grade and graduation from high school as well as complete the FAFSA and ICAP requirements.	Financial Literacy, CPR, ICAP, and FAFSA completion		Must fulfill the requirements for a Personal Financial Literacy Passport and receive instruction in cardiopulmonary resuscitation (CPR) at least once between ninth grade and graduation from high school as well as complete the FAFSA and ICAP requirements.

Total	25 Credits			Total	25 Credits	
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# Multi-year State Graduation Requirements

GRADUATION OVERVIEW	COLLEGE PREPARATORY/WORK READY CURRICULUM	CORE CURRICULUM	STANDARD CURRICULUM REQUIREMENTS FOR ALL
	GRAD YEAR CURRICULUM REQUIREMENTS	CLASS OF 2025-2029*	CLASS OF 2025-2029*
Language Arts	4	4	4
Mathematics	3	3	4**
Laboratory Science	3	3	3
History & Citizenship Skills	3	3	3
World Languages	2 of the same	1 WL OR CT	Potential pathway units
Computer Technology	2 or 2 of same WL	1 WL OR CT	Potential pathway units
Additional Unit	1	n/a	n/a
Fine Arts/Speech	1	1	Potential pathway units
Pathway Units	n/a	n/a	6
Electives	6	8	3
<b>Total Number of Units Required</b>	<b>23</b>	<b>23</b>	<b>23</b>

\*Schools can opt into the Class of 2030 requirements as per HB 2672.

\*\*Math consists of Algebra 1, Geometry or Algebra 2 and 2 additional math determined at local level

Additional Requirements:	ICAP
	FAFSA
	PFL
	CPR
	CCR Assessments (ACT/SAT, Science, US History)
	US Naturalization Test

Last Modified on Mar 19, 2025

\*\*Duncan High School Requires 25 credits to graduate.

~~\*Beginning with the class of 2025, students will be required to pass the U.S. Citizenship Exam in order to graduate.~~

~~HB2030 – Requires the Oklahoma subject matter standards for history, social studies, and U.S. Government to include the study of important historical documents, including the Constitution, Declaration of Independence, Emancipation Proclamation, and Federalist Papers; simulations of the democratic process; and lessons on the structure and relationship between the levels of government. **Beginning with 9th graders enrolling the 2021-22**~~

~~school year (Class of 2025), students are required to earn a passing score of 60 out of 100 questions on the United States naturalization test to graduate high school. School districts must offer the test at least once per year. Students with disabilities who are assessed through the Oklahoma Alternate Assessment Program (OAAP) are exempt from the requirement. Effective November 1, 2021.~~

\*Beginning with the Class of 2023, students will be required to complete an ICAP (Individualized Career Academic Plan) and a Capstone experience (determined by each student’s ICAP) to meet graduation requirements. ICAPs will be completed with the student’s counselor.

Students who are only one credit short of meeting graduation requirements by the end of their senior year may be allowed to participate in commencement exercises with approval. No student will receive a diploma or be considered a graduate of Duncan High School until all the requirements for graduation have been met.

At the discretion of the superintendent or the superintendent’s designee, up to two (2.0) non-statutory elective credits may be waived for students who have experienced special or unusual circumstances as a high school student. The determination to waive credits will be made on a case-by-case basis. Factors that must be considered include, but are not limited to, whether the student’s circumstances are atypical for a high school student or whether the circumstances are beyond the student’s control. A student, or a parent/guardian or counselor on behalf of a student, may submit a written request using the district’s form for Elective Credit Waiver to the superintendent or superintendent’s designee, who may waive up to two (2.0) non-statutory elective credit requirements when it is in the best interest of the student.

Under no circumstances can a student have fewer than 23 credits, the State of Oklahoma's minimum requirement for graduation.

**Duncan High School Early Graduation**  
Board Policy #5023

Any Duncan High School student who wishes to complete graduation requirements in the first semester of his/her senior year must meet the following criteria:

**Application Process - The following elements are required as part of the application for early graduation.**

1. Applicants for early graduation must submit an application through their counselor no later than the first day of school of their senior year.
2. Applicants must have completed a minimum of 20 credits before the start of their senior year and must be on track to attain the 25 required credits for graduation before the end of the first semester.
3. In addition to credits, graduation requirements include:
  - a. All required assessments ( ACT, US History and Science)
  - b. Personal Financial Literacy
  - c. ICAP requirements (Beginning with the 2020-2021 school year)
  - d. Required OKSDE CPR training
4. Students must have been present at school for a minimum of 90% of class time during the first semester to graduate early.
5. Students must provide the following in their application:
  - a. Reason for Early Graduation
  - b. Post-Secondary Career Plans and Goals

## **Graduation Committee Review**

Once the student has submitted the completed application the Graduation Committee consisting of DHS principal staff, counseling staff, and at least one teacher will review the request. The board will take into consideration all information in the application as well as the following:

1. Student Attendance over the course of the high school career
2. Student behavior both in class and in their extracurricular activities
3. Student discipline records
4. Any special circumstances requiring early graduation that the student makes the committee aware of that was not part of the original application due to unforeseen circumstances

The committee will make a recommendation to either allow or not allow early graduation based on the information presented. Appeals to the committee decision must be directed to the office of the Superintendent.

## **Graduation**

Students graduating early will have the option to participate in the May graduation ceremony. Early graduation is considered a privilege. Students requesting this privilege must be moving forward with their post-high school lives. Therefore students who graduate early will not be permitted to participate in any school based extracurricular activities. Students also forfeit the privilege of attending the Junior/Senior prom and may not be a candidate for the Crossman Award. Students are advised to carefully consider this in determining the decision to graduate early.

**It is the responsibility of the student to remain in contact with their counselor for information concerning graduation activities and the May ceremony.**

### **Highly Qualified Teachers**

No Child Left Behind Act of 2001

Parents Right to Know

According to Section 1111 (6) (A) – Qualifications, the parents of any student attending Duncan Public Schools 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:

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

the Act the information listed above must only be provided to parents who request the information.

## **Honor Roll**

In order to qualify for the Honor Roll, a student must have a grade point average of 3.25 for the Semester, and at

the close of each Semester, names of students making the honor roll will be submitted to The Duncan Banner for publication.

### **Honor Societies**

Duncan High School participates in the National Honor Society and the Oklahoma Honor Society.

### **In-School Intervention (ISI)**

The In-School-Intervention shall be an alternative to the regular school environment during the regular school day and shall be used as disciplinary action for those students in grades nine (9) through twelve (12) who have demonstrated that they cannot, or will not, abide by the rules of the district. The In-School Intervention shall be separate and apart from the regular classroom program of the school. The Principal (Assistant Principal) shall have the authority to assign a student to In-School Intervention. The length of the assignment shall be determined by the DHS Discipline Matrix and the Principal (Assistant Principal). In the event of misbehavior while serving ISI, additional days may be assigned by the In-School Intervention teacher with the consent of the Principal (Assistant Principal) who assigned the student. The Principal (Assistant Principal) shall notify the parent(s) or guardian of a student assigned to the In-School Intervention program prior to the actual assignment. During such notification, the parent(s) or guardian shall be notified of the reason for the assignment and the number of days assigned. The decision of the Principal (Assistant Principal) to make an assignment to In-School Intervention shall be final.

Study and work assignments shall be made by the student's regular teacher(s), and the student shall work on the assignments daily and full credit shall be granted for all acceptable work completed. Counselors from the school and other appropriate sources such as police officers and judges may come in periodically to counsel with students.

The student shall report promptly at 7:45 a.m. daily, and surrender any electronic devices (including cell phones) for secure storage during the day. The student will remain in the In-School Intervention classroom until the end of school at 3:05 p.m. daily each day that he/she is assigned to In-School Intervention. The student will not be permitted to leave the In-School Intervention classroom during the regular day except for bathroom use or under some type of authentic emergency. The student may either bring his/her own lunch from home or purchase a lunch from the school cafeteria. Lunch will be eaten in the ISI classroom. If an ISI student is picked up from school by his/her parent/legal guardian before the completion of the student's assigned ISI time, the remaining ISI time will be noted and must be served by the student upon his/her return to school before the student is re-admitted to the general classroom.

Any student serving In-School Intervention cannot participate in any school sponsored activity during the date(s) of the ISI. (*Board Policy # 6027*)

### **Internet Usage**

All students will be required to read and sign an Internet Usage Agreement prior to accessing the Internet while on campus. Once students have returned their signed agreement, they will be allowed to access internet services while using campus electronics, such as computers. DHS internet services are not available for use on personal student devices. A violation of the Internet Usage Agreement will be disciplined according to the DHS Discipline Matrix and will result in the student banned from internet and electronic device/computer use for a specified length of time. All class work, tests, and projects will be submitted by the student through hand-written and hand-designed modes.

### **Junior-Senior Prom**

1. Prom will be open to all Duncan High School juniors and seniors (including Virtual students and those attending the E.D.G.E. Academy) who are currently attending classes and are not under administrative

- suspension or currently assigned to ISI.
2. Students ineligible due to grades will not be allowed to attend the Junior-Senior Prom. Grades will be checked five (5) days prior to Prom. To be eligible to attend prom, a student must be passing all classes on that day.
  3. Students who are eligible to attend Prom may invite a guest according to the following guidelines:
    - a. A Prom Guest Application must be completed and turned in to the Principal by the deadline set by the administration.
    - b. The guest must provide references that can and will be checked prior to Prom.
    - c. The guest must be approved by Duncan High School administration.
    - d. The guest must have purchased a Guest Ticket.
    - e. A Prom Guest must be at least a junior in high school and must be under 20 years of age.
    - f. A DHS student who brings a guest will be responsible for the guest's behavior. If a guest is removed from Prom, the DHS student who brought the guest will also be removed from Prom. No refunds will be given.
  4. All eligible students may be required and guests will be required to show photo identification upon arrival at Prom.
  5. Students and guests may be required to ~~will~~ submit to a breathalyzer test before entering Prom. Students and guests found to be under the influence of drugs or alcohol will be denied entry to Prom. Students and guests denied entry will be held by school administration and/or a resource officer until they can be retrieved by a parent or guardian.
  6. Students and guests will not be allowed to re-enter Prom after leaving unless permission has been granted in writing by a principal and they are escorted by a proper Prom sponsor (teacher, administrator, or security guard) to and from their destination.
  7. Students' and guests' conduct will be regulated in accordance with the Duncan Public School's Policies and Procedures Handbook.
  - ~~8. The dress code for Prom must adhere to the rules and regulations in the Duncan High School Handbook.~~
  9. Students and guests may not remove decorations from Prom. Souvenirs and Invitations will be distributed by the Junior Class Sponsor following Prom. Photo I.D. must be presented to receive these items.
  10. Students and guests must abide by the rules and regulations of the facility rented.  
Students will be held responsible for their actions and the actions of their guests. Unacceptable behavior at Prom will be handled according to the Duncan High School Discipline Matrix.

### Leaving School During the Day

Only in the case of an emergency shall students leave the campus during school hours (with the exception of lunch ~~for 10th, 11th, and 12th graders~~) and then only through clearance with the office which will require the permission of a parent / guardian. A student who goes home ill at noon without clearance from the office must have clearance from his/her parent before he/she can be readmitted to school. **No teacher has the authority to excuse a student to leave the campus. Leaving school without receiving the "permit to leave building" pass from the office is truancy.**

### Library Regulations

The library is open from 7:30 a.m. to 3:15 p.m. It is maintained as a place to find information to supplement courses taught at school and leisure reading. Students must obey all library rules in order to maintain their library privileges.

#### Checking out materials

1. Most books are checked out for two weeks and may be renewed once for two additional weeks. Students<sup>218</sup> may check out a maximum of two books at a time. Permission may be obtained from the librarian to

borrow additional books if needed for reference or a special project. Students with overdue books will not be allowed to check out additional materials. Notice of overdue books shall be posted and passed to classroom teachers.

2. Overnight materials shall be returned before first period on the following day. Reserve books, reference books, magazines and pamphlets are loaned for overnight use.
3. Lost and badly damaged books are the financial responsibility of the person who borrowed them.
4. A fine of five cents per school day is charged on overdue books. A fine of five cents per school hour is charged on overnight materials not returned before first period on the date due.
5. The library staff and administration have the right to suspend library privileges of those who do not comply with the library rules regarding loans and conduct.

Students and their parents/guardians are hereby informed that it is a misdemeanor under Oklahoma law to remove or attempt to remove any library media center material from the premises of a library media center facility without authority; or to mutilate, destroy, alter or otherwise damage, in whole or in part, any library media center materials, or to fail to return any library media center materials which have been lent to said person by the library media center facility. Said person will have seven days after demand has been made to return the library media center materials or disciplinary/legal actions will proceed.

### **Lost and Found**

A lost and found department is maintained in the main office. Students who find articles or who have lost articles should report this to the office.

### **Medication**

No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school prior written authorization to administer the medication. The parent or guardian of any student requiring medication during school shall bring the medication to the school the student attends and complete and sign the "Medication Authorization Form." All medicine brought to school must be accompanied by a "Physician's Order Form" before school personnel will administer the medication. Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer medicine to the student. Parents must go to the school their child attends and sign the necessary forms. Each student participating in athletics and each student participating in any other activity that requires travel outside the school district must have a "Medical Release Form" on file before he or she will be allowed to participate.

### **Oklahoma's Promise**

- **an Oklahoma resident;**
- **enrolled in the eighth, ninth, 10th or 11th grade in an Oklahoma high school (homeschool students must be age 13, 14, 15 or 16); and**
- **a student whose parents' federal adjusted gross income does not exceed:**
  - **\$60,000 with 1 or 2 dependent children OR**
  - **\$70,000 with 3 or 4 dependent children OR**
  - **\$80,000 with 5 or more dependent children.**

**Special income provisions may apply to:**

- **Children adopted from certain court-ordered custody and children in the custody of court-appointed legal guardians.**
- **Social Security benefits based on the disability or death of the student's parent(s).**

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**Additional documentation may be required. Contact the Oklahoma's Promise office for more information.**

**Applications must be:**

- **completed during the school year in the student's eighth-, ninth-, 10th- or 11th-grade year (for homeschool students, the application must be completed while the student is age 13, 14, 15 or 16) and**
- **witnessed by the student's parent(s), custodial parent(s) or legal guardian(s) who also agree to help the student comply with Oklahoma's Promise requirements.**

***\*In addition, the federal adjusted gross income (AGI) of the student's parents (or the income of the student if the student is officially determined to be financially independent of their parents) may not exceed \$100,000 at the time the student begins college and prior to receiving the scholarship. This income limit will be applied each year the student is enrolled in postsecondary education.***

**Required Courses for Oklahoma's Promise**

<b>Units</b>	<b>Courses</b>
4	English (grammar, composition, literature; courses should include an integrated writing component)
3	Lab science (biology, chemistry, physics or any lab science certified by the school district; general science with or without a lab may not be used to meet this requirement)
3	Mathematics (Algebra I, Algebra II, geometry, trigonometry, math analysis, pre-calculus, statistics and probability [must have completed geometry and Algebra II], calculus, Advanced Placement [AP] statistics)
3	History and citizenship skills (including one unit of American history and two additional units from the subjects of history, economics, geography, government, non-Western culture)

2	Foreign or non-English language (two years of the same language)  <b>or</b>  Computer technology (two units in programming, hardware and business computer applications, such as word processing, databases, spreadsheets and graphics, will qualify; keyboarding or typing classes do <b>not</b> qualify) (1 foreign language and 1 computer course will <b>not</b> meet this requirement.)
1	Additional course from any of the subjects listed above or psychology, sociology or any concurrent liberal arts and science course at a State System institution
1	Fine arts (music, art, drama) OR Speech
<b>17</b>	<b>Total Units</b>

**Parking**

**This policy outlines the parking guidelines for students and staff at Duncan High School. It aims to ensure an organized and safe parking environment for everyone on campus. Please review and adhere to the following rules:**

**Student Parking**

**1. Eligible Parking Lots:**

**Students are permitted to park in the following areas:**

- Gym Parking Lot
- Tennis Parking Lot
- Front Main Parking Lot

**2. Parking Permits:**

**All students must obtain a parking permit from the school office. The permit must be displayed prominently on the vehicle at all times while on school property.**

**3. Parking Lot Conduct:**

- Students are expected to drive safely and adhere to a speed limit of 10 mph within parking areas.
- Loud music, reckless driving, and loitering in parking lots are prohibited.

**4. Violations and Consequences:**

- Students who park in unauthorized areas or violate parking rules may face disciplinary actions, including fines, loss of parking privileges, or other consequences as deemed appropriate by school administration.

## **Faculty and Staff Parking**

### **1. Designated Parking Areas:**

-Faculty and staff are required to park in the following designated areas:

- Back Parking Lot
- Science Parking Lot
- Gym Parking lot (this is also student parking)
- Front Main Parking Lot by the Rail

### **2. Parking Identification:**

- Faculty and staff must display a valid parking identification provided by the school.

## **General Parking Rules:**

### **1. Unauthorized Vehicles:**

- Unauthorized vehicles parked on school property will be subject to towing at the owner's expense.

### **2. Safety and Security:**

- The school is not responsible for any damage or theft that occurs in parking areas. It is advised that all vehicles be locked and valuables not be left in plain sight.

### **3. Handicap Parking:**

- Handicap parking spaces are reserved for vehicles with valid handicap permits. Unauthorized use of these spaces is prohibited and may result in fines and towing.

**By following these guidelines, we can maintain a safe and efficient parking environment for all students and staff. Thank you for your cooperation.**

## **Perfect Attendance**

Perfect Attendance is awarded at the end of the school year at the annual Awards Assembly. Students may only miss two (2) hours of school during a school year to qualify for this award. **Certificates will be awarded at the Awards Assembly to students with two or more years of perfect attendance.**

## **Pom and Cheerleading**

Pom tryouts date/time will be determined by the coach and athletic director. The number of pom squad members will be decided by the natural break in scores and may fluctuate from year to year. Cheerleading tryouts date/time will be determined by the coach and athletic director. The number of cheerleaders will be decided by the natural break in scores and may fluctuate from year to year.

## **Proficiency Based Promotion Policy & Testing Schedule**

As a result of HB 1017, students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. 11-103.6:1

- A. Social Studies
- B. Languages
- C. Language Arts
- D. Mathematics
- E. The Arts
- F. Science

Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration. Students entering Duncan High School from a non-accredited high school or homeschool shall, upon providing written evidence of study in a particular core subject, have the opportunity to demonstrate proficiency in that specific subject. Proficiency will be demonstrated by a score of 60% or better on an assessment or demonstration. Students demonstrating proficiency in a core curriculum area will be given credit and a letter grade based on the percentile score earned on the assessment or demonstration. These students will be given the opportunity to advance to the next level of study in the appropriate curriculum area. Proficiency assessment will measure mastery of Oklahoma Academic Standards.

The opportunity for proficiency assessment will be offered during August and April. Students should register with their counselor at least two weeks in advance for the spring test. Summer testing requests will be received in the superintendent's office. A parent or guardian will need to sign the registration form.

### **Scholarships**

There are numerous scholarships available upon graduation from high school. Information on scholarships and application forms may be obtained from the counselors. Students who are admitted to and attending the Oklahoma School of Science and Mathematics will no longer be eligible to apply for scholarships through Duncan High School.

### **Scheduling and Schedule Changes**

Students complete Course Request Forms during the Pre-Enrollment period. Requests for courses must be approved by the school counselors. When final approval has been given, the students' requests are fed into a computer for scheduling and assignment. Students do not select their teachers.

Students who wish to change their schedule must fill out a Schedule Request Change Form and turn it in to the Counselor's Office **prior to the 8<sup>th</sup> day of the semester**. Beginning with the Class of 2023, schedule changes will be made ONLY if it satisfies the student's ICAP. Schedule changes will be completed in the following order of priority:

1. an incomplete schedule
2. course already completed
3. prerequisite not met
4. missing a graduation requirement

Once these academic changes are made, elective changes will be considered on a space-available basis if they:

1. meet college and career goals
2. do not impact other class sizes
3. do not compel teacher changes

Students will be called to the Counselor's Office when it is their turn to discuss their schedule change.

Schedule changes **after** the 8<sup>th</sup> day of the semester:

1. A formal request must be completed and submitted directly to the student’s assigned guidance counselor. This request must be completed by the student (which includes an extensive written explanation of why the schedule change is desired). **\*Please note: schedule change requests made because of a desire to have the same class as friends, closer parking, personal dislike of a teacher, or so forth will not add to the effectiveness of a student’s education, and therefore, will not be considered or approved by DHS Administration.**
2. The counselor will review the request and determine if the reason(s) for the request are adequate to necessitate bringing the request before DHS administration.
3. If the request is determined to be necessary for the student’s education or best for the operation of Duncan High School, the request will be approved and the change will be made by the counseling department.
4. If the request is not deemed as necessary for the student’s education or would result in a negative effect on the education provided by Duncan High School to its students, the request will be denied and the decision will be final.

### **School Day**

The school day is defined as any part of the day during which the students and/or faculty are expected to be at school, a school-sponsored practice or a school-sponsored activity. The day includes the lunch period if the student remains on the school campus.

### **School Records (FERPA)**

School records will be made available to parents of students or eligible students according to the guidelines set forth in the Family Educational Rights & Privacy Act (FERPA). FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. FERPA guidelines are explained in detail in the Duncan Board of Education Policies and Procedures Manual and are available online at: <http://www.ed.gov/offices/OM/fpco/>.

### **Secret Societies**

No recognition will be given to any fraternity, sorority or secret society. No evidence of membership shall be exhibited on school grounds.

### **Student Behavior**

Student behavior is addressed in the Duncan Public Schools’ Board of Education Policies and Procedures Manual. Duncan High School will adhere to all policies established by the Duncan Public School’s Board of Education.

All teachers have been requested to be on the alert for any student behavior which is in violation of school regulations. Students should behave in a manner that will be a credit to the school. Visitors judge a school by the neatness of the campus and parking lots. Please do your part in keeping the campus clean.

- Vending machine snacks or “grab & go” from the cafeteria will be allowed in the classrooms ONLY at teacher discretion. **No outside fountain drinks allowed. Stanley cups and water bottles are allowed.**
- No drinks, other than drinks purchased on campus out of vending machines, will be allowed in classrooms without a doctor’s note.
- See DHS Discipline Matrix for other infractions.

~~Students will not be allowed upstairs in the Main Building or in the Science Building or West Building before school starts or during lunch.~~

During lunch time students are to mingle in front of the high school or in the courtyard area behind the main building. ~~There is to be no loitering around the science building, the west building, or west of the main building.~~ Students are expected to behave with dignity and treat others with respect. This includes the use of appropriate language and actions. **The possession and or use of any dangerous weapon or substance at school or at a school function will be grounds for immediate suspension from school.** Students found using drugs or alcohol or under the influence of drugs or alcohol at school will be disciplined according to the guidelines of the DHS Discipline Matrix.

Duncan High School is a “No Bullying Zone.” Bullying, harassment, or hazing of any type will not be tolerated.

## Student Council

### *Preamble to the Constitution*

"Recognizing the need for an organization for representation of the student body, to work independently and in cooperation with representatives of the school administration concerning matters of school activities, and esteeming highly the value of training in civic responsibility and the development of leadership, we associate ourselves together and for our school ordain and enact the following constitution..."

## Membership

1. Must apply to become members during the Spring of the current school year. A leadership committee composed of advisors and officers (and teacher/coach input) will meet and choose the members based on applications. ( and potentially interviews). Members for the new school year will be announced by the beginning of the new school year.
2. Any current student may apply for Student Council
3. Students must maintain a 2.5 GPA and not have any grades lower than a 70/C in any class.
4. The term of office for all representatives of the Student Council shall end with the school year.
5. All members must serve on at least 1 committee during the school year

## Student Identification Card Policy

### Student ID Cards

Duncan High School promotes a safe environment for our educational community. Proper identification of all students and staff members is essential to ensure that all persons on campus are approved to be in the school. The student identification (ID) card is required for students to participate in many school sponsored activities. Students must comply with the following ID policy:

- Students will receive a new, free of charge, official school identification (ID) at the beginning of each school year.
- 9th grade students are required to wear their valid ID cards on their school issued lanyard at all times while 225 on campus or when participating in any school sponsored activity.

- 10th-12th grade students may wear their own lanyard but also must wear their valid ID cards at all times while on campus or when participating in any school sponsored activity.
- Students **may be required** to have their own ID cards (sharing ID cards is not allowed).
- Students must report a lost or stolen ID and obtain a replacement immediately.
- Students may be charged for replacement ID cards/lanyards.
- Students **MUST** wear their school ID when attending events as a spectator (i.e. games, concerts, etc.)

Students who do not follow the ID policies will be subject to disciplinary action outlined in our discipline matrix.

### **Student Insurance**

The high school maintains a group accident insurance policy. This insurance is available to all members of the student body at a normal cost and is sold soon after school begins in the fall. It is recommended that all students taking physical education, athletics and shop classes participate in the program.

### **Student Participation**

No person shall, on the basis of race, creed, or sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any educational program or activity in the Duncan Public Schools.

### **Student Searches**

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. 70 O.S. Section 24-102 (First paragraph of statute)

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in the pupil's possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property.

School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school

officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.

### **Tardies**

**Tardies:** A student is tardy if he/she is not in his/her classroom when the tardy bell rings. Tardies will be calculated weekly. Consequences for tardies will be administered as notated:

- **4-6 per week: 1 day ASD**
- **7+ per week: 1 day ISI**
- **After 20 total tardies: ASD no longer given**
  - **4-6 per week: 1 day ISI**
  - **7+ per week: 2 days ISI**
- **25 total tardies: NO TEST EXEMPTION**

### **Telephone Usage**

A telephone for students' use is provided for students in the office. **This telephone is not to be used for social calls.** Students may use it before school, during the lunch period, and after school. Students will not be called out of classes to the telephone except for emergency calls only. **Students who need to use the phone during class time may do so ONLY with a note from the teacher.**

### **Textbooks**

All students will be issued appropriate textbooks in the basic subjects. Students and their parents are accountable for all issued textbooks and will be required to pay for lost or damaged books. Financial obligations: The principal may hold transcripts, withdrawal forms, or other records of the school relating to any student who fails to return a textbook, library book, or until all financial obligations are cleared.

### **Transcript Requests**

All current and former students needing a transcript must create an account at parchment.edu. Once the account is created, a transcript can be requested. It will be sent directly to the email provided or to the university indicated in the request. This is free of charge for current students and there is a small fee for former students.

### **Vehicle Regulations**

Students who drive automobiles onto school property subject the automobiles to a search upon "reasonable suspicion." An alert by a drug interdiction canine is an example of many circumstances that may substantiate reasonable suspicion.

All students who commute to school by car or motorcycle are required to park in the designated student parking lots, as mandated by the school board regulations. To ensure compliance, students must obtain a parking permit from the school office. This process involves completing an information card, paying a \$5.00 annual parking fee, and displaying a parking decal.

1. Obtain an Information Card: Students must fill out the necessary details on the information card provided by the office.
2. Pay the Parking Fee: A fee of \$5.00 is required for the annual parking permit.
3. Display the Parking Decal: Once obtained, the parking decal should be placed on the rearview mirror of the vehicle the student will drive to school.

Students are expected to leave their vehicles parked in the designated areas throughout the school day. Vehicles may only be used during lunch or after school hours. However, students may receive special permission from the office to use their vehicle during the school day for emergencies, internships, concurrent classes, or RRTC classes.

By adhering to these guidelines, students contribute to a safe and orderly environment on campus.

~~All students who drive a car or cycle to school must park in a school student parking lot. This is a school board regulation. Students who drive cars or motorbikes to and from school must get a parking permit from the office. This requires students to fill out an information card, pay the parking fee, and place a decal on the windshield of the car that he/she will drive to school. Place the parking decal on the rearview mirror. Parking decals are \$10.00 per year. Students bringing any type of motor vehicle to school will leave it parked, except for lunch, until school is dismissed each day. Permission may be obtained from the office for the students to use such a vehicle in case of an emergency.~~

~~The parking lot south of the cafeteria (Teachers' Parking Lot) is reserved for school employees. **It is not to be used for loading or unloading of students from private automobiles.** Students are not to have automobiles in this area at any time. Students who park in the teachers' parking lot or who are dropped off or picked up in the teachers' parking lot will be subject to discipline.~~

~~No excessive noise will be tolerated in any parking lot. Excessive speed or reckless driving will result in disciplinary action. Cars should be kept locked at all times. Drivers are reminded that when transporting any passenger, they and their parents are financially liable in case of accidents. Any student parking without a decal may have his or her car impounded. **Students who are parked improperly or refuse to purchase a parking decal or repeat violation of vehicle regulations may have his or her car towed off school property at the students' own expense.**~~

## Visitors

**We warmly welcome parents to visit Duncan High School at any time. If you wish to meet with a teacher, appointments can be scheduled before or after school hours. Teachers are also available during their planning periods by appointment. To arrange a meeting, please contact the school's office or reach out directly to the teacher.**

**Our school is open to accredited visitors throughout the day. To ensure the safety and security of our campus, visitors are required to present their driver’s license for scanning at the front office. Once approved, a visitor badge will be issued, which must be worn at all times while on campus. For convenience and guidance, visitors may be accompanied by school representatives during their visit.**

**We appreciate your understanding and cooperation in maintaining a secure and conducive learning environment.**

~~Parents are welcome to visit Duncan High School at any time. Parents who desire to visit with any teacher may do so before or after school by appointment. Teachers are available during their planning times by appointment. Please contact the office or the teacher to arrange for an appointment.~~

~~The school is open to properly accredited visitors at all times. Visitors wishing to move about our campus will be required to scan their driver’s license through our system in the front office and be approved to move about the campus. A visitor badge will be printed for you and must be worn at all times while you are in the building. Visitors may be accompanied by representatives of Duncan High School as they move within and around the campus.~~

~~Students from other schools and young children are not usually admitted as visitors.~~

### **Weighted Courses**

**Duncan High School has designated the following courses as weighted:**

- 1. All Concurrent Courses**
- 2. All BioMed Courses**
- 3. All Pre-Engineering Courses**
- 4. All STEM Courses**
- 5. Trigonometry/Pre-Calculus**
- 6. Calculus**
- 7. All Advanced Courses**
- 9. All AP Courses**
- 10. Physics**

## 11. Chemistry II

**These courses represent the exclusive list of those that will be considered for weighted credit at Duncan High School. Students transferring from other schools will only have the opportunity to receive weighted credit for the courses listed above. This policy ensures a consistent and rigorous academic standard for all students.**

~~The following courses will be weighted beginning with the 2013-14 school year:~~

<del>All Concurrent Courses</del>	<del>All Advanced Courses</del>
<del>All BioMed Courses</del>	<del>All Pre-AP Courses</del>
<del>All PreEngineering Courses</del>	<del>All AP Courses</del>
<del>All STEM Courses</del>	<del>Physies</del>
<del>Trigonometry/Pre-Calculus</del>	<del>Chemistry II</del>
<del>Calculus</del>	

~~The above weighted courses are the only courses that will be considered weighted at Duncan High School. Students coming in from other schools will be able to count only the above courses.~~

### Wireless Communication

The Duncan High School policy on wireless communication devices is designed to ensure that the use of wireless communication devices does not interfere with teaching and learning during the school day. For the purpose of this policy, wireless communication devices are deemed to include cellular phones, smart watches, pagers, two way radios, and other devices that use radio frequencies for communications.

Students may possess wireless communication devices while on school premises or while in transit under the authority of the school or while attending any function sponsored or authorized by the school; however, the usage of these devices is regulated.

Restrictions on the use of wireless communication devices at Duncan High School are described in the following paragraphs.

A high school student having a wireless communication device must keep the device silenced and the device must not be visible during class time and during assemblies. The device may be stored in a backpack, purse, pocket, or other place designated by the classroom teacher. If school staff observe such a device during class time or during an assembly, it may be confiscated and sent to the appropriate administrator. A parent or legal guardian will be required to personally pick up and sign for the device. Pick up times will be restricted to before or after school. Disciplinary actions may also occur. Failure on the part of the student to turn in his/her wireless communications device, if requested by a staff member, will be considered defiance, and the student will be disciplined accordingly.

Wireless communications devices may be used and visible before school, after school, during the lunch period, and in the event of a real emergency (real threat of life or injury of student(s), teacher(s), staff, etc.)

At the discretion of the principal, the wireless communication policy may be temporarily waived for educational purposes.

## Withdrawal from School

**For students under the age of 18, it is necessary for a parent or legal guardian to provide their signature on a withdrawal form before the student can officially leave school. Mrs. Milburn, the registrar, is responsible for overseeing this process to ensure compliance with school policies and legal requirements.**

### **Returning School Property-**

**Students are expected to return any school-owned items such as textbooks, equipment, supplies, or library books to the teacher who originally issued them. This helps maintain the school's inventory and ensures that resources are available for other students.**

### **Resolving Obligations-**

**Before Duncan High School can send official student records to another institution, all outstanding obligations must be resolved. This includes returning any borrowed materials and settling any financial dues. Mrs. Milburn will ensure that once these responsibilities are fulfilled, the school will promptly forward the necessary documents to the requesting school.**

~~If a student is under 18 years of age, a parent or legal guardian must sign a withdrawal form before the student may withdraw from school. Once the form has been signed, the student will receive a copy of the withdrawal form to present to each teacher and to the librarian. Students who have school-owned books, equipment, supplies, or library books, must return them to the teacher who distributed them. After the student gets each teacher's signature on the withdrawal form, the student is to return it to the office. When the student returns the withdrawal form to the office, the student will receive an unofficial copy of his transcript and immunization record. Any obligation to Duncan High School must be taken care of before official records will be sent to the school requesting them.~~

## Withdrawal from School to Homeschool

**Duncan High School acknowledges and respects the rights of parents and guardians who choose to homeschool their children. Should a parent or guardian wish to withdraw a student for homeschooling purposes, they are required to complete a standard withdrawal form available at the high school. Please note that Duncan High School does not accept or recognize credits earned during a student's homeschooling period.**

~~Duncan High School recognizes the right of every parent/guardian to homeschool their student if they desire to do so. To withdraw a student to homeschool, a parent/guardian must sign a regular withdrawal form at the high school and must present a letter to the Superintendent's Office stating their intent to withdraw their student from Duncan High School and their intent to homeschool their student. Duncan High School does not recognize credits earned by a student while a student is being homeschooled.~~

**DUNCAN PUBLIC SCHOOLS**  
**SECONDARY SCHOOLS DISCIPLINE MATRIX**

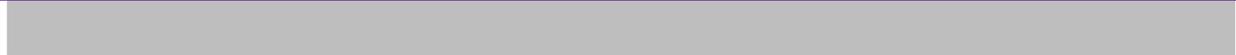
*Note: The administration of Duncan High School reserves the right to determine alternative discipline techniques when warranted and agreed upon by the administration and/or campus discipline committees.*

<b>BEHAVIOR</b>	<b>CONSEQUENCES</b> <i>Highlighted consequences are teacher assigned.</i>				
<b>Class I</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
<b>1. Disruptive Behavior</b>	Verbal Warning	1 day Lunch/after school Detention	3 Days Lunch/after school Detention	Office Referral, See #9	Office Referral, See #9
<b>2. Electronic Devices</b>	Device stays in office for 5 days or until released to parent; 1 lunch detention	Device stays in office for 5 days or until released to parent; 2 lunch detentions	Device stays in office for 5 days or until released to parent; Up to 2 Days ISI; Device not allowed to return to school.	Device confiscated until picked up by parent; See #8 <i>Defiance of Authority</i> 4 <sup>th</sup> Offense	Device confiscated until picked up by parent; See #8 <i>Defiance of Authority</i> 5 <sup>th</sup> Offense
<b>3. Dress Code Violation</b> <i>Students will conform to the dress code. Refusal will cause students to be sent home or spend the day in ISI. After the 1<sup>st</sup> referral students will be assigned discipline for each infraction.</i>	Warning – Students will conform to dress code.	2 ISI	3 ISI	4 ISI	5 ISI
<b>4. Excessive Tardies – Calculated Weekly Repeat Offenses – See Truancy</b>	4-6 per week 1 day ASD	7+ per week 1 day ISI	After 20 4-6 per week: 1 day ISI 7+ per week: 2 days ISI	After 20 4-6 per week: 1 day ISI 7+ per week: 2 days ISI	After 20 4-6 per week: 1 day ISI 7+ per week: 2 days ISI
<b>5. Failure to Serve Detention</b>	1 Chance for Make-Up	1 ISI	2 ISI	3 ISI	5 ISI
<b>6. Public Display of Affection</b>	Verbal Warning	2 Lunch Detentions	1 ISI	2 ISI	3 ISI
<b>7. Failure to wear Student ID</b>	1 Hour detention	2 Hours detention	1 day ISI	3 days ISI	5 days ISI
<b>8. Parking Violation</b>	Warning	1 Hour detention	3 Hours detention	1 day ISI	3 days ISI
<b>Minor Offenses</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
<b>9. Defacing Property</b>	1 ISI	3 ISI	3 Days OSS	6 Days OSS	20 Days OSS
<b>10. Defiance of Authority</b>	1 ASD	3 Days ASD	3 Days ISI	6 Days ISI	3 Days OSS
<b>11 – A. Possession / Use Tobacco/Paraphernalia Including E-Vapes and/or electronic cigarettes</b>	3 days OSS Seizure of Items and complete Vape Education Program and Possible Ticket from DPD	6 days OSS Seizure of Items Possible Ticket from DPD	9 Days OSS Seizure of Items Possible Ticket from DPD	20 Days OSS Seizure of Items Possible Ticket from DPD	1 Semester OSS Seizure of Items Possible Ticket from DPD
<b>12. Class Disruption (Teacher unable to teach)</b>	1 ASD	2 to 3 ASD	1 ISI	3 ISI	6 ISI/ 3 OSS
<b>13. Physical Altercation/NI</b>	3 ASD	3 ISI	6 Days ISI	3 Days OSS	6 Days OSS
<b>14. Cheating/Plagiarism</b>	Possible 0%, 1 ASD	0%, 2 ISI	0%, 5 ISI	3 Days OSS	6 Days OSS
<b>15. Throwing Objects</b>	Verbal Warning	1 day Lunch Detention	2 Days Lunch Detention	1 day ISI	3 days ISI
<b>16. Truancy-</b> is defined as any absence from school or school activities lasting one or more days or part or parts of any school day without a	1 Class = 1 ISI	2 to 4 classes = 3 ISI	Over 4 classes = 5 ISI	Additional Offenses = 10 ISI, Possible Truancy Citation	20 ISI Possible Truancy Citation

valid excuse and without the permission of a parent, guardian or school official.					
<b>17. Theft</b>  <i>Principals will have discretion to determine the severity of the theft. The consequences listed may be altered if harsher punishment is warranted by the type of theft committed.</i>	6 ISI Possible Arrest	3 OSS Possible Arrest	6 OSS Possible Arrest	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest
<b>18. Lying/False Information, Withholding Information (Lying by omission)</b>	3 ISI	6 ISI	3 OSS	6 Days OSS	10 Days OSS
<b>19. Altering Records</b>	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
<b>20. Gang Related Behavior</b>	6 Days OSS	9 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>21. Inciting Drama:</b> <i>May include, but not limited to gossip, spreading rumors, encouraging fighting, videoing a fight, or spreading false information.</i>	3 Days ISI with	6 Days ISI with community service to be served during ISI placement	3 Days OSS	Administrative Discretion Per Bullying / Harassment Policy	Administrative Discretion Per Bullying / Harassment Policy
<b>22. Inappropriate Use of School Device</b>	Principal Discretion	Principal Discretion	Principal Discretion	Principal Discretion	Principal Discretion
<b>Major Category II</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
<b>23. Physical Violence/Fighting</b>	5 Days OSS Possible Ticket or Arrest	10 Days OSS Possible Ticket or Arrest	20 Days OSS Possible Ticket or Arrest	30 Days OSS Possible Ticket or Arrest	1 Semester OSS Possible Ticket or Arrest
<b>24. Bullying/Harassment</b>	Administrative discretion	Administrative discretion	Administrative discretion	Administrative discretion	
<b>25. Verbal Abuse-</b> Name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others.  <b>Verbal Assault/Threats-</b> Excessive Anger in a person who insults or verbally abuses another.  <i>Principals will have discretion to determine the level of abuse, threat, or assault. The consequences listed may be altered if harsher punishment is warranted by the abuse/ assault/threat.</i>	Principal Discretion	Principal Discretion	Principal Discretion	Principal Discretion	Principal Discretion
<b>26. Vandalism</b>	5 Days OSS, Restitution, Possible Arrest	10 Days OSS, Restitution, Possible Arrest	20 Days OSS, Restitution, Possible Arrest	1 Semester OSS, Restitution, Possible Arrest	2 Semesters OSS, Restitution, Possible Arrest
<b>27. Indecent Exposure</b>	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>28. Gambling</b>	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>29. Profanity/Gestures</b>	3 Days ASD	3 Days ISI	6 Days ISI	3 Days OSS	6 Days OSS
<b>30. Profanity/Gestures Directed at Staff</b>	5 Days OSS	10 Days OSS	20 Days OSS	40 Days OSS	1 Semester OSS
<b>31. Blackmail/Forced Action</b>	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>32. Immoral Conduct</b>	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>33. Sexual Harassment</b>	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>34. Possession/Distribution of Pornography</b>	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>35. Non Consensual Touching-any physical contact of a sexual nature that occurs without the explicit, voluntary,</b>	10 Days OSS	20 Days OSS	30 Days OSS	1 Semester OSS	2 Semesters OSS

and informed consent of the person being touched.					
36 Prescribed Medicine Violation	5 Days OSS Possible Arrest	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest
37. Failure to Comply with Metal Detector Search	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
38. Drug Paraphernalia	10 days OSS Possible Arrest	20 Days OSS, Possible Arrest	30 Days OSS, Possible Arrest	1 Semester OSS, Possible Arrest	2 Semesters OSS, Possible Arrest
39. Threatening with a Replica Weapon	10 Days OSS	20 Days OSS	40 Days OSS	1 Semester OSS	2 Semesters OSS
40. Conduct of Extreme Nature	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
<i>Note on Category II Offenses:</i>	<i>Repeated minor offenses may become a major offense at any time when less severe punishment has failed.</i>	<i>Repeated Major Category II may become a Major Category I offense at any time when less severe punishment has failed.</i>			
<b>Major Category I</b>					
1. Possession/Use of Alcohol/Drugs/Inhalants	20 Days OSS Possible Arrest	40 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	1 Calendar Year OSS Possible Arrest	1 Calendar Year OSS Possible Arrest
2. Distribution and/or Selling of Non-Controlled Substance (real or fake).	25 Days OSS Possible Arrest	45 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	1 Calendar Year OSS Possible Arrest	1 Calendar Year OSS Possible Arrest
3. Assault and Battery with or without Injury	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest	1 Calendar Year OSS Possible Arrest
4. Licentious Behavior, Sexual Misconduct, or Lewdness	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest	1 Calendar Year OSS Arrest by Law Enforcement
5. Violation of Criminal/Civil Law	10 Days OSS Possible Arrest	20 Days OSS Arrest by Law Enforcement	1 Semester OSS Arrest by Law Enforcement	2 Semesters OSS Arrest by Law Enforcement	1 Year OSS Arrest by Law Enforcement
6. Adjudication as a Delinquent (school property or functions)	30 Days OSS	60 Days OSS	1 Semester OSS	2 Semesters OSS	1 Year OSS
7. Repeated Category 2 Offenses	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
8. Threats Directed at Staff: <i>Threats can be verbal, in writing, through the use of electronics, or through social media. Threats do not have to be communicated directly to a staff member to be considered legitimate. The use of threatening language toward staff in conversation amongst students either verbally or electronically will be considered a threat toward staff. All students are directly responsible for material posted on their social media outlets.</i>  <i>Threats will be reviewed and categorized by the Threat Assessment Team.</i>	Level 1: low level, carrying a minimal risk to the victim.  Up to 10 Days OSS  Mandatory Counseling at the expense of the parent.  Law Enforcement Contact	Level 2: threats that could possibly be affected but are not realistic.  Up to 1 Full Semester OSS  Mandatory Counseling at the expense of the parent.  Law Enforcement Contact  Possible Arrest	Level 3: pose a serious and imminent danger to others.  Up to 2 Full Semesters OSS  Mandatory Counseling at the expense of the parent.  Law Enforcement Contact  Possible Arrest		
9. Assault on a Staff Member: Physical Violence	Suspension for the rest of the current semester and the next consecutive				

	semester and the student will be served as a virtual learner for the remainder of their time at Duncan Public Schools.				
<b>10. Conduct of Extreme Character</b>	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
<b>Weapon Free Schools</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>		
1. Possession of Weapon Other Than Firearm	Up to 1 Semester OSS / Dependent upon weapon type and situation. Possible Arrest		Up to 1 Year OSS, Possible Arrest	Superintendent's Discretion, Possible Arrest	
2. Possession of Firearm	1 Year OSS Arrest by Law Enforcement and the student will be served as a virtual learner for the remainder of their time at Duncan Public Schools.		Superintendent's Discretion Arrest by Law Enforcement		



The Duncan Public Schools Discipline Matrix is aligned with local school board policy, Oklahoma State Department of Education mandates, and Oklahoma School Law. Law enforcement may be called in any situation where site administrators believe that such a call is appropriate to ensure the safety of students, faculty, and staff. Revised July 2024.

Principals may at their own discretion reduce the prescribed punishment by up to half value if the student is cooperative during and provides credible information to the process of the investigation. This practice shall only be applied through the second offense. Class I behaviors are exempt from this practice.

Duncan High School is a bully free zone. Students who are found to be guilty of bullying will be dealt with by the Principal in accordance with the Duncan Public School Board policies 6049 – 6051.

*Minor Offense Consequence Resolutions above 3 day suspensions are considered a repeat offense and are upgraded to Major Category II guidelines under the District discipline policy 6027. The consequences listed in the Minor Offense section reflect this policy.*

*Major Category II Consequence Resolutions above 9 day suspensions are considered a repeat offense and are upgraded to Major Category I guidelines under the District discipline policy 6027. The consequences listed in the Major Category II section reflect this policy.*



## Duncan High School Concurrent Enrollment Handbook and Contract

The concurrent enrollment program at DHS is designed to allow students to attain college credit while simultaneously earning high school credit through accredited Oklahoma universities and colleges.

### CURRENT HANDBOOK POLICY:

Duncan High School Juniors and Seniors who meet the requirements set forth by the Rules of the Oklahoma State Board of Education and Oklahoma State Regents for Higher Education are eligible for concurrent enrollment in a college or university in the Oklahoma State System of Higher Education. Tuition waivers are available for all seniors for up to 18 college credits and to Juniors for up to 9 college credits. Students are responsible for all other costs which may include fees, books, and any other associated costs. However, any student who chooses to take concurrent courses on the DHS campus, through Cameron University, all costs will be covered by Duncan Public Schools. Any student interested in Concurrent Enrollment should contact our concurrent coordinator, Mrs. Tara Cook at 255-0700 or tara.cook@duncanps.org. In order to enroll concurrently in college coursework, students must meet the following requirements:

ACT composite score of 19 or higher (S.A.T. 1020/940) **OR** 3.0 GPA AND rank in the top 50% of their graduating class.

High school students may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. According to the Oklahoma State Regents for Higher Education, **for the purposes of calculating workload**, one-half high school credit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed the allowed number of hours must receive permission from the principal at Duncan High School and from the university in which the student plans to concurrently enroll.

Students must be able to complete all high school graduation requirements by the end of the Spring semester of their Senior year, including all courses required for college entrance.

Students may only enroll in curricular areas (English, math, and science) as long as they achieve a minimum ACT score of 19 on the corresponding subtest. In addition, an ACT score of 19 must be achieved on the reading subtest to enroll in any other subject (history, psychology, humanities, speech, etc.)

**\*\*Concurrently enrolled students will receive 1 high school credit for each 3 semester hour college course passed.**

**NOTE:** *Some Oklahoma colleges and universities have amended their requirements for concurrent enrollment. These can change at any time. For more information please contact your counselor, concurrent coordinator, or the college/university you plan to attend. DHS will recognize the most current requirements from any accredited Oklahoma institution of higher learning.*

## Duncan High School Specific Requirements:

In addition to the Oklahoma State Regents for Higher Education requirements, Duncan High School students must meet and maintain the following campus requirements in order to obtain and continue enrollment in concurrent courses:

- Students must attend the concurrent meeting with a parent/guardian and meet with their counselor and/or concurrent coordinator **before** enrolling in concurrent courses.
- Senior students **MUST** have a completed FAFSA by February 1, 2026. Enrollment in a selected course must be forwarded to the school counselor immediately following enrollment.
- Courses that do not fall within the student's graduation plan will not be approved by Duncan High School unless the student has already completed all graduation requirements.
- Students must meet with the concurrent coordinator, **once per week** and allow her to view the student's current grade in the course. The meeting schedule will be set by the coordinator. Students who are failing or are in danger of not receiving credit for a concurrent course **WILL be advised to drop the course** at the recommendation of the counselor/concurrent coordinator. Students who drop will be placed in an on campus course consistent with their graduation requirements and plan. ***Dropping a course will result in the student reimbursing any fees paid by the school. Failure to notify the concurrent coordinator of a dropped class may result in disciplinary action including but not limited to consequences for truancy under the Oklahoma school attendance law and the loss of credit which could affect graduation requirements.***
- Students must provide their college transcript to their counselor/and or the concurrent coordinator immediately upon completion of the concurrent course in order to receive credit for the course.
- Students will continue to check their Duncan High School email account daily and respond to any request from their counselor and principals.
- Students must understand that high school graduation requirements will receive priority over concurrent enrollment requests. It is our job to ensure that students will graduate from high school. Students may be pulled from their concurrent courses and placed at the high school to finish any missing graduation requirements.
- ***Students who fail a college course will reimburse Duncan High School for any fees and tuition paid on the student's behalf.***
- Grades from the concurrent enrollment issuing college/university WILL post to the high school transcript. The high school has no authority to override or to not post the grade earned by the student.
- **Duncan High School cannot intervene on the student's behalf with any college or university issue. That responsibility lies with the student and parent. Upon enrolling in concurrent courses the student becomes a college/university student. As such, the student bears responsibility for being their own advocate with the college/university.**

## 8 Week / Modified Schedule Courses:

Students taking an 8 week or modified schedule course are subject to the expectations outlined above. Additionally students taking these courses will comply with the following expectations:

- Students enrolling in 8 week courses will be required to enroll in two 8 week courses during the same semester.

- Courses required for graduation must be completed by the first 8 week period offering. Students failing these courses during the first 3 weeks will drop and will be placed in the corresponding course at Duncan High School.
- The decision to drop a course will be made by the counselor and/or student no later than 3 weeks into the modified schedule course depending on select university policy.

***Failure to comply with the policies above will result in the student not being allowed to participate in the concurrent program for the remainder of their Duncan High School enrollment.***

## Duncan High School Concurrent Contract Agreement

Student Name: \_\_\_\_\_

I have read and understand the requirements for concurrent enrollment at Duncan High School. I understand that my enrollment is contingent upon the agreement on the terms and conditions set forth by Duncan High School. I understand that as a college student I am responsible for turning in all enrollment information and my final transcript to my high school counselor and/or concurrent coordinator.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

I understand that if I drop a course either by my choice or by the advice of my counselor/concurrent coordinator that I am responsible to reimburse the school any fees that have been paid on my behalf.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

I further understand that my counselor/concurrent coordinator can require that I drop a course that I am failing and place me in an on campus high school course that is in line with my high school graduation plan.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

I understand that by taking a concurrent course that I am considered a college student by my college/university. As such I understand that Duncan High School cannot and will not intervene with my college/university on my behalf.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

I understand that I am still a high school student and must check my email daily and meet with Mrs. Cook once per week and/or at the counselor's/concurrent coordinator request to review my concurrent grade. I must also adhere to all rules/policies/procedures set forth by Duncan Public Schools. As such I will allow my high school counselor/concurrent coordinator to view my concurrent grading assignments.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

I understand that any grade assigned by my college/university WILL appear on my high school transcript. I understand that Duncan High School has no authority to alter any concurrent grade or to choose not to post a grade assigned by my concurrent institution.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

I understand that if I become in danger of failing my concurrent course(s) my counselor/concurrent coordinator has the authority to require me to drop the course at my expense and place me in an equivalent course at Duncan High School.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

Finally, I understand that failure to comply with this contract will result in me no longer being able to participate in the Duncan High School concurrent program during my enrollment.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

Senior students **MUST** have a completed FAFSA (Free Application for Federal Student Aid) by February 1, 2025.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

Student Signature and Date \_\_\_\_\_

Parent/Guardian Signature and Date \_\_\_\_\_

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\*\*For office use only.

Date submitted: \_\_\_\_\_

Concurrent Coordinator Signature \_\_\_\_\_

Counselor Signature \_\_\_\_\_

## Duncan High School

# Virtual Education Handbook

~~Show Support:~~ One of the best ways to show support is to monitor and encourage student progress.

## ~~What is Virtual Learning~~

~~Virtual learning is an alternative to being enrolled in the traditional classroom setting. Students who are enrolled virtually have the opportunity to work from home on assignments that are tied to Oklahoma Academic Standards (OAS) approved by the Oklahoma State Department of Education.~~

~~Virtual learning requires a tremendous amount of personal responsibility and accountability, as it is geared toward students who are highly motivated and do not need a lot of guidance.~~

~~Students are required to log in and complete activities daily to complete courses by the assigned target dates. Students work in Edgenuity, our virtual learning platform. Duncan virtual students have access to core teachers in the mornings.~~

# How to Apply for Virtual Learning

~~Visit: [www.duncanps.org](http://www.duncanps.org)~~

~~Click:~~ Enrollment and follow the options to find the “DHS Virtual Learning Application” or use this link:  
~~<https://www.duncanps.org/page/dps-online-enrollment>~~

~~Apply:~~ Complete the virtual application; a guardian’s email address must be provided unless the student is enrolled as an adult living independently.

~~Enroll:~~ A high school representative will call to schedule a meeting where the student and a guardian must be present unless the student is enrolled as an adult living independently. This meeting is the first step in being accepted into the virtual program.

The student and the virtual director will review the student’s transcript and academic progress toward graduation. We will discuss the reason(s) for requesting virtual learning and how the student and guardian plan to participate actively in the program.

The student and guardian must make an appointment with the grade-level counselor to receive important information regarding testing and the student’s progress toward graduation.

If the student is on an IEP, a meeting regarding the student’s educational placement must be had with the student’s educational advocate team present. The approval may be delayed due to this additional, but crucial step in the process.

~~Approval:~~ After the above steps have been completed, a decision will be made regarding virtual enrollment. **Students are expected to follow their assigned schedule until the approval to begin virtual learning has been granted. Planning to be virtual is not the same as being approved for the virtual learning program.** Students will be notified they have been approved for virtual learning by a school official via phone call, email, or during the in-person meeting—depending on the individual circumstances of each student.

~~What’s Next:~~ An email with login information will be sent to both the student and guardian. There will be information on how to set up the parent portal. If you need to check out a Chromebook, go to the DHS Library and complete the paperwork. If you have any questions about Chromebooks, the paperwork, or returning devices, call the DHS main office and ask to speak to someone in the library. They will be able to assist you.

## Important Virtual Dates

### Summer Dates:

~~Virtual Application opens: July 1st-5th~~

### Fall Dates:

~~Last day to switch to virtual: Sep 20, 2024~~

~~Virtual Course Completion: Dec 19, 2024~~

~~Virtual Enrollment for Spring Semester: Nov 25, 2024 until January 24, 2025~~

### **Spring Dates:**

~~Virtual Enrollment for Current Virtual Students: March 3rd-14th 2025~~

~~Last day to switch to virtual: Jan 24, 2025~~

~~Virtual Course Completion: May 22, 2025~~

~~\*\*If a special circumstance arises where a student would need to enroll virtually after the deadline, the parent and student must meet with the virtual learning committee. The decision of the committee to allow or not allow the switch to virtual shall be final.~~

### **Committee Members:**

Mrs. Hurst

Principal

Counselor(s)

EDGE/Virtual Teacher

## **Virtual Teacher Contact Information**

Students- if you need help with a subject, please reach out to one of the following teachers:

**Kasy Clauson, Math:** [kasy.clauson@duncanps.org](mailto:kasy.clauson@duncanps.org)

**Beth Curry, English:** [beth.curry@duncanps.org](mailto:beth.curry@duncanps.org)

**Sandra Hurst, Electives:** [sandra.hurst@duncanps.org](mailto:sandra.hurst@duncanps.org)

**Nolan Price, Social Studies:** [nolan.price@duncanps.org](mailto:nolan.price@duncanps.org)

**David Shaw, Science:** [david.shaw@duncanps.org](mailto:david.shaw@duncanps.org)

~~Virtual teachers are available for Google Meets sessions during their scheduled hours for virtual learning. Students will be able to receive help during the following hours for the listed subjects:~~

~~1st-2nd hours: English, Math, Psychology, and Electives~~

~~3rd-4th hours: Science, History, Computer Courses, Economics~~

~~\*These teachers are subject to change for the 24-25 school year~~

## ~~Virtual Guardian Information~~

~~As the guardian of the student seeking online enrollment, I understand the following are my responsibilities and are vital to the student's success in the program:~~

~~**Maintain Contact:** keep in contact with the faculty and administration regarding student progress, attendance, testing, and other educational opportunities.~~

~~**Be Compliant:** the guardian and student must meet with the grade-level counselor before beginning the virtual program, virtual students must attend all required in-person meeting days (i.e. ICAP, ACT, State Testing dates, CPR certification, graduation activities, school photo days, etc.). Additionally, all DHS and DPS policies and procedures apply to virtual students as well as students who attend classes on campus.~~

~~**Check Email:** the primary means of communication the school uses to communicate with students enrolled in the virtual program is email. Check your email regularly, if not daily, and read the ones from the school. Your student should check his/her email daily, as teachers may reach out to them regarding classwork. Again, email is the main medium used to send information. If the student isn't checking email daily, important information and deadlines will be missed.~~

~~**Stay Connected:** it is your responsibility to maintain a stable and accessible internet connection so that the student may complete the work promptly. Guardians should also set up an Edgenuity Parent Portal. This portal shows various reports, including grades and progress. The access code to finalize the account will be sent in the set-up email upon approval for the virtual learning program. Access the portal using this link: <https://help.imagineedgenuity.com/hc/en-us/articles/360043421893-Enabling-the-Family-Portal-Access>~~

~~nal plan considering the circumstances. Fathers may have one week of paternity leave; if more time is required, a meeting with DHS administration will be required.~~

~~**See attendance policy in the DHS Handbook for more details on absences:** [DHS Handbook](#)~~

~~**Semester Exams:** all virtual students will be expected to take semester exams in Edgenuity. The portal to check progress and prompt them to log in when needed. Help students stay compliant with attendance by encouraging logins and by calling in for them when they are unable to log in. Support decisions made for my student regarding individualized instructional plans, post-graduation plans, and discipline enforced by the administration.~~

## ~~Virtual Student Responsibilities Contract~~

If the student does not comply with these guidelines, his/her enrollment in the virtual education program may be terminated and the student will be required to return to the regular classroom or dropped from Duncan Public Schools.

**Make Progress**—Students are expected to make consistent progress related to their learning targets in each course. Refusal to work is a form of insubordination and may be addressed with disciplinary action or removal from the program.

Students are required to log in and complete assignments each day school is in session. If students do not complete activities each day they log in, an absence will be recorded for the day.

Follow the course guide in Edgenuity for the best results. The following link is a guide to how to use the Course Map:

<https://help.imagineedgenuity.com/hc/en-us/articles/10389043480087-EdgeEX-Using-the-Course-Map-in-the-Student-Learning-Experience>

**Check Email**—Students are expected to check their DPS email daily, as that is the primary mode of communication administration and staff have available to reach students. If you do not check your emails, you will miss important requirements for graduation, enrollment details, activity information, or information directly related to you and your classes/class work. **Checking email is part of being a responsible young adult; help yourself by checking daily.**

**Attend Testing Sessions**—Students are required to attend school to take state-mandated achievement tests. Information regarding tests will be emailed to virtual students and parents. Students are responsible for responding to these emails and coming to school on scheduled testing days. Pay attention to emails from your school counselor and Mrs. McGhghy; she is our testing coordinator.

DHS Counselors:

Tara Cook- Concurrent Enrollment Coordinator- tara.cook@duncanps.org

Rachel Terry- 12th Grade and 9th Grade A-I- rachel.terry@duncanps.org

Sherry McGhghy- 11th Grade and 9th Grade J-Q/Testing Coordinator- sherry.mcgghy@duncanps.org

Delaney O'Dell- 10th Grade and 9th Grade R-Z- delaney.odell@duncanps.org

Melanie Smith, LPC - melanie.smith@duncanps.org

**Avoid Academic Dishonesty**—Student work flagged as plagiarized by Edgenuity will be reviewed by the grading teacher. The student will be expected to follow the guidelines of the grading teacher to correct the plagiarized material; if this is a persistent problem, the student will be disciplined accordingly.

Using AI-generated answers is not allowed; copying and pasting answers from websites is not allowed. It is acceptable to research answers, as research is part of the learning process; however, answers should be <sup>246</sup>

paraphrased and put into the student's own words or the work will be given a grade of 0 and it will be by the teacher's discretion if the work is allowed to be corrected after the first offense.

~~**Be Compliant**—The Duncan Public Schools district rules and policies apply to online students, as they apply to all schools in the district.~~

## ~~Virtual Student Login~~

~~To access your Edgenuity classes, students will go to [learn.edgenuity.com/student](http://learn.edgenuity.com/student)~~

~~Once here, you will see a login screen that asks for your username and password.~~

~~**Username:** full school email address (eg: [sandra.hurst@duncanps.org](mailto:sandra.hurst@duncanps.org))~~

~~**Password:** duncandemons~~

## ~~Virtual Attendance Contract~~

~~Virtual absences are defined as days when a student has not logged in to complete coursework. If a virtual student cannot log in and work on courses, a parent/guardian should call the E.D.G.E. office (580-252-2403) and let staff know why the work has not been completed on time. If the absence is excused, the student's due dates for classwork can be edited appropriately for the circumstances. If a student reaches 6 absences in a semester, the student and parents/guardians may be required to meet with the advisory committee to discuss the student's continued placement in the program. Phone calls regarding absences should be made within 5 business days. Online absences may include the following:~~

~~**Illness**—if a student misses school because of illness, a parent/guardian must phone the E.D.G.E. office. This policy applies to absences for family/child illnesses as well. Administration may require a doctor's note for verification.~~

~~**Unavoidable Absences**—some absences are unavoidable and may be excused as long as the student's total number of absences is under the acceptable number for the grading period. Unavoidable absences include, but may not be limited to, surgery (doctor's note required), court dates, deaths in the immediate family (parent, sibling, grandparent), school activities, etc.~~

~~**Maternity/Paternity Leave**—pregnancy-related absences require doctor's notes with beginning and ending dates for the absences accrued. Before the baby's delivery, the student will meet with the advisory committee and a maternity leave instructional plan will be put into place to keep the student compliant with attendance and progress regulations required for graduation. If there are complications and extended days away from the school are needed, DHS administration will meet and establish an instructional plan and exams will be based on the material covered in the course. Students may earn exemptions by having no more than 5 absences and a letter grade of A or B in the course. These guidelines apply to each course separately. Therefore, you will need to work in each course daily to be considered for semester exam exemption. Exemptions are easy to obtain by logging in daily and following the Course Map in Edgenuity.~~

## ~~Virtual Grading Policy~~

~~To comply with state grading guidelines and to balance the expectations of the virtual learning environment with the traditional learning environment **all courses must be completed by the end of the semester, or the student's RELATIVE GRADE will be recorded on the transcript.** The relative grade includes zeros for all~~

incomplete work left in the course. If a course is not completed by the target date the **relative grade** will be recorded and **the course will have to be restarted virtually or taken in the classroom to earn credit.**

**Reminder:** seniors have a different benchmark for their credits due to college applications.

Additionally, virtual students will be required to take the comprehensive semester exams on Edgenuity after completing the course.

## **Virtual FAQs**

**What do I do if I need a test/quiz unlocked?**

**Tests and quizzes are often locked because teachers need to grade the previous work to determine if students are prepared to move forward. I know it can be frustrating to have to wait, but teachers need to monitor student progress and success. The teachers are not required to unlock/grade assignments 24 hours a day. The activity will be unlocked the next school day.**

**How much work do I complete daily?**

**The course map will divide daily assignments for you. Look at the course map each day to see the daily breakdown of assignments. This will help you stay on track.**

**What happens if I fall behind?**

**Students who fall behind will be required to complete more than the scheduled assignments for the day. There is no other way to catch up than to keep working until you get to the current day's**

~~assignments. The best way to avoid this situation is to complete the daily assignments on the day they are scheduled.~~

~~How long do I work each day?~~

~~The amount of time you spend working in classes depends on the student. If students log in and get right to work and don't take a lot of breaks or spend a lot of "idle time" in Edgenuity, they may spend only a few hours daily working. The amount of time spent in the program may also depend on the difficulty level of the lessons for the day. In short, it varies by student and by assignments for the day.~~

~~What information do I need to include in an email to a teacher?~~

~~The teachers will need to know which class and section you are working in. For example: I am working in Algebra I semester B and I have a question about equations. The more information you can provide in the initial email, the faster you will receive the help you need.~~

## Virtual Glossary

~~**Relative Grade (used to record grades for incomplete classes)** - this is the grade a student would receive if they stopped working in the class on any particular day. This grade averages zeros for uncompleted graded activities with the grades for completed activities. This grade is generally a failing grade depending on when the student stopped working in the course.~~

~~**Actual Grade (used to show students what happens to grades when they fall behind)** - this grade shows a penalized grade for the student being behind. This grade "...makes use of a ratio that represents the student's actual progress divided by [the] target progress. This grade will be lower than the grade recorded for activities that have been completed.~~

~~**Overall Grade (used to record a final grade in the course)** - this is the grade that is calculated based only on the work the students have completed. This is the grade that is recorded on the transcript once the class is completed.~~

~~**Start Date** - The date students begin working in virtual courses~~

**Target Date** – The date students should be finished with coursework

**Tile** – The square on the dashboard; there should be a square for each semester of a course in which you are enrolled. Tiles with an A are the first semester course and tiles with a B are the second semester course. If a class does not have an A or B, the course is only one semester in length.

**Dashboard** – The dashboard is the home screen for Edgenuity; all student tiles (courses) are displayed here.

**Course Map** – the course map is the daily breakdown of the number of assignments that need to be completed each day to meet the assigned target date. The icon to access the course map is the house icon on the top left corner of the dashboard

## Virtual Course Offerings

Course Number	Class	Teacher
4045	English I	Beth Curry
4048	English II	Beth Curry
4051	English III	Beth Curry
4054	English IV	Beth Curry
4411	Algebra I	David Shaw
4412	Algebra II	David Shaw
4520	Geometry	David Shaw

4612/4750	Pre-Calculus/Trigonometry	David Shaw
5031	Biology	David Shaw
5160	Physical Science	David Shaw
5051	Chemistry	David Shaw
5120	Environmental Science	David Shaw
5211	Physics	David Shaw
5615	Oklahoma History	Nolan Price
5450	Civics	Nolan Price
5731	World History	Nolan Price
5410	U.S. History	Nolan Price
5541	Government	Nolan Price
5120	Economics	Nolan Price
2557	Information Technology Sem 1&2	David Shaw
2551	Computer Applications (Office 16) Sem 1&2	David Shaw
3161	Spanish I(requires special permission)	Armida Garcia
3162	Spanish II(requires special permission)	Armida Garcia
2808	Art I	Nichole Lorenzen
3162	Art History	Nichole Lorenzen
1451	Personal Financial Literacy	David Shaw

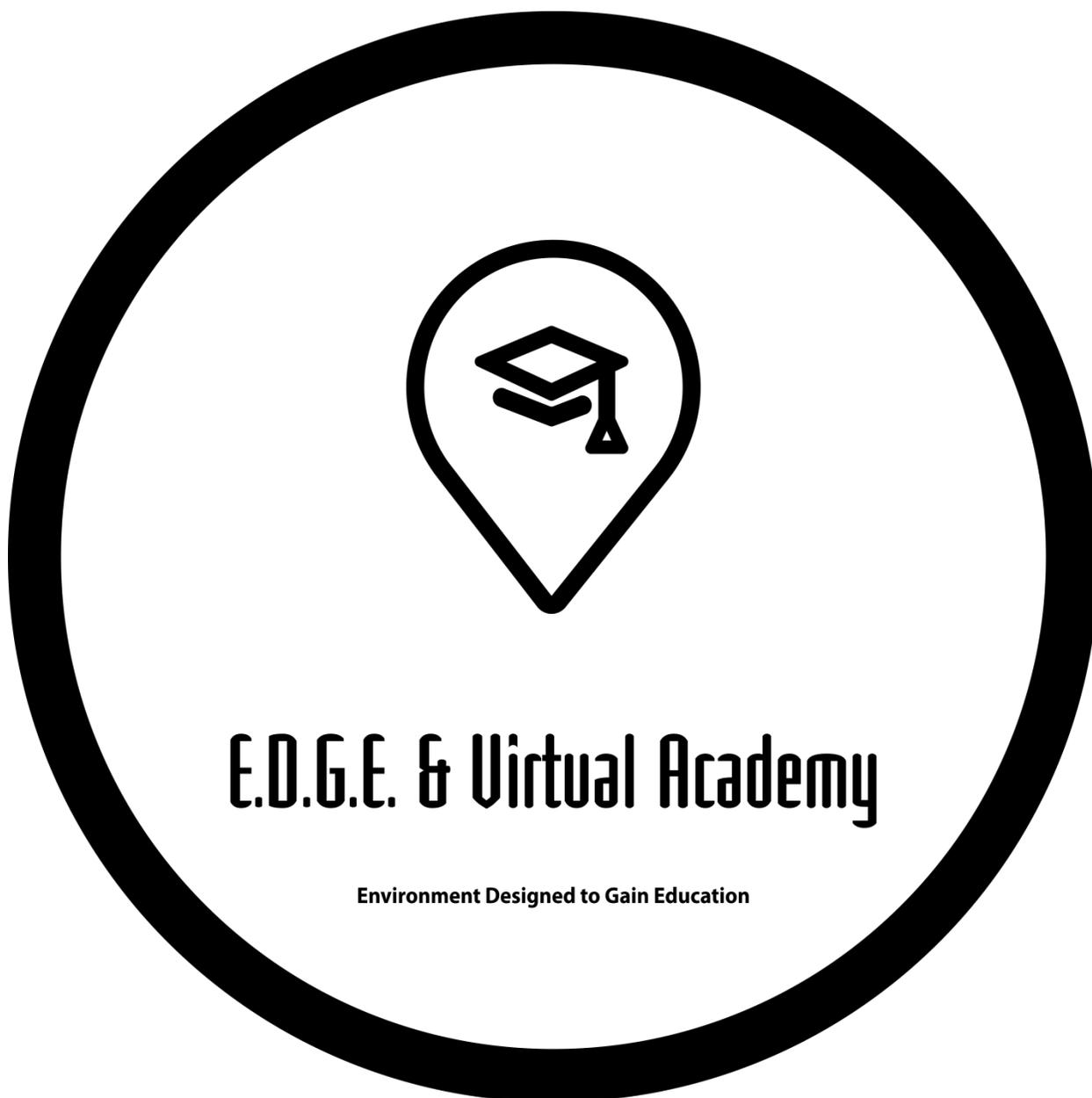
### Elective Courses

<b>Course Number</b>	<b>Class</b>	<b>Teacher</b>
2410	Career Planning Sem. 1&2	David Shaw
4210	Expository Reading Sem. 1	Beth Curry
4302	Expository Writing Sem. 1	Beth Curry
2404	Intro to Business Sem. 1&2	Nolan Price
4011	Intro to Communications Sem. 1&2	Sandra Hurst
5641	Psychology Sem. 1&2	Beth Curry

2725	Strategies for Academic Success Sem. 1	Sandra Hurst
3310	Ok Contemporary Health Sem. 1	Tim Buben
3320	Lifetime Fitness Sem. 1	Tim Buben
5720	Sociology Sem. 1	Not Available
2725	ACT Prep Mathematics	Heather Allen
2725	ACT Prep ELA	Beth Curry
2775	Service Learning—Work Release	Sandra Hurst

Electives will be added to the student's schedule if they fit within their course requirement needs.

Course offerings may change based on the availability of certified staff or offerings within the Edgenuity program.



**Alternative Education Handbook**  
**Duncan High School**  
**2025-2026**

The E.D.G.E. Academy is designed to help students achieve their graduation goals in an alternative setting to that of the traditional classroom. This setting allows students to work toward course completion at a pacing that is tailored to their educational needs. Additionally, students receive life-skills training and participate in activities designed to help them form healthy relationships with peers, family, and professionals in the community.

Enrollment at the E.D.G.E. Academy is limited to students who have been recommended by administrators or counselors who believe a student will be successful in this environment. Students and Guardians may request consideration for alternative education by making an appointment with their grade-level counselors to discuss admission to the program.

Enrollment in the E.D.G.E. Academy is only possible for students enrolled in Duncan Public Schools.

### **Schedule**

Students enrolled in alternative education programs in Oklahoma are required by law to attend school for 3.5 hours per day. E.D.G.E. Academy students will be required to attend school each day from 7:50-10:56.

The second half of the school day, alternative education students are required to participate in one of the following curriculum paths: work release, RRTC, concurrent enrollment, or remain on campus to work in Edgenuity. Pending administrative approval, students may enroll in courses/programs on campus to meet their educational needs.

### **Attendance/Absences**

Attendance should be a top priority for E.D.G.E. students. Your enrollment at the E.D.G.E. may be terminated if you do not comply with the attendance policy.

A phone call from a parent/guardian is required for each absence. If a student reaches 6 absences in a semester (18 weeks), the student and parents/guardians may be required to meet with the E.D.G.E. Advisory Committee to discuss the student's continued placement in the alternative program.

If a student misses school because of illness, a parent/guardian must phone the E.D.G.E. office (580-252-2403). A doctor's note may be required. This policy applies to absences taken for family/child illnesses as well.

Students should not miss school for work commitments. School schedules are set by our district calendar and by our scheduled periods. All time committed to work should be arranged around required school attendance.

### **Academic Progress**

Progress is individualized for each student at the E.D.G.E.; therefore, your progress contract may be different from other students. Your progress contract is based on your current number of credits and your grade-level classification. If students do not meet their progress goals, parents/guardians and the student will be called in to discuss a new plan. If progress goals continue to be ignored, students will be dismissed from the E.D.G.E. program.

## **Transportation**

Students who wish to attend the E.D.G.E. Academy and require transportation to the school will need to call the Transportation Office. The telephone number for transportation is (580) 252-3496. Riding a bus is a privilege. Disciplinary problems can lead to a student's temporary or permanent removal from the bus.

## **Cafeteria/Food & Drinks**

All alternative students will be given time to pick up breakfast and lunch from the cafeteria. We walk to the cafeteria as a group, collect our trays, and walk back to the West Building.

Students may bring sealed drinks and snacks to the E.D.G.E. Academy to have during breaks. No food deliveries will be allowed. Students are not allowed to bring in drinks in cups/glasses that are not sealed.

## **Dress Code**

The Duncan High School dress code will be followed at the E.D.G.E. Academy. Students are to be dressed appropriately for the school day. Students who are cold natured should bring a jacket to regulate their comfort, as blankets are not allowed on campus.

## **Graduation**

All seniors who complete the required credits are eligible to participate in Duncan High School's graduation ceremony and senior activities, provided they are in good standing. It is the student's responsibility to be aware of and available for senior events in which they would like to participate. Information regarding graduation and senior events will be shared by counselors and senior sponsors, so make sure to check all outlets Duncan High School uses to share information (email, ThrillShare, facebook, and the DPS website).

## **Medication**

Students who need medication during school hours MUST submit medications to the nurse and follow all district policies regarding medication. No staff member is allowed to provide medication to students. Students are also not allowed to have medication on their person; all medication (prescription or otherwise) will be distributed through the nurse's office.

## **Behavior**

All students enrolled at the E.D.G.E. must comply with the following behavior guidelines. If students do not comply with these guidelines, their enrollment in the alternative education program may be terminated.

Students are to be engaged in coursework while in the classroom. They are not to talk excessively, be in and out of the classrooms repeatedly, or create disturbances in the classroom.

Disrespectful behavior is not allowed. A primary goal of the E.D.G.E. staff is to treat students fairly and with respect; as a result, we expect the same from our students. Disrespect includes, but is not limited to: sleeping in class, refusing to work, using profanity, taunting students, arguing with faculty or students.

Students are expected to follow all behavior expectations of Duncan High School and Duncan Public Schools. Students who do not follow the expected behavior guidelines will be subject to punishment as outlined on the Duncan High School Discipline Matrix.

### **Electronic Devices**

~~Phones are not to be used in the classroom. If students are caught using phones during class time, the phone will be taken and put in the office until the end of the day. If this happens three times, that student will not be allowed to bring a phone into the building until a new grading period begins. If a student has unusual circumstances that require he/she use a phone, arrangements must be made in advance with administration and staff.~~

### **Parking**

Students who drive to school are required to purchase a parking decal from the main office and park in the appropriate spaces each day.

### **Weapons/Substances**

~~No weapons of any kind are allowed on campus. Weapons will be confiscated, the resource officer will be called, and the student will be punished accordingly; the punishment may be suspension or removal from the program.~~

~~Students will not be permitted on campus under the influence of drugs or alcohol. If a student is thought to be under the influence, the resource officer will be called. If a student is deemed to be under the influence, he/she will be punished according to the Duncan High School Discipline Matrix; the punishment may include suspension or removal from the program.~~

### **Visitors**

Visitors are not permitted on campus. If there is a need for a visitor to be on campus, prior approval from administration is required and the visitor must check in through the Main Office.

### **Campus Security**

The E.D.G.E. is a closed campus, meaning once students check in for the day, they must remain in the E.D.G.E. building until the conclusion of the day. Students will not be permitted to leave campus for any reason without being checked out by a parent/guardian. Call 580-252-2403 to speak to the staff if you need to pick up your student.

E.D.G.E. students are to remain in the West Building unless they have received permission from a staff member to go on the main campus. This includes the mornings before school and lunch. E.D.G.E. students must go directly to the West Building to check in and remain there for the school day, unless arrangements have been made with appropriate staff.

### **District Expectations**

The Duncan Public Schools district rules and policies apply to the E.D.G.E., as they apply to all schools in the district.



**Duncan Public Schools**  
**Virtual Education Handbook**

## What is Virtual Learning

Virtual learning is an alternative to traditional in-person instruction. Students enrolled in virtual learning complete coursework from home, aligned with the Oklahoma Academic Standards (OAS) and approved by the Oklahoma State Department of Education.

Success in virtual learning requires a high level of personal responsibility and self-motivation, as the program is designed for independent learners who need minimal daily guidance.

Students are expected to log in and complete assignments daily, working toward completion of their courses by the designated target dates. All virtual coursework is delivered through Edgenuity, the online learning platform used by Duncan Public Schools. Duncan virtual students have access to core subject teachers during morning hours for academic support.

## How to Apply for Virtual Learning

### 1. Visit the Application Page

- Go to [www.duncanps.org](http://www.duncanps.org).
- Click on "Enrollment" and follow the instructions to locate the "DHS Virtual Learning Application."
- Or visit: <https://www.duncanps.org/page/dps-online-enrollment>

### 2. Complete the Application

- Submit the application online.
- A parent or guardian's email is required unless the student is an adult living independently.

### 3. Schedule an Enrollment Meeting

- A high school representative will contact the student to schedule an in-person meeting.
- Both the student and a parent/guardian must attend unless the student is an adult living independently.
- During the meeting, the student's transcript and progress toward graduation will be reviewed. The student's reasons for requesting virtual learning and the support plan will be discussed.
- A separate meeting with the grade-level counselor is also required to review testing and graduation requirements.

### 4. IEP Consideration (if applicable)

- If the student receives special education services, a meeting with the educational advocate team is required to determine appropriate placement. Approval may be delayed due to this step.

### 5. Approval Notification

- Students must follow their current schedule until official approval is granted.
- Approval notifications will be delivered via phone, email, or during the in-person meeting, depending on the situation.

# What Happens After Approval

Once a student is approved for virtual learning:

- Login information will be emailed to the student and guardian.
- Instructions for setting up the Parent Portal will be included.
- If a Chromebook is needed, visit the school site Library to complete the required paperwork.

## Important Virtual Learning Dates

### Summer

- Virtual Application Opens: July 1, 2025

### Fall Semester

- Last Day to Switch to Virtual: September 18, 2025
- Virtual Course Completion Deadline: December 17, 2025
- Spring Virtual Enrollment Window: November 24, 2025 – January 23, 2026

### Spring Semester

- Last Day to Switch to Virtual: January 23, 2026
- Virtual Course Completion Deadline: May 11, 2026

**Late Enrollment Policy:** In the case of special circumstances requiring enrollment after the deadline, a meeting with the Virtual Learning Committee must be scheduled. The committee's decision is final.

Committee Members Include: \*Virtual Director, \*Site Principal, \*Grade-Level Counselor, \*Teacher(s), and \*Special Services Representative (if applicable).

## Virtual Teacher Contact Information

If students need subject-specific assistance, they should contact the appropriate virtual teacher. Teachers are available for Google Meet sessions during their scheduled support hours. A schedule will be provided upon approval, with a list of teacher names and contact information.

## Virtual Guardian Responsibilities

Guardians of students enrolled in virtual learning are expected to support student success by following these guidelines:

**Maintain Communication:** Stay in regular contact with teachers and administrators regarding student progress, attendance, testing, and other educational matters.

**Be Compliant:** Meet with the grade-level counselor before beginning virtual coursework. Ensure the student attends all required in-person events (e.g., state testing, ACT, ICAP, CPR certification, graduation, photo days). Virtual students must follow all Duncan Public Schools policies.

**Monitor Communication Tools:** Check email and the Rooms app regularly. Email is the school's primary method of communication for virtual students. Students and guardians should check their accounts daily.

**Ensure Internet Access:** Provide a reliable internet connection. Set up the Edgenuity Parent Portal upon approval to monitor progress and grades. The access code will be included in the setup email. For assistance: <https://help.imagineedgenuity.com/hc/en-us/articles/360043421893-Enabling-the-Family-Portal-Access->

**Support Student Engagement:** Encourage daily logins and monitor course completion. Call the school to report absences when necessary. Support decisions made regarding academic plans and discipline.

## Virtual Student Responsibilities Contract

Failure to follow the expectations outlined below may result in removal from the virtual learning program and/or a return to in-person instruction.

**Progress and Attendance:** Students must make consistent progress and complete coursework each school day. Logging in without *completing assignments* may result in an absence. Refusal to work is considered insubordination and may lead to disciplinary action.

**Course Guide:** Follow the Edgenuity Course Map to remain on pace. Instructional guide: <https://help.imagineedgenuity.com/hc/en-us/articles/10389043480087-EdgeEX-Using-the-Course-Map-in-the-Student-Learning-Experience>

**Communication:** Check DPS Gmail and Rooms daily. Failure to check email may result in missed deadlines and academic consequences.

**Testing Attendance:** Attendance is mandatory for all required testing events. Details will be emailed. Students are responsible for checking emails and attending on assigned days.

Counselor Contacts:

- Grades 6–8: Matt Middick, Bubba Clark
- 9th Grade (A–I), 12th Grade: Rachel Terry – [rachel.terry@duncanps.org](mailto:rachel.terry@duncanps.org)
- 9th Grade (J–Q), 11th Grade: Sherry McGhghy – [sherry.mcghghy@duncanps.org](mailto:sherry.mcghghy@duncanps.org)
- 9th Grade (R–Z), 10th Grade: Delaney Odell – [delaney.odell@duncanps.org](mailto:delaney.odell@duncanps.org)

**Academic Integrity:** All submitted work must be original. Plagiarism or use of AI-generated responses will result in a grade of zero and possible disciplinary action. Repeated offenses may result in removal from the program.

**School Policies:** All Duncan Public Schools rules and procedures apply to virtual students.

## Virtual Student Login

To access Edgenuity:

- Visit: <https://learn.edgenuity.com/student>
- Username: Full school email address (e.g., [jane.doe@duncanps.org](mailto:jane.doe@duncanps.org))
- Password: duncandemons
- If you have any questions, contact the Virtual Coordinator.

## Virtual Attendance Contract

Students must log in and complete work daily. If unable to do so, a parent/guardian must call the Virtual Coordinator at (580) 943-6025 within five business days. If the absence is excused, course due dates may be adjusted.

Students with six or more absences in one semester may be required to meet with the Virtual Advisory Committee to determine continued eligibility.

Examples of excused absences:

**Illness:** Parent/guardian must call the Main office of their student's school site. A doctor's note may be required.

**Unavoidable Absences:** Includes medical appointments (with documentation), court dates, family emergencies, and school activities.

**Maternity/Paternity Leave:** Requires medical documentation. A plan will be developed in advance with the advisory committee. Fathers may be granted one week of leave, with additional time considered upon request.

More details are available in the Student Handbook: <https://www.duncanps.org/page/2024-student-handbook>

**Semester Exams(high school students only):** All high school virtual students are required to take semester exams in Edgenuity. Virtual students will follow the same semester test exemption criteria as in-person students, as stated in the Duncan High School Handbook.

## Virtual Grading Policy

Courses must be completed by the assigned semester deadline. If not completed, the Relative Grade (which includes zeros for incomplete assignments) will be recorded on the transcript. The course may then need to be repeated virtually or taken in person. Seniors should remain aware of earlier deadlines due to graduation and post-secondary requirements. All students must complete the comprehensive semester exam in Edgenuity upon course completion.

## Virtual FAQs

**What do I do if I need a test or quiz unlocked?** Teachers must review prior work before unlocking tests or quizzes. Unlocks will occur on the next school day.

**How much work should I complete each day?** Follow the daily assignments listed in the Course Map in Edgenuity.

**What happens if I fall behind?** Students must complete additional work to catch up. The only way to return to on-pace status is to complete more than the daily minimum.

**How long should I work each day?** The required time varies depending on the student and the assignments. Students who minimize idle time and remain focused may finish in a few hours.

**What should I include when contacting a teacher?** Include the course name, semester (A or B), and specific topic or section. This allows the teacher to respond more efficiently.

# Virtual Glossary

**Relative Grade** – The grade a student would earn if they stopped working in the course on a particular day. This grade includes zeros for incomplete work.

**Actual Grade** – A grade adjusted for progress. It reflects how far behind the student is compared to the expected schedule.

**Overall Grade** – The grade is based on completed work. This is the final grade recorded upon completion of the course.

**Start Date** – The date the student begins coursework.

**Target Date** – The date by which the course should be completed.

**Tile** – The course icon on the Edgenuity dashboard. An "A" indicates first semester, a "B" indicates second semester. If no letter appears, the course is one semester in length.

**Dashboard** – The Edgenuity homepage, where all enrolled courses are displayed.

**Course Map** – A tool within Edgenuity showing daily assignments needed to meet the target date. Access it by clicking the house icon on the top left of the dashboard.

# Elementary Student Handbook 2025-2026



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# 2025

July

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7	8	9	10	11	12	13
14	15	16	17	18	19 □	20
21	22 □	23 □	24 □	25 □	26 □	27
28	29 □	30 □	31 □			

## Duncan Public Schools

### School Calendar 2025 - 2026

- ◆ First Day of School ..... Aug. 14
- Last Day of School ..... May 21
- X National Holidays
  - Independence Day ..... July 4
  - Labor Day ..... Sept. 1 (No School)
  - Memorial Day ..... May 25

- Holidays
  - Fall Break ..... Oct. 17-20
  - Thanksgiving ..... Nov. 24-28
  - Christmas ..... Dec. 19-Jan. 2
  - Martin Luther King Jr. Day ..... Jan. 19
  - Presidents' Day ..... Feb. 16
  - Spring Break ..... March 16-20

- ▲ Non-Instructional Days
  - P/T Conference evenings of:  
Oct. 13-14 & March 9-10
  - No School
    - October ..... 16
    - March ..... 13

- Staff Professional Days/ No School
  - August ..... 8, 11-12
  - October ..... 21
  - January ..... 5

- Inclement Weather Days/ No School
  - April ..... 3, 10, 17, 24
  - May ..... 1, 8, 15

- ★ Staff Work Day
  - August ..... 13
  - May ..... 22

- Collaboration Days/ Virtual day
  - September ..... 19
  - November ..... 21
  - February ..... 13
  - March ..... 23

**Attendance Data**  
 1st Sem. Ends Dec. 18 = 82 days  
 2nd Sem. Ends May 21 = 84 days  
 Total Days Taught 166 days  
 Work Day 2 days  
 Professional Days 5 days  
**Total Days 173 days**



of Excellence  
 For further information, call 580-255-0686  
 www.duncanps.org

# 2026

January

S	M	T	W	T	F	S
				1 □	2 □	3
4	5 ●	6	7	8	9	10
11	12	13	14	15	16	17
18	19 □	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
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8	9	10	11	12	13 ●	14
15	16 □	17	18	19	20	21
22	23	24	25	26	27	28

March

S	M	T	W	T	F	S
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8	9	10	11	12	13 ▲	14
15	16 □	17 □	18 □	19 □	20 □	21
22	23 ●	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
			1	2	3 ■	4
5	6	7	8	9	10 ■	11
12	13	14	15	16	17 ■	18
19	20	21	22	23	24 ■	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
					1 ■	2
3	4	5	6	7	8 ■	9
10	11	12	13	14	15 ■	16
17	18	19	20	21 ◆	22 ★	23
24	25 X	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

## **Introduction**

Welcome to Duncan Schools! Our first priority is the safety and overall well-being of your child(ren). It is important that parents and guardians feel welcome in our buildings and have confidence that their child(ren)'s needs will be met. The following Elementary Student Handbook is presented to foster a better understanding of our procedures, policies, and practices. Please do not hesitate to contact your building principal with comments, concerns, or questions.

## **District Mission Statement**

The Duncan Public Schools District is committed to a tradition of excellence in developing students to their full potential in an environment that fosters responsible, productive citizens and lifelong learners.

## **Statement of Philosophy**

1. The school should understand its role in the community and provide development opportunities for all students through its diversified curriculum and services.
2. The school should prepare the student to the best of his/her ability to take his/her place in society as a responsible, involved citizen of the world.
3. The community should support the school through financial efforts and cultural and educational endeavors, thereby creating a partnership in education.
4. The school should recognize that students progress at different rates and learn through different modalities; thus, the school should enhance individual development.
5. Schools should provide students with a physical environment conducive to learning, well-maintained buildings, a safe, orderly climate, necessary equipment and materials, and an efficient and qualified staff.
6. The school should encourage trust, respect, positive relationships, and cooperation among students, teachers, administrators, and the community.
7. The school should also provide students with the skills necessary to adapt to an ever-changing society and job market.
8. The school should provide the student with the opportunities to acquire the skills and knowledge necessary to lead a productive life.
9. The school should instill in the students the desire to learn, the acquisition of learning skills, and the understanding that education is never-ending.
10. The school should promote a positive feeling of self-worth, acceptance, and self-assurance in the student.

## **Character Education**

All Duncan Public Schools, Pre-Kindergarten through High School, have implemented a character education program. These programs are designed to create safe and effective schools. It is a systems approach to enhancing the capacity of schools to educate all children by developing research-based, school-wide, and classroom behavior support systems. The process focuses on improving a school's ability to teach and support positive behavior for all students. Rather than a prescribed program, our schools implement and evaluate effective school-wide, classroom, non-classroom, and student-specific plans. Our programs include school-wide procedures and processes for all students and all staff in all settings. We have a team-based process for systematic problem-solving, planning, and evaluation. It is an approach to creating a safe and productive learning environment where teachers can teach, and all students can learn.

### **Non-discrimination Statement**

Duncan Public Schools, in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and other federal law and regulations does not discriminate on the basis of race, color, national origin, sex, age, religion, handicap, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to admission, employment, financial aid, and educational services. If anyone has a question about possible civil rights violations or a civil rights grievance, s/he should contact the District Special Education Director at 580-255-0686.

### **ESEA Parent Right to Know – Parent Notification Letter**

In accordance with the Elementary and Secondary Education Act (ESEA), Section 1111 (h)(6)(A) PARENTS’ RIGHT TO KNOW, this is a notification from Duncan Public Schools to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student’s classroom teachers. The information regarding the professional qualifications of your student’s classroom teacher shall include the following:

- If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under an emergency or temporary status in which the state qualifications and licensing criteria are waived;
- The teacher’s baccalaureate degree major, graduation certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

In addition to the above information, you will be notified if your student has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

Parents and families of students in Title I schools also have the right to know about state and district policies regarding student participation in any assessments mandated by ESSA, including any policy, procedure, and parental right to opt students out of such assessments. If you would like to receive information about this topic, please contact Merry Stone, Assistant Superintendent, either by phone at (580) 255-0686.

If you have questions or concerns, please feel free to contact your student’s school principal.

### **Choice of School/Attendance Area Policy**

#### ● **Definitions**

**For the purpose of this policy, the following definitions shall apply:** Attendance Area – predetermined area immediately surrounding or adjacent to each designated elementary school, as defined below. All students in grades kindergarten through five (K-5), hereinafter “elementary students”, that reside in the district will attend, absent an in-district transfer (as defined below), the designated elementary school for their attendance area. Transportation for elementary students within each attendance area will be provided only within the attendance area.

- **School Placement Criteria:** Priority among elementary students for enrollment in a given facility in the district will be accorded in the following descending order:
  - Students under special services/IDEA/504
  - Students living within the attendance area
  - Change of residence to a different attendance area. If a change of residence occurs during the school year, parents have the option for the remainder of such school year of:
    - moving the student to their new attendance area school,

- leaving the student at their previous attendance area school. Provided, after the school year in which the change of address occurs, such student will be treated as residing in the new attendance area.
  - The availability of another course of study needed by the student, as determined by the district.
  - Students transferring to such a facility in the manner hereinafter provided.
- **Consideration of Transfers.** Transfers will be considered only if space is available at the particular elementary facility. No transfer will be considered:
  - which causes the district to expend or lose funds according to class size mandates
  - for students under disciplinary action (i.e., suspension)
  - if the transfer brings the class size to the maximum or exceeds the size allowed under class size mandates
  - Chronic Absentism Rate

The District acknowledges that unique circumstances may at times result in a request from a parent or guardian that a child be considered for enrollment outside of their designated attendance area. The appropriateness of the program and review of educational and behavioral records may be considered in rendering a decision regarding a request for a change in attendance. All transfers will be subject to any applicable enrollment caps and availability of space and resources at the school. A district enrollment committee including the receiving school's principal will review all school choice requests and make recommendations, taking into consideration the following:

- previous year's enrollment at the requested school,
- if the student has a sibling at the requested school and/or
- if the student resides in the district or lives out of district.
- Requests of school choice from district employees will be taken into consideration, as well.

*For more detailed information, see the Duncan Public Schools Policies and Procedures manual policy 6023, Student Transfers.*

## **ATTENDANCE AREA BOUNDARIES**

### **Horace Mann Elementary:**

North boundary: Plato Rd.  
 South boundary: Beech Ave.  
 East boundary: Highway 81  
 West boundary: Empire School District

### **Plato Elementary:**

North boundary: Marlow School District  
 South boundary: Elk Ave.  
 East boundary: Bray School District  
 West boundary: Highway 81 between Elk Ave. and Plato Road; North of Plato Road to Empire/Central High School District

**Emerson Elementary:**

North boundary: Elk Ave.  
 South boundary: Bois D'Arc Ave.  
 East boundary: 5<sup>th</sup> Street from Bois D'Arc Ave. to Elder Ave; N St. from Elder Ave. to Elk Ave.  
 West boundary: Highway 81

**Mark Twain Elementary:**

North boundary: Beech Ave.  
 South boundary: Comanche School District  
 East boundary: Highway 81  
 West boundary: Empire School District

**Woodrow Wilson Elementary**

North boundary: Elder Ave.  
 South boundary: Comanche School District  
 East boundary: Velma School District  
 West boundary: 5<sup>th</sup> Street

Attendance Area Maps are available at the Central Enrollment Offices, 242 N 9th St, the Transportation Office, and online at [www.duncanps.org](http://www.duncanps.org).

**Pre-Kindergarten Enrollment**

Enrollment in Pre-K (four-year-old) classes is optional both for the student and the school. Transportation will not be provided for Pre-K students. Proof of residence is required for all students who claim residency in the district and have not applied for a transfer. Attendance areas and demographics will be reviewed on an annual basis.

**Pre-Kindergarten (Will Rogers, Will Rogers/Elk Crossing, Woodrow Wilson Pre-K)**

Pre-Kindergarten is an optional program. Enrollment is held in the Spring semester. Students are served on a first-come, first-serve basis. All enrollments are processed through Central Enrollment.

**Requirements for Admission**

For admission to Duncan Elementary Schools, a student must be a resident of this district or have obtained a legal transfer. S/he must be living with his/her parent (s) or meet the requirements of the Duncan Public Schools residency policy and be willing to abide by the rules and guidelines of the school as maintained by the Duncan Board of Education.

Any student entering the Pre-Kindergarten program must be four (4) years of age on or before September 1. A student entering Kindergarten for the first time must be five (5) years of age on or before September 1. All students must show proof of completing the prescribed immunizations as outlined by the Oklahoma State Department of Health or meet the requirements for obtaining an exemption from those required immunizations. All students should show proof of a birth certificate.

A student entering Duncan Elementary Schools after being enrolled in another school must show proof of having been enrolled in another school program, having been legally withdrawn from the previous school, and satisfactory completion of all work in the preceding grades.

### **Immunizations**

The law requires that parents or guardians of minor children in school present certification from a licensed physician or appropriate public health authority that shows their child has received, or is in the process of receiving immunizations required for school entry. *For information, that is more detailed see the Duncan Public Schools Policies and Procedures manual policy #6000.*

### **Student Records**

The principal of each school will be the legal custodian of all student records for that school. *For information that is more detailed, see the Duncan Public Schools Policies and Procedures manual policy #3019.*

### **Student Transfers**

On January 1st, 2022, the State of Oklahoma changed the law and review process around student transfers. Transfers may be reviewed and denied each school year based on the following criteria: site capacity at a grade level, student attendance, and student discipline. New student transfers are accepted on a first-come, first-serve basis. Existing student transfers are reviewed by site principals each year for the upcoming school year. Under the new transfer law, a student may only transfer outside of their home district twice during the school year.

*For more detailed information, please see the Duncan Public Schools Policies and Procedures manual policy, district policy #6023.*

### **Withdrawing From School**

The procedure for withdrawing from Duncan Elementary Schools is as follows:

1. Authorization for withdrawal must be made in person by a legal parent/guardian. This notification should be made at least two days in advance, if possible.
2. Obtain the appropriate forms from the principal's office.
3. Have the forms filled out by the appropriate teacher and other staff members, return all schoolbooks and property, and pay all charges.
4. Return the completed forms to the office for final clearance

### **Morning Arrival**

- Will Rogers & Will Rogers Elk Crossing Pre-Kindergarten

7:30 AM	Doors open
7:30-7:55 AM	Breakfast served
8:00 AM	Class begins
3:00 PM	Dismissal

- Elementary Schools and Woodrow Wilson Pre-Kindergarten

7:45 AM	Doors open
8:00-8:25 AM	Breakfast served
8:30 AM	Class begins
3:30 PM	Dismissal

### **Student Attendance/Tuancy**

It is the intent of the Duncan Board of Education to fully comply with state law in the matter of student attendance. It shall be unlawful for a parent, guardian, custodian or other person having control of a child who is over the age of five (5) years of age and under the age of eighteen (18) years, to neglect or refuse 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 the Oklahoma Statutes. To be excused from attendance, a child must meet guidelines established by state law. Students who miss 9 days per semester or 18 days a school year are considered to have chronic absenteeism.

When a student has accumulated four (4) absences, the district attorney may be notified as specified by law. **If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the principal shall notify the parent, guardian or custodian of the child and may report such absences to the district attorney in the county wherein the school is located for juvenile proceedings pursuant to the Title 10 of the Oklahoma Statutes. (70-10-106). For more detailed information, see the *Duncan Public Schools Policies and Procedures manual, policy # 6056, 6056-2, 6056-3.***

### **Late Arrival**

When it is necessary for a student to arrive late to school, the student should report to the office to receive an admit slip before entering the classroom. Since children who arrive late or are absent miss valuable instruction from their teacher, excessive tardiness and absenteeism may hinder the education of a child.

### **Absences from School**

From time to time, it may be necessary for a student to miss school. In that case, a parent/guardian needs to call the office to report the reason for the absence. The call must be made the day of the absence for each/day of absence unless previous arrangements have been made. If it is not possible for a parent/guardian to call to report the absence, a note must be sent to school the day following the absence explaining the reason for the absence.

In Oklahoma, excused absences from school include:

- Illness or injury
- Doctor or dental appointments
- Bereavement
- Serious illness or emergency in the immediate family
- School bus is not running
- Recognized religious holidays and associated travel

\*School activities do not count as an absence

Proper documentation will be needed before an excused absence is recorded. In the case of long-term absences due to an extended illness or injury, contact the school office. A doctor's statement may be necessary in some cases. Board policy 6056. All other absences will be considered unexcused.

### **Chronic Absenteeism**

Chronic Absenteeism is defined as 10% or more of a school year. An absence for any reason is not considered exempt except in instances of a "significant medical condition". Examples would be a severe, chronic, or life-threatening physical or mental illness, infection, injury, disease, or emotional trauma. Letters will be sent to families at the end of each quarter if their student falls within the Chronic Absentee

category.

### **Dismissal Routines After School**

Elementary sites dismiss at 3:30. Care will be given to accommodate bus routes and traffic problems. Every effort should be made to pick up your child on time. The police may be called if students are left past 4:00 p.m. Students who ride a bus are to go directly to the bus loading area when they are dismissed from class. Loading will be permitted in designated areas only. Students who do not ride a bus are to meet their ride or proceed home immediately after school.

From time to time, changes in after-school routines do occur. Please plan ahead as much as possible and notify the school office in writing whenever a child's after-school routine has been altered.

### **Early Dismissal**

Parents must send a note or phone the office when early dismissal is necessary. A reason must be given for early dismissal. Parents are required to check students out in the office when picking up students for early dismissal. Photo ID is required for signing out a student.

### **Requesting Make-Up Work**

A student shall have two days for every day absent to hand in work for credit. The time limit will remain in effect unless an agreement is reached between the student and the teacher assigning the work.

Requesting make-up work for an absence or absences shall be the responsibility of the student. If a student does not request his/her work, a grade will be recorded as if the student knew about the work and did not complete it.

Parents or guardians requesting make-up work on the day of an absence should call the office before 10:30 A.M. to request the work. Parents are not to go directly to the student's classroom. Children can only be dismissed early for emergencies and extenuating circumstances.

### **Visitors to Our Schools**

Parents/guardians are always welcome to visit our school. Visitors must check in at the office to receive a visitor's badge. Because the safety of our students is very important, any person who does not wear a visitor's badge will be asked to leave the campus. The school policy is to accept only visitors who have legitimate business at the school. Making appointments to conference with a teacher is appreciated.

### **School Volunteers**

Volunteers will be required to complete a criminal record affidavit and may be required to undergo a criminal background record search at such volunteer's own expense. Volunteers will be afforded the same protections from liability as District employees unless they act on their own volition outside the scope of their approved assignment. A volunteer's services to the district may be terminated at any time.

Prior to being assigned any work in the District, each volunteer must sign a confidentiality agreement agreeing that should any information protected by the Family Education Privacy Act become known to such volunteer, such volunteer shall not divulge such information. The administration team reserves the right to deny the services of any volunteer. *For information that is more detailed, see the Duncan Public Schools Policies and Procedures manual policy #1003.*

## **In School Intervention**

See Duncan Public Schools' Policy & Procedures Manual Policy #6027.

## **Student Conduct**

The school's primary goal is to educate, not discipline. The faculty and administration firmly believe that life-long student success depends on learning and practicing self-discipline. However, when the behavior of an individual student comes in conflict with the rights of others, corrective actions are necessary. The teachers and administration shall have the same rights as a parent or guardian to control and discipline a child according to local policies during the time the child is in attendance or in transit to or from school, or any other school function authorized by the school district or in any classroom (O.S. 21-643, O.S. 21-8944, O.S. 21-1362, O.S.70-6-114). All students will be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction.

The classroom teacher is and should be the first line for the enforcement of discipline for misconduct in the classroom. The classroom teacher shall be expected to have tried several methods of disciplinary action, including, but not limited to after after-school or lunch detention, in-school intervention assigned by the teacher and kept by the teacher in his or her classroom, parent contact, etc.

If a student continues with misconduct, the teacher shall fill out a referral form and refer the student to the principal or assistant principal. There will be instances when the misconduct is severe enough to send the student to the principal. The principal shall be responsible for the enforcement of discipline for students referred by the classroom teachers, and when misconduct occurs outside the classroom.

*For information that is more detailed see the Duncan Public Schools Policies and Procedures manual policy #6027.*

## **School Bus Regulations**

The following rules and regulations shall govern the conduct of school bus passengers. Parents are required to sign an acknowledgment that they have read the transportation guidelines. If a student is found in violation of the guidelines, the student will be subject to appropriate discipline. Except in cases of handicapping conditions, bus riding is a privilege rather than a right. Therefore, students who abuse the privilege may be suspended from riding the bus.

1. Responsibilities of Parents or Guardians
  - a. Have the student(s) ready for school each morning when the bus arrives at the designated bus stop.
  - b. Notify the Transportation Office in the event that a student will not be riding the bus on a given day. In addition, if your child is not riding the bus home from school, the parent must notify the school in writing or by phone no later than 1 hour prior to the end of the instructional day.
2. Responsibilities of the Transportation Department
  - a. The driver will arrive at the designated bus stop every morning and come to a complete stop.
  - b. The driver is not required to wait on any child who is not prepared to board the bus at the time the bus arrives.
  - c. If a student is not at the bus stop for two consecutive days without making contact with the driver, the bus will not come again until the parent contacts the Transportation Office.

Students will be picked up at their proof of residence and returned to their proof of residence only.

Duncan Public Schools Transportation Department will send out more detailed rules and responsibilities with each bus rider at the beginning of the school year. This will include the discipline matrix for infractions while riding a bus.

The Duncan Public Schools bus drivers have the safety of our children as their primary goal. When problems occur, they will be dealt with in a prompt and professional manner. The following guidelines have been established to ensure that problems will be directed to the proper authorities.

1. Adults are prohibited from boarding a bus during a route to discuss a problem directly with the driver.
2. Complaints concerning bus drivers are to be directed to the Transportation Department at (580) 252-3496.

### **Distracting Items at School**

Students are to bring to school only those articles/items that are needed to participate in classroom projects and assignments.

### **Cafeteria**

The cafeteria provides a place to enjoy hot meals. Breakfast and lunch are served during school hours. When students have finished eating, they may sit quietly until dismissed. There are a few rules to help ensure a comfortable breakfast and lunch period. It is important that everyone has plenty of time to enjoy his or her meal.

- Talk quietly in the cafeteria
- Go to the back of the line (no cuts)
- Let others get their own seats
- No food or drink is to be taken from the cafeteria.

Breakfast and lunch prices are subject to change. Check [duncanps.org](http://duncanps.org) for current cafeteria menus and pricing information.

### **Cafeteria Meal Policy**

All students of Duncan Public School will receive free breakfast and lunch for the 2025-2026 school year.

All students are required to fill out a Household Survey form each year.

### **Wireless Telecommunications Devices**

There shall be no use of any wireless communication device during regular school hours without prior approval of the building principal. *For information that is more detailed, see the Duncan Public Schools' Policy and Procedures Manual Policy # 4025-1.*

### **Reporting Suspected Child Abuse and/or Neglect**

In accordance with Oklahoma law, all district staff are required to report suspected cases of physical abuse or neglect involving students to the county office of the Department of Human Services. The Duncan Board of Education fully supports that requirement and has established this policy to facilitate such reporting.

Every teacher, support person, or other employee of this school district shall report any suspected physical

abuse or neglect of any school student to the Department of Human Services and law enforcement by telephone, followed by a written report. The employee shall also inform the building principal, who will advise the appropriate district officials that the report was made.

Persons who make such reports in good faith and who exercise due care and who allow access to a child by persons authorized to investigate such reports shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed.

### **Family Educational Rights and Privacy Act**

The Board of Duncan Public Schools has adopted a student records and procedures policy for the school district. This policy is designed to meet the provisions of the Family Educational Rights and Privacy Act (FERPA). Copies of the policy may be obtained on the Duncan Public Schools website, [duncanps.org](http://duncanps.org), or at the office of the Superintendent.

The purpose of this policy is to establish guidelines on education records in relation to the Family Education Rights and Privacy Act of 213p as per final regulations published in the Federal Register, Volume 41, No. 18, June 17, 1976.

### **Statement of Rights**

Parents and eligible students have the following rights under the Family Education Rights and Privacy Act (FERPA) and Board policy:

1. The right to inspect and review the student's educational record.
2. The right to exercise a limited control over other people's access to the student's educational record.
3. The right to seek to correct the student's record in a hearing if necessary.
4. The right to report violations of the FERPA to the United States Department of Education.
5. The right to be informed about FERPA rights and procedures. (Public Law 93-380, 93<sup>rd</sup> Congress, HR 69, and Board Policy)

If the parent/legal guardian of a student, a student or former student that is 18 years of age, or a citizen of the Duncan School District believes that the district is in violation of the provisions of FERPA, that person has the right to file a complaint with the U.S. Department of Education. The address is:

The Family Educational Rights and Privacy Act Office  
U. S. Department of Education Room 4511, Switzer Building  
Washington, D.C. 20202  
Phone: (202) 732-2058

An interpretation of the policy will be provided for anyone unable to read and understand the policy. A translation of the policy will be provided for anyone unable to read and understand English.

### **Care of Building and Equipment**

We want to provide a comfortable building to come to each day. Your cooperation can help us to do that.

- Be sure to clean your shoes before entering the building each day.
- Deposit trash in the receptacles provided throughout the building.
- Help to keep the building clean at all times.

### **Closed Campus**

The Duncan Elementary Schools maintain a closed campus policy. Students must stay on the school grounds from the time they arrive until they are picked up by the bus, released at the end of the day, or checked out by a parent/guardian.

Students will be allowed to bring bottled water to school. They may purchase juice or milk during break times. Students will be allowed to leave the campus at lunchtime with another parent if there is a note written by both parents. Students will be allowed to leave the campus at lunchtime to walk to their home for lunch, provided there is adult supervision at their home during this time. A student's parent must inform the teacher and the school office in writing of their desire for their child to walk home at lunchtime.

### **Parents - Custody Papers**

Students must remain on campus at all times during the school day. A student will be released during the day only if the parent/legal guardian or approved caregiver checks the student out in the office.

The principal may request court documents (custody document) or written permission as to whom a child may be released.

### **Health and Hygiene**

All children are encouraged to have health and dental examinations at regular intervals. Regular attendance at school is important; however, for their own protection and to prevent the spread of contagious diseases, students should be kept at home if they show any signs of illness. If a student develops an illness after reaching school, a parent or guardian will be notified to pick them up as soon as possible, or to give special instructions to school personnel for dealing with the illness.

Students should be fever-free and vomit/diarrhea-free for 24 hours without fever-reducing medications before returning to school, unless the student has a medical condition that causes vomiting and diarrhea.

### **Medication**

No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school prior written authorization to administer the medication. The parent or guardian of any student requiring medication during school shall bring the medication to the principal of the school the student attends and complete and sign the "Medication Authorization Form." All medicine brought to school must be accompanied by a "Physician's Order Form" before school personnel will administer the medication. Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer medicine to the student. Parents must go to the school their child attends and sign the necessary forms. Each student participating in athletics and each student participating in any other activity that requires travel outside the school district must have a "Medical Release Form" on file before he or she will be allowed to participate.

### **Head Lice**

Duncan Public Schools follows *the Centers for Disease Control's Head Lice Guidelines for Schools*. A child who has been infected with head lice should receive treatment before returning to school. If a child has been found to have lice or nits, the parent will be notified. The treatment is the responsibility of the parent/guardian. In accordance with the Centers for Disease Control guidelines, absences due to head lice are not excused.

### **Grading System**

The students who attend Duncan Elementary Schools have different needs, interests, and abilities. Every effort is made to report the individual progress of each student fairly and accurately. Students in Pre-Kindergarten through Fifth (5th) grade will receive a progress report at the end of each of the first three 9 weeks periods and a final report card at the end of the year providing information to parents about the student's performance level, achievement, work-study habits, attitude and behavior, attendance, and any other information that may be important to ensure understanding of the student's progress.

### **Promotion and Retention**

The principal of each school will form a committee to review and make decisions regarding retention and promotion. The committee will consist of a classroom teacher, a counselor, and additional personnel who may be assigned by the principal of the school.

*For information that is more detailed, see the Duncan Public Schools Policies and Procedures manual, policy # 5014.*

### **Grade Placement**

Students who were previously enrolled in a private school (including home school), foreign school, Charter School, or other school districts who seek enrollment in the Duncan Public Schools are subject to transcript evaluation to verify appropriate grade level will be made by the building principal. *For information that is more detailed, see the Duncan Public Schools Policies and Procedures manual policy #6054.*

### **Parent/Teacher Conferences**

Parent/Teacher conferences will be held from 3:30-7:00 on October 13<sup>th</sup> and 14<sup>th</sup> and March 9<sup>th</sup> and 10<sup>th</sup>. Parent/Teacher conferences play a vital role in the school-home partnership.

### **Student Dress**

The Duncan Board of Education endorses and adopts as policy these regulations on student dress and appearance developed and presented by representatives of the Association of Duncan Educators and the Duncan Public School Administrative staff. All students -

- Attire that promotes alcohol, tobacco, or other controlled substances will not be permitted.
- Attire that displays language or illustrations offensive to the general population may not be worn. Students may wear slacks/skirts-dresses, jeans, or walking-style shorts and blouses/shirts, t-shirts, sweatshirts, or sweaters to school. **All clothing should be of a length within the parameters of good taste.** Bare midriffs and/or exposed shirts, biking shorts, short shorts, or tank tops are not appropriate school attire.
- Hats/caps will not be permitted in school buildings.
- Shoes are required.
- Any clothing style, symbol, or bandana recognized as having a gang association is not appropriate school attire. This will include, but is not limited to, any reference to any professional sports team currently viewed as gang-related. Any change in parameters will be communicated to the student body and the general population through announcements, the DPS website, and local media.
- Metal combs, heavy metal belts, or other paraphernalia, which could be used as weapons, shall not be carried or worn to school. **The individual building principal(s) or his/her authorized representative will have the authority and responsibility to make the final decision**

**determining if wearing apparel and personal appearance are in violation of moderation, good taste regulations, or are disruptive to the educational process.**

### **Lost and Found**

Students who find lost articles are asked to take them to the lost and found. Lost articles that are not claimed within a reasonable time will be appropriately disposed of.

### **Telephone Usage**

No public telephone is located in the school. An office phone is available for student use in the case of an emergency. Your teacher will give you a note with written permission to use the telephone when an emergency exists.

### **Class Parties**

Due to the loss of valuable instructional time, class parties will be kept to a minimum. No parties are permitted except for those predetermined and sponsored by the administration, teacher, and/or parent group.

### **Tobacco**

Students are not permitted to smoke, vape, or have tobacco in their possession at any time in the school building, on the school grounds, or within the area surrounding the school grounds. This applies to all school-sponsored activities as well as the regular school day. Violation of this rule constitutes a serious offense and possible suspension from school.

Per DPS Policy, the amendments define vapor products broadly and include products that may or may not contain nicotine if those products are designed to be used with a vaporizer, e-cigarette, etc.

### **Use or Possession of Non-intoxicating Beverages, Alcohol, or Controlled Dangerous Substances**

The policy of the Duncan Board of Education is that any teacher or other district employee who has reasonable suspicion that a student may be under the influence of or in the possession of:

- Non-intoxicating beverages (as defined by law)
- Alcoholic beverages
- Controlled dangerous substances
- Illegal, illicit drugs, or mood-altering substances, which include steroids, prescription, and over-the-counter medication being used for an abusive purpose, shall immediately notify the principal or his designee of such suspicion.

After investigating the suspicion and finding evidence of use or possession, the principal or principal's designee shall notify the Superintendent of Schools and the parent/legal guardian of the student. Any teacher or other district employee who, in adherence to this policy, reports such information to the appropriate school official shall be immune from all civil liability. Any student found to be in possession or using such substances shall be subject to the provisions of the Duncan Elementary Schools discipline plan.

### **Technology Devices, Workbooks, and Textbooks**

All basic technology devices, textbooks, and workbooks are loaned for student use during the school year. Books are to be handled carefully. Please be sure the name and grade are written in the space provided in the front of the book. **There will be a fine for abuse, misuse, damage, and/or loss of books and devices.**

## **Behavior Expectations**

Our school is committed to creating a safe, respectful, and responsible learning environment. We use a schoolwide behavior matrix to clearly outline expectations in all areas of the school. The matrix helps students understand what positive behavior looks like and supports consistent expectations across campus. Families are encouraged to review the behavior matrix with their child regularly. Behavior Matrix [Behavior Matrix](#)

## **Assaults**

Any student assaulting or causing assault on a staff member or another student, including verbal threats, after an investigation by the principal/superintendent, may be suspended for the remainder of the semester and all of the next semester.

Additionally, the matter may be turned over to the police or sheriff for prosecution to the fullest extent of the law. Upon completion of the student's suspension, he/she will be placed on a behavioral contract that includes provisions that could result in long-term suspension of the student for the violation of rules that would normally result in short-term (10 days or less) suspension of a student.

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 violate this policy.

## **Bullying/Harassment**

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.

*For information that is more detailed, see the Duncan Public Schools Policies and Procedures manual, policy #6050.*

## **Asbestos Hazard Emergency Response Act Notification**

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The District has complied with this act. A management plan documenting these inspections is on file for public review. You may examine surveillance reports at the Maintenance/Transportation office and/or each campus upon request.

## **Signal to Evacuate the Building**

In the event of a fire or certain other emergencies, it may be necessary for everyone to leave the building for their safety. The teacher in charge of the classroom will lead the class to a designated safe point outside. When everyone is outside the building and in the designated area, the teacher in charge of the class will check to ensure that everyone in attendance that day is with the group.

In accordance with Oklahoma statute, a fire evacuation drill will be conducted at least twice, once each semester. One drill may be conducted each semester. All participants must assume that a real emergency exists when the signal to evacuate is sounded.

When it is safe to return to the building, the bell will be sounded. The teacher in charge of each group will lead their group back into the building.

### **Tornado and Other Storm Warnings**

A minimum of two tornado drills will be conducted each school year. The signal to warn that a danger of a tornado exists will be several short rings of the bell system. If the bell system cannot be used, a whistle or other designated signal will be used to warn of the danger.

When the signal is sounded, the teacher in charge of the group will lead the group to their designated shelter area to wait until the danger passes.

Directions for the evacuation of the building are posted near the exit door of each classroom.

### **Emergency Drills and Warnings**

In the event of an emergency such as a tornado, fire, or other emergency situation, it may be necessary for the building to be evacuated or for the building occupants to move to a place of safety. In addition, there will be a minimum of two lockdown drills and two intruder drills per school year.

### **Vandalism to School Property and to the Property of Employees and School Board Members**

A student who commits an act of vandalism to any school property or to the property of any school employee or school board member faces severe penalties.

Any student who is guilty of defacing school property or any other act of vandalism connected with school or school personnel may be suspended from attending classes immediately. Such suspension may last for the maximum allowed by law. Subsequent violations of this policy may be punished by suspension from school for a period of time up to and including the remainder of the current semester and all of the next semester.

The student who is guilty of defacing school property or another act of vandalism on school property could be held responsible for the full costs of the restoration process.

### **Weapons-Free Schools**

The Duncan Board of Education has adopted the following policy regarding weapons at school.

Policy Statement:

1. Any student in the Duncan 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 931, 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; any firearm muffler or firearm silencer, or any destructive device, including any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant 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 proper legal authorities.
2. Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person, except a peace officer or other person authorized by the board of education of the district, to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teacher any weapon as defined further in this policy statement: "...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 a full calendar year (for firearms). It is the policy of the Duncan Public Schools to fully comply with the Gun-Free Schools Act 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.

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.

### **Disciplinary Action for Policy Violations**

It is the policy of the Duncan School District that any student who is determined to have brought a weapon to a school under the jurisdiction of the Duncan School District shall be suspended from school for a period of not less than one year. The chief administrative officer of the Duncan School District may modify any out-of-school suspension imposed under this policy for any student on a case-by-case basis.

For the purposes of this policy, the following definitions shall control:

1. The term “weapon” means a firearm as such term is defined in Section 921 of Title 18 of the United States Code.
2. The term “chief administrative officer” means the superintendent of schools or the board of education of the District.
3. The term “determined to have brought a weapon to a school under the jurisdiction of the School District” means any student being in possession or control of a weapon on property owned, leased, or rented by the School District, including but not limited to, school buildings, parking lots, and motor vehicles and any student who is in possession or control of a weapon at any School District sponsored function regardless of whether such function is conducted on School District property

Before the district, through its designated representative, recommends out-of-school suspension, alternative in-school placements, including, but not limited to: placement in in-school detention, or other available disciplinary or correctional options, shall be considered. These shall not be considered as an out-of-school suspension, but shall be treated as a disciplinary or correctional action that may be used, if warranted, as an alternative to out-of-school suspension as a part of the chief administrative officer’s case-by-case review of violations of this policy.

This policy applies only to students who are determined to have brought a weapon to school under the jurisdiction of the School District, as defined above; current School District policy on student suspensions for non-weapon violations is unaffected by this policy. It is the policy of this School District to refer to the appropriate criminal justice or juvenile delinquency system for any student who violates this policy. Any firearm seized from a student by any school employee shall immediately be delivered to a law enforcement authority for disposition pursuant to applicable law.

Policies and Procedures are updated and/or changed throughout the school year. Reference the Duncan Public Schools' website for the most current Board of Education policies.

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Duncan Public Schools, in compliance with Title VI of the Civil Rights Act of 1994 and Title IX of the Education Amendments of 1974, does not discriminate on the basis of race, handicap, color, religion, creed, national origin, age, or sex in any of its policies, practices, or procedures. These equal opportunity provisions include but are not limited to admissions, employment, financial aid, and student services. In compliance with P.L. 101-226

Board approved 8/19/25



2025-2026

# STUDENT HANDBOOK

Duncan Middle School

[WWW.DUNCANPS.ORG](http://WWW.DUNCANPS.ORG)

580-470-8106

1601 CHISHOLM TRAIL PKWY

## **Duncan Middle School Mission Statement**

We, the students and staff at DMS, strive to cultivate excellence and accountability in every student to prepare them for the twenty-first century.

## **Duncan Public School Mission Statement**

The Duncan Public School District is committed to a tradition of excellence in developing students to their full potential in an environment which fosters responsibility, productive citizenship, and lifelong learning.

## **Duncan Public School Core Beliefs**

To ensure quality teaching and learning, Duncan Public Schools (DPS) value:

- Students who are academically prepared for college, career, and life
- A respectful and nurturing environment for parents, students, staff, and community members
- Well-maintained buildings and grounds
- Up-to-date curriculum materials and technology
- Quality student programs that meet the diverse needs of all students
- Highly qualified teachers who care about students by engaging them in rigorous, student-centered innovative teaching
- Small class sizes
- Adequate financial support to provide competitive salaries
- Parent and community connections/involvement
- Strong leadership
- Ongoing professional development

By upholding these values, Duncan Public Schools will put into place policies and procedures that meet or exceed those of other school districts and state and national standards.

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## Welcome

Welcome to Duncan Middle School. We are glad you are here! This student handbook will help students and families understand the policies and procedures at Duncan Middle School. Please read over the handbook and use it to answer questions about our school.

Duncan Middle School is committed to providing a nurturing environment where every student can thrive academically, socially and emotionally. Our dedicated faculty and staff are here to support every learner's growth and development both inside and outside the classroom.

Education is a team effort, and students, parents, teachers, and other staff members working together can make this a successful year.

Remember, everyday matters,

Cassie Berthold, Principal

Amie Moore, Assistant Principal

Tom Brack, Assistant Principal

# DPS 25-26 School Calendar

Board Approved Revision June 26, 2025  
Board Approved Jan. 16, 2024

## Duncan Public Schools

### School Calendar 2025 - 2026

**2025**  
July

S	M	T	W	T	F	S
		1	2	3	4 X	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8 ●	9
10	11 ●	12 ●	13 ★	14 ◆	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

September

S	M	T	W	T	F	S
	1 X	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 ●	20
21	22	23	24	25	26	27
28	29	30				

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16 ▲	17 ■	18
19	20 ■	21 ●	22	23 ▲	24	25
26	27	28	29	30	31	

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21 ●	22
23	24 ■	25 ■	26 ■	27 ■	28 ■	29
30						

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19 ■	20
21	22 ■	23 ■	24 ■	25 ■	26 ■	27
28	29 ■	30 ■	31 ■			

**2026**  
January

S	M	T	W	T	F	S
				1 ■	2 ■	3
4	5 ●	6	7	8	9	10
11	12	13	14	15	16	17
18	19 ■	20	21	22	23	24
25	26	27	28	29	30	31

February

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13 ●	14
15	16 ■	17	18	19	20	21
22	23	24	25	26	27	28

March

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13 ▲	14
15	16 ■	17 ■	18 ■	19 ■	20 ■	21
22	23 ●	24	25	26	27	28
29	30	31				

April

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10 ■	11
12	13	14	15	16	17 ■	18
19	20	21	22	23	24 ■	25
26	27	28	29	30		

May

S	M	T	W	T	F	S
					1 ■	2
3	4	5	6	7	8 ■	9
10	11	12	13	14	15 ■	16
17	18	19	20	21 ◆	22 ★	23
24	25 X	26	27	28	29	30
31						

June

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- ◆ First Day of School ..... Aug. 14  
Last Day of School ..... May 21
- X National Holidays  
Independence Day ..... July 4  
Labor Day ..... Sept. 1 (No School)  
Memorial Day ..... May 25

- Holidays  
Fall Break ..... Oct. 17-20  
Thanksgiving ..... Nov. 24-28  
Christmas ..... Dec. 19-Jan. 2  
Martin Luther King Jr. Day ..... Jan. 19  
Presidents' Day ..... Feb. 16  
Spring Break ..... March 16-20

- ▲ Non-Instructional Days  
P/T Conference evenings of:  
Oct. 13-14 & March 9-10  
No School  
October ..... 16  
March ..... 13

- Staff Professional Days/  
No School  
August ..... 8, 11-12  
October ..... 21  
January ..... 5

- Inclement Weather Days/  
No School  
April ..... 3, 10, 17, 24  
May ..... 1, 8, 15

- ★ Staff Work Day  
August ..... 13  
May ..... 22

- Collaboration Days/  
Virtual day  
September ..... 19  
November ..... 21  
February ..... 13  
March ..... 23

**Attendance Data**  
1st Sem. Ends Dec. 18 = 82 days  
2nd Sem. Ends May 21 = 84 days

Total Days Taught 166 days  
Work Day 2 days  
Professional Days 5 days

**Total Days 173 days**



For further information, call 580-255-0686  
www.duncanps.org

## DMS Administration

Cassie Berthold	Principal
Amie Moore	Assistant Principal
Tom Brack	Assistant Principal

## District Administration

Dr. Channa Byerly	Superintendent of Schools
Merry Stone	Assistant Superintendent
Kim Ellis	Assistant Superintendent
Allison Lovett	Federal and State Programs Director
Kade Golloher	Transportation Director
Ben Garland	Maintenance Director
Jessica Clayton	Special Education Director
Brennon Albertson	Supervisor Technical Services

## Board of Education

Carl Buckholts	President
Eric Davis	Vice President
Krista Lolar	Member
Greg Neal	Member
Chris Schreckengost	Member
Dr. Channa Byerly	Superintendent of Schools
Kelly Henderson	Board Clerk

## Building Hours

7:10 a.m. - Doors open  
7:15 a.m. - Office and cafeteria open-limited hall access  
3:30 p.m. - Office closes (office closes at 3:20 pm on Friday)  
3:30 p.m. - Doors locked  
Summer Hours – 8 a.m. – 4:00 p.m.

## Absence Reporting and Make-Up Work

Parents are to call 470-8106 to report an absence and request make-up work on the day of the student's absence by 10:30 a.m. A student shall have the number of days that he/she was absent to hand in work for credit. The make-up period shall begin the day the student returns to school. (E.g. 3 days of absence is allowed 3 days turn in make-up work). The time limit will remain in effect unless an agreement is reached between the student and the teacher assigning the work.

Requesting make-up work for an absence or absences shall be the responsibility of the student/parent. If a student/parent does not request his/her work, a grade will be recorded as if the student received the work and did not complete it.

Make up work for students missing only one day will be provided by the teachers the day the student returns to school.

## After School Detention

After school detention is assigned by the Duncan Middle school administration. It is held Monday through Thursday from 3:04 to 3:50. After school detention is a study hall atmosphere therefore no talking or socializing is allowed. School work must be brought to after school detention in order to make the best use of the student's time. Students are responsible for their own transportation home.

## Asbestos Hazard Emergency Response Act

Notification to Parents, Teachers, Employees: The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. You may examine surveillance reports at the Maintenance/Transportation office at 211 E. Beech and/or each campus, upon request.

## Attendance Policy

### Absences

Parents are responsible for ensuring that their student attends school on a regular and punctual basis. The purpose is to help students learn daily and be educationally prepared for the next school year. The District believes that teaching students the importance of regular and punctual attendance also helps them mature into responsible adults who will one day be prepared for the world of work. Students are expected to be in school a minimum of **ninety percent (90%)** of the time. **This year students should be in school and receive instruction for 166 days. 90 percent of this is 150 days. This allows the student to miss up to 16 days during the year/8 days per semester. (See policy below on absences and receiving credit.)** The following steps assist in accomplishing this goal.

A. It is the responsibility of the student's parent/guardian/legal custodian to call the

attendance office regarding the reason for the absence.

- B. Contact must be made to the office within **5** days of the absence or the absence will remain unexcused.
- C. If a student has three unexcused absences, a school official will contact the child's home.
- D. In accordance with Oklahoma School Law (Section 232), when a child is truant four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the school shall report such absences to the City of Duncan (Ordinance 1701-which could result in a fine) and then could be handed over to the Stephens County district attorney. *The district attorney has responsibility for initiating legal proceedings pursuant to Title 10 of the Oklahoma Statutes. (70-10-106).*

### **Examples of Excused Absences**

1. Medical/Dental appointments with verification from a medical professional indicating the day of the absence.
2. Legal matters with documentation.
3. Death of immediate family- Immediate family shall be defined as, spouse, children, step-children, parents, brothers, sisters, grandparents, spouse's parents and grandparents, brothers-in-law and sisters-in-law, nieces and nephews, aunts and uncles, and spouses of members of said immediate family.
4. Observance of holidays required by a student's religious affiliation.
5. Extenuating circumstances determined by the principal to be an excused absence. These absences must be approved through the principal.

### **Absence and Removal from Attendance Roll**

In compliance with Oklahoma School Law (Section 387/Part 2), a student who has been absent without a valid excuse for ten (10) consecutive days shall be removed from the district's attendance roll beginning with the eleventh day.

### **Truancy**

Truancy is defined as any absence from school or school activities lasting one or more days or parts of any school day without a valid excuse or without permission of the parent, guardian, or school official. Any student who stays out or leaves school, or any school activity without a valid excuse or permission shall be deemed truant.

### **Attendance Policy (State)**

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) 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.

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.

This rule 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 such 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. Any such child who has attained his or her sixteenth (16) 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 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; or
4. If any such child is excused pursuant to subsection C of this section.
  - c. A school district shall excuse a student 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.
  - 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 by a fine not less than Five Dollars (\$5.00) and no more than Twenty-five dollars (\$25.00) for the first offense, and not less than Twenty-five Dollars (\$25.00) and no more than One Hundred Dollars (\$100.00) for each subsequent offense. 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 may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, any authorized employee of the school district may present the attendance records of the child or ward in court. (70-10-105)

### **State Attendance / Truancy Policy**

**Definition – Truancy** is defined as any absence from school or school activities lasting one or

more days or part or parts of any school day without a valid excuse and without the permission of a parent, guardian or school official. Any student who stays out of or leaves school or any school activity without a valid excuse and permission shall be deemed truant. H.B. 1975, effective July 1, 1995, provides that if a child is absent without a valid excuse for four (4) days or parts of days within a four (4) week period, the parent will be notified, or if a student is absent without excuse for ten (10) days or parts of days within a semester, the building principal must notify the parent and immediately report such absences to the District Attorney's Office. Enforcement – It is the responsibility of the building principal to determine whether an absence constitutes truancy. The building principal can and should take all appropriate disciplinary action to enforce attendance. In the event of any truancy, the parent or guardian of the truant student should be notified by telephone or otherwise. In addition, each truant student may receive a "0" as a daily participation grade for each class or part of class missed.

### **Chronic Absenteeism**

**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 approximately 18 days in a normal 180-day school calendar - just two days per month.**

### **ABSENCE AND REMOVAL FROM ATTENDANCE ROLL**

In compliance with Oklahoma School Law (Section 387/Part 2), a student who has been absent without a valid excuse for ten (10) consecutive days shall be removed from the district's attendance roll beginning with the eleventh day. Senate Bill 1715 effective July 1, 2010, designates the school principal as the approving authority and clarifies the responsibility for an absence which is incurred by a student participating in a military funeral honors ceremony.

## **Behavior Expectations**

### Classroom:

- Respect your classmates
- Be on time
- Respect the teacher's authority
- Respect school property and the property of others.
- Follow instructions
- Be ready to learn
- Work quietly not distracting others
- Bring required materials
- Keep a clean work area
- Take pride in your work
- Stay engaged and on task
- Always give your best effort

### Hallways:

- Watch where you are going
- Respect others personal space

- Use conversational voice
- Say “excuse me” when appropriate
- Get to class as soon as possible
- Report any problems to teachers
- Walk on the right side of the hallway
- Walk directly to your destination
- Keep your hands and feet to yourself

Cafeteria:

- Say “Please and “Thank you”
- Use a conversational voice
- Go to the end of the line and wait your turn
- Use proper table manners
- Pick one seat and stay there
- Tables are limited to 8 students
- Eat your own food
- Drink your own drink
- Throw away your trash
- Put away your tray
- Clean up the area where you eat

Restroom:

- Take no longer than 4 minutes
- Quietly wait your turn
- Respect property
- Go between classes or at lunch time
- Use good manners
- Report any problems to a teacher
- Practice good hygiene

Office Area

- Be respectful and wait your turn
- Use a conversational voice
- Have a pleasant attitude toward the office staff
- Say “Please” and “Thank you”
- Follow instructions
- Sit quietly if you are waiting
- Ask permission before using the phone
- Walk to the office by using the most direct route

Bus

- Be on time
- Use a conversational voice

- Thank the bus driver
- Contribute to a safe bus ride
- Stay seated
- Follow the driver's instructions
- Get on and off at your stop only
- Keep your feet off the seats and out of the aisle
- Keep your hands to yourself and inside the bus

**Assemblies:**

- Be appreciative and respectful of those making presentations or performances
- Use good manners and be polite

## Bell Schedule

**Doors to the school will open at 7:10 am.**

<b>6th Grade Bell Schedule</b> <b>First Bell Rings at 7:55</b>	<b>7th Grade Bell Schedule</b> <b>First Bell Rings at 7:55</b>	<b>8th Grade Bell Schedule</b> <b>First Bell Rings at 7:55</b>
1st Hour 8:00 - 8:49	1st Hour 8:00 - 8:49	1st Hour 8:00 - 8:49
2nd Hour 8:53 - 9:41	2nd Hour 8:53 - 9:41	2nd Hour 8:53 - 9:41
Advisory 9:45 - 10:10	Advisory 9:45 - 10:10	Advisory 9:45 - 10:10
3rd Hour 10:14 - 11:02	3rd Hour 10:14 - 11:02	3rd Hour 10:14 - 11:02
Lunch 11:02 - 11:32	4th Hour 11:06 - 11:54	4th Hour 11:06 - 11:54
4th Hour 11:36 - 12:24	Lunch 11:54 - 12:24	5th Hour 11:58 - 12:46
5th Hour 12:28 - 1:16	5th Hour 12:28 - 1:16	Lunch 12:46 - 1:16
6th Hour 1:20 - 2:08	6th Hour 1:20 - 2:08	6th Hour 1:20 - 2:08
7th Hour 2:12 - 3:00	7th Hour 2:12 - 3:00	7th Hour 2:12 - 3:00

## Bicycles

A parking area is provided for bicycles of students. Park the bicycle when you arrive and clear the bicycle area. It is advisable that students lock their bicycles. Duncan Middle School assumes no responsibility for stolen items.

## Bullying

**HARASSMENT/INTIMIDATION/BULLYING:**

Students attending Duncan Public Schools are expressly prohibited from committing any act or acts of threatening behavior, harassment, intimidation, or bullying while at school and further, by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. The Duncan Board of Education hereby endorses and adopts the following policies concerning the investigation of alleged acts of threatening behavior, harassment, intimidation or bullying and the discipline of students who commit or attempt to commit any act or acts of threatening behavior, harassment, intimidation or bullying.

As used in these regulations, the following terms shall be defined as follows:

1. "Harassment, intimidation or bullying" mean any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student;
2. "Harassment" shall also mean the intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual;
3. "At school" shall mean school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events;
4. "Electronic Communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device or a computer; and
5. "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.

Each building principal is responsible for putting in place a policy of prevention of and education about harassment, intimidation and bullying. All alleged acts of harassment, intimidation, bullying or threatening behavior, should be immediately reported to the building principal. Upon receipt of such report, the building principal or the principal's designee, should conduct an immediate investigation into the alleged acts to determine the validity of such allegations and the facts surrounding such allegations. If, at the conclusion of the investigation conducted by the building principal, it is determined that a student has committed or attempted to commit any act or acts of harassment, intimidation, bullying or threatening behavior toward another student or school personnel, the offending student shall be subject to the following:

- a. For a first offense the appropriate building principal shall impose such disciplinary penalty as he/she deems appropriate under the circumstances, including, but not limited to, ISI and out-of-school suspension not to exceed ten (10) days;
- b. In the event of any disciplinary action, a mandatory conference will be held as soon as possible involving, subject to availability, the student, his/her parent(s) or legal guardian, school officials, and

others as deemed necessary by school officials to discuss prevention of future incidents of such behavior and the consequences of such behavior. At such mandatory conference, the building principal may recommend that available community mental health care options be provided to the student, if appropriate. An updated list of such available community mental health care options shall be provided to each building principal prior to the beginning of each school year;

- c. In the sole discretion of the building principal, the student may, at the expense of the student's parents or legal guardian, be required to attend mandatory counseling with an appropriate counseling agency as determined by school officials. Such counseling agency shall make recommendations to the school officials concerning the entry of the student into the student population;
- d. Any student who has been previously disciplined for any act or acts of harassment, intimidation, bullying or threatening behavior pursuant to these regulations, may, upon committing a second or subsequent offense, be subject to suspension for the remainder of the current semester and the succeeding semester; and
- e. Each building principal who disciplines any student under these regulations shall prepare a report concerning the incident involved and the disciplinary action taken and shall send a copy of such report to the superintendent for his/her records.

If a student who has committed or attempted to commit any act or acts of harassment, intimidation, bullying or threatening behavior, receives mental health care from a mental health care provider, the school may request the disclosure of any information concerning such student that indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. Any such request should be made by the Superintendent or Assistant Superintendent of the Duncan Public Schools and should be directed to the mental health care provider.

The Board of Education shall publish the hereinbefore set forth prohibited activities for which a student may be disciplined. A copy of such activities and these policies shall be furnished to each pupil and shall be posted on a bulletin board located in each school.

## **Bus Information**

For information about bus schedules or routes, call the Transportation Office. The telephone number is (580) 252-3496. Riding a bus is a privilege. Disciplinary problems can lead to a student's temporary or permanent removal from the bus.

## **Cafeteria**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price.

All students are urged to participate in the school lunch program. Two lines are provided in the cafeteria. The lunch room management and your fellow students will appreciate your cooperation in:

1. Depositing lunch litter in wastebaskets.

2. Returning all trays and utensils to the dishwasher area.
3. Leaving the table and floor around you in a clean condition for others.

All DMS students will receive a free lunch and free breakfast for the 2024-25 school year. This will include milk and juice at breakfast and milk at lunch.

In accordance with federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 202509 Mail Stop 9410, or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

All students are still required to fill out a Household Survey Form at the beginning of the school year.

## Change of Address

Please inform the counselor or the main office when you have a change of address, phone number, or other permanent enrollment information.

## Chromebook Usage and Behavior Expectations

### Using the Chromebook at School:

- If a student does not bring his/her Chromebook to school they will be allowed to contact a parent or guardian to bring the Chromebook to him/her. If no one is available the student will be without a device for the day. Classroom policy will determine consequences for not bringing required tools.
- Chromebooks should be charged each night. The battery will allow a student to work the school day without needing to plug in. There are limited charging stations available in each room, you cannot be sure one will be available.
- Inappropriate media may not be used as backgrounds, themes or screensavers. The presence of such media will result in disciplinary action.
- Sound must be muted at all times unless permission is obtained from a teacher.
- Students may use headphones with teacher permission. Students should bring their own headphones for sanitary reasons.
- Do not share log-ins, passwords or other protected material with other students. The name on the account will be the person responsible for all activity that is connected to that account.
- Chromebooks should never be left unattended. It is recommended that students lock their Chromebooks in a locker when not in use.

### Using the Chromebook at Home:

- Students must have the written permission of their parent or guardian and Duncan Public Schools Protection Fund Premium turned in prior to being able to take their Chromebook home.
- When at home, the Chromebook should always be used in a common family location (i.e., kitchen, living room, dining room). When the Chromebook is at home, supervision is the responsibility of the

parent, but chromebook usage will continue to be monitored by the DPS technology monitoring system.

Duncan Public Schools makes every attempt to block access to inappropriate material while the student is at school and will make every effort to block inappropriate material while at home. The student may be able to access inappropriate material while on their home network. It is the parent or guardian's responsibility to supervise the information that a student is accessing from the Internet while at home. The chromebook usage will continue to be monitored by the district's technology monitoring system.

## Clinic Card - Administration of Medications

In order for your child to receive any type of medical treatment, a clinic card must be completed. If a student participates in extracurricular activities, a card must be completed for each of the activities. In order for your child to receive prescription or non-prescription medication, the medication must be brought to the office in the original bottle.

### **Parental authorization to administer medicine and physician's order forms must be completed.**

We urge you to complete these forms in the office as soon as possible. Students in possession of drugs outside of the above policy will be disciplined appropriately.

## Clubs

- **Science Club** works on many environmental projects, but the main goal is to help students see that science can be fun.
- **Math Counts** is an organization for any student interested in participating in advanced mathematics competitions.
- **Student Council** is an organization that maintains communication between students and administration. Students are elected to these offices.
- **FCA** is an organization available to any athlete. FCA emphasizes fellowship and family values.
- **Yearbook and Newspaper** are for students interested in the publishing field. Students must be enrolled in the class to participate.
- **TSA** is an extension of the STEM program at DMS. Students interested in robotics should contact Mrs. Lawler.
- **Academic Team** is a group that actively competes during the academic season against other groups.

Other clubs may be added as interest dictates and approval has been granted.

## Communication

Parental communication with teachers is an essential element to student success. E-mail, telephone conferences, and team meetings are all ways to communicate with your child's teachers. We highly encourage open and frequent communication between teachers and parents to address any questions or concerns. The campus parent portal which is accessible via the internet allows students and parents to access up to date grades and attendance records online. For information about the campus parent portal contact the main office at Duncan Middle School or log onto the Duncan Public Schools website at [www.duncanps.org](http://www.duncanps.org) Information can be found by clicking on the tab Parents.

## Discipline

The forms of discipline to be used at DMS will include but are not limited to: teacher's detention, lunch detention, after school detention, ISI, and out of school suspension.

## Discipline Policy

The discipline and control of students will be administered in accordance with the Duncan Board of Education Policies and Procedures Manual and the DMS discipline matrix found on the last pages of this handbook. For information that is more detailed see the Duncan Public Schools Policies and Procedures manual policy #6027.

## DMS Cafeteria Behavior

To prevent any disturbances in the cafeteria, students should follow these rules:

- Students should be seated in chairs; no sitting on the tables.
- Noise level should be moderate.
- No excessive moving around.
- Those eating breakfast should sit in the eating area provided.
- Students line up in a single file line to expedite the serving of food.
- Put up trays, eating utensils, and trash in the area provided; push chairs up to the tables.
- Students will check with the teacher on duty when leaving the commons area.
- No cutting in the serving lines. It is disrespectful to others and will not be tolerated.
- Throwing food or any other object will not be tolerated.
- No loitering around or in the restrooms.
- Food is not to be taken out of the cafeteria area.
- Violation of any of the above rules could result in immediate placement in lunch detention or other disciplinary action

## DMS Enrichment

Students identified as gifted or accelerated learners are invited to participate in the DMS enrichment program. Enrichment activities are designed to challenge students and to foster a generation of literate and productive individuals. Teachers integrate special activities into the regular curriculum and keep a portfolio of each student's enrichment activities.

## DMS Promotion Requirements 2025-2026 School Year

Duncan Middle School is proud to offer challenging, engaging, and rewarding courses to our students. It is our belief that students must be masters of content especially in core classes in order to have the necessary skills to be successful in the next grade. Any student failing three classes for the Spring semester or 4 classes total for the year may be considered for retention.

### 6th Grade Promotion Requirements

6th Grade Courses	Passing Standard	Skills Build To:
English Language Arts	60%, D or above in regular course work.	7th ELA
Social Studies	60%, D or above in regular course work.	7th Geography
Math or Honors Math	60%, D or above	Pre-Algebra, Algebra 1
Science	60%, D or above in regular course work.	7th Science
3 Additional Electives	60%, D or above in regular course work.	

Note: Failure to pass electives will result in not being able to follow the elective progression.

### 7th Grade Promotion Requirements

7th Grade Courses	Passing Standard	Skills Build To:
English Language Arts	60%, D or above in regular course work.	8th ELA
Social Studies	60%, D or above in regular course work.	8th US History
7th Math, Pre-Algebra	60%, D or above	Pre-Algebra, Algebra 1
Science	60%, D or above in regular course work.	8th Science
3 Additional Electives	60%, D or above in regular course work.	

Note: Failure to pass electives will result in not being able to follow the elective progression.

## 8th Grade Promotion Requirements

8th Grade Courses	Passing Standard	Skills Build To:
English Language Arts	60%, D or above in regular course work.	HS English 1
US History	60%, D or above in regular course work.	HS History
Pre-Algebra, Algebra I	60%, D or above	Pre-Algebra, Algebra 1, Geometry, or Algebra 2
Science	60%, D or above in regular course work.	Physical Science or Biology 1
3 Additional Electives	60%, D or above in regular course work.	

Note: Failure to pass electives will result in not being able to follow the elective progression.

## Dress Code

Duncan Public Schools respect the students' rights to express themselves appropriately in the way they dress. All students who attend Duncan Public Schools are also expected to respect the school community by dressing appropriately for a PreK-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and personnel. This policy is intended to provide guidance for students, staff, and parents.

All students are expected to be groomed and dressed appropriately with respect to the following criteria:

- Clothing must cover areas from one armpit across to the other armpit (in front and in back), extending down to cover the students buttocks when standing or bending.
- No exposed undergarments will be allowed.
- Midriff should not be exposed.
- **Tops must have 2 inch straps (no spaghetti straps).**
- Bike shorts and boxer shorts are not allowed.
- Shirts that are, or resemble lingerie, and shirts with large armholes are not permitted.
- Sagging pants will not be permitted. Pants must be worn around the waist on or above the hip.
- **No pajama bottoms (unless the school has a pajama day)**
- Competing students will comply with the dress code rules of their respective coaches and program directors, both during competition and the school day, at the discretion of the coach or program director.
- The wearing of hats, caps, hoods, bandanas, or non-religious head coverings will not be permitted inside any campus building.
- Sunglasses may not be worn to cover the student's eyes while inside the school.

- Metal combs, chains, heavy metal belts, spiked/studded clothing or jewelry, or other paraphernalia which could be used as a weapon should not be carried or worn to school.
- Shoes are required. House slippers are not to be worn to school.
- Cleats, shoes with wheels, house shoes, or any shoe that limits physical activity or safety are not permitted.

**Additional guidelines:** Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drug or tobacco, electronic cigarettes/vapes, or vaping products or any other product packaged for smoking or the simulation of smoking; vulgarity, sexual innuendos, obscenity or nudity or promotion of violence are not allowed. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, or religious affiliation.

School administration reserves the right to determine what constitutes appropriate dress. Clothing or accessories that create a disruption to the learning environment may not be allowed. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refused dress code appropriate clothing.



Students found in violation of DMS dress code will move through the following steps accordingly:

- An office referral will be completed by the reporting staff member, and the student will be sent to

administration.

- If a dress code violation has been identified, the student will be removed from the general student population and placed in ISI
- Parent/guardian/legal custodian will be contacted and requested to bring alternate clothing to the school
- Students will be called from ISI to change into appropriate clothing and released back to class. The inappropriate clothing must go home with the parent/guardian/legal custodian.
- If the parent/guardian/legal custodian is unable to be reached or unable to bring clothing to the school, the student will remain in ISI for the remainder of the school day.
- Repetitive violations of this offense will result in increasing levels of discipline and possible suspension from school.

## Edgenuity

Students may complete online courses through the Edgenuity online learning program. Students are required to use a school Chromebook providing the school agreement is completed and fee paid. Students must score 60% or higher for the course to count as completed. The leadership team including the building principal determine qualifying students. Not all students will qualify for Edgenuity.

## Electronic Devices

There is a telephone in the administrative office to aid students in making necessary calls. All calls made by students should be brief. Good manners and courtesy should be practiced. Students shall obtain permission from the office personnel before making any calls.

Student use of electronic devices is not permitted at Duncan Middle School from 7:10 AM to 3:00 PM. Electronic devices include but are not limited to cell phones, smart watches, gaming devices, earbuds, headphones and Ipads or tablets. **All students' electronic devices are to be turned off and placed in their locker prior to the beginning of the school day.** Student electronic devices may be used at the conclusion of the school day. Students using electronic devices during the school day may have their electronic device confiscated by the DMS faculty. Confiscated electronic devices may be picked up by the parent. Student use of electronic devices may result in disciplinary action at administrator's discretion. Duncan Middle School is not responsible for lost, damaged, or stolen electronic devices. Academic exceptions can be made by teachers and administrators at their discretion.

Any student who knowingly takes, reproduces, or publishes an inappropriate picture or video of another student, teacher, or administrator shall be subject to disciplinary action.

## Eligibility

Students must be passing all of their classes with a grade no lower than a "D" in order to participate in any extracurricular activity. Eligibility will be calculated weekly. If any student fails three or more classes for the semester, that student will be ruled ineligible for the first six weeks of the following semester. This is in accordance with OSSAA guidelines.

OSSAA Eligibility applies to virtual classes the same way in which it applies to traditional classes. Students must be making adequate progress in their courses to remain eligible for OSSAA sanctioned activities. If a student has not made adequate progress, he/she will have one week of probation to regain eligibility status. During this week, students who are on probation will be required to meet their designated progress goal to regain eligibility status. If they do not meet their progress goals, these students will be ineligible to participate in OSSAA activities.

All virtual students must make appropriate academic progress throughout the school year. Students will be assigned a required amount of work for completion each week. Student progress will be verified each Monday. Any student who is behind will be contacted and placed on probation for one week. If they do not get caught up by the following Monday, these students will be considered ineligible for participation in school athletic programs and activities.

## Fire, Tornado, and Safe School Drills

In order to execute these drills with a minimum amount of time and avoid accidents, it will be necessary for all to follow the instruction given by each teacher:

- *Fire Alarm* Signal: A fire truck siren sound
- All-clear Signal: Verbal by P. A.
- *Tornado Alarm* Signal: Verbal by P.A.
- All-clear Signal: Verbal by P.A.
- *Safe School Drills*: Verbal by P.A.
- All-clear Signal: Verbal by P.A.

## Guidance Services

The counseling program at DMS is available to help students, parents, and teachers develop positive learning experiences. The program consists of a variety of services and activities, including individual and group counseling, parent and teacher consultation, group guidance, information services, referral assistance to other programs, services in the community, and student testing.

Counselors are responsible for developing, scheduling, and evaluating services of the program. They are assisted by the school administration. Primary services are to provide direct assistance daily to students and teachers in the school, and to parents of the students. Resources for outside agencies are available upon request.

## Grading Policy

Grades are assigned based on the following scale:

- A = 90-100%
- B = 80-89%
- C = 70-79%

D = 60-69%

F = 0 – 59%

Percentages are rounded to the nearest whole number.

## Honor Roll

The Duncan Middle School Honor Roll is for the purpose of giving recognition to those students who have a 3.0 or above grade point average with no grade lower than a B.

The membership varies since the students' grades are averaged each nine weeks. A list of students maintaining the average is published by the news media.

## Immunizations

Duncan Public Schools requires all students to have their immunizations as required by the State Department of Education. Exemptions will be made for medical and religious reasons only. Failure to obtain the proper immunization could result in the student(s) not being allowed to enroll at DMS. For information, that is more detailed see the Duncan Public Schools Policies and Procedures manual policy #6000.

## ISI – In School Intervention

Students may be placed in ISI for more serious offenses or when detention does not change unwanted behavior. Students in ISI will have the option of eating a school lunch or bringing a lunch from home. Students will not be allowed to have take-out food delivered to them by a parent or by other means while they are serving ISI. If the student cannot charge at the cafeteria, the cafeteria will provide an alternate meal. *Students serving ISI will be ineligible to compete in extracurricular activities during ISI placement. Participation may begin the following day after completion.*

The In-School-Intervention shall be an alternative to the regular school environment during the regular school day and shall be used as disciplinary action for those students in grades six (6) through eight (8) who have demonstrated that they cannot, or will not, abide by the rules of the district. The In-School Intervention shall be separate and apart from the regular classroom program of the school. The Principal (Assistant Principal) shall have the authority to assign a student to In-School Intervention. The length of the assignment shall be determined by the DHS Discipline Matrix and the Principal (Assistant Principal). In the event of misbehavior while serving ISI, additional days may be assigned by the In-School Intervention teacher with the consent of the Principal (Assistant Principal) who assigned the student. The Principal (Assistant Principal) shall notify the parent(s) or guardian of a student assigned to the In-School Intervention program prior to the actual assignment. During such notification, the parent(s) or guardian shall be notified of the reason for the assignment and the number of days assigned. The decision of the Principal (Assistant Principal) to make an assignment to In-School Intervention shall be final.

Study and work assignments shall be made by the student's regular teacher(s), and the student shall work on the assignments daily and full credit shall be granted for all acceptable work completed.

Counselors from the school and other appropriate sources such as police officers and judges may come in periodically to counsel with students.

The student shall report promptly at 7:50 a.m. daily, and surrender any electronic devices (including cell phones) for secure storage during the day. The student will remain in the In-School Intervention classroom until the end of school at 3:00 p.m. daily each day that he/she is assigned to In-School Intervention. The student will not be permitted to leave the In-School Intervention classroom during the regular day except for bathroom use or under some type of authentic emergency. The student may either bring his/her own lunch from home or purchase a lunch from the school cafeteria. Lunch will be eaten in the ISI classroom. If an ISI student is picked up from school by his/her parent/legal guardian before the completion of the student's assigned ISI time, the remaining ISI time will be noted and must be served by the student upon his/her return to school before the student is readmitted to the general classroom.

Any student serving In-School Intervention cannot participate in any school sponsored activity during the date(s) of the ISI. (*Board Policy # 6027*)

## Library Regulations

The library is open during regular school hours.

Library books are checked out for two weeks. If a book is kept past the date stamped inside the book, the student is charged five cents per day for every school day.

Lost or badly damaged books are the financial responsibility of the person who borrowed them. The library staff and administration have the right to suspend library privileges of those who do not comply with the library rules regarding loans and conduct.

## Lockers

The school provides lockers only as a convenience to students. All textbooks, library books, and supplies checked out to students are the student's responsibility.

**Periodic inspection of lockers will be made by the teachers and/or principals.**

***The school will not be responsible for lost or stolen items.*** Be sure that shoes, book bags, and other personal belongings are marked with a permanent marker or other identifiable mark. Do not share the combination of your lock with anyone. Do not share your locker. Keep your locker locked at all times.

## Lunch Detention

Lunch detention may be arranged by the teacher or the administration. Lunch detention will last for the entire thirty minutes of the student's lunch period. Lunch detention is a study hall atmosphere, therefore; no talking or socializing is allowed. Class work must be brought to lunch detention in order to make the

best use of the student's time. Students may go through the cafeteria line or they may bring their lunch from home.

## **Medication**

No medicine shall not be administered unless the parent or guardian of the student requiring the medication has given the school prior written authorization to administer the medication. The parent or guardian of any student requiring medication during school shall bring the medication to the principal of the school the student attends and complete and sign the "Medication Authorization Form." All medicine brought to school must be accompanied by a "Physician's Order Form" before school personnel will administer the medication. Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer medicine to the student. Parents must go to the school their child attends and sign the necessary forms. Each student participating in athletics and each student participating in any other activity that requires travel outside the school district must have a "Medical Release Form" on file before he or she will be allowed to participate.

## **National Junior Honor Society**

Members of the Duncan Middle School Chapter of the National Junior High School Honor Society are selected by the ability to maintain a 3.7 grade point average. Other criteria include citizenship, leadership, service, and character. To be eligible, a student must have attended at least one semester at Duncan Middle School.

The sixth, seventh and eighth grade students are selected after the end of the third nine week period. The grade selection considered for induction includes grades from the first semester and the third nine week period of the current year.

Being a member of this organization is one of the greatest honors a Duncan Middle School student may have bestowed upon him or her.

## **Oklahoma Junior Honor Society**

Membership in the Oklahoma Junior Honor Society is a special honor given to the top ten percent of the student body each spring. The grades used for the eighth grade students are the second semester grades of their seventh grade year and the first semester grades of their eighth grade year. The grades used for the seventh grade students are the second semester grades of the sixth grade and first semester of the seventh grade. Sixth graders will use their first semester grades.

## **Out of School Suspension**

Any student who is suspended out of school is prohibited from being on any Duncan Public Schools property at any time during their suspension (this includes any Duncan Public Schools property: elementary schools, DMS, high school, playgrounds, athletic fields, etc.) Students under suspension are not allowed to attend any school-sponsored activity. (Athletic events, dances etc.)

## Perfect Attendance Award

In order for a student to receive a perfect attendance award, he/she must not miss more than 2 hours of class in a school year. School activities do not count against perfect attendance.

## Remediation

All students at DMS will have remediation provided during the regular class period. Teachers will use common formative assessments to identify specific areas of student need throughout the year. Should your student show through assessment that they are struggling with a specific standard, remediation will be provided to deepen their knowledge and bring them on target to meet that standard.

Parents will be notified if students are not progressing toward mastery by phone, email, Parent Portal, or text. Parents are encouraged to assist the student in ensuring all homework is completed and turned in for a grade. Parents are also able to request a conference with the teacher should the need arise.

The staff of DMS are dedicated to making sure each child has the necessary skills to pass on to the next grade. When students work hard in class, take advantage of remediation, and complete assignments the chance of failing is slim to none.

## School Dances

Students must maintain their eligibility in order to attend any school sponsored dance. **Students who have been suspended or placed in in-school intervention at any time during the week of the dance are also not permitted to attend the event. Students must be present at school the day of the dance in order to attend.** Any person not enrolled at Duncan Middle School will not be allowed to attend a school sponsored dance.

## School Property/Textbook Care

Each student is expected to assume responsibility for the care of all school property. Students who damage or lose school property (Chromebooks, textbooks, locks, furniture, uniforms etc.) are responsible for paying for the damage or loss. Many of the textbooks at DMS are available online.

## Sign-Out for Appointments/Events

Parents are to call 470-8106 if their child has a doctor, dentist, or orthodontist appointment. Parents will pick up students in the main office and sign them out. **Photo ID is required for sign out.** Parents will also be required to sign their student(s) back in upon arrival at school following their appointment/event.

Duncan Middle School is a closed campus. A student may only leave with his or her parent/guardian or their designated contact. Students are required to be signed out in the office.

## Student Handbook

This handbook has been prepared to help you and your parents become better acquainted with our school. It is our desire that you use this handbook to live up to the high ideals and standards of DMS.

It is hoped that the handbook will be studied carefully by students and parents so they may understand the policies and procedures of Duncan Middle School. Many of the policies set down are governed by state law or are directives of the Oklahoma State Board of Education. Many are Duncan Board of Education policies; some are customs or traditions and may be amended as the need arises. We seek to provide opportunities for our students to succeed in a safe learning environment.

## Student Searches

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low-point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. 70 O.S. Section 24-102 (First paragraph of statute)

Students have no reasonable expectation of privacy in school lockers, desks, or any other school property - without notice or reason.

## Student Supports

Duncan Middle school is committed to the success of every student. Students needing extra help will be assigned an intervention/enrichment time. These sessions will focus on specific skills and objectives that will immediately impact student understanding. Several criteria will be used to evaluate the need for intervention including but not limited to OSTP test scores, benchmark tests, teacher assessments, student grades, etc.

## Tardy Policy

There is a four minute period between classes. Students are tardy if they are not in their seats when class is scheduled to begin. If a student is detained by a teacher, counselor, administrator, or the nurse, the student must have a note from that faculty member to be considered excused (not tardy). Any student who has excessive tardies will be referred to the Assistant Principal for discipline. Students will be assigned after school detention. More than 10 minutes late to a class is considered an absence. Additional information regarding our tardy policy can be found by referencing the DMS School Discipline

Matrix which is part of the Student Handbook.

## Teacher's Detention

The teacher's detention will be arranged by the teacher and at the teacher's discretion. This may be before or after school pending parental notification.

## Visitors

Parents are always welcome and encouraged to come and talk with a student's teacher during the teacher's planning time. Please contact the office or teacher to set up an appointment.

Students from other schools, brothers and sisters, or other relatives are prohibited from visiting school without a parent.

For the safety of our students visitors must check with the principal's office after being buzzed in before entering the campus. It is required that visitors wear a Duncan Middle School guest badge. The principal's office is located by the front entrance of the building.

## Withdrawal from School

The number for parent/guardian to call for your child's withdrawal from DMS is 470-8106. A withdrawal sheet may be secured from the administration office. All fines, uniforms, books, etc. must be returned to the teacher or must be paid for.

## Virtual Learning Lab

VLL allows students who have been unsuccessful in mastering grade level ELA and/or Math skills an alternative opportunity to repeat the entire course. VLL is defined as a course-specific, skill-based learning opportunity for students who have previously been unsuccessful in mastering content/skills required to receive course credit or earn promotion. In order to be eligible for VLL, a student must have:

1. Completed the entire course and received a failing grade for the ELA/Math course.
2. Teachers, counselors, and administrators shall identify students appropriate for participation in the recovery program offered at the school, with the recommendation based on aptitude, motivation and need. The district shall establish an application process that requires parental consent.

## Virtual Learning Lab - Academic Responsibilities/Expectations

Students who fail a core course in the fall semester may be placed in VLL in place of one or two of their spring electives. Every effort will be made to solidify enrollment in a VLL course within 10 days from the student's start date to avoid academic disruption and delay. Students will be required to complete lessons, tests, and quizzes on Edgenuity, the school's online curriculum program. The number, subjects,

and topics of these lessons will be selected based on Oklahoma Academic Standards. Students who are on an IEP or a 504 will need their advisor present in the progress meeting to determine the modifications and accommodations required for the student.

## Virtual Learning Lab Expectations

- **Email** - students will be expected to check email daily, as that is the primary mode of communication administration and staff have to reach students.
- **Progress** - Students will also be expected to make consistent progress in each course. Refusal to work is a form of insubordination and can be addressed with disciplinary action, especially if the refusal to work is a persistent problem.
- **Academic Courtesy/Etiquette** - Students will not be allowed to skip essays/short answer questions in Edgenuity. Additionally, they are not to answer questions in a rude or disrespectful tone. When contacting teachers for help with assignments, students are expected to communicate their needs in a respectful manner and provide complete information necessary for the teacher to provide assistance.
- **Plagiarism/Academic Dishonesty** - Plagiarism is taking someone else's work and passing it off as one's own; copying and pasting answers from the internet into Edgenuity is plagiarism. Academic dishonesty is cheating, allowing someone else to complete lessons, or any other act that is contrary to the academic process. Students who are caught plagiarizing or being academically dishonest will be expected to redo the work; if this is a continued and persistent problem, the student will be brought into administration for disciplinary action and/or removal from the virtual program.

### May I Request to Have My Student Retained if He/She Meets Promotion Requirements?

There are several reasons for students to repeat a grade without failing. We welcome you to discuss the needs of your students with us and work with our staff in making the appropriate decision for your student.

### May I Socially Promote My Child Should He/She Not Pass?

You may choose to socially promote your child, but it is not recommended. The skills students acquire from each course they take build upon each other from year to year. Students who do not pass the course risk not having the necessary skills to successfully complete the next sequential course.

Should you choose to socially promote your child, you, as the parent/guardian, take on the responsibility for your child's skill or lack thereof. We, as the educational experts, will give your student the maximum amount of support possible. We do ask, however, that you realize your student will start from a deficiency in his/her learning that will require the utmost effort on you and your student's part in order for them to be successful. The next grade level teacher most likely **will not** have adequate time to fill in all gaps in your child's learning. By socially promoting, you are making the choice to send your student on without adequate skills. This should be considered with **extreme caution**.

# DMS Discipline Matrix

## DUNCAN PUBLIC SCHOOLS SECONDARY SCHOOLS DISCIPLINE MATRIX (DMS)

*Note: The administration of Duncan Middle School reserves the right to determine alternative discipline techniques when warranted and agreed upon by the administration and/or campus discipline committees.*

BEHAVIOR	CONSEQUENCES <i>Highlighted consequences are teacher assigned.</i>				
Class I	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
<b>1. Disruptive Behavior</b>	Verbal Warning/Lunch Detention	1 day After School Detention(DMS)	3 Days After School Detention (DMS)	Office Referral, See #9 <i>Defiance of Authority</i> 4 <sup>th</sup> Offense	Office Referral, See #9 <i>Defiance of Authority</i> 5 <sup>th</sup> Offense
<b>2. Electronic Devices</b>	Device stays in office until released to parent; 1 lunch detention(DMS)	Device stays in office until released to parent; 2 lunch detentions (DMS)	Device stays in office until released to parent; Up to 2 Days ISI; The device is not allowed to return to school.	Device confiscated until picked up by parent; See #9 <i>Defiance of Authority</i> 4 <sup>th</sup> Offense	Device confiscated until picked up by parent; See #9 <i>Defiance of Authority</i> 5 <sup>th</sup> Offense
<b>3. Dress Code Violation</b> <i>Students will conform to the dress code. Refusal will cause students to be sent home or spend the day in ISI. After the 1<sup>st</sup> referral, students will be assigned discipline for each infraction.</i>	Warning – Students will conform to the dress code.	2 ISI	3 ISI	4 ISI	5 ISI
<b>4. Excessive Tardies – Calculated Weekly Repeat Offenses – See Truancy</b>	4-5 per week 1 day ASD	6-7 per week, 2 days ASD	8 or more per week, 3 days ISI	9 plus-6 6 days ISI (principal discretion)	
<b>5. Failure to Serve Detention</b>	1 Chance for Make-Up and add another day.	1 ISI	2 ISI	3 ISI	5 ISI
<b>6. Public Display of Affection</b>	Verbal Warning	2 Lunch Detentions (DMS),	1 ISI	2 ISI	3 ISI
<b>7. Failure to wear Student ID</b>	Warning	1 ASD	2 days ASD	1 day ISI	3 days ISI
Minor Offenses	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
<b>8. Defacing Property</b>	1 ISI	3 ISI	3 Days OSS	6 Days OSS	20 Days OSS
<b>9. Defiance of Authority</b>	1 ASD	3 Days ASD	3 Days ISI	6 Days ISI	3 Days OSS
<b>10 – A. Possession / Use Tobacco/Paraphernalia Including E-Vapes and/or electronic cigarettes</b>	3 OSS Seizure of Items Possible Ticket from DPD Complete and online prevention program.	6 OSS Seizure of Items Possible Ticket from DPD	9 Days OSS Seizure of Items Possible Ticket from DPD	20 Days OSS Seizure of Items Possible Ticket from DPD	1 Semester OSS Seizure of Items Possible Ticket from DPD
<b>11. Class Disruption (Teacher unable to teach)</b>	1 ASD	2 to 3 ASD	1 ISI	3 ISI	6 ISI/ 3 OSS
<b>12. Physical Altercation/NI</b>	3 ASD	3 ISI	6 Days ISI	3 Days OSS	6 Days OSS
<b>13. Cheating/Plagiarism</b>	Possible 0%, 1 ASD	0%, 2 ISI	0%, 5 ISI	3 Days OSS	6 Days OSS
<b>14. Throwing Objects</b>	Verbal Warning	1-day Lunch Detention	2 Days Lunch Detention	1 day ISI	3 days ISI
<b>15. Truancy</b>	1 Class = 1 ISI	2 to 4 classes = 3 ISI	Over 4 classes = 5 ISI	Additional Offenses = 10	20 ISI Possible Truancy Citation

				ISI, Possible Truancy Citation	
<b>16. Theft</b>	6 ISI Possible Arrest	3 OSS Possible Arrest	6 OSS Possible Arrest	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest
<b>17. Lying/False Information, Withholding Information (Lying by omission)</b>	3 ISI	6 ISI	3 OSS	6 Days OSS	10 Days OSS
<b>18. Altering Records</b>	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
<b>19. Gang-Related Behavior</b>	6 Days OSS	9 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>20. Inciting Drama: May include, but not limited to, gossip, spreading rumors, encouraging fighting, <i>videoing a fight</i>, or spreading false information.</b>	3 Days ISIt	6 Days ISI	3 Days OSS	Administrative Discretion Per Bullying / Harassment Policy	Administrative Discretion Per Bullying / Harassment Policy
<b>21. Inappropriate Use of School Device</b>	Principal Discretion	Principal Discretion	Principal Discretion	Principal Discretion	Principal Discretion
<b>Major Category II</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>	<b>4<sup>th</sup> Offense</b>	<b>5<sup>th</sup> Offense</b>
<b>22. Physical Violence/Fighting</b>	5 Days OSS Possible Ticket or Arrest	10 Days OSS Possible Ticket or Arrest	20 Days OSS Possible Ticket or Arrest	30 Days OSS Possible Ticket or Arrest	1 Semester OSS Possible Ticket or Arrest
<b>23. Bullying/Harassment</b>	Administrative discretion	Administrative discretion	Administrative discretion	Administrative discretion	
<b>24. Verbal Abuse-Name calling, ethnic or racial slurs, or derogatory statements addressed publicly to others.  Verbal Assault/Threats- Excessive Anger in a person who insults or verbally abuses another.  Principals will have discretion to determine the level of abuse, threat, or assault. The consequences listed may be altered if harsher punishment is warranted by the abuse/ assault/threat.</b>	3 days ISI Principal Discretion	6 days ISI Principal Discretion	3 days OSS Principal Discretion	6 days OSS Principal Discretion	10 days OSS Principal Discretion
<b>25. Vandalism</b>	5 Days OSS, Restitution, Possible Arrest	10 Days OSS, Restitution, Possible Arrest	20 Days OSS, Restitution, Possible Arrest	1 Semester OSS, Restitution, Possible Arrest	2 Semesters OSS, Restitution, Possible Arrest
<b>26. Indecent Exposure</b>	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>27. Gambling</b>	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>28. Profanity/Gestures</b>	3 Days ASD	3 Days ISI	6 Days ISI	3 Days OSS	6 Days OSS
<b>29. Profanity/Gestures Directed at Staff</b>	5 Days OSS	10 Days OSS	20 Days OSS	40 Days OSS	1 Semester OSS
<b>30. Blackmail/Forced Action</b>	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>31. Immoral Conduct</b>	3 Days OSS	6 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>32. Sexual Harassment</b>	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>33. Possession/Distribution of Pornography</b>	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>34. Non Non-consensual touching</b>	10 Days OSS	20 Days OSS	30 Days OSS	1 Semester OSS	2 Semesters OSS
<b>35. Intoxicants/Inhalants</b>	5 Days OSS Possible Arrest	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest
<b>36. Prescribed Medicine Violation</b>	5 Days OSS Possible Arrest	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest
<b>37. Failure to Comply with Metal Detector Search</b>	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS
<b>38. Drug Paraphernalia</b>	10 days OSS Possible Arrest	20 Days OSS, Possible Arrest	30 Days OSS, Possible Arrest	1 Semester OSS, Possible Arrest	2 Semesters OSS, Possible Arrest
<b>39. Threatening with a Replica Weapon</b>	10 Days OSS	20 Days OSS	40 Days OSS	1 Semester OSS	2 Semesters OSS

40. Conduct of Extreme Nature	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
<i>Note on Category II Offenses:</i>	<i>Repeated minor offenses may become a major offense at any time when less severe punishment has failed.</i>	<i>Repeated Major Category II may become a Major Category I offense at any time when less severe punishment has failed.</i>			
<b>Major Category I</b>					
<b>1. Possession/Use of Alcohol/Drugs/Inhalants</b>	20 Days OSS Possible Arrest	40 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	1 Calendar Year OSS Possible Arrest	1 Calendar Year OSS Possible Arrest
<b>2. Distribution/ Selling of Non-Controlled Substance (real or fake).</b>	25 Days OSS Possible Arrest	45 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	1 Calendar Year OSS Possible Arrest	1 Calendar Year OSS Possible Arrest
<b>3. Assault and Battery</b>	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest	1 Calendar Year OSS Possible Arrest
<b>4. Licentious Behavior, Sexual Misconduct, or Lewdness</b>	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest	1 Calendar Year OSS Arrest by Law Enforcement
<b>5. Violation of Criminal/Civil Law</b>	10 Days OSS Possible Arrest	20 Days OSS Arrest by Law Enforcement	1 Semester OSS Arrest by Law Enforcement	2 Semesters OSS Arrest by Law Enforcement	1 Year OSS Arrest by Law Enforcement
<b>6. Adjudication as a Delinquent (school property or functions)</b>	30 Days OSS	60 Days OSS	1 Semester OSS	2 Semesters OSS	1 Year OSS
<b>7. Repeated Category 2 Offenses</b>	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
<b>8. Threats Directed at Staff:</b> <i>Threats can be verbal, in writing, through the use of electronics, or through social media. Threats do not have to be communicated directly to a staff member to be considered legitimate. The use of threatening language toward staff in conversation amongst students, either verbally or electronically, will be considered a threat to staff. All students are directly responsible for the material posted on their social media outlets.</i>  <i>Threats will be reviewed and categorized by the Threat Assessment Team.</i>	Level 1: low level, carrying a minimal risk to the victim.  Up to 10 Days OSS  Mandatory Counseling at the expense of the parent.  Law Enforcement Contact	Level 2: threats that could possibly be affected but are not realistic.  Up to 1 Full Semester OSS  Mandatory Counseling at the expense of the parent.  Law Enforcement Contact  Possible Arrest	Level 3: poses a serious and imminent danger to others.  Up to 2 Full Semesters OSS  Mandatory Counseling at the expense of the parent.  Law Enforcement Contact  Possible Arrest		
<b>8. Assault on a Staff Member: Physical Violence</b>	Suspension for the rest of the current semester and the next consecutive semester	<b>Move to virtual learning, remaining time at DMS</b>			
<b>9. Conduct of Extreme Character</b>	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion	Administrative Discretion
<b>Weapon Free Schools</b>	<b>1<sup>st</sup> Offense</b>	<b>2<sup>nd</sup> Offense</b>	<b>3<sup>rd</sup> Offense</b>		
1. Possession of a Weapon Other Than a Firearm	Up to 1 Semester OSS / Dependent upon weapon type and situation. Possible Arrest		Up to 1 Year OSS, Possible Arrest	Superintendent's Discretion, Possible Arrest	
2. Possession of a Firearm	1 Year OSS/ <b>Move to virtual learning.</b> Arrest by Law Enforcement		Superintendent's Discretion Arrest by Law Enforcement		

*The Duncan Public Schools Discipline Matrix is aligned with local school board policy, Oklahoma State Department of Education mandates, and Oklahoma School Law. Law enforcement may be called in any situation where site administrators believe that such a call is appropriate to ensure the safety of students, faculty, and staff. Revised July 2024.*

*Principals may, at their own discretion, reduce the prescribed punishment by up to half the value if the student is cooperative during and provides credible information to the process of the investigation. This practice shall only be applied through the second offense. Class I behaviors are exempt from this practice.*

*Duncan High School is a bully-free zone. Students who are found to be guilty of bullying will be dealt with by the Principal in accordance with the Duncan Public School Board policies 6049 – 6051.*

*Minor Offense Consequence Resolutions above 3 day suspensions are considered a repeat offense and are upgraded to Major Category II guidelines under the District discipline policy 6027. The consequences listed in the Minor Offense section reflect this policy.*

*Major Category II Consequence Resolutions above 9 day suspensions are considered a repeat offense and are upgraded to Major Category I guidelines under the District discipline policy 6027. The consequences listed in the Major Category II section reflect this policy.*

## Parents Rights to Know

Dear Parents and Guardians:

In accordance with the ***Elementary and Secondary Education Act (ESEA), Section 1111 (h)(6)(A)*** PARENTS' RIGHT TO KNOW, this is a notification from Duncan Public Schools to every parent of a student in a Title I school that you have the right to request and receive information in a timely manner regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teacher shall include the following:

- If the teacher has met state qualifications and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
- The teacher's baccalaureate degree major, graduation certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications

In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher that is not highly qualified.

Parents and families of students in Title I schools also have the right to know about state and district policies regarding student participation in any assessments mandated by ESSA, including any policy, procedure, and parental right to opt students out of such assessments. If you would like to receive information about this topic, please contact Merry Stone, Assistant Superintendent, either by phone (580) 255-0686.

If you have questions or concerns, please feel free to contact your student's school principal.





**2025-2026**

# **STUDENT HANDBOOK**

**Duncan High School**



## **DHS Mission Statement**

**At Duncan High School, we are committed to fostering an inclusive environment where every student can achieve at high levels. Our mission is to deliver a rigorous academic curriculum within a supportive, secure, and nurturing atmosphere.**

**Every student, every day.**

### **DHS Core Values**

- 1. Teamwork: We believe in the power of collaboration and working together to achieve common goals.**
- 2. Integrity: Upholding honesty and strong moral principles guides our actions and decisions.**
- 3. Kindness: We cultivate compassion and understanding in all interactions.**
- 4. Leadership: Empowering students to take initiative and inspire others is at the heart of our community.**
- 5. Perseverance: We encourage resilience and determination in the pursuit of excellence.**

## **DPS Mission Statement**

The Duncan Public School District is committed to a tradition of excellence in developing students to their full potential in an environment which fosters responsibility, productive citizenship, and lifelong learning.

### **DPS Core Beliefs**

To ensure quality teaching and learning, Duncan Public Schools (DPS) value:

- Students who are academically prepared for college, career, and life
- A respectful and nurturing environment for parents, students, staff, and community members
- Well-maintained buildings and grounds
- Up-to-date curriculum materials and technology
- Quality student programs that meet the diverse needs of all students
- Highly qualified teachers who care about students by engaging them in rigorous, student-centered innovative teaching
- Small class sizes
- Adequate financial support to provide competitive salaries
- Parent and community connections/involvement

- Strong leadership
- Ongoing professional development

By upholding these values, Duncan Public Schools will put into place policies and procedures that meet or exceed those of other school districts and state and national standards.

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Dear Students,

It is with immense pleasure and excitement that I welcome you to Duncan High School for the 2025-2026 school year! Whether you are a returning student or joining our community for the first time, we are thrilled to have you as part of our vibrant and supportive school family.

This handbook serves as your guide to navigating our school's policies, procedures, and resources. Please take the time to familiarize yourself with its contents. Our goal is to provide a safe, respectful, and enriching environment where every student can thrive.

At Duncan High School, we are committed to fostering a culture built upon five core values:

- **Teamwork:** We believe that collaboration and mutual support are essential for success. Working together, we can achieve more than we ever could alone.
- **Integrity:** We uphold the highest standards of honesty, ethical behavior, and personal responsibility.
- **Leadership:** We encourage all students to develop their leadership skills, whether through formal roles or by leading by example. Every student has the potential to be a leader.
- **Kindness:** We treat everyone with respect, empathy, and compassion. A kind word or gesture can make a world of difference.
- **Perseverance:** We embrace challenges as opportunities for growth and are committed to overcoming obstacles through hard work and determination. Never give up on your dreams.

We are dedicated to providing a rigorous and engaging academic experience that prepares you for college, career, and life. We also believe in the importance of personal growth and encourage you to explore your passions, develop your talents, and become well-rounded individuals. Participate in clubs, sports, arts, and other extracurricular activities to enhance your high school experience.

Your success is our top priority. We offer a wide range of support services, including academic advising, counseling, tutoring, and college and career guidance. Please do not hesitate to reach out to your teachers, counselors, or any member of our staff if you need assistance.

We are confident that this will be a year of tremendous growth, learning, and achievement for all of you. We are here to support you every step of the way.

Welcome to the 2025-2026 school year! Let's all commit to **LIVE RED** and **PROTECT THE FORK!**

Sincerely,

Mrs. Elroy, Principal

### **Asbestos Hazard Emergency Response Act**

Notification to Parents, Teachers, Employees

The Asbestos Hazard Emergency Response Act of 1986 requires the inspection of all buildings in the school district for asbestos. The district has complied with this act. A management plan documenting these inspections is on file for public review. You may examine surveillance reports at the Maintenance/Transportation office at 1607 W. Beech and/or each campus, upon request.

### **School Creed**

*We, the students of Duncan High School, believe in the devotion to ideas that will promote clean living and guide our spiritual, physical, intellectual and social development. We believe that a spirit of fair play should be manifest in all our transactions with one another. We believe that Duncan High School offers us the opportunity to train for worthy citizenship and life of usefulness. We therefore pledge ourselves to be loyal to Duncan High School and to the ideals for which it stands.*

## 2025-2026 School Calendar

First Day of School .....	August 14
Labor Day Holiday .....	September 1
Parent-Teacher Conferences .....	October 13-14
No School.....	October 16
Fall Break .....	October 17-20
Professional Day .....	October 21
Thanksgiving Holiday.....	November 24-28
Semester Tests .....	December 16-17
End of First Semester .....	December 18
Winter Break .....	December 19-January 2
Professional Day .....	January 5
Classes Resume .....	January 6
Martin Luther King Day .....	January 19
No School.....	February 13
President’s Day-No school.....	February 16
Parent-Teacher Conferences .....	March 10-11
No School.....	March 13
Spring Break .....	March 16-20
No School .....	April 3
No School .....	April 10
No School .....	April 17
No School .....	April 24
No School .....	May 1
No School .....	May 8
No School.....	May 15
Semester Tests.....	May 19-20

Last Day of Classes .....	May 21
Commencement .....	May 21
Teacher Work Day .....	May 22
2 <sup>nd</sup> Semester Grades Due by Noon .....	May 22
Memorial Day Observed .....	May 25

**Accidents**

Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

**Administration – Central Office**

Dr. Channa Byerly .....	Superintendent of Schools
Merry Stone .....	Assistant Superintendent
Kim Ellis.....	Assistant Superintendent
Kade Golleher .....	Transportation Director
Ben Garland .....	Maintenance Director
Brennon Albertson .....	Supervisor Technical Services
Charla Grimes .....	Data Systems Coordinator

**Administration - Duncan High School**

Lisha Elroy .....	Principal
Rodney Strutton.....	Assistant Principal
Tara Smith.....	Assistant Principal
Sandra Hurst .....	E.D.G.E. Director
Kevin Kelly.....	Athletic Director

## Advisory/ReThink Time Policy

### Overview

Duncan High School is committed to fostering a supportive and enriching environment for all students. To achieve this, we have implemented a dedicated 30-minute block of time between the 2nd and 3rd hour, known as Advisory/ReThink time. This period is designed to provide students with a structured opportunity for personal growth, academic support, and reflection.

### Schedule

Monday, Wednesday, Friday: Advisory Time

Tuesday, Thursday: ReThink Time

#### Advisory Time (M/W/F)

#### Purpose

Advisory Time is intended to offer students guidance and support through mentorship, career exploration, and skill development. It is a space where students can build relationships with their advisors and peers, discuss academic goals, and engage in activities that promote personal and social growth.

#### Activities

1. Mentorship Meetings: Students meet with their advisors to discuss academic progress, set goals, and receive guidance on personal and academic challenges.
2. Career Exploration: Activities include guest speakers, career planning sessions, and exploration of career tech opportunities.
3. Skill Development: Workshops focused on developing essential life skills, such as communication, time management, and leadership.

#### ReThink Time (T/Th)

#### Purpose

ReThink Time serves a dual purpose. For students who need remediation, it provides closed sessions for targeted support to address specific academic challenges. For those who don't require remediation, it offers open sessions where students can choose to pursue personal interests, explore new topics, or engage in self-directed study.

#### Activities

1. Remediation: Focused sessions for students needing extra help to improve understanding and performance in specific subjects.
2. Self-Directed Study: Students have the opportunity to work independently or in groups on assignments, projects, or areas needing improvement.
3. Exploration of Interests: Time to pursue personal interests, such as reading, research, or participating in clubs and extracurricular activities.

### Expectations

- Punctuality: Students are expected to arrive on time and be prepared to engage in the designated activities.
- Active Participation: Students should actively participate in discussions, workshops, and activities.
- Respectful Environment: All participants must foster a respectful atmosphere where everyone feels valued and heard.

### Evaluation

The effectiveness of Advisory/ReThink Time will be evaluated through student/teacher feedback, academic performance, and participation rates. Adjustments to the program will be made based on this evaluation to continually improve its impact on student development.

By adhering to this policy, Duncan High School aims to create a dynamic and supportive environment that empowers students to reach their full potential.

### **Alma Mater**

*Hail to thee, our Alma Mater; Hail to thee,  
Oh Duncan High School!  
True to thee, where e're we wander; Loyal evermore!  
Red and white, our royal colors, May we ever hold them high!  
Truth and courage ever guide you, Duncan Demon High!*

### **Announcements**

Announcements will be made daily to students via public-address, smartphone applications, student email, and the DHS website. Weekly bulletins will also be available on the Duncan High School website, and students and parents may receive an emailed copy of the Weekly Bulletin by sending a request to [rose.lard@duncanps.org](mailto:rose.lard@duncanps.org).

## Attendance Policy

### 1. Absences

Parents must ensure their child attends school regularly and on time to promote daily learning and readiness for the next school year. Regular attendance is vital for developing responsible adults ready for work. Students should attend at least 90% of the school year, which equates to 148 out of 165 school days, allowing for up to 16 absences annually or 8 per semester. Refer to the absence and credit policy for more details.

#### Steps to Manage Absences-

- A. Parents/guardians must inform the attendance office of their child's absence. If not contacted, the school will reach out.
- B. Notify the office within 5 days of the absence, or it remains unexcused.
- C. After three unexcused absences, the school will contact the home.
- D. In line with Oklahoma School Law (Section 232), if a student is truant for 4 or more days in four weeks, or absent without excuse for 10 or more days in a semester, the school reports this to the City of Duncan, possibly leading to fines and involvement of the Stephens County district attorney.

#### Documented Absences-

Documentation is required for the following absences:

- Doctor visits
- Counseling appointments
- College visits (juniors and seniors only)
- Military visits

Submit documentation to the attendance clerk within 5 days of the absence for review. The attendance committee's decision on whether the absence is excused is final.

#### Absences and the Ability to Receive Credit

To maintain academic integrity and fairness, students must adhere to the attendance policy to receive semester credit. A student will not earn credit for a course if they are absent more than eight (8) days per semester, with certain exceptions. These exceptions include absences due to school activities, two college visit days for juniors, four college visit days for seniors, and other waived absences. Please be aware that missing more than 10 minutes of any class will be recorded as an absence for that class.

The building principal has the discretion to approve make-up time or grant additional waivers for absences exceeding the 8-day limit. It should be noted that the school administration does not encourage or endorse students missing school for trips or family vacations. Parents, guardians, or legal custodians should consider the student's current

absence record before planning such trips. It is advised to consult the school calendar prior to making vacation arrangements. Requests for excused absences due to trips or family vacations should be submitted to the campus administration at least two (2) weeks in advance. Students with a high number of absences or poor grades due to absences will not be excused for trips or family vacations.

Students at risk of losing credit due to excessive absences may appeal to the DHS Attendance Committee. They must present valid reasons for all absences, supported by documentation such as doctor's notes or court documents. The committee's decision regarding the award or denial of credit is final.

### Exemption from Semester Tests

Students who meet the following criteria will be exempt from taking semester tests:

- 3 excused absences or fewer and an A grade
- 2 excused absences or fewer and a B grade
- 1 excused absence or fewer and a C grade

Important: Any student with 25 or more tardies in a semester will not be exempt from semester tests, regardless of their grades or number of excused absences.

### 3. Absence and Removal from Attendance Roll

In compliance with Oklahoma School Law (Section 387/Part 2), a student who has been absent without a valid excuse for ten (10) consecutive days shall be removed from the district's attendance roll beginning with the eleventh day.

### 4. Truancy

Truancy is not being in class when assigned. Disciplinary action will be taken.

#### **Examples of Truancy:**

1. Being absent for any reason not listed as an excused absence.
2. Leaving school without first securing campus permission and checking out at the attendance office.
3. Being ill and staying in the restroom instead of checking in with the nurse.
4. Coming to school, but failing to attend class.
5. Obtaining a hall pass to a particular destination, then not reporting there and back.
6. Late arrival or non-attendance due to car trouble, missing the bus, oversleeping, etc.
7. Being in an unauthorized area.

### 5. Procedure for Leaving Campus During the School Day

A student **must** receive a permit from the attendance office to leave the school grounds **at any time** during the school day. Failure to follow proper checkout procedure will result in truancy and its related discipline.

### 6. Make-up Work

The last day that assignments can be turned in for credit for the semester is December 9, 2025 for the fall semester and

May 12, 2026 for the spring semester. It is crucial for students to manage their time effectively to ensure all assignments are submitted by these deadlines.

Students who have absences that meet the attendance requirements are eligible to complete make-up work for full credit. The time allotted for completing missed assignments will correspond to the number of days the student was absent. This policy ensures that students have a fair opportunity to recover any missed academic work without penalty.

Upon returning to school after an absence, it is the student's responsibility to request and complete any work missed. This proactive approach helps students stay on track with their coursework and maintain their academic standing. Students are encouraged to communicate with their teachers to clarify any questions regarding missed assignments or deadlines.

### **Attendance Policy (State)**

It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) 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.

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.

This rule 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 such 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. Any such child who has attained his or her sixteenth (16) 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 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; or
4. If any such child is excused pursuant to subsection C of this section.
  - c. A school district shall excuse a student 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.
  - 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 by a fine not less than Five Dollars (\$5.00) and no more than Twenty-five dollars (\$25.00) for the first offense, and not less than Twenty-five Dollars (\$25.00) and no more than One Hundred Dollars (\$100.00) for each subsequent offense. 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 may constitute a separate offense. At the trial of any person charged with violating the provisions of this section, any authorized employee of the school district may present the attendance records of the child or ward in court. (70-10-105)

### **State Attendance / Truancy Policy**

**Definition – Truancy** is defined as any absence from school or school activities lasting one or more days or part or parts of any school day without a valid excuse and without the permission of a parent, guardian or school official. Any student who stays out of or leaves school or any school activity without a valid excuse and permission shall be deemed truant. H.B. 1975, effective July 1, 1995, provides that if a child is absent without a valid excuse for four (4) days or parts of days within a four (4) week period, the parent will be notified, or if a student is absent without excuse for ten (10) days or parts of days within a semester, the building principal must notify the parent and immediately report such absences to the District Attorney’s Office. Enforcement – It is the responsibility of the building principal to determine whether an absence constitutes truancy. The building principal can and should take all appropriate disciplinary action to enforce attendance. In the event of any truancy, the parent or guardian of the truant student should be notified by telephone or otherwise. In addition, each truant student may receive a “0” as a daily participation grade for each class or part of class missed.

### **Chronic Absenteeism**

**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 approximately 18 days in a normal 180-day school calendar - just two days per month.**

### **ABSENCE AND REMOVAL FROM ATTENDANCE ROLL**

In compliance with Oklahoma School Law (Section 387/Part 2), a student who has been absent without a valid excuse for ten (10) consecutive days shall be removed from the district’s attendance roll beginning with the eleventh day. Senate Bill 1715 effective July 1, 2010, designates the school principal as the approving authority and clarifies the responsibility for an absence which is incurred by a student participating in a military funeral honors ceremony.

### **Attendance Eligibility**

The maximum number of absences for activities which remove a student from the classroom, shall not exceed ten

(10) absences for any one class period per year as set down by the Oklahoma State Department of Education.

The absence of a student to participate in an event sponsored by an outside agency/organization shall count against the ten (10) absences per class per year only when the school has direct authority to determine if the student will be allowed to participate. Otherwise, the absence shall be treated as any other absence.

The ten (10) absences could be a combination of all co-curricular and extra-curricular activities. Excluded from this number are state or national school sponsored contests for which the student has previously earned the right to compete or attend. School sponsored regional contests shall also be excluded from this number due to the fact that regional contests are a prerequisite for state contests. Boys and girls golf will be excluded from this number due to the extreme circumstances that create undue hardships based on the fact that golf is played on a public course and cannot be moved to after school or on weekends.

The Internal Activities Review Committee shall be responsible for reviewing and recommending any deviation of the activities attendance policy in regard to the “ten day rule” for Duncan High School students. Any deviation from the ten (10) day/class period absence rule shall not exceed five (5) days/class periods. Any absence exceeding the ten (10) day/class period rule, and not approved as a deviation (not to exceed five (5) days/class periods) by the Internal Activities Review Committee and/or the local board of education, will result in the student being counted as not in attendance for that day.

2025-2026 Bell Schedule



# Duncan High School Bell Schedule

**\*\*First bell rings at 7:45**

Time	Class
7:50-8:38	Period 1
8:42-9:30	Period 2
9:34-10:04	Advisory/Rethink
10:08-10:56	Period 4
10:56-11:36	Lunch
11:40-12:28	Period 5
12:32-1:20	Period 6
1:24-2:12	Period 7
2:16-3:04	Period 8

## **Board of Education**

Christopher Schreckengost.....	Member
Greg Neal.....	Member
Eric Davis.....	Vice President
Carl Buckholts.....	President
Krista Lolar.....	Member
Dr. Channa Byerly.....	Superintendent of Schools
Kelly Henderson .....	Board Clerk

## **Bullying**

### **HARASSMENT/INTIMIDATION/BULLYING:**

Students attending Duncan Public Schools are expressly prohibited from committing any act or acts of threatening behavior, harassment, intimidation, or bullying while at school and further, by electronic communication, whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation or bullying at school. The Duncan Board of Education hereby endorses and adopts the following policies concerning the investigation of alleged acts of threatening behavior, harassment, intimidation or bullying and the discipline of students who commit or attempt to commit any act or acts of threatening behavior, harassment, intimidation or bullying.

As used in these regulations, the following terms shall be defined as follows:

1. "Harassment, intimidation or bullying" mean any gesture, written or verbal expression, electronic communication, or physical act that a reasonable person should know will harm another student, damage another student's property, place another student in reasonable fear of harm to the student's person or damage to the student's property, or insult or demean any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student;
2. "Harassment" shall also mean the intimidation by threats of or actual physical violence; the creation by whatever means of a climate of hostility or intimidation; or the use of language, conduct, or symbols in such manner as to be commonly understood to convey hatred, contempt, or prejudice or to have the effect of insulting or stigmatizing an individual;
3. "At school" shall mean school grounds, in school vehicles, at designated school bus stops, at school-sponsored activities, or at school-sanctioned events;
4. "Electronic Communication" means the communication of any written, verbal, or pictorial information by means of an electronic device, including, but not limited to, a telephone, a cellular telephone or other wireless telecommunication device or a computer; and
5. "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.

Each building principal is responsible for putting in place a policy of prevention of and education about harassment,

intimidation and bullying. All alleged acts of harassment, intimidation, bullying or threatening behavior, should be immediately reported to the building principal. Upon receipt of such report, the building principal or the principal's designee, should conduct an immediate investigation into the alleged acts to determine the validity of such allegations and the facts surrounding such allegations. If, at the conclusion of the investigation conducted by the building principal, it is determined that a student has committed or attempted to commit any act or acts of harassment, intimidation, bullying or threatening behavior toward another student or school personnel, the offending student shall be subject to the following:

- a. For a first offense the appropriate building principal shall impose such disciplinary penalty as he/she deems appropriate under the circumstances, including, but not limited to, ISI and out-of-school suspension not to exceed ten (10) days;
- b. In the event of any disciplinary action, a mandatory conference will be held as soon as possible involving, subject to availability, the student, his/her parent(s) or legal guardian, school officials, and others as deemed necessary by school officials to discuss prevention of future incidents of such behavior and the consequences of such behavior. At such mandatory conference, the building principal may recommend that available community mental health care options be provided to the student, if appropriate. An updated list of such available community mental health care options shall be provided to each building principal prior to the beginning of each school year;
- c. In the sole discretion of the building principal, the student may, at the expense of the student's parents or legal guardian, be required to attend mandatory counseling with an appropriate counseling agency as determined by school officials. Such counseling agency shall make recommendations to the school officials concerning the reentry of the student into the student population;
- d. Any student who has been previously disciplined for any act or acts of harassment, intimidation, bullying or threatening behavior pursuant to these regulations, may, upon committing a second or subsequent offense, be subject to suspension for the remainder of the current semester and the succeeding semester; and
- e. Each building principal who disciplines any student under these regulations shall prepare a report concerning the incident involved and the disciplinary action taken and shall send a copy of such report to the superintendent for his/her records.

If a student who has committed or attempted to commit any act or acts of harassment, intimidation, bullying or threatening behavior, receives mental health care from a mental health care provider, the school may request the disclosure of any information concerning such student that indicates an explicit threat to the safety of students or school personnel, provided the disclosure of the information does not violate the requirements and provisions of the Family Educational Rights and Privacy Act of 1974, the Health Insurance Portability and Accountability Act of 1996, Section 2503 of Title 12 of the Oklahoma Statutes, Section 1376 of Title 59 of the Oklahoma Statutes, or any other state or federal laws regarding the disclosure of confidential information. Any such request should be made by the Superintendent or Assistant Superintendent of the Duncan Public Schools and should be directed to the mental health care provider.

The Board of Education shall publish the hereinbefore set forth prohibited activities for which a student may be disciplined. A copy of such activities and these policies shall be furnished to each pupil and shall be posted on a bulletin board located in each school.

### **Bus Information**

For information about bus schedules or routes, call the Transportation Office. The telephone number is (580) **252-3496**. **Riding a bus is a privilege**. Disciplinary problems can lead to a student's temporary or permanent removal from the bus.

### **Cafeteria**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition,

a well-balanced lunch is offered at a reasonable price.

All students are urged to participate in the school lunch program. Two lines are provided in the cafeteria. The lunch room management and your fellow students will appreciate your cooperation in:

1. Depositing lunch litter in wastebaskets.
2. Returning all trays and utensils to the dishwasher area.
3. Leaving the table and floor around you in a clean condition for others.

Milk may be purchased in the cafeteria.

The Duncan Public School Child Nutrition Department requests a prepayment plan on all meal accounts. The cafeteria cashier will send out low balance letters when meal accounts have a \$5.20 credit balance. This will allow time for parents to increase the meal account to avoid a negative account balance.

If an account becomes a negative balance; the cafeteria cashier will contact the parent/guardian by phone and send a letter by mail stating that all cafeteria meals served will need to be paid in full each day. If no payments or parent request for payment arrangements are received, then the student will begin receiving an alternate meal. Charging on meal accounts is not permissible without the receipt of a written request from the parent requesting payment arrangements or expressing an interest in applying for free and reduced meals. At the time of the written request, a five (5) day extension of meal charges will be granted. If the parent/guardian has not remitted payment within the five day extension, the cafeteria cashier will notify the parent/guardian by phone and mail stating that on the sixth day the student will receive an alternate meal until the meal account is in good standing.

The alternate meal consists of the following food items:

Breakfast: Toast and Milk

Lunch: Peanut Butter Sandwich and Milk

If the student has an allergy to peanut butter, a cheese sandwich or an appropriate substitution and milk will be provided by Child Nutrition.

In accordance with federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, D.C. 202509 Mail Stop 9410, or call 202-720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.

All students are encouraged to fill out a Free and Reduced Meals application (one per family). The guidelines to qualify change every year. The information on this application is strictly confidential.

Ala carte items are offered daily. Items are offered that range from fifty cents to \$1.50. This area is strictly CASH ONLY. No charges are allowed, however, checks will be accepted for the amount of purchase.

### **Change of Address**

Students who change their residence or telephone number after enrollment should report the change promptly to the office.

### **Clubs and Organizations**

In compliance with HB1826, the following clubs/organizations are offered at Duncan High School:

#### Academics Team

Mission: The purpose of this organization is to provide a competitive intellectual outlet for highly academic high school students, enabling cerebral growth and stimulation outside the traditional academic arena.

#### Art Club

Mission: The purpose of this organization is to provide students an opportunity to participate in art-related activities that give students an exposure to art and community service.

#### DECA

Mission: The purpose of this organization is to enhance the co-curricular education of students with interests in marketing, management and entrepreneurship.

#### FFA

Mission: The purpose of this organization is to make a positive difference in the lives of students by developing their potential for premier leadership, personal growth and career success through agricultural education.

#### Key Club

Mission: The purpose of this organization is to provide its members with opportunities to provide service, build character and develop leadership.

#### National Forensic/Drama Club

Mission: The purpose of this organization is to encourage and motivate high school students to participate in and become proficient in the forensic arts: debate, public speaking, and interpretation.

#### National Honor Society

Mission: The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of Duncan High School.

#### Student Council

Mission: The purpose of this organization shall be to develop, encourage, and promote policies, practices and activities to enhance the quality of school programs and student life and the levels of student achievement at Duncan High School.

#### Students Against Destructive Decisions

Mission: The purpose of this organization is to provide students with the best prevention tools possible to deal with the issues of underage drinking, other drug use, impaired driving, and other destructive decisions.

Parents or guardians shall be responsible for preventing their student from participating in a club or organization in which permission is withheld. Parents or guardians shall also be responsible for retrieving their student from attendance at a club or organization in which permission is withheld. It is further the responsibility of the parent to notify the school if they are withholding permission for a student to participate in any of the clubs or organizations.

### **College Admission - High School Requirements**

See "Graduation Requirements."

#### **College Day**

Duncan High School Seniors will be allowed four (4) days during the year to visit college campuses. Juniors will be allowed two (2) college days. These days will not count as an absence so long as the student brings confirmation from the college visited. This must be on college letterhead or the likeness.

## Credit Recovery

Students in need of any credit recovery courses will be enrolled in the Thrive program. These courses will have to be completed at home, above and beyond the regular school day. Students will work online, through Thrive, with their instructors. For more information, students will need to visit with their counselor.

## Concurrent Enrollment

### Concurrent Director- Jennifer Kinnaird

Duncan High School Sophomores, Juniors and Seniors who meet the requirements set forth in the Rules of the Oklahoma State Board of Education are eligible for concurrent enrollment in a college or university in the Oklahoma State System of Higher Education. Tuition waivers are available for all seniors for up to **18 credit hours and to all juniors for up to 9 credit hours**. Students are responsible for all other costs which may include fees, books, parking permit, student ID, and any other associated costs. Any student interested in Concurrent Enrollment should contact their high school counselor. In order to enroll concurrently in college coursework, students must meet the following requirements:

**ACT composite score of 20 or higher (S.A.T. 1020/940) OR** 3.0 GPA AND rank in the top 50% of their graduating class.

High school students may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. According to the Oklahoma State Regents for Higher Education, for the purposes of calculating workload, one-half high school credit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed the allowed number of hours must receive permission from the principal at Duncan High School and from the university in which the student plans to concurrently enroll.

Students must be able to complete all high school graduation requirements by the end of the Spring semester of their Senior year, including all courses required for college entrance.

Students may only enroll in curricular areas (English, math, and science) as long as they achieve a minimum ACT score of 19 on the corresponding subtest. In addition, an ACT score of 19 must be achieved on the reading subtest to enroll in any other subject (history, psychology, humanities, speech, etc.)

Concurrently enrolled students will receive 1 Carnegie unit for each 3 semester hour college course passed.

## **Sophomore Concurrent Enrollment Program (A Partnership with Cameron University)**

This contract outlines the requirements and responsibilities for students seeking to participate in the Concurrent Enrollment Program at Cameron University. By signing this contract, the student and their parent/guardian agree to adhere to the following criteria and conditions:

### **Eligibility Criteria**

1. \_\_\_ Application and Admission: Students must apply and be admitted to Cameron University.
2. \_\_\_ Academic Performance: Students must have taken the Pre-ACT and achieved a GPA of 3.8 or higher.
3. \_\_\_ Teacher Recommendations: Students must provide three teacher recommendations, with at least one recommendation coming from an English teacher.
4. \_\_\_ Attendance Requirements: Students must meet school attendance requirements for eligibility during their freshman year or the previous semester.
5. \_\_\_ Time Commitment: Students must be able to afford a two-hour block of time in their schedule.
6. \_\_\_ Orientation Attendance: Students and a parent must attend the Cameron orientation night.

### **Corridor and Hall Passes**

Corridor passes are issued by the office when a pupil leaves the room for any reason. The pass must be signed by the office staff issuing it with the time of departure and destination. A pass is to be used for one destination only. **Other teachers' classes are not to be interrupted. If a student wishes to see a teacher during his/her conference period, arrangements for this must be made in advance.**

Hall passes will be issued by teachers. Each teacher will be provided with color coded hall passes for different destinations on campus. A student **MUST** have a hall pass if they are in the hallway during class time. Failure to have a pass will result in the student being counted truant.

### **Counseling and Guidance**

The chief responsibility of counselors is to assist individuals with personal, educational and vocational counseling. Everyone needs a person with whom he or she can discuss, frankly and confidentially, the things which may be bothering him or her. Counselors are the people at Duncan High School who can help students. Counselors will ensure that students are scheduled into proper classes, help students think through plans for the future, and tell students about the various occupational fields. Students may contact a counselor by obtaining a pass from a classroom teacher, during the lunch period, or before/after school

DHS Counselors:

Rachel Terry- 12th Grade and 9th Grade A-I

Sherry McGhghy- 11th Grade and 9th Grade J-Q

Delaney O'Dell- 10th Grade and 9th Grade R-Z

Makayla Nold,

Students will be divided equally between the counselors. Counselors will have a roster of their students and will make personal contact within the first two weeks of school.

### **Credits Accepted for Graduation**

Duncan High School will recognize and accept credits toward graduation from any state-accredited high school. DHS will also accept any credit approved by the Oklahoma State Department of Education including career-tech courses taken for Math or Technology credit.

### **Detention**

Detention period is a time when the student is assigned to stay before/after school, or during lunch, for any infraction of acceptable student behavior. **Students should fully understand that any teacher or staff member in the building has the authority to correct student misconduct at any time.** The detention period will be set by the teacher or by administration. Each student placed in the detention period will report to the place designated by the teacher or administration. The student is required to bring school work or reading materials to detention.

### **Discipline and Control of Students - Board of Education Policy**

Duncan High School shall adhere to the Discipline Policies established by the Duncan Public Schools' Board of Education and set forth in the Duncan Board of Education Policies and Procedures Manual.

### **Dress and Appearance Regulations**

Duncan Public Schools respect the students' rights to express themselves appropriately in the way they dress. All students who attend Duncan Public Schools are also expected to respect the school community by dressing appropriately for a PreK-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and personnel. This policy is intended to provide guidance for students, staff, and parents.

### **Clothing**

1. Clothing must cover areas from one armpit across to the other armpit (in front and in back), extending down to cover the students buttocks when standing or bending.
2. Tops must have shoulder straps.
3. Clothing that is transparent, made of mesh, or has holes must cover skin and undergarments while meeting the expectations of #1.

4. Midriff should not be exposed.
5. Specialized courses may require specific attire, such as sports, uniforms, and/or safety gear.

### **Accessories**

1. Headgear including hats and hoodies are allowed as long as eyes and ears are not obstructed from the headgear. DHS staff reserves the right to ask students to remove the headgear if it is a distraction from learning.
2. Sunglasses may not be worn to cover the student's eyes while inside the school.
3. Clothing and accessories that endanger student or staff safety may not be worn.
4. Clothing that is considered pajamas or bedtime wear is prohibited.
5. Face paint is prohibited.

### **Shoes**

1. All students are required to wear shoes.
2. Cleats, shoes with wheels, house shoes, or any shoe that limits physical activity or safety are not permitted.

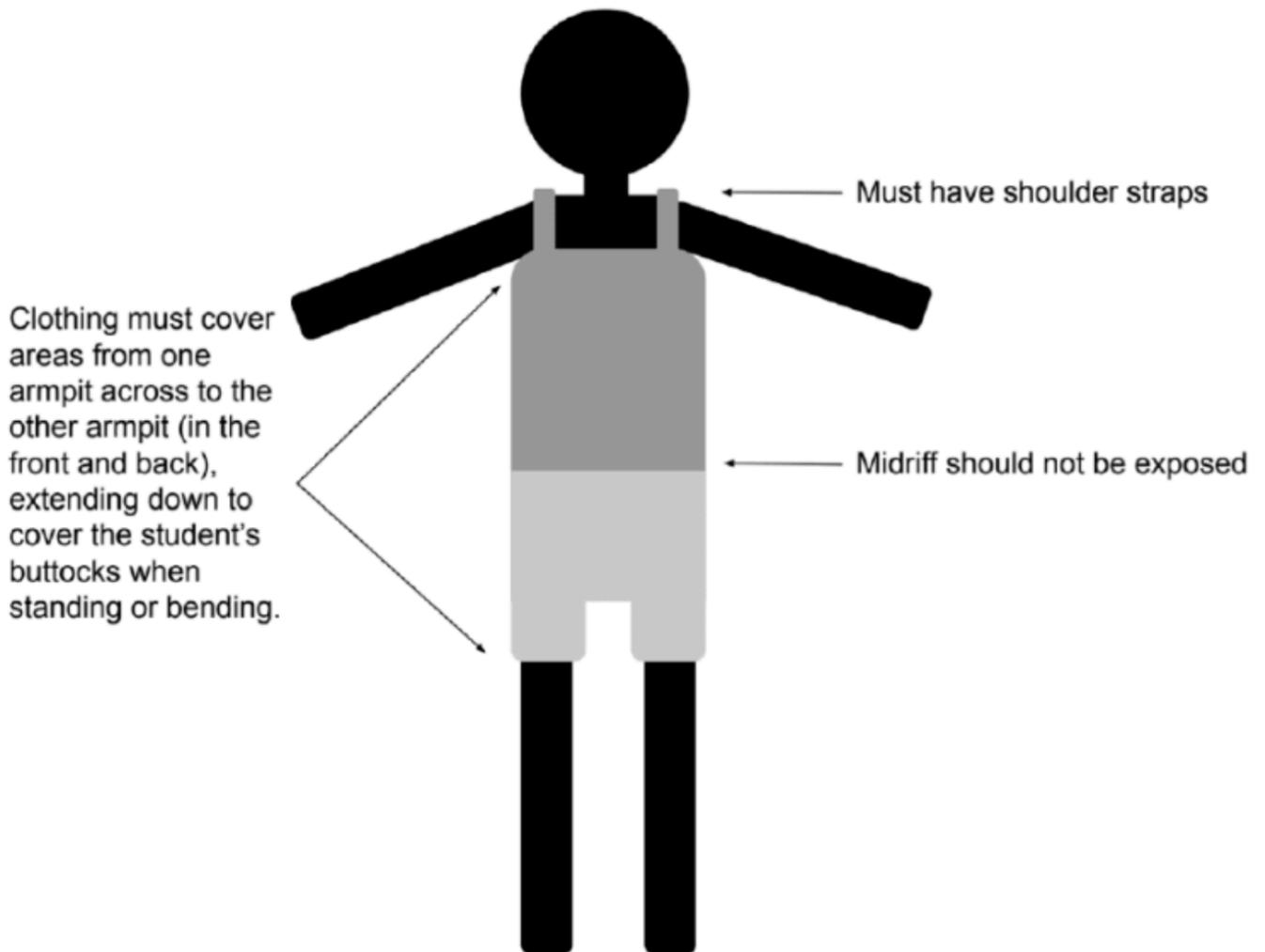
### **Gang Related**

1. Items will be identified and monitored by police and school officials. They are subject to change at the discretion of the administration as the need arises.

**Additional guidelines:** Offensive writing, suggestive slogans or logos which pertain to beer, liquor, drug or tobacco, electronic cigarettes/vapes, or vaping products or any other product packaged for smoking or the simulation of smoking; vulgarity, sexual innuendos, obscenity or nudity or promotion of violence are not allowed. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, or religious affiliation.

School administration reserves the right to determine what constitutes appropriate dress. Clothing or accessories that create a disruption to the learning environment may not be allowed. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refused dress code appropriate clothing.

## Dress Code Example



Students found in violation of DHS dress code will move through the following steps accordingly:

- An office referral will be completed by the reporting staff member, and the student will be called to the office by administration.
- If a dress code violation has been identified, the student will be removed from the general student population and placed in ISI due to the fact their clothing is not school-appropriate for the general classroom.
- Parent/guardian/legal custodian will be contacted and requested to bring alternate clothing to the school.
- Students will be called from ISI to change into appropriate clothing and be released back to class. The inappropriate clothing must go home with the parent/guardian/legal custodian.
- If the parent/guardian/legal custodian is unable to be reached or unable to bring clothing to the school, the student will remain in ISI for the remainder of the school day. The student **will not** be allowed to leave school, drive home, change clothing, and then return to school.
- Repetitive violations of this offense will result in increasing levels of discipline and possible suspension from school.

### **Drills**

Practice drills will be held according to State Law throughout the school year. Complete instructions will be given to each teacher concerning the procedure to be followed by each student. (See Duncan Public Schools' Policy and Procedure Manual for drill information.)

### **Drug Testing Program – Board of Education Policy (Student)**

Duncan High School shall adhere to the Student Drug Testing Program policy 6012-2 established by the Duncan Public Schools' Board of Education and set forth in the Duncan Board of Education Policies and Procedures Manual.

### **Education Plan During Out-of-School Suspension**

Pursuant to 70 O.S. 24-202.3 (D), Duncan Public Schools provides the following out-of-school education plan for students suspended for six (6) days or longer. The education plan is designed for the eventual reintegration of the student. The education plan provides only for the core units\* in which the students are enrolled. A copy of the education plan is provided to the student and the student's parent or guardian. It is the responsibility of the parent or guardian to provide the following until the student is readmitted to school:

1. A supervised, structured educational environment during the out-of-school suspension in which the student can meet the requirements of the education plan.
2. Monitor the student's educational progress while the student is on the education plan during the out-of-school suspension.

\*Core units in which the student is enrolled in include: English, mathematics, science, social studies and fine arts. Academic credit for work satisfactorily completed:

The student will receive 100% credit for work satisfactorily completed during the education plan.

"Satisfactorily completed" means academic work completed and turned in to the school district on the required date and time.

All academic work completed as part of the education plan, but not turned in to the school district on the required date will receive an academic score of zero (0).

Procedure for receiving and turning in student assignments pertaining to the education plan during the out-of school suspension:

1. A parent or guardian (or person other than the suspended student, mutually agreed upon by the parent or guardian and the administration) may pick up the student's assignment from 7:05 a.m. to 3:25 p.m. on Tuesday and Thursday. All assignments must be turned in to the school office no later than 8:00 a.m. on the day the student returns to campus from suspension.

### **PERSONAL ELECTRONIC DEVICES**

It is the policy of the Board of Education that a student may possess a personal electronic device while on school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school upon consent of both the student's parent or guardian, and the superintendent or the superintendent's designee. Students may be issued a device by the school district such as a laptop, tablet or other electronic device. School-issued devices or school-approved devices are exempt from the requirements of this policy and shall be utilized only for educational purposes by students.

Students are prohibited from utilizing cell phones and personal electronic devices while on the campus of a public school district from bell to bell. Exceptions may be made as follows:

1. Emergency use of cell phones or personal electronic devices by students during the school day. Emergency use includes situations where immediate communication is needed for safety or urgent personal matters. This includes, but is not limited to:
  - a. Medical Emergencies – Calling 911 or a parent if a student or someone nearby is having a severe health crisis (e.g., asthma attack, allergic reaction, seizure).; or
  - b. Natural Disasters or Lockdowns – Communicating with law enforcement or family during events like tornados, fires, lockdowns, or other emergencies affecting the school; or
2. Use of cell phones or personal electronic devices by students who use them to monitor health issues. This includes, but is not limited to, glucose monitoring which may occur multiple times during the school day; or
3. Students with special needs may use cell phones or personal electronic devices during class time or during the school day if their IEP, Medical Plan, or 504 Plan explicitly requires it as assistive technology for medically or educationally necessary purposes. To qualify for this exception, the use must be listed as a documented accommodation necessary for instruction or communication within the student's IEP, Medical Plan, or 504 Plan.

“Bell to bell” means the time between the first bell ringing at the start of the school day to begin instructional time until the dismissal bell at the end of the school day to end instructional time. Middle School and Elementary can not have a phone out when they arrive at school until they leave.

“Personal electronic device” means a personal device capable of connecting to a smart phone, the Internet, or a cellular or Wi-Fi network, or directly connecting to another similar device. Personal electronic devices include, but are not limited to, smart watches, smart headphones, laptops, tablets, and smart glasses. Personal electronic devices shall not include school-issued or school approved devices that are specifically limited for use in classroom instruction.

Students found to be using any personal electronic device for any illegal purpose, violation of privacy, or to in any way send or receive personal messages, data, or information that would contribute to or constitute cheating on tests or examinations shall be subject to discipline and the device may be confiscated by the administration of the school district. Any personal wireless communication device that is confiscated will be returned to the student or parent. Students violating this rule may be disallowed from carrying any wireless telecommunication device following the incident unless the device is utilized to monitor a health condition

Students found to be in possession of or using a personal electronic device in violation of the rules shall be subject to disciplinary action under the student discipline policy. Punishment for violation will be determined by the administration on a case-by-case basis.

**REFERENCE: 70 O.S. §1-126  
70 O.S. §24-101.1, et seq.  
70 O.S. §24-102**

### **Eligibility During a Semester**

A. Scholastic eligibility for students will be checked after three weeks (during the fourth week) of a semester and each succeeding week thereafter. Schools may choose to run eligibility checks on any day of the week. The period of probation and ineligibility will always begin the Monday, the day eligibility is checked.

B. A student must be passing in all subjects he/she is enrolled in during a semester. If a student is not passing all subjects enrolled in on the day of the grade check, he/she will be placed on probation for the next one-week period. If a student is still failing one or more classes during the next week on the grade check day, he/she will be ineligible to participate during the next

one-week period. The ineligibility periods will begin on Monday and end on Sunday. **If a student misses more than the maximum number of 8 days in any single class during the semester, the student shall be ineligible for the remainder of the semester regardless of their grades. School activity absences will not count towards the 8 day limit. Absences that will require documentation include (but are not limited to) the following. Documentation must be turned into the attendance clerk.**

**Doctor visits**

**Counseling appointments**

**College Visits (seniors only)**

**Military visits**

**Documentation will be reviewed by the attendance committee and a determination will be made as to whether or not the absence will be excused. The decision of the committee shall be final.**

C. A student who has lost eligibility under this provision must be passing all subjects in order to regain eligibility. A student regains eligibility under Rule 3 with the first class of the new one week period (Monday through Sunday).

D. "Passing grade" means work of such character that credit would be entered on the records were the semester to close at that time.

### **Enrollment Guidelines**

All students who enroll in courses at Duncan High School must adhere to the following guidelines:

1. The Office Procedures class is limited to juniors and seniors. All students must enroll in seven (7) units. Students who are enrolled in concurrent classes must be enrolled in the equivalent of seven (7) units, combining their high school classes and concurrent classes.
2. Students who are in their first year of high school will be classified as freshmen. Second-year high school students will be classified as sophomores. Third-year high school students will be classified as juniors. Fourth-year high school students will be classified as seniors. Seniors will not receive a diploma from Duncan High School unless all graduation requirements have been met.

### **Extra-curricular Activities**

Every student is encouraged to attend and/or participate in all extra-curricular contests and activities.

### **Grade Point Average**

A student's cumulative Grade Point Average is determined by dividing the total number of quality points earned by the total number of courses taken. A student's current Grade Point Average is determined by dividing the number of quality points earned during the current grading period by the number of courses taken during the same grading period. Duncan High School's grading system is based on a 4.0 grading scale as follows:

A = 4 quality points

B = 3 quality points  
C = 2 quality points  
D = 1 quality point  
F = 0 quality points

Students who take an accelerated class and earn a grade of “C” or higher shall receive an adjustment in their weighted grade point average. Duncan High School's weighted grading system will be based on a 5.0 grading scale as follows:

A = 5 quality points  
B = 4 quality points  
C = 3 quality points

The weighted formula above will be used for weighted class ranking. The weighted quality points will be earned by taking courses weighted by Duncan High School.

### Grading System

Final grades are awarded at the end of each semester. Each semester grade will be determined by the grades a student earns during the semester with the semester test counting as no more than 10% of the overall grade. Progress reports and/or report cards will be available on the Parent Portal and may be requested from a counselor or registrar at any time by a parent/guardian.

#### **Duncan High School grading scale:**

90 -100 A Excellent  
80 - 89 B Above Average  
70 - 79 C Average  
60 - 69 D Below Average  
Below 60  
F Failing  
NC No Credit  
Pass P Excluded from GPA

Students who do not complete a course because of illness or other excused absence will receive the grade their average represents at the time grades are due to be turned in to the office. When the student completes the make-up work within the time allowed, the teacher will change the student’s grade. No grade of “I” or “Incomplete” will be used.

Class rank and GPA will be based on a 4.0 Grading Scale. Weighted rank and GPA will be provided upon request.

**\*\*Students who meet the following criteria will be exempt from taking semester tests:**

3 **EXCUSED** absences or less and an A

2 **EXCUSED** absences or less and a B

1 **EXCUSED** absence or less and a C

**\*\*ANY STUDENT WHO HAS 25+ TARDIES IN A SEMESTER WILL NOT BE EXEMPT FROM SEMESTER TESTS.**

# Multi-year State Graduation Requirements

GRADUATION OVERVIEW	COLLEGE PREPARATORY/WORK READY CURRICULUM	CORE CURRICULUM	STANDARD CURRICULUM REQUIREMENTS FOR ALL
	CLASS OF 2025-2029*	CLASS OF 2025-2029*	CLASS OF 2030*
Language Arts	4	4	4
Mathematics	3	3	4**
Laboratory Science	3	3	3
History & Citizenship Skills	3	3	3
World Languages	2 of the same	1 WL OR CT	Potential pathway units
Computer Technology	2 or 2 of same WL	1 WL OR CT	Potential pathway units
Additional Unit	1	n/a	n/a
Fine Arts/Speech	1	1	Potential pathway units
Pathway Units	n/a	n/a	6
Electives	6	8	3
<b>Total Number of Units Required</b>	<b>23</b>	<b>23</b>	<b>23</b>

\*Schools can opt into the Class of 2030 requirements as per HB 2672.

\*\*Math consists of Algebra 1, Geometry or Algebra 2 and 2 additional math determined at local level

Additional Requirements:	ICAP
	FAFSA
	PFL
	CPR
	CCR Assessments (ACT/SAT, Science, US History)
	US Naturalization Test

Last Modified on Mar 19, 2025

**\*\*Duncan High School Requires 25 credits to graduate.**

\*Beginning with the Class of 2023, students will be required to complete an ICAP (Individualized Career Academic Plan) and a Capstone experience (determined by each student's ICAP) to meet graduation requirements. ICAPs will be completed with the student's counselor.

Students who are only one credit short of meeting graduation requirements by the end of their senior year may be allowed to participate in commencement exercises with approval. No student will receive a diploma or be considered a graduate of Duncan High School until all the requirements for graduation have been met.

At the discretion of the superintendent or the superintendent's designee, up to two (2.0) non-statutory elective credits may be waived for students who have experienced special or unusual circumstances as a high school student. The determination to waive credits will be made on a case-by-case basis. Factors that must be considered include, but are not limited to, whether the student's circumstances are atypical for a high school student or whether the circumstances are beyond the student's control. A student, or a parent/guardian or counselor on behalf of a student, may submit a written request using the district's form for Elective Credit Waiver to the superintendent or superintendent's designee, who may waive up to two (2.0) non-statutory elective credit requirements when it is in the best interest of the student.

Under no circumstances can a student have fewer than 23 credits, the State of Oklahoma's minimum requirement for graduation.

### **Duncan High School Early Graduation** Board Policy #5023

Any Duncan High School student who wishes to complete graduation requirements in the first semester of his/her senior year must meet the following criteria:

#### **Application Process - The following elements are required as part of the application for early graduation.**

1. Applicants for early graduation must submit an application through their counselor no later than the first day of school of their senior year.
2. Applicants must have completed a minimum of 20 credits before the start of their senior year and must be on track to attain the 25 required credits for graduation before the end of the first semester.
3. In addition to credits, graduation requirements include:
  - a. All required assessments ( ACT, US History and Science)
  - b. Personal Financial Literacy
  - c. ICAP requirements (Beginning with the 2020-2021 school year)
  - d. Required OKSDE CPR training
4. Students must have been present at school for a minimum of 90% of class time during the first semester to graduate early.
5. Students must provide the following in their application:
  - a. Reason for Early Graduation
  - b. Post-Secondary Career Plans and Goals

#### **Graduation Committee Review**

Once the student has submitted the completed application the Graduation Committee consisting of DHS principal staff, counseling staff, and at least one teacher will review the request. The board will take into consideration all information in the application as well as the following:

1. Student Attendance over the course of the high school career
2. Student behavior both in class and in their extracurricular activities
3. Student discipline records
4. Any special circumstances requiring early graduation that the student makes the committee aware of that was not part of the original application due to unforeseen circumstances

The committee will make a recommendation to either allow or not allow early graduation based on the information presented. Appeals to the committee decision must be directed to the office of the Superintendent.

## **Graduation**

Students graduating early will have the option to participate in the May graduation ceremony. Early graduation is considered a privilege. Students requesting this privilege must be moving forward with their post-high school lives. Therefore students who graduate early will not be permitted to participate in any school based extracurricular activities. Students also forfeit the privilege of attending the Junior/Senior prom and may not be a candidate for the Crossman Award. Students are advised to carefully consider this in determining the decision to graduate early.

**It is the responsibility of the student to remain in contact with their counselor for information concerning graduation activities and the May ceremony.**

### **Highly Qualified Teachers**

No Child Left Behind Act of 2001

Parents Right to Know

According to Section 1111 (6) (A) – Qualifications, the parents of any student attending Duncan Public Schools 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:

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

the Act the information listed above must only be provided to parents who request the information.

## **Honor Roll**

In order to qualify for the Honor Roll, a student must have a grade point average of 3.25 for the Semester, and at the close of each Semester, names of students making the honor roll will be submitted to The Duncan Banner for publication.

## **Honor Societies**

Duncan High School participates in the National Honor Society and the Oklahoma Honor Society.

## **In-School Intervention (ISI)**

The In-School-Intervention shall be an alternative to the regular school environment during the regular school day and shall be used as disciplinary action for those students in grades nine (9) through twelve (12) who have demonstrated that they cannot, or will not, abide by the rules of the district. The In-School Intervention shall be separate and apart from the regular classroom program of the school. The Principal (Assistant Principal) shall have the authority to assign a student to In-School Intervention. The length of the assignment shall be determined by the DHS Discipline Matrix and the Principal (Assistant Principal). In the event of misbehavior while serving ISI, additional days may be assigned by the In-School Intervention teacher with the consent of the Principal (Assistant Principal) who assigned the student. The Principal (Assistant Principal) shall notify the parent(s) or guardian of a student assigned to the In-School Intervention program prior to the actual assignment. During such notification, the parent(s) or guardian shall be notified of the reason for the assignment and the number of days assigned. The decision of the Principal (Assistant Principal) to make an assignment to In-School Intervention shall be final.

Study and work assignments shall be made by the student's regular teacher(s), and the student shall work on the assignments daily and full credit shall be granted for all acceptable work completed. Counselors from the school and other appropriate sources such as police officers and judges may come in periodically to counsel with students.

The student shall report promptly at 7:45 a.m. daily, and surrender any electronic devices (including cell phones) for secure storage during the day. The student will remain in the In-School Intervention classroom until the end of school at 3:05 p.m. daily each day that he/she is assigned to In-School Intervention. The student will not be permitted to leave the In-School Intervention classroom during the regular day except for bathroom use or under some type of authentic emergency. The student may either bring his/her own lunch from home or purchase a lunch from the school cafeteria. Lunch will be eaten in the ISI classroom. If an ISI student is picked up from school by his/her parent/legal guardian before the completion of the student's assigned ISI time, the remaining ISI time will be noted and must be served by the student upon his/her return to school before the student is re-admitted to the general classroom.

Any student serving In-School Intervention cannot participate in any school sponsored activity during the date(s) of the ISI. (*Board Policy # 6027*)

## **Internet Usage**

All students will be required to read and sign an Internet Usage Agreement prior to accessing the Internet while on campus. Once students have returned their signed agreement, they will be allowed to access internet services while using campus electronics, such as computers. DHS internet services are not available for use on personal student devices. A violation of the Internet Usage Agreement will be disciplined according to the DHS Discipline Matrix and will result in the student banned from internet and electronic device/computer use for a specified length of time. All class work, tests, and projects will be submitted by the student through hand-written and hand-designed modes.

## **Junior-Senior Prom**

1. Prom will be open to all Duncan High School juniors and seniors (including Virtual students and those attending the E.D.G.E. Academy) who are currently attending classes and are not under administrative suspension or currently assigned to ISI.
2. Students ineligible due to grades will not be allowed to attend the Junior-Senior Prom. Grades will be checked five (5) days prior to Prom. To be eligible to attend prom, a student must be passing all classes on that day.
3. Students who are eligible to attend Prom may invite a guest according to the following guidelines:

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- a. A Prom Guest Application must be completed and turned in to the Principal by the deadline set by the administration.
  - b. The guest must provide references that can and will be checked prior to Prom.
  - c. The guest must be approved by Duncan High School administration.
  - d. The guest must have purchased a Guest Ticket.
  - e. A Prom Guest must be at least a junior in high school and must be under 20 years of age.
  - f. A DHS student who brings a guest will be responsible for the guest's behavior. If a guest is removed from Prom, the DHS student who brought the guest will also be removed from Prom. No refunds will be given.
4. All eligible students may be required and guests will be required to show photo identification upon arrival at Prom.
  5. Students and guests may be required to submit to a breathalyzer test before entering Prom. Students and guests found to be under the influence of drugs or alcohol will be denied entry to Prom. Students and guests denied entry will be held by school administration and/or a resource officer until they can be retrieved by a parent or guardian.
  6. Students and guests will not be allowed to re-enter Prom after leaving unless permission has been granted in writing by a principal and they are escorted by a proper Prom sponsor (teacher, administrator, or security guard) to and from their destination.
  7. Students' and guests' conduct will be regulated in accordance with the Duncan Public School's Policies and Procedures Handbook.
  8. Students and guests may not remove decorations from Prom. Souvenirs and Invitations will be distributed by the Junior Class Sponsor following Prom. Photo I.D. must be presented to receive these items.
  9. Students and guests must abide by the rules and regulations of the facility rented.  
Students will be held responsible for their actions and the actions of their guests. Unacceptable behavior at Prom will be handled according to the Duncan High School Discipline Matrix.

### **Leaving School During the Day**

Only in the case of an emergency shall students leave the campus during school hours (with the exception of lunch) and then only through clearance with the office which will require the permission of a parent / guardian. A student who goes home ill at noon without clearance from the office must have clearance from his/her parent before he/she can be readmitted to school. **No teacher has the authority to excuse a student to leave the campus. Leaving school without receiving the "permit to leave building" pass from the office is truancy.**

### **Library Regulations**

The library is open from 7:30 a.m. to 3:15 p.m. It is maintained as a place to find information to supplement courses taught at school and leisure reading. Students must obey all library rules in order to maintain their library privileges.

#### Checking out materials

1. Most books are checked out for two weeks and may be renewed once for two additional weeks. Students may check out a maximum of two books at a time. Permission may be obtained from the librarian to borrow additional books if needed for reference or a special project. Students with overdue books will not be allowed to check out additional materials. Notice of overdue books shall be posted and passed to classroom teachers.
2. Overnight materials shall be returned before first period on the following day. Reserve books, reference books, magazines and pamphlets are loaned for overnight use.
3. Lost and badly damaged books are the financial responsibility of the person who borrowed them.

4. A fine of five cents per school day is charged on overdue books. A fine of five cents per school hour is charged on overnight materials not returned before first period on the date due.
5. The library staff and administration have the right to suspend library privileges of those who do not comply with the library rules regarding loans and conduct.

Students and their parents/guardians are hereby informed that it is a misdemeanor under Oklahoma law to remove or attempt to remove any library media center material from the premises of a library media center facility without authority; or to mutilate, destroy, alter or otherwise damage, in whole or in part, any library media center materials, or to fail to return any library media center materials which have been lent to said person by the library media center facility. Said person will have seven days after demand has been made to return the library media center materials or disciplinary/legal actions will proceed.

### **Lost and Found**

A lost and found department is maintained in the main office. Students who find articles or who have lost articles should report this to the office.

### **Medication**

No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school prior written authorization to administer the medication. The parent or guardian of any student requiring medication during school shall bring the medication to the school the student attends and complete and sign the "Medication Authorization Form." All medicine brought to school must be accompanied by a "Physician's Order Form" before school personnel will administer the medication. Each school shall keep on file the written authorization(s) of the parent or guardian of the student to administer medicine to the student. Parents must go to the school their child attends and sign the necessary forms. Each student participating in athletics and each student participating in any other activity that requires travel outside the school district must have a "Medical Release Form" on file before he or she will be allowed to participate.

### **Oklahoma's Promise**

- **an Oklahoma resident;**
- **enrolled in the eighth, ninth, 10th or 11th grade in an Oklahoma high school (homeschool students must be age 13, 14, 15 or 16); and**
- **a student whose parents' federal adjusted gross income does not exceed:**
  - **\$60,000 with 1 or 2 dependent children OR**
  - **\$70,000 with 3 or 4 dependent children OR**
  - **\$80,000 with 5 or more dependent children.**

**Special income provisions may apply to:**

- **Children adopted from certain court-ordered custody and children in the custody of court-appointed legal guardians.**
- **Social Security benefits based on the disability or death of the student's parent(s).**

*Additional documentation may be required. Contact the Oklahoma's Promise office for more information.*

**Applications must be:**

- **completed during the school year in the student's eighth-, ninth-, 10th- or 11th-grade year (for<sup>355</sup> homeschool students, the application must be completed while the student is age 13, 14, 15 or 16)**

and

- witnessed by the student's parent(s), custodial parent(s) or legal guardian(s) who also agree to help the student comply with Oklahoma's Promise requirements.

*\*In addition, the federal adjusted gross income (AGI) of the student's parents (or the income of the student if the student is officially determined to be financially independent of their parents) may not exceed \$100,000 at the time the student begins college and prior to receiving the scholarship. This income limit will be applied each year the student is enrolled in postsecondary education.*

### Required Courses for Oklahoma's Promise

Units	Courses
4	English (grammar, composition, literature; courses should include an integrated writing component)
3	Lab science (biology, chemistry, physics or any lab science certified by the school district; general science with or without a lab may not be used to meet this requirement)
3	Mathematics (Algebra I, Algebra II, geometry, trigonometry, math analysis, pre-calculus, statistics and probability [must have completed geometry and Algebra II], calculus, Advanced Placement [AP] statistics)
3	History and citizenship skills (including one unit of American history and two additional units from the subjects of history, economics, geography, government, non-Western culture)
2	Foreign or non-English language (two years of the same language)  <b>or</b>  Computer technology (two units in programming, hardware and business computer applications, such as word processing, databases, spreadsheets and graphics, will qualify; keyboarding or typing classes do <b>not</b> qualify) (1 foreign language and 1 computer course will <b>not</b> meet this requirement.)

1	Additional course from any of the subjects listed above or psychology, sociology or any concurrent liberal arts and science course at a State System institution
1	Fine arts (music, art, drama) OR Speech
<b>17</b>	<b>Total Units</b>

### Parking

**This policy outlines the parking guidelines for students and staff at Duncan High School. It aims to ensure an organized and safe parking environment for everyone on campus. Please review and adhere to the following rules:**

#### **Student Parking**

##### **1. Eligible Parking Lots:**

**Students are permitted to park in the following areas:**

- Gym Parking Lot
- Tennis Parking Lot
- Front Main Parking Lot

##### **2. Parking Permits:**

**All students must obtain a parking permit from the school office. The permit must be displayed prominently on the vehicle at all times while on school property.**

##### **3. Parking Lot Conduct:**

- Students are expected to drive safely and adhere to a speed limit of 10 mph within parking areas.
- Loud music, reckless driving, and loitering in parking lots are prohibited.

##### **4. Violations and Consequences:**

**- Students who park in unauthorized areas or violate parking rules may face disciplinary actions, including fines, loss of parking privileges, or other consequences as deemed appropriate by school administration.**

#### **Faculty and Staff Parking**

##### **1. Designated Parking Areas:**

**-Faculty and staff are required to park in the following designated areas:**

- Back Parking Lot
- Science Parking Lot
- Gym Parking lot (this is also student parking)

- **Front Main Parking Lot by the Rail**

## **2. Parking Identification:**

- **Faculty and staff must display a valid parking identification provided by the school.**

## **General Parking Rules:**

### **1. Unauthorized Vehicles:**

- **Unauthorized vehicles parked on school property will be subject to towing at the owner's expense.**

### **2. Safety and Security:**

- **The school is not responsible for any damage or theft that occurs in parking areas. It is advised that all vehicles be locked and valuables not be left in plain sight.**

### **3. Handicap Parking:**

- **Handicap parking spaces are reserved for vehicles with valid handicap permits. Unauthorized use of these spaces is prohibited and may result in fines and towing.**

**By following these guidelines, we can maintain a safe and efficient parking environment for all students and staff. Thank you for your cooperation.**

## **Perfect Attendance**

Perfect Attendance is awarded at the end of the school year at the annual Awards Assembly. Students may only miss two (2) hours of school during a school year to qualify for this award. **Certificates will be awarded at the Awards Assembly to students with two or more years of perfect attendance.**

## **Pom and Cheerleading**

Pom tryouts date/time will be determined by the coach and athletic director. The number of pom squad members will be decided by the natural break in scores and may fluctuate from year to year. Cheerleading tryouts date/time will be determined by the coach and athletic director. The number of cheerleaders will be decided by the natural break in scores and may fluctuate from year to year.

## **Proficiency Based Promotion Policy & Testing Schedule**

As a result of HB 1017, students shall have the opportunity to demonstrate proficiency in the core areas as identified in 70 O.S. 11-103.6:1

- A. Social Studies
- B. Languages
- C. Language Arts
- D. Mathematics
- E. The Arts
- F. Science

Proficiency for advancing to the next level of study will be demonstrated by a score of 90% or comparable performance on an assessment or demonstration. Students entering Duncan High School from a non-accredited high school or 358 homeschool shall, upon providing written evidence of study in a particular core subject, have the opportunity to

demonstrate proficiency in that specific subject. Proficiency will be demonstrated by a score of 60% or better on an assessment or demonstration. Students demonstrating proficiency in a core curriculum area will be given credit and a letter grade based on the percentile score earned on the assessment or demonstration. These students will be given the opportunity to advance to the next level of study in the appropriate curriculum area. Proficiency assessment will measure mastery of Oklahoma Academic Standards.

The opportunity for proficiency assessment will be offered during August and April. Students should register with their counselor at least two weeks in advance for the spring test. Summer testing requests will be received in the superintendent's office. A parent or guardian will need to sign the registration form.

### Scholarships

There are numerous scholarships available upon graduation from high school. Information on scholarships and application forms may be obtained from the counselors. Students who are admitted to and attending the Oklahoma School of Science and Mathematics will no longer be eligible to apply for scholarships through Duncan High School.

### Scheduling and Schedule Changes

Students complete Course Request Forms during the Pre-Enrollment period. Requests for courses must be approved by the school counselors. When final approval has been given, the students' requests are fed into a computer for scheduling and assignment. Students do not select their teachers.

Students who wish to change their schedule must fill out a Schedule Request Change Form and turn it in to the Counselor's Office **prior to the 8<sup>th</sup> day of the semester**. Beginning with the Class of 2023, schedule changes will be made ONLY if it satisfies the student's ICAP. Schedule changes will be completed in the following order of priority:

1. an incomplete schedule
2. course already completed
3. prerequisite not met
4. missing a graduation requirement

Once these academic changes are made, elective changes will be considered on a space-available basis if they:

1. meet college and career goals
2. do not impact other class sizes
3. do not compel teacher changes

Students will be called to the Counselor's Office when it is their turn to discuss their schedule change.

Schedule changes **after** the 8<sup>th</sup> day of the semester:

1. A formal request must be completed and submitted directly to the student's assigned guidance counselor. This request must be completed by the student (which includes an extensive written explanation of why the schedule change is desired). **\*Please note: schedule change requests made because of a desire to have the same class as friends, closer parking, personal dislike of a teacher, or so forth will not add to the effectiveness of a student's education, and therefore, will not be considered or approved by DHS Administration.**
2. The counselor will review the request and determine if the reason(s) for the request are adequate to necessitate bringing the request before DHS administration.
3. If the request is determined to be necessary for the student's education or best for the operation of Duncan

High School, the request will be approved and the change will be made by the counseling department.

4. If the request is not deemed as necessary for the student's education or would result in a negative effect on the education provided by Duncan High School to its students, the request will be denied and the decision will be final.

### **School Day**

The school day is defined as any part of the day during which the students and/or faculty are expected to be at school, a school-sponsored practice or a school-sponsored activity. The day includes the lunch period if the student remains on the school campus.

### **School Records (FERPA)**

School records will be made available to parents of students or eligible students according to the guidelines set forth in the Family Educational Rights & Privacy Act (FERPA). FERPA (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. FERPA guidelines are explained in detail in the Duncan Board of Education Policies and Procedures Manual and are available online at: <http://www.ed.gov/offices/OM/fpc/>.

### **Secret Societies**

No recognition will be given to any fraternity, sorority or secret society. No evidence of membership shall be exhibited on school grounds.

### **Student Behavior**

Student behavior is addressed in the Duncan Public Schools' Board of Education Policies and Procedures Manual. Duncan High School will adhere to all policies established by the Duncan Public School's Board of Education.

All teachers have been requested to be on the alert for any student behavior which is in violation of school regulations. Students should behave in a manner that will be a credit to the school. Visitors judge a school by the neatness of the campus and parking lots. Please do your part in keeping the campus clean.

- Vending machine snacks or "grab & go" from the cafeteria will be allowed in the classrooms ONLY at teacher discretion. No outside fountain drinks allowed. Stanley cups and water bottles are allowed.
- No drinks, other than drinks purchased on campus out of vending machines, will be allowed in classrooms without a doctor's note.
- See DHS Discipline Matrix for other infractions.

During lunch time students are to mingle in front of the high school or in the courtyard area behind the main building. Students are expected to behave with dignity and treat others with respect. This includes the use of appropriate language and actions. **The possession and or use of any dangerous weapon or substance at school or at a school function will be grounds for immediate suspension from school.** Students found using drugs or alcohol or under the influence of drugs or alcohol at school will be disciplined according to the guidelines of the DHS Discipline Matrix.

Duncan High School is a "No Bullying Zone." Bullying, harassment, or hazing of any type will not be tolerated.

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### **Student Council**

### *Preamble to the Constitution*

"Recognizing the need for an organization for representation of the student body, to work independently and in cooperation with representatives of the school administration concerning matters of school activities, and esteeming highly the value of training in civic responsibility and the development of leadership, we associate ourselves together and for our school ordain and enact the following constitution..."

### **Membership**

1. Must apply to become members during the Spring of the current school year. A leadership committee composed of advisors and officers (and teacher/coach input) will meet and choose the members based on applications. ( and potentially interviews). Members for the new school year will be announced by the beginning of the new school year.
2. Any current student may apply for Student Council
3. Students must maintain a 2.5 GPA and not have any grades lower than a 70/C in any class.
4. The term of office for all representatives of the Student Council shall end with the school year.
5. All members must serve on at least 1 committee during the school year

### **Student Identification Card Policy**

#### **Student ID Cards**

Duncan High School promotes a safe environment for our educational community. Proper identification of all students and staff members is essential to ensure that all persons on campus are approved to be in the school. The student identification (ID) card is required for students to participate in many school sponsored activities. Students must comply with the following ID policy:

- Students will receive a new, free of charge, official school identification (ID) at the beginning of each school year.
- 9th grade students are required to wear their valid ID cards on their school issued lanyard at all times while on campus or when participating in any school sponsored activity.
- 10th-12th grade students may wear their own lanyard but also must wear their valid ID cards at all times while on campus or when participating in any school sponsored activity.
- Students are required to have their own ID cards (sharing ID cards is not allowed).
- Students must report a lost or stolen ID and obtain a replacement immediately.
- Students may be charged for replacement ID cards/lanyards.
- Students **MUST** wear their school ID when attending events as a spectator (i.e. games, concerts, etc.)

Students who do not follow the ID policies will be subject to disciplinary action outlined in our discipline matrix.

### **Student Insurance**

The high school maintains a group accident insurance policy. This insurance is available to all members of the

student body at a normal cost and is sold soon after school begins in the fall. It is recommended that all students taking physical education, athletics and shop classes participate in the program.

### **Student Participation**

No person shall, on the basis of race, creed, or sex, be excluded from participation, be denied the benefits of, or be subjected to discrimination under any educational program or activity in the Duncan Public Schools.

### **Student Searches**

The superintendent, principal, teacher, or security personnel of any public school in the State of Oklahoma, upon reasonable suspicion, shall have the authority to detain and search or authorize the search, of any pupil or property in the possession of the pupil when said pupil is on any school premises, or while in transit under the authority of the school, or while attending any function sponsored or authorized by the school, for dangerous weapons, controlled dangerous substances, as defined in the Uniform Controlled Dangerous Substances Act, intoxicating beverages, low point beer, as defined by Section 163.2 of Title 37 of the Oklahoma Statutes, or for missing or stolen property if said property be reasonably suspected to have been taken from a pupil, a school employee or the school during school activities. The search shall be conducted by a person of the same sex as the person being searched and shall be witnessed by at least one other authorized person, said person to be of the same sex if practicable. 70 O.S. Section 24-102 (First paragraph of statute)

The extent of any search conducted pursuant to this section shall be reasonably related to the objective of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. In no event shall a strip search of a student be allowed. No student's clothing, except cold weather outerwear, shall be removed prior to or during the conduct of any warrantless search.

The superintendent, principal, teacher, or security personnel searching or authorizing the search shall have authority to detain the pupil to be searched and to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property that might be in the pupil's possession including the authority to authorize any other persons they deem necessary to restrain such pupil or to preserve any dangerous weapons, controlled dangerous substances, intoxicating beverages, low-point beer, or missing or stolen property. Students found to be in possession of such an item shall be subject to the provisions of Section 24-101.3 of this title.

Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other school property.

School personnel shall have access to school lockers, desks, and other school property in order to properly supervise the welfare of pupils. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search. Schools shall inform pupils in the student discipline code that they have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property.

### **Tardies**

**Tardies:** A student is tardy if he/she is not in his/her classroom when the tardy bell rings. Tardies will be calculated weekly. Consequences for tardies will be administered as notated:

- **4-6 per week: 1 day ASD**
- **7+ per week: 1 day ISI**
- **After 20 total tardies: ASD no longer given**
  - **4-6 per week: 1 day ISI**
  - **7+ per week: 2 days ISI**
- **25 total tardies: NO TEST EXEMPTION**

### **Telephone Usage**

A telephone for students' use is provided for students in the office. **This telephone is not to be used for social calls.** Students may use it before school, during the lunch period, and after school. Students will not be called out of classes to the telephone except for emergency calls only. **Students who need to use the phone during class time may do so ONLY with a note from the teacher.**

### **Textbooks**

All students will be issued appropriate textbooks in the basic subjects. Students and their parents are accountable for all issued textbooks and will be required to pay for lost or damaged books. Financial obligations: The principal may hold transcripts, withdrawal forms, or other records of the school relating to any student who fails to return a textbook, library book, or until all financial obligations are cleared.

### **Transcript Requests**

All current and former students needing a transcript must create an account at [parchment.edu](http://parchment.edu). Once the account is created, a transcript can be requested. It will be sent directly to the email provided or to the university indicated in the request. This is free of charge for current students and there is a small fee for former students.

### **Vehicle Regulations**

Students who drive automobiles onto school property subject the automobiles to a search upon "reasonable suspicion." An alert by a drug interdiction canine is an example of many circumstances that may substantiate reasonable suspicion.

All students who commute to school by car or motorcycle are required to park in the designated student parking lots, as mandated by the school board regulations. To ensure compliance, students must obtain a parking permit from the school office. This process involves completing an information card, paying a \$5.00 annual parking fee, and displaying a parking decal.

1. Obtain an Information Card: Students must fill out the necessary details on the information card provided by the office.
2. Pay the Parking Fee: A fee of \$5.00 is required for the annual parking permit.
3. Display the Parking Decal: Once obtained, the parking decal should be placed on the rearview mirror of the vehicle the student will drive to school.

Students are expected to leave their vehicles parked in the designated areas throughout the school day. Vehicles may only be used during lunch or after school hours. However, students may receive special permission from the office to use their vehicle during the school day for emergencies, internships, concurrent classes, or RRTC classes.

By adhering to these guidelines, students contribute to a safe and orderly environment on campus.

### **Visitors**

We warmly welcome parents to visit Duncan High School at any time. If you wish to meet with a teacher, appointments can be scheduled before or after school hours. Teachers are also available during their planning periods by appointment. To arrange a meeting, please contact the school's office or reach out directly to the teacher.

Our school is open to accredited visitors throughout the day. To ensure the safety and security of our campus, visitors are required to present their driver's license for scanning at the front office. Once approved, a visitor badge will be issued, which must be worn at all times while on campus. For convenience and guidance, visitors may be accompanied by school representatives during their visit.

We appreciate your understanding and cooperation in maintaining a secure and conducive learning environment.

### **Weighted Courses**

Duncan High School has designated the following courses as weighted:

1. All Concurrent Courses
2. All BioMed Courses
3. All Pre-Engineering Courses
4. All STEM Courses
5. Trigonometry/Pre-Calculus
6. Calculus
7. All Advanced Courses
9. All AP Courses
10. Physics

## 11. Chemistry II

These courses represent the exclusive list of those that will be considered for weighted credit at Duncan High School. Students transferring from other schools will only have the opportunity to receive weighted credit for the courses listed above. This policy ensures a consistent and rigorous academic standard for all students.

### Withdrawal from School

For students under the age of 18, it is necessary for a parent or legal guardian to provide their signature on a withdrawal form before the student can officially leave school. Mrs. Milburn, the registrar, is responsible for overseeing this process to ensure compliance with school policies and legal requirements.

#### Returning School Property-

Students are expected to return any school-owned items such as textbooks, equipment, supplies, or library books to the teacher who originally issued them. This helps maintain the school's inventory and ensures that resources are available for other students.

#### Resolving Obligations-

Before Duncan High School can send official student records to another institution, all outstanding obligations must be resolved. This includes returning any borrowed materials and settling any financial dues. Mrs. Milburn will ensure that once these responsibilities are fulfilled, the school will promptly forward the necessary documents to the requesting school.

### Withdrawal from School to Homeschool

Duncan High School acknowledges and respects the rights of parents and guardians who choose to homeschool their children. Should a parent or guardian wish to withdraw a student for homeschooling purposes, they are required to complete a standard withdrawal form available at the high school. Please note that Duncan High School does not accept or recognize credits earned during a student's homeschooling period.

DUNCAN PUBLIC SCHOOLS SECONDARY SCHOOLS DISCIPLINE MATRIX					
<i>Note: The administration of Duncan High School reserves the right to determine alternative discipline techniques when warranted and agreed upon by the administration and/or campus discipline committees.</i>					
BEHAVIOR	CONSEQUENCES <i>Highlighted consequences are teacher assigned.</i>				
Class I	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense
1. Disruptive Behavior	Verbal Warning	1st	2	Offense Referral	Offense Referral

valid excuse and without the permission of a parent, guardian or school official.					
<b>17. Theft</b>	6 ISI Possible Arrest	3 OSS Possible Arrest	6 OSS Possible Arrest	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest

<b>and informed consent of the person being touched.</b>					
<b>36 Prescribed Medicine Violation</b>	5 Days OSS Possible Arrest	10 Days OSS Possible Arrest	20 Days OSS Possible Arrest	1 Semester OSS Possible Arrest	2 Semesters OSS Possible Arrest
<b>37. Failure to Comply with Metal Detector Search</b>	5 Days OSS	10 Days OSS	20 Days OSS	1 Semester OSS	2 Semesters OSS

	semester and the student will be served as a virtual learner for the remainder of their time at Duncan Public Schools.				
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Duncan High School  
Concurrent Enrollment Handbook and Contract

The concurrent enrollment program at DHS is designed to allow students to attain college credit while simultaneously earning high school credit through accredited Oklahoma universities and colleges.

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## CURRENT HANDBOOK POLICY:

Duncan High School Juniors and Seniors who meet the requirements set forth by the Rules of the Oklahoma State Board of Education and Oklahoma State Regents for Higher Education are eligible for concurrent enrollment in a college or university in the Oklahoma State System of Higher Education. Tuition waivers are available for all seniors for up to 18 college credits and to Juniors for up to 9 college credits. Students are responsible for all other costs which may include fees, books, and any other associated costs. However, any student who chooses to take concurrent courses on the DHS campus, through Cameron University, all costs will be covered by Duncan Public Schools. Any student interested in Concurrent Enrollment should contact our concurrent coordinator, Mrs. Tara Cook at 255-0700 or tara.cook@duncanps.org. In order to enroll concurrently in college coursework, students must meet the following requirements:

ACT composite score of 19 or higher (S.A.T. 1020/940) **OR** 3.0 GPA AND rank in the top 50% of their graduating class.

High school students may enroll in a combined number of high school and college courses per semester not to exceed a full-time college workload of 19 semester-credit-hours. According to the Oklahoma State Regents for Higher Education, **for the purposes of calculating workload**, one-half high school credit shall be equivalent to three semester-credit-hours of college work. Students wishing to exceed the allowed number of hours must receive permission from the principal at Duncan High School and from the university in which the student plans to concurrently enroll.

Students must be able to complete all high school graduation requirements by the end of the Spring semester of their Senior year, including all courses required for college entrance.

Students may only enroll in curricular areas (English, math, and science) as long as they achieve a minimum ACT score of 19 on the corresponding subtest. In addition, an ACT score of 19 must be achieved on the reading subtest to enroll in any other subject (history, psychology, humanities, speech, etc.)

**\*\*Concurrently enrolled students will receive 1 high school credit for each 3 semester hour college course passed.**

**NOTE:** *Some Oklahoma colleges and universities have amended their requirements for concurrent enrollment. These can change at any time. For more information please contact your counselor, concurrent coordinator, or the college/university you plan to attend. DHS will recognize the most current requirements from any accredited Oklahoma institution of higher learning.*

In addition to the Oklahoma State Regents for Higher Education requirements, Duncan High School students must meet and maintain the following campus requirements in order to obtain and continue enrollment in concurrent courses:

- Students must attend the concurrent meeting with a parent/guardian and meet with their counselor and/or concurrent coordinator **before** enrolling in concurrent courses.
- Senior students **MUST** have a completed FAFSA by February 1, 2026. Enrollment in a selected course must be forwarded to the school counselor immediately following enrollment.
- Courses that do not fall within the student's graduation plan will not be approved by Duncan High School unless the student has already completed all graduation requirements.
- Students must meet with the concurrent coordinator, **once per week** and allow her to view the student's current grade in the course. The meeting schedule will be set by the coordinator. Students who are failing or are in danger of not receiving credit for a concurrent course **WILL be advised to drop the course** at the recommendation of the counselor/concurrent coordinator. Students who drop will be placed in an on campus course consistent with their graduation requirements and plan. ***Dropping a course will result in the student reimbursing any fees paid by the school. Failure to notify the concurrent coordinator of a dropped class may result in disciplinary action including but not limited to consequences for truancy under the Oklahoma school attendance law and the loss of credit which could affect graduation requirements.***
- Students must provide their college transcript to their counselor/and or the concurrent coordinator immediately upon completion of the concurrent course in order to receive credit for the course.
- Students will continue to check their Duncan High School email account daily and respond to any request from their counselor and principals.
- Students must understand that high school graduation requirements will receive priority over concurrent enrollment requests. It is our job to ensure that students will graduate from high school. Students may be pulled from their concurrent courses and placed at the high school to finish any missing graduation requirements.
- ***Students who fail a college course will reimburse Duncan High School for any fees and tuition paid on the student's behalf.***
- Grades from the concurrent enrollment issuing college/university WILL post to the high school transcript. The high school has no authority to override or to not post the grade earned by the student.
- **Duncan High School cannot intervene on the student's behalf with any college or university issue. That responsibility lies with the student and parent. Upon enrolling in concurrent courses the student becomes a college/university student. As such, the student bears responsibility for being their own advocate with the college/university.**

### 8 Week / Modified Schedule Courses:

Students taking an 8 week or modified schedule course are subject to the expectations outlined above. Additionally students taking these courses will comply with the following expectations:

- Students enrolling in 8 week courses will be required to enroll in two 8 week courses during the same semester.
- Courses required for graduation must be completed by the first 8 week period offering. Students failing these courses during the first 3 weeks will drop and will be placed in the

corresponding course at Duncan High School.

- The decision to drop a course will be made by the counselor and/or student no later than 3 weeks into the modified schedule course depending on select university policy.

***Failure to comply with the policies above will result in the student not being allowed to participate in the concurrent program for the remainder of their Duncan High School enrollment.***

Student Name: \_\_\_\_\_

I have read and understand the requirements for concurrent enrollment at Duncan High School. I understand that my enrollment is contingent upon the agreement on the terms and conditions set forth by Duncan High School. I understand that as a college student I am responsible for turning in all enrollment information and my final transcript to my high school counselor and/or concurrent coordinator.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

I understand that if I drop a course either by my choice or by the advice of my counselor/concurrent coordinator that I am responsible to reimburse the school any fees that have been paid on my behalf.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

I further understand that my counselor/concurrent coordinator can require that I drop a course that I am failing and place me in an on campus high school course that is in line with my high school graduation plan.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

I understand that by taking a concurrent course that I am considered a college student by my college/university. As such I understand that Duncan High School cannot and will not intervene with my college/university on my behalf.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

I understand that I am still a high school student and must check my email daily and meet with Mrs. Cook once per week and/or at the counselor's/concurrent coordinator request to review my concurrent grade. I must also adhere to all rules/policies/procedures set forth by Duncan Public Schools. As such I will allow my high school counselor/concurrent coordinator to view my concurrent grading assignments.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

I understand that any grade assigned by my college/university WILL appear on my high school transcript. I understand that Duncan High School has no authority to alter any concurrent grade or to choose not to post a grade assigned by my concurrent institution.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

I understand that if I become in danger of failing my concurrent course(s) my counselor/concurrent coordinator has the authority to require me to drop the course at my expense and place me in an equivalent course at Duncan High School.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

Finally, I understand that failure to comply with this contract will result in me no longer being able to participate in the Duncan High School concurrent program during my enrollment.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

Senior students **MUST** have a completed FAFSA (Free Application for Federal Student Aid) by February 1, 2025.

**Student INITIAL** \_\_\_\_\_

**Parent INITIAL** \_\_\_\_\_

Student Signature and Date \_\_\_\_\_

Parent/Guardian Signature and Date \_\_\_\_\_

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\*\*For office use only.

Date submitted: \_\_\_\_\_

Concurrent Coordinator Signature\_\_\_\_\_

Counselor Signature\_\_\_\_\_

# Virtual Education Handbook

**Duncan Public Schools**  
**Virtual Education Handbook**

**What is Virtual Learning**

Virtual learning is an alternative to traditional in-person instruction. Students enrolled in virtual learning complete coursework from home, aligned with the Oklahoma Academic Standards (OAS) and approved by the Oklahoma State Department of Education.

Success in virtual learning requires a high level of personal responsibility and self-motivation, as the program is designed for independent learners who need minimal daily guidance.

Students are expected to log in and complete assignments daily, working toward completion of their courses by the designated target dates. All virtual coursework is delivered through Edgenuity, the online learning platform used by Duncan Public Schools. Duncan virtual students have access to core subject teachers during morning hours for academic support.

## How to Apply for Virtual Learning

1. **Visit the Application Page**
  - Go to [www.duncanps.org](http://www.duncanps.org).
  - Click on "Enrollment" and follow the instructions to locate the "DHS Virtual Learning Application."
  - Or visit: <https://www.duncanps.org/page/dps-online-enrollment>
2. **Complete the Application**
  - Submit the application online.
  - A parent or guardian's email is required unless the student is an adult living independently.
3. **Schedule an Enrollment Meeting**
  - A high school representative will contact the student to schedule an in-person meeting.
  - Both the student and a parent/guardian must attend unless the student is an adult living independently.
  - During the meeting, the student's transcript and progress toward graduation will be reviewed. The student's reasons for requesting virtual learning and the support plan will be discussed.
  - A separate meeting with the grade-level counselor is also required to review testing and graduation requirements.
4. **IEP Consideration (if applicable)**
  - If the student receives special education services, a meeting with the educational advocate team is required to determine appropriate placement. Approval may be delayed due to this step.
5. **Approval Notification**
  - Students must follow their current schedule until official approval is granted.
  - Approval notifications will be delivered via phone, email, or during the in-person meeting, depending on the situation.

## What Happens After Approval

Once a student is approved for virtual learning:

- Login information will be emailed to the student and guardian.
- Instructions for setting up the Parent Portal will be included.
- If a Chromebook is needed, visit the school site Library to complete the required paperwork.

# Important Virtual Learning Dates

## Summer

- Virtual Application Opens: July 1, 2025

## Fall Semester

- Last Day to Switch to Virtual: September 18, 2025
- Virtual Course Completion Deadline: December 17, 2025
- Spring Virtual Enrollment Window: November 24, 2025 – January 23, 2026

## Spring Semester

- Last Day to Switch to Virtual: January 23, 2026
- Virtual Course Completion Deadline: May 11, 2026

**Late Enrollment Policy:** In the case of special circumstances requiring enrollment after the deadline, a meeting with the Virtual Learning Committee must be scheduled. The committee's decision is final.

Committee Members Include: \*Virtual Director, \*Site Principal, \*Grade-Level Counselor, \*Teacher(s), and \*Special Services Representative (if applicable).

# Virtual Teacher Contact Information

If students need subject-specific assistance, they should contact the appropriate virtual teacher. Teachers are available for Google Meet sessions during their scheduled support hours. A schedule will be provided upon approval, with a list of teacher names and contact information.

# Virtual Guardian Responsibilities

Guardians of students enrolled in virtual learning are expected to support student success by following these guidelines:

**Maintain Communication:** Stay in regular contact with teachers and administrators regarding student progress, attendance, testing, and other educational matters.

**Be Compliant:** Meet with the grade-level counselor before beginning virtual coursework. Ensure the student attends all required in-person events (e.g., state testing, ACT, ICAP, CPR certification, graduation, photo days). Virtual students must follow all Duncan Public Schools policies.

**Monitor Communication Tools:** Check email and the Rooms app regularly. Email is the school's primary method of communication for virtual students. Students and guardians should check their accounts daily.

**Ensure Internet Access:** Provide a reliable internet connection. Set up the Edgenuity Parent Portal upon approval to monitor progress and grades. The access code will be included in the setup email. For assistance:

<https://help.imagineedgenuity.com/hc/en-us/articles/360043421893-Enabling-the-Family-Portal-Access->

**Support Student Engagement:** Encourage daily logins and monitor course completion. Call the school to report absences when necessary. Support decisions made regarding academic plans and discipline.

## Virtual Student Responsibilities Contract

Failure to follow the expectations outlined below may result in removal from the virtual learning program and/or a return to in-person instruction.

**Progress and Attendance:** Students must make consistent progress and complete coursework each school day. Logging in without *completing assignments* may result in an absence. Refusal to work is considered insubordination and may lead to disciplinary action.

**Course Guide:** Follow the Edgenuity Course Map to remain on pace. Instructional guide: <https://help.imagineedgenuity.com/hc/en-us/articles/10389043480087-EdgeEX-Using-the-Course-Map-in-the-Student-Learning-Experience>

**Communication:** Check DPS Gmail and Rooms daily. Failure to check email may result in missed deadlines and academic consequences.

**Testing Attendance:** Attendance is mandatory for all required testing events. Details will be emailed. Students are responsible for checking emails and attending on assigned days.

Counselor Contacts:

- Grades 6–8: Matt Middick, Bubba Clark
- 9th Grade (A–I), 12th Grade: Rachel Terry – [rachel.terry@duncanps.org](mailto:rachel.terry@duncanps.org)
- 9th Grade (J–Q), 11th Grade: Sherry McGhghy – [sherry.mcghghy@duncanps.org](mailto:sherry.mcghghy@duncanps.org)
- 9th Grade (R–Z), 10th Grade: Delaney Odell – [delaney.odell@duncanps.org](mailto:delaney.odell@duncanps.org)

**Academic Integrity:** All submitted work must be original. Plagiarism or use of AI-generated responses will result in a grade of zero and possible disciplinary action. Repeated offenses may result in removal from the program.

**School Policies:** All Duncan Public Schools rules and procedures apply to virtual students.

## Virtual Student Login

To access Edgenuity:

- Visit: <https://learn.edgenuity.com/student>
- Username: Full school email address (e.g., [jane.doe@duncanps.org](mailto:jane.doe@duncanps.org))
- Password: duncandemons
- If you have any questions, contact the Virtual Coordinator.

## Virtual Attendance Contract

Students must log in and complete work daily. If unable to do so, a parent/guardian must call the Virtual Coordinator at (580) 943-6025 within five business days. If the absence is excused, course due dates may be adjusted.

Students with six or more absences in one semester may be required to meet with the Virtual Advisory Committee to determine continued eligibility.

Examples of excused absences:

**Illness:** Parent/guardian must call the Main office of their student’s school site. A doctor’s note may be required.

**Unavoidable Absences:** Includes medical appointments (with documentation), court dates, family emergencies, and school activities.

**Maternity/Paternity Leave:** Requires medical documentation. A plan will be developed in advance with the advisory committee. Fathers may be granted one week of leave, with additional time considered upon request.

More details are available in the Student Handbook: <https://www.duncanps.org/page/2024-student-handbook>

**Semester Exams(high school students only):** All high school virtual students are required to take semester exams in Edgenuity. Virtual students will follow the same semester test exemption criteria as in-person students, as stated in the Duncan High School Handbook.

## Virtual Grading Policy

Courses must be completed by the assigned semester deadline. If not completed, the Relative Grade (which includes zeros for incomplete assignments) will be recorded on the transcript. The course may then need to be repeated virtually or taken in person. Seniors should remain aware of earlier deadlines due to graduation and post-secondary requirements. All students must complete the comprehensive semester exam in Edgenuity upon course completion.

## Virtual FAQs

**What do I do if I need a test or quiz unlocked?** Teachers must review prior work before unlocking tests or quizzes. Unlocks will occur on the next school day.

**How much work should I complete each day?** Follow the daily assignments listed in the Course Map in Edgenuity.

**What happens if I fall behind?** Students must complete additional work to catch up. The only way to return to on-pace status is to complete more than the daily minimum.

**How long should I work each day?** The required time varies depending on the student and the assignments. Students who minimize idle time and remain focused may finish in a few hours.

**What should I include when contacting a teacher?** Include the course name, semester (A or B), and specific topic or section. This allows the teacher to respond more efficiently.

## Virtual Glossary

**Relative Grade** – The grade a student would earn if they stopped working in the course on a particular day. This grade includes zeros for incomplete work.

**Actual Grade** – A grade adjusted for progress. It reflects how far behind the student is compared to the expected schedule.

**Overall Grade** – The grade is based on completed work. This is the final grade recorded upon completion of the course.

**Start Date** – The date the student begins coursework.

**Target Date** – The date by which the course should be completed.

**Tile** – The course icon on the Edgenuity dashboard. An "A" indicates first semester, a "B" indicates second semester. If no letter appears, the course is one semester in length.

**Dashboard** – The Edgenuity homepage, where all enrolled courses are displayed.

**Course Map** – A tool within Edgenuity showing daily assignments needed to meet the target date. Access it by clicking the house icon on the top left of the dashboard.

# **Duncan High School**

**2025-2026**

The E.D.G.E. Academy is designed to help students achieve their graduation goals in an alternative setting to that of the traditional classroom. This setting allows students to work toward course completion at a pacing that is tailored to their educational needs. Additionally, students receive life-skills training and participate in activities designed to help them form healthy relationships with peers, family, and professionals in the community.

Enrollment at the E.D.G.E. Academy is limited to students who have been recommended by administrators or counselors who believe a student will be successful in this environment. Students and Guardians may request consideration for alternative education by making an appointment with their grade-level counselors to discuss admission to the program.

Enrollment in the E.D.G.E. Academy is only possible for students enrolled in Duncan Public Schools.

## **Schedule**

Students enrolled in alternative education programs in Oklahoma are required by law to attend school for 3.5 hours per day. E.D.G.E. Academy students will be required to attend school each day from 7:50-10:56.

The second half of the school day, alternative education students are required to participate in one of the following curriculum paths: work release, RRTC, concurrent enrollment, or remain on campus to work in Edgenuity. Pending administrative approval, students may enroll in courses/programs on campus to meet their educational needs.

## **Attendance/Absences**

Attendance should be a top priority for E.D.G.E. students. Your enrollment at the E.D.G.E. may be terminated if you do not comply with the attendance policy.

A phone call from a parent/guardian is required for each absence. If a student reaches 6 absences in a semester (18 weeks), the student and parents/guardians may be required to meet with the E.D.G.E. Advisory Committee to discuss the student's continued placement in the alternative program.

If a student misses school because of illness, a parent/guardian must call the main office at 580-255-0700. A doctor's note may be required. This policy applies to absences taken for family/child illnesses as well.

Students should not miss school for work commitments. School schedules are set by our district calendar and by our scheduled periods. All time committed to work should be arranged around required school attendance.

## **Academic Progress**

Progress is individualized for each student at the E.D.G.E.; therefore, your progress contract may be different from other students. Your progress contract is based on your current number of credits and your grade-level classification. If students do not meet their progress goals, parents/guardians and the student will be called in to discuss a new plan. If progress goals continue to be ignored, students will be dismissed from the E.D.G.E. program.

## **Transportation**

Students who wish to attend the E.D.G.E. Academy and require transportation to the school will need to call the Transportation Office. The telephone number for transportation is (580) 252- 3496. Riding a bus is a privilege. Disciplinary problems can lead to a student's temporary or permanent removal from the bus.

## **Cafeteria/Food & Drinks**

All alternative students will be given time to pick up breakfast and lunch from the cafeteria. We walk to the cafeteria as a group, collect our trays, and walk back to the West Building.

Students may bring sealed drinks and snacks to the E.D.G.E. Academy to have during breaks. No food deliveries will be allowed. Students are not allowed to bring in drinks in cups/glasses that are not sealed.

## **Dress Code**

The Duncan High School dress code will be followed at the E.D.G.E. Academy. Students are to be dressed appropriately for the school day. Students who are cold natured should bring a jacket to regulate their comfort, as blankets are not allowed on campus.

## **Graduation**

All seniors who complete the required credits are eligible to participate in Duncan High School's graduation ceremony and senior activities, provided they are in good standing. It is the student's responsibility to be aware of and available for senior events in which they would like to participate. Information regarding graduation and senior events will be shared by counselors and senior sponsors, so make sure to check all outlets Duncan High School uses to share information (email, ThrillShare, facebook, and the DPS website).

## **Medication**

Students who need medication during school hours MUST submit medications to the nurse and follow all district policies regarding medication. No staff member is allowed to provide medication to students. Students are also not allowed to have medication on their person; all medication (prescription or otherwise) will be distributed through the nurse's office.

## **Behavior**

All students enrolled at the E.D.G.E. must comply with the following behavior guidelines. If students do not comply with these guidelines, their enrollment in the alternative education program may be terminated.

Students are to be engaged in coursework while in the classroom. They are not to talk excessively, be in and out of the classrooms repeatedly, or create disturbances in the classroom.

Disrespectful behavior is not allowed. A primary goal of the E.D.G.E. staff is to treat students fairly and with respect; as a result, we expect the same from our students. Disrespect includes, but is not limited to: sleeping in class, refusing to work, using profanity, taunting students, arguing with faculty or students.

Students are expected to follow all behavior expectations of Duncan High School and Duncan Public Schools. Students who do not follow the expected behavior guidelines will be subject to punishment as outlined on the Duncan High School Discipline Matrix.

## **Electronic Devices**

\*\*See DHS handbook for full policy.

### **Parking**

Students who drive to school are required to purchase a parking decal from the main office and park in the appropriate spaces each day.

### **Visitors**

Visitors are not permitted on campus. If there is a need for a visitor to be on campus, prior approval from administration is required and the visitor must check in through the Main Office.

### **Campus Security**

The E.D.G.E. is a closed campus, meaning once students check in for the day, they must remain in the E.D.G.E. building until the conclusion of the day. Students will not be permitted to leave campus for any reason without being checked out by a parent/guardian. Call 580-255-0700 to speak to the staff if you need to pick up your student.

E.D.G.E. students are to remain in the West Building unless they have received permission from a staff member to go on the main campus. This includes the mornings before school and lunch. E.D.G.E. students must go directly to the West Building to check in and remain there for the school day, unless arrangements have been made with appropriate staff.

### **District Expectations**

The Duncan Public Schools district rules and policies apply to the E.D.G.E., as they apply to all schools in the district.



**DUNCAN PUBLIC SCHOOLS  
CHILD NUTRITION PROCUREMENT PLAN**

**Effective Date: July 1, 2025 thru June 30, 2026**

The Duncan School District’s plan for procuring items for the school food services program under its authority is as follows:

Authorized Purchasing Agents for the Child Nutrition Program will be Becky Barnes, Director of Child Nutrition Program, and members of the Duncan Board of Education.

**INSTRUCTIONS FOR PRICE QUOTES AND DELIVERY INFORMATION**

<b>ITEMS</b>	<b>PURCHASED PERIOD</b>	<b>PROCUREMENT – METHOD USED</b>
Milk	Annually	Small Purchase Procedure/Quotations
Fruits & Vegetables (canned, Frozen or fresh)	Annually	Formal/RFP
MEAT (Fresh, frozen, Or processed)		
Bread and Paper products		
Small Equipment	As needed	Micro Purchase Procedure/Quotations
Large Equipment	As needed	Micro Purchase Procedure/Quotations
Office Supplies	As needed	Micro Purchase Procedure/Quotations
Water Softener Services	Annually	Micro Purchase Procedure/Quotations
Fire Suppression System	Annually	Micro Purchase Procedure/Quotations

APPROVED BY \_\_\_\_\_ BOARD OF EDUCATION

\_\_\_\_\_  
DATE

REVISED \_\_\_\_\_  
DATE

SECTION A – QUOTES AND DELIVERY

- The Board of Education reserves the right to accept or reject any or all bids or quotes, or the right to terminate the contract at any time, if the bidder fails, neglects, or refuses to comply with the terms of the quote/bid. BIDDER EXPECTED TO DELIVER REGARDLESS OF THE NUMBER OF ITEMS ORDERED.
- Awarding of the bids will be determined on basis of quality, price, and service. NO BENT OR RUSTY CANS ACCEPTED.
- ALL FRESH FRUITS AND VEGETABLES, WITH THE EXCEPTION OF BANANAS, GROWN IN THE UNITED STATES.
- All quotes submitted will be in strict conformity with specifications for each item and submitted only on the attached forms.
- A copy of the price quote returned to the Child Nutrition Office and one copy maintained by the purveyor for his/her files.
- Quotes ARE annually.
- All prices quoted are to include the cost of transportation and delivery to each school. No allowance made for increase in price.
- The Child Nutrition Office of Duncan Public Schools may, by written notice, terminate this contract in whole or in part, upon failure of the contractor to perform any of the provisions hereof. The successful vendor has the right to request termination of contract on a bid item by providing written proof to the Director of Food Services showing unusual shortage on the product. **A vendor pricing error IS NOT an acceptable reason for a termination of contract on the item considered.** The DPS Food Service Director will respond in writing to the vendor request for termination of contract.

In the event that a contract on a particular item is dissolved, a new bid request will be submitted to all interested vendors or Food Service may elect to award the bid to an alternate bidder.

- Included in this packet is a **Non-Collusion Statement**. This statement required by law. **It must be signed by the purveyor and notarized if his/her bid is to be considered.** Be certain that this form is returned with the bidding documents. If this form is not included, the bids returned will be considered invalid.
- **Delivery to Individual Schools.** The Child Nutrition Office will place orders to successful vendors for each item. Delivery of products shall be made to each individual school on the date requested. The preferred day of delivery **IS: TUESDAY, between the hours of 6:00 a.m. and 10:30 a.m.** Delivery schedule is not to be changed without notifying the Child Nutrition Office three (3) days in advance. Vendors must supply a detailed point-to-point delivery schedule within one week after awarding of bid items. Schedules should include school and approximate time of arrival.
- Deliveries will be made to the following cafeterias:
  - **Woodrow Wilson Cafeteria 800 East Chestnut**
  - **Duncan Middle School, 1601 North Chisholm Trail Parkway,**
  - **Duncan High School, 1325 North 19<sup>th</sup>**
- **Receiving Individual School Deliveries**

All deliveries made by vendors shall be made to the school kitchen and be signed for by the cafeteria manager. No U.P.S. deliveries are acceptable nor are deliveries by another shipper. Do not leave deliveries outside; deliveries must be carried inside to place specified by the manager of that cafeteria. Deliveries may not be able to be checked in between the hours of 11:00 a.m. and 1:00 p.m. due to lunchroom duties. Deliveries of meat and other frozen foods must be delivered frozen and delivered on refrigerated trucks. Cases should be delivered in a reasonably good condition. It is recommended that all items arrive on pallets.

- **Invoices**

All delivery invoices shall be fully itemized, showing unit and extended cost. If there is a shortage, damage, or error in goods specified, the vendor will notify by telephone the Child Nutrition Office. The Child Nutrition Office should receive all invoices by the 10<sup>th</sup> of each month; all credits should be listed within 30 days of the date on the invoice. Damaged goods should be picked up by the next delivery and replaced or credits issued. Vendors may submit an alternate product for approval, but the alternate must be equal to or better than specifications. Vendors will be expected to keep substitutions to a minimum. Invoices should be mailed to the Child Nutrition Office, Attention: Becky Barnes, P.O. Box 1548, Duncan, OK 73534-1548.

- **Prices**

Prices quoted shall be free of all taxes, freight, and handling charges. Prices quoted on this quotation shall be firm with all discounts included in prices. No allowances will be made for increase in prices.

- **Brand Name and Product Code Number**

All vendors must insert the brand name and product code number of merchandise quoted in the spaces provided. Quotations without such is not considered valid.

The quotation must include the **exact** label, which will be on the delivered product (CN Label or otherwise.) This label is used to guarantee product integrity. If delivered product does not bear same such label, it will not be accepted.

- **Package Size**

Package size listed on bid specifications indicates preferred size. If manufacturer specification on packaging differs from specifications listed, vendor must identify package size and case pack he/she has available.

- **Alternates**

All product bids must be equal to or better than specifications. Alternates must be clearly stated as such and include samples and specifications or Product Analysis Sheet. (See enclosed form)

A FELONY SHEET MUST ALSO BE FILLED OUT, ATTACHED AND SENT BACK WITH PRICE QUOTES.

See page one for purchase period.

**STATEMENT ON NON-DISCRIMINATION**

**THE DUNCAN PUBLIC SCHOOLS, DISTRICT I 1, DOES NOT KNOWINGLY**

**DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, AGE, NATIONAL**

**ORIGIN OR HANDICAP. THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.**

**THE DUNCAN BOARD OF EDUCATION HAS THE RIGHT TO ACCEPT OR REJECT ANY**

**OR ALL PRICE QUOTES/BIDS.**

**SECTION B – SMALL PURCHASE PROCEDURE**

The aggregate amount of purchase for the items indicated in Section A as being obtained through small purchase procedures is less than \$250,000 during the indicated purchase period. Therefore, the following procedure will be used:

1. Specifications will be prepared and provided to the vendor.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specification. A minimum of two vendors shall be contacted.
3. The Director will be responsible for contacting the vendors when price quotes are needed.
4. The price quotes will receive appropriate confidentiality.
5. The Director will award quotes. Quotes awarded will be to the lowest and best quote based upon quality, service, availability, and price.

6. The Director will be responsible for the documentation of records to show the selection of vendor, reasons for selection, and the name of all vendors contacted and the price quotes from each vendor. Also, identification of the purchase orders involved will be documented.
7. The manager or designated person of that sight will be responsible for documentation that the actual product specified is received.
8. Any time an accepted item is not available, the manager will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
9. When the lowest quote is not accepted, the reason for unacceptability shall be recorded on the quote tabulation.

**SECTION C – MISCELLANEOUS PROVISIONS**

The School Food Authority agrees that the reviewing official of each transaction, the Director, is responsible for the elimination of the purchasing of duplicate or unnecessary items and will determine the economy and practicality of lease and purchase alternatives.

Positive efforts shall be made to utilize small business and minority-owned sources, giving them the maximum feasible opportunity to compete.

A written Code of Conduct that governs the performance of all persons engaged in purchasing procedures and provides penalties for violations is attached to this plan.

Any contracts over \$100,000 shall contain a provision which requires compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act, Executive Order 11738, and Environmental Protection Agency regulations.

Duncan Public Schools further assures that at all times when purchases are being made, that open and free competition exists to the maximum extent possible, and that identical requests are furnished to all potential contractors.

**SECTION D – DELIVERIES, RECEIVING, INVOICING, AND PAYMENT**

Deliveries made in sanitary vehicles. Frozen and refrigerated items delivered in a refrigerated vehicle. Prices quoted are to include delivery to the Duncan School District. Items requiring refrigeration placed in freezers or refrigerators as directed. Dry items placed in the storeroom as directed. Deliveries are to be made weekly on a designated day between the hours of 6:00 a.m. and 10:30 a.m.

The manager or designated person will check quantity, price and product code of items delivered against items ordered. Substitution of lesser quality items not allowed. Invoices must accompany each delivery. Two copies of this invoice, signed by a district food service employee left with each delivery. Incorrect items are to be noted on the invoice and credit issued for returns and shortages.

Monthly statements sent to Duncan Public Schools. Food, non-food supplies, and equipment items should be invoiced separately. Invoices for all cafeterias will be paid by the 20th of each month. Credits must be issued by the vendor for shortages or returns within 30 days of invoice date.

Qualified vendors must furnish specifications for all products on which they bid. The “spec sheets” must furnish nutritional information necessary to determine qualification for reimbursable meals. Vendors must furnish brand name, packaging for information and product codes where applicable for all items quoted. Failure to comply will cause the vendor’s quote not to be considered for the current period.

**SECTION E – CODE OF CONDUCT**

The Duncan Public School District, officers, and employees who are engaged in the awarding and administering of contracts supported by Program funds shall follow the following principles.

- A. No employee or officer of the school district shall participate in the selection of, or in the award or administration of, a contract supported by Program funds if a conflict of interest, real or apparent, would be involved.

B. Conflicts of interest arise when any of the following has a financial or other interest in the firm selected for the award.

1. The employee, officer, or agent;
2. Any member of his immediate family;
3. His or her partner;
4. An organization which employs, or is about to employ, any of the above.

C. The school district's officers or employees shall not solicit anything of monetary value from contractors, potential contractor's, or parties to sub-agreements.

D. School districts shall make all officers, employees or their agents, contractors, or the contractor's agents aware that violations of these procurement standards are subject to penalties as established by Title 74 O.S. 3401 et. Seq., also known as the Anti-kickback Act of 1974.

"The SFA/LEA will take steps to assure that small, minority and women's businesses enterprises and labor surplus firms are used when possible." [2 CFR 200.321]

Also included to be included in Invitations to Bid:

BUY AMERICAN PROVISION [7CFR 210.21(d)

EQUAL EMPLOYMENT OPPORTUNITY (in excess of \$10,000.00) [appendix II to 2CFR 200/7CFR3019.48]

DEBARMENT AND SUSPENSION [Executive Orders 12549 and 12689](2CFR Part 200.213 and Appendix II to 2 CFR Part 200(1) (All contracts)

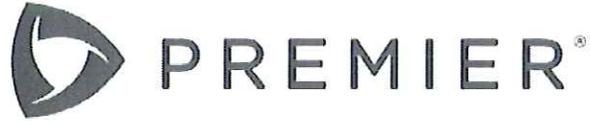
BRYD ANTI-LOBBYING AMMENDMENT [31 U.S.C. 1352] Appendix II to 2 CFR Part 200(j) (for contracts worth \$100,000 or more)

APPROVED BY \_\_\_\_\_ BOARD OF EDUCATION

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DATE

REVISED \_\_\_\_\_  
DATE



## GROUP PURCHASING FOR CHILD NUTRITION

Thank you for your continued support as a valued customer on the Premier-US Foods K-12 purchasing program.

As we prepare for the upcoming **2025-2026 school year**, please be aware that the fee per case schedule will be adjusted, effective **July 1, 2025**. This adjustment has been made in response to multiple inflation indexes across the industry.

Here is the fee per case schedule:

### Premier K-12 Food Product & Distribution Program:

Average Drop Size	Fixed Fee per Case 2025-2026 School Year
Less than \$2,499.99	\$3.12
2,500 - 2,999.99	\$2.94
3,000 - 3,999.99	\$2.86
4,000 - 5,499.99	\$2.79
5,500 - 6,999.99	\$2.75
7,000 - 10,999.99	\$2.62
11,000 - 15,999.99	\$2.58
16,000 and up	\$2.48

*The Fixed Fee-Per-Case schedule will be reviewed annually and adjusted for key inflationary factors that affect the Average Case Cost for K-12 Participating Members. Equipment and Supplies remain the same and are priced at a 9.75% markup.*

Please reach out to [premieratyourservice@usfoods.com](mailto:premieratyourservice@usfoods.com) with any questions.

Thank you for your continued partnership and we look forward to another successful school year in 2025-2026!



## GROUP PURCHASING FOR CHILD NUTRITION

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3,000 - 3,999.99	\$2.86
4,000 - 5,499.99	\$2.79
5,500 - 6,999.99	\$2.75
7,000 - 10,999.99	\$2.62
11,000 - 15,999.99	\$2.58
16,000 and up	\$2.48

*The Fixed Fee-Per-Case schedule will be reviewed annually and adjusted for key inflationary factors that affect the Average Case Cost for K-12 Participating Members. Equipment and Supplies remain the same and are priced at a 9.75% markup.*

Please reach out to [premieratyourservice@usfoods.com](mailto:premieratyourservice@usfoods.com) with any questions.

Thank you for your continued partnership and we look forward to another successful school year in 2025-2026!



1001 W. Danforth Rd. | Edmond, OK 73003

**To: Dr. Angela Grunewald & Dr. Josh Delich**

**From: Kayla Steverson**

**Date: 5-23-25**

**Re: Recommendation for Amendment to CN Prime Vendor Agreement (RFP 25-15)**

US Foods has decreased the Fixed Fee Per Case down \$0.01 for each drop size rate for SY2025-26.

From:

Less than \$2,499.99	\$3.13
2,500 - 2,999.99	\$2.95
3,000 - 3,999.99	\$2.87
4,000 - 5,499.99	\$2.80
5,500 - 6,999.99	\$2.76
7,000 - 10,999.99	\$2.63
11,000 - 15,999.99	\$2.59
16,000 and up	\$2.49

To:

Less than \$2,499.99	\$3.12
2,500 - 2,999.99	\$2.94
3,000 - 3,999.99	\$2.86
4,000 - 5,499.99	\$2.79
5,500 - 6,999.99	\$2.75
7,000 - 10,999.99	\$2.62
11,000 - 15,999.99	\$2.58
16,000 and up	\$2.48

I recommend accepting the proposed fee decrease. Please contact me if you have any questions.

Kayla Steverson

**FIRST AMENDMENT TO PRIME VENDOR AGREEMENT**

The First Amendment to Prime Vendor Agreement (“the First Amendment”) is made and entered into as of July 01, 2025, between Edmond Public Schools (EPS) and US Foods, Inc. (US Foods) with reference to the following:

RECITALS

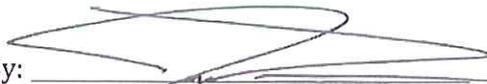
- A. EPS and US Foods entered into a Prime Vendor Agreement (RFP# 25-15) dated July 01, 2025 (the “Agreement”).
- B. By means of this instrument, EPS and US Foods desire to amend the Agreement.

NOW, THEREFORE, for and in consideration of the mutual agreements and covenants herein contained, EPS and US Foods have agreed, and hereby agree, as follows:

- 1. Revised Fixed Fee per Case Schedule: See attached Fixed Fee per Case Schedule for SY2025-26, effective July 1, 2025.
- 2. Adoption of Agreement: The terms and conditions of the Agreement shall remain unchanged, and the Agreement shall remain in full force and effect, except as modified above.

IN WITNESS WHEREOF, Customer and US Foods have executed the First Amendment as of the date set forth above.

CUSTOMER: Edmond Public Schools

By:  Date: 6/3/25  
Name: Josh Delich  
Title: supt

US FOODS: US Foods, Inc.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:

AUG 19 2025

ITEM # b.k.

**DUNCAN PUBLIC SCHOOLS  
CHILD NUTRITION PROCUREMENT PLAN**

**Effective Date: July 1, 2025 thru June 30, 2026**

The Duncan School District's plan for procuring items for the school food services program under its authority is as follows:

Authorized Purchasing Agents for the Child Nutrition Program will be Becky Barnes, Director of Child Nutrition Program, and members of the Duncan Board of Education.

**INSTRUCTIONS FOR PRICE QUOTES AND DELIVERY INFORMATION**

<b>ITEMS</b>	<b>PURCHASED PERIOD</b>	<b>PROCUREMENT – METHOD USED</b>
Milk	Annually	Small Purchase Procedure/Quotations
Fruits & Vegetables (canned, Frozen or fresh)	Annually	Formal/RFP
MEAT (Fresh, frozen, Or processed)		
Bread and Paper products		
Small Equipment	As needed	Micro Purchase Procedure/Quotations
Large Equipment	As needed	Micro Purchase Procedure/Quotations
Office Supplies	As needed	Micro Purchase Procedure/Quotations
Water Softener Services	Annually	Micro Purchase Procedure/Quotations
Fire Suppression System	Annually	Micro Purchase Procedure/Quotations

APPROVED BY  BOARD OF EDUCATION

08/19/2025  
DATE

REVISED \_\_\_\_\_  
DATE

## SECTION A – QUOTES AND DELIVERY

- The Board of Education reserves the right to accept or reject any or all bids or quotes, or the right to terminate the contract at any time, if the bidder fails, neglects, or refuses to comply with the terms of the quote/bid. BIDDER EXPECTED TO DELIVER REGARDLESS OF THE NUMBER OF ITEMS ORDERED.
- Awarding of the bids will be determined on basis of quality, price, and service. NO BENT OR RUSTY CANS ACCEPTED.
- ALL FRESH FRUITS AND VEGETABLES, WITH THE EXCEPTION OF BANANAS, GROWN IN THE UNITED STATES.
- All quotes submitted will be in strict conformity with specifications for each item and submitted only on the attached forms.
- A copy of the price quote returned to the Child Nutrition Office and one copy maintained by the purveyor for his/her files.
- Quotes ARE annually.
- All prices quoted are to include the cost of transportation and delivery to each school. No allowance made for increase in price.
- The Child Nutrition Office of Duncan Public Schools may, by written notice, terminate this contract in whole or in part, upon failure of the contractor to perform any of the provisions hereof. The successful vendor has the right to request termination of contract on a bid item by providing written proof to the Director of Food Services showing unusual shortage on the product. **A vendor pricing error IS NOT an acceptable reason for a termination of contract on the item considered.** The DPS Food Service Director will respond in writing to the vendor request for termination of contract.

In the event that a contract on a particular item is dissolved, a new bid request will be submitted to all interested vendors or Food Service may elect to award the bid to an alternate bidder.

- Included in this packet is a **Non-Collusion Statement**. This statement required by law. **It must be signed by the purveyor and notarized if his/her bid is to be considered.** Be certain that this form is returned with the bidding documents. If this form is not included, the bids returned will be considered invalid.
- **Delivery to Individual Schools.** The Child Nutrition Office will place orders to successful vendors for each item. Delivery of products shall be made to each individual school on the date requested. The preferred day of delivery **IS: TUESDAY, between the hours of 6:00 a.m. and 10:30 a.m.** Delivery schedule is not to be changed without notifying the Child Nutrition Office three (3) days in advance. Vendors must supply a detailed point-to-point delivery schedule within one week after awarding of bid items. Schedules should include school and approximate time of arrival.
- Deliveries will be made to the following cafeterias:
  - **Woodrow Wilson Cafeteria 800 East Chestnut**
  - **Duncan Middle School, 1601 North Chisholm Trail Parkway,**
  - **Duncan High School, 1325 North 19<sup>th</sup>**
- **Receiving Individual School Deliveries**

All deliveries made by vendors shall be made to the school kitchen and be signed for by the cafeteria manager. No U.P.S. deliveries are acceptable nor are deliveries by another shipper. Do not leave deliveries outside; deliveries must be carried inside to place specified by the manager of that cafeteria.

Deliveries may not be able to be checked in between the hours of 11:00 a.m. and 1:00 p.m. due to **lunchroom duties**. Deliveries of meat and other frozen foods must be delivered frozen and delivered on refrigerated trucks. Cases should be delivered in a reasonably good condition. It is recommended that all items arrive on pallets.

- **Invoices**

All delivery invoices shall be fully itemized, showing unit and extended cost. If there is a shortage, damage, or error in goods specified, the vendor will notify by telephone the Child Nutrition Office. The Child Nutrition Office should receive all invoices by the 10<sup>th</sup> of each month; all credits should be listed within 30 days of the date on the invoice. Damaged goods should be picked up by the next delivery and replaced or credits issued. Vendors may submit an alternate product for approval, but the alternate must be equal to or better than specifications. Vendors will be expected to keep substitutions to a minimum. Invoices should be mailed to the Child Nutrition Office, Attention: Becky Barnes, P.O. Box 1548, Duncan, OK 73534-1548.

- **Prices**

Prices quoted shall be free of all taxes, freight, and handling charges. Prices quoted on this quotation shall be firm with all discounts included in prices. No allowances will be made for increase in prices.

- **Brand Name and Product Code Number**

All vendors must insert the brand name and product code number of merchandise quoted in the spaces provided. Quotations without such is not considered valid.

The quotation must include the exact label, which will be on the delivered product (CN Label or otherwise.) This label is used to guarantee product integrity. If delivered product does not bear same such label, it will not be accepted.

- **Package Size**

Package size listed on bid specifications indicates preferred size. If manufacturer specification on packaging differs from specifications listed, vendor must identify package size and case pack he/she has available.

- **Alternates**

All product bids must be equal to or better than specifications. Alternates must be clearly stated as such and include samples and specifications or Product Analysis Sheet. (See enclosed form)

A FELONY SHEET MUST ALSO BE FILLED OUT, ATTACHED AND SENT BACK WITH PRICE QUOTES.

See page one for purchase period.

**STATEMENT ON NON-DISCRIMINATION**

**THE DUNCAN PUBLIC SCHOOLS, DISTRICT I 1, DOES NOT KNOWINGLY**

**DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, AGE, NATIONAL ORIGIN OR HANDICAP. THIS INSTITUTION IS AN EQUAL OPPORTUNITY PROVIDER.**

**THE DUNCAN BOARD OF EDUCATION HAS THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PRICE QUOTES/BIDS.**

**SECTION B – SMALL PURCHASE PROCEDURE**

The aggregate amount of purchase for the items indicated in Section A as being obtained through small purchase procedures is less than \$250,000 during the indicated purchase period. Therefore, the following procedure will be used:

1. Specifications will be prepared and provided to the vendor.
2. Each vendor will be contacted and given an opportunity to provide a price quote on the same specification. A minimum of two vendors shall be contacted.
3. The Director will be responsible for contacting the vendors when price quotes are needed.
4. The price quotes will receive appropriate confidentiality.
5. The Director will award quotes. Quotes awarded will be to the lowest and best quote based upon quality, service, availability, and price.

6. The Director will be responsible for the documentation of records to show the selection of vendor, reasons for selection, and the name of all vendors contacted and the price quotes from each vendor. Also, identification of the purchase orders involved will be documented.
7. The manager or designated person of that sight will be responsible for documentation that the actual product specified is received.
8. Any time an accepted item is not available, the manager will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item.
9. When the lowest quote is not accepted, the reason for unacceptability shall be recorded on the quote tabulation.

#### **SECTION C – MISCELLANEOUS PROVISIONS**

The School Food Authority agrees that the reviewing official of each transaction, the Director, is responsible for the elimination of the purchasing of duplicate or unnecessary items and will determine the economy and practicality of lease and purchase alternatives.

Positive efforts shall be made to utilize small business and minority-owned sources, giving them the maximum feasible opportunity to compete.

A written Code of Conduct that governs the performance of all persons engaged in purchasing procedures and provides penalties for violations is attached to this plan.

Any contracts over \$100,000 shall contain a provision which requires compliance with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act, Executive Order 11738, and Environmental Protection Agency regulations.

Duncan Public Schools further assures that at all times when purchases are being made, that open and free competition exists to the maximum extent possible, and that identical requests are furnished to all potential contractors.

**SECTION D – DELIVERIES, RECEIVING, INVOICING, AND PAYMENT**

Deliveries made in sanitary vehicles. Frozen and refrigerated items delivered in a refrigerated vehicle. Prices quoted are to include delivery to the Duncan School District. Items requiring refrigeration placed in freezers or refrigerators as directed. Dry items placed in the storeroom as directed. Deliveries are to be made weekly on a designated day between the hours of 6:00 a.m. and 10:30 a.m.

The manager or designated person will check quantity, price and product code of items delivered against items ordered. Substitution of lesser quality items not allowed. Invoices must accompany each delivery. Two copies of this invoice, signed by a district food service employee left with each delivery. Incorrect items are to be noted on the invoice and credit issued for returns and shortages.

Monthly statements sent to Duncan Public Schools. Food, non-food supplies, and equipment items should be invoiced separately. Invoices for all cafeterias will be paid by the 20th of each month. Credits must be issued by the vendor for shortages or returns within 30 days of invoice date.

Qualified vendors must furnish specifications for all products on which they bid. The “spec sheets” must furnish nutritional information necessary to determine qualification for reimbursable meals. Vendors must furnish brand name, packaging for information and product codes where applicable for all items quoted. Failure to comply will cause the vendor’s quote not to be considered for the current period.

**SECTION E – CODE OF CONDUCT**

The Duncan Public School District, officers, and employees who are engaged in the awarding and administering of contracts supported by Program funds shall follow the following principles.

- A. No employee or officer of the school district shall participate in the selection of, or in the award or administration of, a contract supported by Program funds if a conflict of interest, real or apparent, would be involved.

- B. Conflicts of interest arise when any of the following has a financial or other interest in the firm selected for the award.
1. The employee, officer, or agent;
  2. Any member of his immediate family;
  3. His or her partner;
  4. An organization which employs, or is about to employ, any of the above.
- C. The school district's officers or employees shall not solicit anything of monetary value from contractors, potential contractor's, or parties to sub-agreements.
- D. School districts shall make all officers, employees or their agents, contractors, or the contractor's agents aware that violations of these procurement standards are subject to penalties as established by Title 74 O.S. 3401 et. Seq., also known as the Anti-kickback Act of 1974.

"The SFA/LEA will take steps to assure that small, minority and women's businesses enterprises and labor surplus firms are used when possible." [2 CFR 200.321]

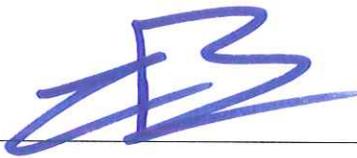
Also included to be included in Invitations to Bid:

BUY AMERICAN PROVISION [7CFR 210.21(d)

EQUAL EMPLOYMENT OPPORTUNITY (in excess of \$10,000.00) [appendix II to 2CFR 200/7CFR3019.48]

DEBARMENT AND SUSPENSION [Executive Orders 12549 and 12689](2CFR Part 200.213 and Appendix II to 2 CFR Part 200(1) (All contracts)

BRYD ANTI-LOBBYING AMMENDMENT [31 U.S.C. 1352] Appendix II to 2 CFR Part 200(j) (for contracts worth \$100,000 or more)

APPROVED BY  BOARD OF EDUCATION

08/10/2026  
DATE

REVISED \_\_\_\_\_  
DATE



## GROUP PURCHASING FOR CHILD NUTRITION

Thank you for your continued support as a valued customer on the Premier-US Foods K-12 purchasing program.

As we prepare for the upcoming **2025-2026 school year**, please be aware that the fee per case schedule will be adjusted, effective **July 1, 2025**. This adjustment has been made in response to multiple inflation indexes across the industry.

Here is the fee per case schedule:

### Premier K-12 Food Product & Distribution Program:

Average Drop Size	Fixed Fee per Case 2025-2026 School Year
Less than \$2,499.99	\$3.12
2,500 - 2,999.99	\$2.94
3,000 - 3,999.99	\$2.86
4,000 - 5,499.99	\$2.79
5,500 - 6,999.99	\$2.75
7,000 - 10,999.99	\$2.62
11,000 - 15,999.99	\$2.58
16,000 and up	\$2.48

*The Fixed Fee-Per-Case schedule will be reviewed annually and adjusted for key inflationary factors that affect the Average Case Cost for K-12 Participating Members. Equipment and Supplies remain the same and are priced at a 9.75% markup.*

Please reach out to [premieratyourservice@usfoods.com](mailto:premieratyourservice@usfoods.com) with any questions.

Thank you for your continued partnership and we look forward to another successful school year in 2025-2026!



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16,000 and up	\$2.48

*The Fixed Fee-Per-Case schedule will be reviewed annually and adjusted for key inflationary factors that affect the Average Case Cost for K-12 Participating Members. Equipment and Supplies remain the same and are priced at a 9.75% markup.*

Please reach out to [premieratyourservice@usfoods.com](mailto:premieratyourservice@usfoods.com) with any questions.

Thank you for your continued partnership and we look forward to another successful school year in 2025-2026!



1001 W. Danforth Rd. | Edmond, OK 73003

**To: Dr. Angela Grunewald & Dr. Josh Delich**

**From: Kayla Steverson**

**Date: 5-23-25**

**Re: Recommendation for Amendment to CN Prime Vendor Agreement (RFP 25-15)**

US Foods has decreased the Fixed Fee Per Case down \$0.01 for each drop size rate for SY2025-26.

From:

Less than \$2,499.99	\$3.13
2,500 - 2,999.99	\$2.95
3,000 - 3,999.99	\$2.87
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Kayla Steverson

**FIRST AMENDMENT TO PRIME VENDOR AGREEMENT**

The First Amendment to Prime Vendor Agreement (“the First Amendment”) is made and entered into as of July 01, 2025, between Edmond Public Schools (EPS) and US Foods, Inc. (US Foods) with reference to the following:

RECITALS

- A. EPS and US Foods entered into a Prime Vendor Agreement (RFP# 25-15) dated July 01, 2025 (the “Agreement”).
- B. By means of this instrument, EPS and US Foods desire to amend the Agreement.

NOW, THEREFORE, for and in consideration of the mutual agreements and covenants herein contained, EPS and US Foods have agreed, and hereby agree, as follows:

- 1. Revised Fixed Fee per Case Schedule: See attached Fixed Fee per Case Schedule for SY2025-26, effective July 1, 2025.
- 2. Adoption of Agreement: The terms and conditions of the Agreement shall remain unchanged, and the Agreement shall remain in full force and effect, except as modified above.

IN WITNESS WHEREOF, Customer and US Foods have executed the First Amendment as of the date set forth above.

CUSTOMER: Edmond Public Schools

By:  Date: 6/3/25  
Name: Josh Delich  
Title: Supt

US FOODS: US Foods, Inc.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Name:  
Title:



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
BOARD AGENDA ITEM

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School/Club/Department: Central Office

Vendor Requested: N/A

Item Request Description: DELTA FOSTER GRANDPARENT PROGRAM

Memorandum of Understanding for FY 25-26

	previously board approved:
(3rd Year of a 3-year MOU)	07/18/2023 #5.M.
	07/09/2024 #5.K.

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Kelly Henderson  
Requestor or Principal

08/05/2025  
Date

\_\_\_\_\_  
Budget Administrator or Business Office Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent or Superintendent

\_\_\_\_\_  
Date

# FOR REFERENCE



**AmeriCorps  
Seniors**

**Memorandum of Understanding  
Delta Community Action  
Foster Grandparent Program**

This Memorandum of Understanding (MOU) contains basic provisions, which will guide the working relationship between both parties. It is entered into by and between the Delta Foster Grandparent Program, sponsored by Delta Community Action, Inc. and the following agency and/or entity (the "Station"):

Station Name: Duncan Public Schools EIN: 73-6021226  
Station Site Address: <sup>1740</sup>~~1706~~ W. Spruce Ave City: Duncan State: Ok Zip: 73533  
Station email: merry.stone@duncanps.org Phone: 580-255-0686

Delta FGP and the *Station* may be referred to herein as the "Parties."

This MOU is effective from July 1, 2023 through June 30, 2026. This MOU may be amended in writing at any time with the concurrence of both parties and must be renegotiated at least every three (3) years.

## Basic Provisions

### Delta FGP Responsibilities

1. Recruit, interview, select, and enroll volunteers in the program. The volunteers will meet the criteria in the Foster Grandparent Program (FGP) Federal Regulations for enrollment in the program.
2. Unless otherwise specified herein, conduct and document a criminal history check for all FGP volunteers in accordance with the requirements established for a National Service Criminal History Check by the AmeriCorps.
3. Refer FGP volunteers to the Station. Permit and encourage the Volunteer Station to screen FGP volunteers pursuant to established criteria of Volunteer Station.
4. (If Applicable) Arrange for pre-service physical examinations for new FGP volunteers assigned to the Volunteer Station.
5. Conduct pre-service orientation and ongoing in-service instruction for volunteers.
6. Instruct FGP volunteers in proper use of volunteer timesheets, reimbursement guidance, and the FGP procedures.
7. Provide an FGP volunteers orientation to the Station staff prior to placement of volunteers and at other times as needed.
8. Initiate publicity regarding FGP.

9. Furnish accident, liability, and excess automobile liability insurance for enrolled volunteers as required by FGP regulation. The insurance provided by the sponsor is secondary coverage and is not primary insurance.
10. Staff an Advisory Council to FGP. Along with the advisory council, arrange for appeals procedure to address problems arising between the volunteer, the Station, and/or FGP.
11. Arrange for appropriate FGP recognition.
12. Coordinate with other volunteer and aging programs in the area to foster effective communication and avoid duplication.
13. Reimburse FGP volunteers for transportation costs between their home and volunteer station in accordance with FGP policies and availability of funds.

#### The Station's Responsibilities

1. In partnership with the project staff, the station staff will develop an assignment plan for each Foster Grandparent and for each child served. The sponsor's representative, and the volunteer must sign the written assignment plan that: identifies the children to be served; the role and activities of the volunteer; the expected outcomes for each child; and addresses the period of time each child should receive such services. Volunteer station staff, FGP project staff, and the volunteer will review the Foster Grandparent's assignment as well as the impact of the assignment on the child's development.
2. Assign children with designated special or exceptional needs to each volunteer.
3. Exclude Foster Grandparents as supervising adults when calculating state-mandated adult-to-child ratios.
4. Supervise Foster Grandparents at all times while they are performing as volunteers and not leave the Foster Grandparent alone with children.
5. Provide site specific and special training (i.e. confidentiality training) to the volunteers as needed.
6. Furnish volunteers with materials required for assignment.
7. Assure adequate health and safety provisions for volunteers.
8. Investigate and report any accidents and injuries involving FGP volunteers immediately to Delta FGP. All reports shall be submitted in writing.
9. Reports: The Station Representative shall:
  - **Timesheets:** Sign volunteers' timesheet on or before the last day of the month verifying hours served (Insurance coverage is only effective with verified records of hours served.)
  - **Progress Reports:** Stations are requested to complete a short bi-annual survey provided by Delta FGP documenting the impacts of services provided by volunteers.
  - **Volunteer Performance Evaluations:** For each assigned volunteer, stations are required to complete an annual performance evaluation using the template provided by the sponsor.
  - **In-Kind Documentation:** Provide documentation of in-kind contribution(s) (meals, uniforms, mileage reimbursement, training expenses, physical exams) and verification to help FGP meet its local match of 10%.
11. Provide at least 1 meal for FGP volunteers each day and provide a regular accounting to Delta FGP of the value of meals provided. Since the value of these meals will be counted as part of the non-federal contribution to the CNCS grant, the Volunteer Station will ensure that the meals provided and reported to the FGP are not funded with other federal resources, unless those federal resources are authorized by federal law or regulation to be applied as part of the non-federal share of a federal grant.

### Other Provisions

- 1. Separation from Volunteer Service:** The Station may request the removal of an FGP volunteer at any time. An FGP volunteer may withdraw from service at the Station or from the FGP at any time. The FGP staff, the Station staff, and volunteers are encouraged to communicate to resolve concerns or conflicts, or take remedial action, including, but not limited to, placement with another station.
- 2. Religious/Political Activities:** The Station will not request or assign FGP volunteers to conduct or engage in religious, sectarian, or political activities.
- 3. Displacement of Employees:** Ensure that FGP volunteers serve in a volunteer capacity. FGP volunteers will not displace nor replace paid or contracted employees, relieve staff of their routine duties or infringe upon the site supervisor's supervisory role with the children.
- 4. Compensation:** Neither the station nor FGP will request or receive compensation from the beneficiaries of FGP volunteers. FGP volunteers will not receive a fee for service from beneficiaries.
- 5. Accessibility and Reasonable Accommodation:** The Station will maintain the programs and activities to which FGP volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
- 6. Prohibition of Discrimination:** The Station will not discriminate against FGP volunteers, service beneficiaries, or in the operation of its program on the basis of race, color, national origin including individuals with limited English proficiency, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, or military service.
- 7. Termination of MOU:** This MOU may be terminated at any time by either party by sending written notice of termination of the MOU to the other party. This MOU shall be reviewed at least every three (3) years by the Parties.
- 8. Signatures.** By signing this MOU, the Station, through its authorized representative, self-certifies that it meets the requirements necessary to become an FGP Station.

### For All Stations

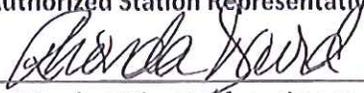
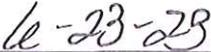
#### *Volunteer Supervisor [Station Staff]*

Name:	Title:
Phone:	Email:

Volunteer Station Primary Type: To qualify as an FGP Station, an agency/office/department must self-certify that it is one of the following:

Public Non-Profit    Private Non-Profit    Proprietary Health Care Agency    Governmental Agency

Authorized Signatures

	
Authorized Station Representative	Date
	
FGP Project Director [or other sponsor designated representative]	Date

FOR  
REFERENCE



BOARD APPROVED

AUG 19 2025

ITEM # b.l.

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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School/Club/Department: Central Office

Vendor Requested: N/A

Item Request Description: DELTA FOSTER GRANDPARENT PROGRAM

Memorandum of Understanding for FY 25-26

	previously board approved:
(3rd Year of a 3-year MOU)	07/18/2023 #5.M.
	07/09/2024 #5.K.

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Kelley Henderson  
Requestor or Principal

08/05/2025  
Date

\_\_\_\_\_  
Budget Administrator or Business Office Manager

\_\_\_\_\_  
Date

Dr Channa Byrley  
Assistant Superintendent or Superintendent

AUG 19 2025  
Date

# FOR REFERENCE



**AmeriCorps  
Seniors**

**Memorandum of Understanding  
Delta Community Action  
Foster Grandparent Program**

This Memorandum of Understanding (MOU) contains basic provisions, which will guide the working relationship between both parties. It is entered into by and between the Delta Foster Grandparent Program, sponsored by Delta Community Action, Inc. and the following agency and/or entity (the "Station"):

Station Name: Duncan Public Schools EIN: 73-6021226  
Station Site Address: <sup>1740</sup>~~1706~~-W. Spruce Ave City: Duncan State: Ok Zip: 73533  
Station email: merry.stone@duncanps.org Phone: 580-255-0686

Delta FGP and the *Station* may be referred to herein as the "Parties."

This MOU is effective from July 1, 2023 through June 30, 2026. This MOU may be amended in writing at any time with the concurrence of both parties and must be renegotiated at least every three (3) years.

## Basic Provisions

### Delta FGP Responsibilities

1. Recruit, interview, select, and enroll volunteers in the program. The volunteers will meet the criteria in the Foster Grandparent Program (FGP) Federal Regulations for enrollment in the program.
2. Unless otherwise specified herein, conduct and document a criminal history check for all FGP volunteers in accordance with the requirements established for a National Service Criminal History Check by the AmeriCorps.
3. Refer FGP volunteers to the Station. Permit and encourage the Volunteer Station to screen FGP volunteers pursuant to established criteria of Volunteer Station.
4. (If Applicable) Arrange for pre-service physical examinations for new FGP volunteers assigned to the Volunteer Station.
5. Conduct pre-service orientation and ongoing in-service instruction for volunteers.
6. Instruct FGP volunteers in proper use of volunteer timesheets, reimbursement guidance, and the FGP procedures.
7. Provide an FGP volunteers orientation to the Station staff prior to placement of volunteers and at other times as needed.
8. Initiate publicity regarding FGP.

9. Furnish accident, liability, and excess automobile liability insurance for enrolled volunteers as required by FGP regulation. The insurance provided by the sponsor is secondary coverage and is not primary insurance.
10. Staff an Advisory Council to FGP. Along with the advisory council, arrange for appeals procedure to address problems arising between the volunteer, the Station, and/or FGP.
11. Arrange for appropriate FGP recognition.
12. Coordinate with other volunteer and aging programs in the area to foster effective communication and avoid duplication.
13. Reimburse FGP volunteers for transportation costs between their home and volunteer station in accordance with FGP policies and availability of funds.

#### The Station's Responsibilities

1. In partnership with the project staff, the station staff will develop an assignment plan for each Foster Grandparent and for each child served. The sponsor's representative, and the volunteer must sign the written assignment plan that: identifies the children to be served; the role and activities of the volunteer; the expected outcomes for each child; and addresses the period of time each child should receive such services. Volunteer station staff, FGP project staff, and the volunteer will review the Foster Grandparent's assignment as well as the impact of the assignment on the child's development.
2. Assign children with designated special or exceptional needs to each volunteer.
3. Exclude Foster Grandparents as supervising adults when calculating state-mandated adult-to-child ratios.
4. Supervise Foster Grandparents at all times while they are performing as volunteers and not leave the Foster Grandparent alone with children.
5. Provide site specific and special training (i.e. confidentiality training) to the volunteers as needed.
6. Furnish volunteers with materials required for assignment.
7. Assure adequate health and safety provisions for volunteers.
8. Investigate and report any accidents and injuries involving FGP volunteers immediately to Delta FGP. All reports shall be submitted in writing.
9. **Reports:** The Station Representative shall:
  - **Timesheets:** Sign volunteers' timesheet on or before the last day of the month verifying hours served (Insurance coverage is only effective with verified records of hours served.)
  - **Progress Reports:** Stations are requested to complete a short bi-annual survey provided by Delta FGP documenting the impacts of services provided by volunteers.
  - **Volunteer Performance Evaluations:** For each assigned volunteer, stations are required to complete an annual performance evaluation using the template provided by the sponsor.
  - **In-Kind Documentation:** Provide documentation of in-kind contribution(s) (meals, uniforms, mileage reimbursement, training expenses, physical exams) and verification to help FGP meet its local match of 10%.
11. Provide at least 1 meal for FGP volunteers each day and provide a regular accounting to Delta FGP of the value of meals provided. Since the value of these meals will be counted as part of the non-federal contribution to the CNCS grant, the Volunteer Station will ensure that the meals provided and reported to the FGP are not funded with other federal resources, unless those federal resources are authorized by federal law or regulation to be applied as part of the non-federal share of a federal grant.

### Other Provisions

1. **Separation from Volunteer Service:** The Station may request the removal of an FGP volunteer at any time. An FGP volunteer may withdraw from service at the Station or from the FGP at any time. The FGP staff, the Station staff, and volunteers are encouraged to communicate to resolve concerns or conflicts, or take remedial action, including, but not limited to, placement with another station.
2. **Religious/Political Activities:** The Station will not request or assign FGP volunteers to conduct or engage in religious, sectarian, or political activities.
3. **Displacement of Employees:** Ensure that FGP volunteers serve in a volunteer capacity. FGP volunteers will not displace nor replace paid or contracted employees, relieve staff of their routine duties or infringe upon the site supervisor's supervisory role with the children.
4. **Compensation:** Neither the station nor FGP will request or receive compensation from the beneficiaries of FGP volunteers. FGP volunteers will not receive a fee for service from beneficiaries.
5. **Accessibility and Reasonable Accommodation:** The Station will maintain the programs and activities to which FGP volunteers are assigned accessible to persons with disabilities (including mobility, hearing, vision, mental, and cognitive impairments or addictions and diseases) and/or limited English language proficiency and provide reasonable accommodation to allow persons with disabilities to participate in programs and activities.
6. **Prohibition of Discrimination:** The Station will not discriminate against FGP volunteers, service beneficiaries, or in the operation of its program on the basis of race, color, national origin including individuals with limited English proficiency, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, or military service.
7. **Termination of MOU:** This MOU may be terminated at any time by either party by sending written notice of termination of the MOU to the other party. This MOU shall be reviewed at least every three (3) years by the Parties.
8. **Signatures.** By signing this MOU, the Station, through its authorized representative, self-certifies that it meets the requirements necessary to become an FGP Station.

### For All Stations

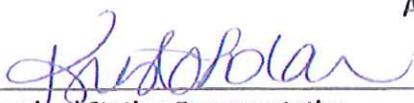
#### *Volunteer Supervisor [Station Staff]*

Name:	Title:
Phone:	Email:

Volunteer Station Primary Type: To qualify as an FGP Station, an agency/office/department must self-certify that it is one of the following:

- Public Non-Profit  
  Private Non-Profit  
  Proprietary Health Care Agency  
  Governmental Agency

Authorized Signatures

  
\_\_\_\_\_

Authorized Station Representative

07-18-2023

\_\_\_\_\_

Date

  
\_\_\_\_\_

FGP Project Director [or other sponsor designated representative]

6-23-23

\_\_\_\_\_

Date

FOR  
REFERENCE



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanps.org](http://www.duncanps.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: Plato Elementary

Vendor Requested: N/A

Item Request Description: MOU WITH FIRST UNITED METHODIST  
CHURCH FOR AFTER SCHOOL TUTORING PROGRAM FOR  
STUDENTS AT PLATO ELEMENTARY

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Dr. Dakota Kaus & Dr. Channa Byerly 08/15/2025  
Requestor or Principal Date

\_\_\_\_\_  
Budget Administrator or Business Office Manager Date

\_\_\_\_\_  
Assistant Superintendent or Superintendent Date

## MEMORANDUM OF UNDERSTANDING

Between PLATO ELEMENTARY SCHOOL and DUNCAN FIRST UNITED METHODIST CHURCH

For a School Tutoring Program

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made and entered into this 19<sup>th</sup> day of August 2025, by and between: FIRST UNITED METHODIST CHURCH, Duncan, Oklahoma (the “CHURCH”), and INDEPENDENT SCHOOL DISTRICT NO. I-001 OF STEPHENS COUNTY, OKLAHOMA, a/k/a DUNCAN PUBLIC SCHOOLS (“DPS”).

Purpose:

The purpose of this MOU is to establish a collaborative relationship between the School and the Church to provide tutoring services to students in need of academic support. This partnership aims to enhance student learning and success through volunteer-based tutoring provided in a safe, structured, and supportive environment.

---

### **1. Program Overview**

The United Methodist Church has a long history of promoting public education of our children. In the mid-1700’s, the church’s founder, John Wesley, started Sunday School. The primary purpose was not to proselytize but to offer education for the masses of children whose families could not afford to send their children to a private school - the only primary education available in England at that time. Sunday was chosen because many of the children worked in the mines the other six days of the week. At that time, the only readily available book was the Bible, so it became the primary teaching text out of necessity.

Today, the United Methodist Church still places a high priority on public education for primary and secondary levels. We know that public schools are expected to manage social needs as well as the education of students. As a result, many children need extra attention and support in reaching their educational and life potential. We understand that reading on grade level by 5<sup>th</sup> grade and having healthy adult mentoring relationships outside of the immediate family go a

## MEMORANDUM OF UNDERSTANDING

long way toward mitigating risk factors that children face. For these reasons, the congregation of Duncan First United Methodist Church is offering this tutoring program to our adopted school, Plato Elementary.

This structure below is modeled after Whiz Kids, in Oklahoma City; and Project Transformation, a long-standing summer program of the UMC, held in numerous sites throughout the country in conjunction with AmeriCorps.

### **2. Structure**

The basic structure of the time will be:

- 3:30 Pickup Children (transport by DFUMC van to DFUMC)
- 3:40 Snacks and Value Lesson or Music
- 4:00 2 or 3 Way Rotation: (20 to 30 min each)
  - Reading Buddies (one on one mentor - reading)
  - Reading Rockstars
  - Craft, STEM, Recreation
- 5:00 Dismissal

### **3. Roles and Responsibilities**

#### ***The School agrees to:***

- Identify and refer students who may benefit from tutoring services.
- Communicate with parents/guardians regarding student participation.
- Provide relevant academic materials, if necessary, for tutoring sessions.
- Maintain ongoing communication with DFUMC to assess the program's effectiveness.
- Ensure compliance with all student privacy regulations (e.g., FERPA).

#### ***The DFUMC agrees to:***

- Provide a safe, accessible, and welcoming space for tutoring sessions.
  - Recruit, train, and supervise qualified volunteers or staff to serve as tutors.
  - Ensure all volunteers complete necessary background checks and child protection training.
  - Maintain a system for tracking student attendance and volunteer participation.
  - Provide refreshments and basic supplies as needed (optional, if applicable).
-

## MEMORANDUM OF UNDERSTANDING

### 3. Mutual Agreements

Both parties agree to:

- Collaborate regularly to assess program progress and make adjustments as needed.
- Respect and support the mission and values of both organizations.
- Refrain from religious proselytizing during tutoring sessions.
- Maintain confidentiality of all student-related information.

### 4. Duration and Termination

This MOU will become effective on the first Tuesday in October and will remain in effect until the end of the 2025-2026 school year unless terminated earlier by either party with 30 days' written notice. This MOU may be renewed or amended in writing upon mutual agreement.

---

### 5. Liability

Each party agrees to hold harmless the other from any and all liability, loss, or damage resulting from its own acts or omissions, and those of its employees, agents, or volunteers.

### 6. Point of Contact

For the School:

Name: Dr. Dakota Kaus

Title: Plato Elementary Principal

Phone: (580) 255-6167

Email: dakota.kaus@duncamps.org

For the DFUMC:

Name: \_\_\_\_\_

MEMORANDUM OF UNDERSTANDING

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Signatures

By signing below, the parties acknowledge and agree to the terms of this MOU:

[School Name] Plato Elementary of Duncan Public Schools ISD

Signature: \_\_\_\_\_

Name: Carl Buckholts

Title: Board President

Date: 08/19/2025

Duncan First United Methodist Church

Signature: \_\_\_\_\_

Name:

Title:

Date:





DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

BOARD APPROVED  
AUG 19 2025  
ITEM # b.m.

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School/Club/Department: Plato Elementary

Vendor Requested: N/A

Item Request Description: MOU WITH FIRST UNITED METHODIST  
CHURCH FOR AFTER SCHOOL TUTORING PROGRAM FOR  
STUDENTS AT PLATO ELEMENTARY

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Dr. Dakota Kaus & Dr. Channa Byerly 08/15/2025  
Requestor or Principal Date

\_\_\_\_\_  
Budget Administrator or Business Office Manager Date

Dr. Channa Byerly AUG 19 2025  
Assistant Superintendent or Superintendent Date

## MEMORANDUM OF UNDERSTANDING

Between PLATO ELEMENTARY SCHOOL and DUNCAN FIRST UNITED METHODIST CHURCH

For a School Tutoring Program

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is made and entered into this 10<sup>th</sup> day of August 2025, by and between: FIRST UNITED METHODIST CHURCH, Duncan, Oklahoma (the “CHURCH”), and INDEPENDENT SCHOOL DISTRICT NO. I-001 OF STEPHENS COUNTY, OKLAHOMA, a/k/a DUNCAN PUBLIC SCHOOLS (“DPS”).

Purpose:

The purpose of this MOU is to establish a collaborative relationship between the School and the Church to provide tutoring services to students in need of academic support. This partnership aims to enhance student learning and success through volunteer-based tutoring provided in a safe, structured, and supportive environment.

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## MEMORANDUM OF UNDERSTANDING

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-

## MEMORANDUM OF UNDERSTANDING

### 3. Mutual Agreements

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### 5. Liability

Each party agrees to hold harmless the other from any and all liability, loss, or damage resulting from its own acts or omissions, and those of its employees, agents, or volunteers.

### 6. Point of Contact

For the School:

Name: Dr. Dakota Kaus

Title: Plato Elementary Principal

Phone: (580) 255-6167

Email: dakota.kaus@duncanps.org

For the DFUMC:

Name: 

MEMORANDUM OF UNDERSTANDING

Title: Pastor  
Phone: (918) 607-7654  
Email: MARK.JANORCE@DUNCANPUBLIC.SCHOOLSDISD.ORG

Signatures

By signing below, the parties acknowledge and agree to the terms of this MOU:

[School Name] Plato Elementary of Duncan Public Schools ISD

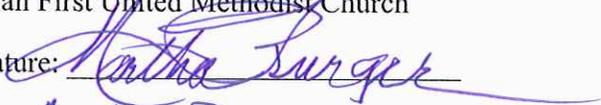
Signature: 

Name: Carl Buckholts

Title: Board President

Date: 08/19/2025

Duncan First United Methodist Church

Signature: 

Name: Martha Burger

Title: Coordinator, After School Program

Date: 8/19/25



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

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School/Club/Department: Horace Mann / Central Office

Vendor Requested: N/A

Item Request Description: Annual Renewal of the Non-Exclusive Lease

Agreement covering the sidewalk/trail across the front of Horace Mann  
Elementary

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Kelley Henderson  
Requestor or Principal

07/28/2015  
Date

\_\_\_\_\_  
Budget Administrator or Business Office Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent or Superintendent

\_\_\_\_\_  
Date

## NON-EXCLUSIVE LEASE AGREEMENT

THIS AGREEMENT entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2025, by and between Independent School District No. I-1 of Stephens County, Oklahoma, a/k/a Duncan Public Schools (“Owner”), and the Duncan Public Utilities Authority, a public trust (“Authority”), is as follows:

1. Owner leases the real property described in Exhibit “A” attached hereto (the “Land”) to the Authority solely to facilitate outdoor recreational opportunities in the City of Duncan, Oklahoma. The parties intend that this Agreement shall afford to Owner all of the protections provided in 76 O.S. §10.1 (the “Statute”).

2. The parties acknowledge that the Land described in the attached Exhibit “A” shall be used by Authority for only permitting the public to use the Land for outdoor recreational purposes including hiking, jogging, cycling, etc. Owner shall have the right to utilize the Land for any lawful purpose so long as the use by Owner does not unreasonably interfere with Authority’s and public’s use of the Land for outdoor recreational purposes.

3. Owner shall receive no compensation from the Authority for this Lease Agreement, but Owner understands that the Statute permits Authority to charge a license or permit fee to third parties for the purpose of regulating the use of the Land.

4. Owner understands that Authority will impose uniform rules and regulations on the Land covered by this Lease which shall be the same as rules and regulations imposed on the real property leased from other property owners as a part of the overall recreational trails project.

5. As provided by subparagraph E.1. of the Statute, and except as specifically set forth in paragraph 6 below, nothing in this Agreement shall impose upon Owner a duty of care to keep the land safe for use by others, or to give warning to persons entering or using the land of any hazardous conditions. Further, Owner shall not be presumed to extend any assurance that the land is safe for any purpose, incur any duty of care toward a person who enters or uses the land or become liable or responsible for an injury to persons or property caused by the act or omission of any person who enters or uses the land.

6. Owner shall never be responsible for any cost or expense of refurbishing or repairing any improvements that Authority may construct on the Land, but Owner agrees to continue to mow the areas owned by Owner adjacent to such improvements and keep trash and

debris picked up on such areas. Provided, that by continuing to do such mowing and trash and debris pickup, Owner shall have only that duty of care which it would otherwise have to any person lawfully entering on the Land, without regard to this lease. Provided further, that Owner is not hereby waiving, but rather claims, all of the protections of the Statute.

7. This Agreement shall be effective upon being signed by both parties and must be approved annually by written mutual agreement of Owner and Authority.

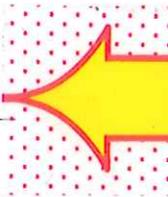
IN WITNESS WHEREOF the authorized representatives of Owner and Authority have hereunto set their hands as of the day and year first above written.

INDEPENDENT SCHOOL DISTRICT NO. I-001  
OF STEPHENS COUNTY, OKLAHOMA, a/k/a  
DUNCAN PUBLIC SCHOOLS

ATTEST:

By: Kelly Henderson  
Kelly Henderson, Clerk of the Board  
of Education

By: \_\_\_\_\_  
Carl Buckholts, Board of Education  
President



“Owner”

ATTEST:

DUNCAN PUBLIC UTILITIES AUTHORITY,  
a Public Trust

\_\_\_\_\_  
Secretary

By: \_\_\_\_\_  
Robert Armstrong, Chairman of the Board  
of Trustees

(SEAL)

“Authority”

APPROVED AS TO FORM AND LEGALITY.

\_\_\_\_\_  
David Hammond, Authority Attorney

STATE OF OKLAHOMA )  
 ) ss.  
COUNTY OF STEPHENS )

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2025, by  
CARL BUCKHOLTS, Board of Education President, INDEPENDENT SCHOOL DISTRICT  
NO. I-001 OF STEPHENS COUNTY, OKLAHOMA, a/k/a DUNCAN PUBLIC SCHOOLS.

\_\_\_\_\_  
Notary Public, Comm. No. \_\_\_\_\_

My Commission Expires:  
\_\_\_\_\_

(SEAL)

STATE OF OKLAHOMA )  
 ) ss.  
COUNTY OF STEPHENS )

This instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2025, by  
ROBERT ARMSTRONG, Chairman of the Board of Trustees of the DUNCAN PUBLIC  
UTILITIES AUTHORITY, a Public Trust.

\_\_\_\_\_  
Notary Public, Comm. No. \_\_\_\_\_

My Commission Expires:  
\_\_\_\_\_

(SEAL)

HORACE MANN ELEMENTARY SCHOOL

A WALK-WAY BASEMENT DESCRIBED AS BEGINNING AT A POINT 170.00 FEET NORTH AND 143.60 FEET WEST OF THE SOUTHEAST CORNER OF THE NORTHEAST QUARTER (NE/4) OF THE SOUTHEAST QUARTER (SE/4) OF THE NORTHWEST QUARTER (NW/4) OF SECTION 31, T1N, R7W, I.M., STEPHENS COUNTY, OKLAHOMA, SAID POINT BEING ON THE WEST RIGHT-OF-WAY LINE OF WHISENANT AVENUE; THENCE WEST PARALLEL TO THE SOUTH BOUNDARY OF SAID NE/4 SE/4 NW/4, A DISTANCE OF 27.48 FEET TO A POINT; THENCE IN A NORTHEASTERLY DIRECTION PARALLEL SAID WEST RIGHT-OF-WAY, A DISTANCE OF 5.09 FEET TO A POINT; THENCE EAST PARALLEL TO SAID SOUTH BOUNDARY, A DISTANCE OF 9.16 FEET TO A POINT; THENCE IN A NORTHEASTERLY DIRECTION PARALLEL SAID WEST RIGHT-OF-WAY, A DISTANCE OF 165.00 FEET TO A POINT; THENCE EAST PARALLEL TO SAID SOUTH BOUNDARY, A DISTANCE OF 3.05 FEET TO A POINT; THENCE IN A NORTHEASTERLY DIRECTION PARALLEL SAID WEST RIGHT-OF-WAY, A DISTANCE OF 220.00 FEET TO A POINT; THENCE EAST PARALLEL TO SAID SOUTH BOUNDARY, A DISTANCE OF 5.09 FEET TO A POINT; THENCE IN A NORTHEASTERLY DIRECTION PARALLEL SAID WEST RIGHT-OF-WAY, A DISTANCE OF 42.00 FEET TO A POINT; THENCE EAST PARALLEL TO SAID SOUTH BOUNDARY, A DISTANCE OF 10.18 FEET TO A POINT ON SAID WEST RIGHT-OF-WAY; THENCE IN A SOUTHWESTERLY DIRECTION ALONG SAID WEST RIGHT-OF-WAY, A DISTANCE OF 432.09 FEET TO THE POINT OF BEGINNING.

EXHIBIT "A"  
Page 1 of 1



BOARD APPROVED

AUG 19 2025

ITEM # b.N.

## DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanps.org](http://www.duncanps.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: Horace Mann / Central Office

Vendor Requested: N/A

Item Request Description: Annual Renewal of the Non-Exclusive Lease

Agreement covering the sidewalk/trail across the front of Horace Mann

Elementary

Lease Agreement between DPS and Duncan Public  
Utilities Authority

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Kelley Anderson  
Requestor or Principal

07/28/2025  
Date

Budget Administrator or Business Office Manager

Date

Dr Charna Byrley  
Assistant Superintendent or Superintendent

AUG 19 2025  
Date

#1b

NON-EXCLUSIVE LEASE AGREEMENT

THIS AGREEMENT entered into as of the 12th day of August, 2025, by and between Independent School District No. I-1 of Stephens County, Oklahoma, a/k/a Duncan Public Schools (“Owner”), and the Duncan Public Utilities Authority, a public trust (“Authority”), is as follows:

1. Owner leases the real property described in Exhibit “A” attached hereto (the “Land”) to the Authority solely to facilitate outdoor recreational opportunities in the City of Duncan, Oklahoma. The parties intend that this Agreement shall afford to Owner all of the protections provided in 76 O.S. §10.1 (the “Statute”).

2. The parties acknowledge that the Land described in the attached Exhibit “A” shall be used by Authority for only permitting the public to use the Land for outdoor recreational purposes including hiking, jogging, cycling, etc. Owner shall have the right to utilize the Land for any lawful purpose so long as the use by Owner does not unreasonably interfere with Authority’s and public’s use of the Land for outdoor recreational purposes.

3. Owner shall receive no compensation from the Authority for this Lease Agreement, but Owner understands that the Statute permits Authority to charge a license or permit fee to third parties for the purpose of regulating the use of the Land.

4. Owner understands that Authority will impose uniform rules and regulations on the Land covered by this Lease which shall be the same as rules and regulations imposed on the real property leased from other property owners as a part of the overall recreational trails project.

5. As provided by subparagraph E.1. of the Statute, and except as specifically set forth in paragraph 6 below, nothing in this Agreement shall impose upon Owner a duty of care to keep the land safe for use by others, or to give warning to persons entering or using the land of any hazardous conditions. Further, Owner shall not be presumed to extend any assurance that the land is safe for any purpose, incur any duty of care toward a person who enters or uses the land or become liable or responsible for an injury to persons or property caused by the act or omission of any person who enters or uses the land.

6. Owner shall never be responsible for any cost or expense of refurbishing or repairing any improvements that Authority may construct on the Land, but Owner agrees to continue to mow the areas owned by Owner adjacent to such improvements and keep trash and

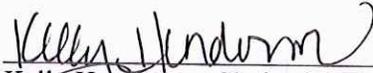
debris picked up on such areas. Provided, that by continuing to do such mowing and trash and debris pickup, Owner shall have only that duty of care which it would otherwise have to any person lawfully entering on the Land, without regard to this lease. Provided further, that Owner is not hereby waiving, but rather claims, all of the protections of the Statute.

7. This Agreement shall be effective upon being signed by both parties and must be approved annually by written mutual agreement of Owner and Authority.

IN WITNESS WHEREOF the authorized representatives of Owner and Authority have hereunto set their hands as of the day and year first above written.

INDEPENDENT SCHOOL DISTRICT NO. I-001  
OF STEPHENS COUNTY, OKLAHOMA, a/k/a  
DUNCAN PUBLIC SCHOOLS

ATTEST:

By:   
Kelly Henderson, Clerk of the Board  
of Education

By:   
Carl Buckholts, Board of Education  
President

“Owner”

ATTEST:

DUNCAN PUBLIC UTILITIES AUTHORITY,  
a Public Trust

  
Secretary  
The seal is circular with the text 'DUNCAN PUBLIC UTILITIES AUTHORITY' around the perimeter and 'SEAL' in the center. It also includes 'OKLAHOMA' and 'OFFICIAL'.

By:   
Robert Armstrong, Chairman of the Board  
of Trustees

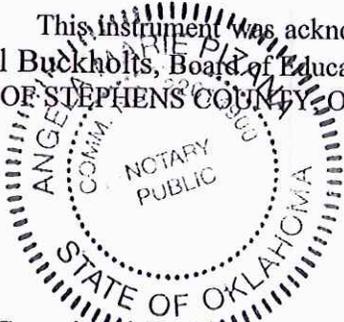
“Authority”

APPROVED AS TO FORM AND LEGALITY.

  
David Hammond, Authority Attorney

STATE OF OKLAHOMA )  
 ) ss.  
COUNTY OF STEPHENS )

This instrument was acknowledged before me this 19 day of Aug, 2025, by Carl Buckholts, Board of Education President, INDEPENDENT SCHOOL DISTRICT NO. I-001 OF STEPHENS COUNTY, OKLAHOMA, a/k/a DUNCAN PUBLIC SCHOOLS.



Angela B.  
Notary Public, Comm. No. 22014900

My Commission Expires:  
11/03/2026

(SEAL)

STATE OF OKLAHOMA )  
 ) ss.  
COUNTY OF STEPHENS )

This instrument was acknowledged before me this 12th day of August, 2025, by ROBERT ARMSTRONG, Chairman of the Board of Trustees of the DUNCAN PUBLIC UTILITIES AUTHORITY, a Public Trust.

Christina Johnson  
Notary Public, Comm. No. 02018116

My Commission Expires:  
10-28-26



HORACE MANN ELEMENTARY SCHOOL

A WALK-WAY BASEMENT DESCRIBED AS BEGINNING AT A POINT 170.00 FEET NORTH AND 143.60 FEET WEST OF THE SOUTHEAST CORNER OF THE NORTHEAST QUARTER (NE/4) OF THE SOUTHEAST QUARTER (SE/4) OF THE NORTHWEST QUARTER (NW/4) OF SECTION 31, T1N, R7W, I.M., STEPHENS COUNTY, OKLAHOMA, SAID POINT BEING ON THE WEST RIGHT-OF-WAY LINE OF WHISENANT AVENUE; THENCE WEST PARALLEL TO THE SOUTH BOUNDARY OF SAID NE/4 SE/4 NW/4, A DISTANCE OF 27.48 FEET TO A POINT; THENCE IN A NORTHEASTERLY DIRECTION PARALLEL SAID WEST RIGHT-OF-WAY, A DISTANCE OF 5.09 FEET TO A POINT; THENCE EAST PARALLEL TO SAID SOUTH BOUNDARY, A DISTANCE OF 9.16 FEET TO A POINT; THENCE IN A NORTHEASTERLY DIRECTION PARALLEL SAID WEST RIGHT-OF-WAY, A DISTANCE OF 165.00 FEET TO A POINT; THENCE EAST PARALLEL TO SAID SOUTH BOUNDARY, A DISTANCE OF 3.05 FEET TO A POINT; THENCE IN A NORTHEASTERLY DIRECTION PARALLEL SAID WEST RIGHT-OF-WAY, A DISTANCE OF 220.00 FEET TO A POINT; THENCE EAST PARALLEL TO SAID SOUTH BOUNDARY, A DISTANCE OF 5.09 FEET TO A POINT; THENCE IN A NORTHEASTERLY DIRECTION PARALLEL SAID WEST RIGHT-OF-WAY, A DISTANCE OF 42.00 FEET TO A POINT; THENCE EAST PARALLEL TO SAID SOUTH BOUNDARY, A DISTANCE OF 10.18 FEET TO A POINT ON SAID WEST RIGHT-OF-WAY; THENCE IN A SOUTHWESTERLY DIRECTION ALONG SAID WEST RIGHT-OF-WAY, A DISTANCE OF 432.09 FEET TO THE POINT OF BEGINNING.

EXHIBIT "A"  
Page 1 of 1



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

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School/Club/Department: Transportation Department

Vendor Requested: N/A

Item Request Description: AGREEMENT WITH DAVIS PUBLIC  
SCHOOLS FOR TRANSPORTATION OF STUDENT(S) TO THE  
OKLAHOMA SCHOOL FOR THE DEAF IN SULPHUR, OK

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Jessica Clayton, ICALW  
Requestor or Principal

08/04/2025  
Date

\_\_\_\_\_  
Budget Administrator or Business Office Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent or Superintendent

\_\_\_\_\_  
Date

AGREEMENT FOR TRANSPORTATION OF STUDENTS TO  
THE OKLAHOMA SCHOOL FOR THE DEAF

THIS AGREEMENT is made by and between DUNCAN PUBLIC SCHOOLS, Duncan, Stephens County, Oklahoma ("Duncan"), and DAVIS PUBLIC SCHOOLS, Davis, Garvin County, Oklahoma ("Davis").

WHEREAS, Davis and Duncan have agreed that Duncan shall provide such daily transportation for the students of both school districts, which such transportation will be from Duncan, Oklahoma, to Davis, and back on a daily basis; and

WHEREAS, Davis is agreeable to paying a daily fee to Duncan to offset the cost of Duncan's transportation of Davis students.

NOW, THEREFORE, in consideration of the covenants and agreements hereinafter set forth, IT IS MUTUALLY AGREED between the parties as follows:

- Duncan agrees to transport Davis students to and from OSD on a daily basis. The student(s) will be picked up and dropped off by DPS transportation at a location in Duncan.
- If appropriate, given the age of the student(s), Davis agrees to provide Duncan with a car seat for such student(s).
- Davis agrees to pay Duncan a fee equal to \$30.00 per student for each day that Duncan provides transportation for the Davis student(s), Duncan will invoice Davis on a quarterly basis; and
- The parties agree that either school district may cancel this Agreement at any time with thirty (30) days written notice to the other school district. In addition, in the event that Duncan ceases, temporarily or otherwise, to have students that require transportation to OSD, Duncan will promptly notify Davis and Davis will then be required to make other arrangements for Davis student(s) to be transported to and from OSD.

This agreement shall be effective from August 14, 2025 to June 30, 2026.

IN WITNESS WHEREOF, the parties hereto have set their hands effective August 14<sup>th</sup>, 2026

DUNCAN PUBLIC SCHOOLS

By: \_\_\_\_\_  
President, Board of Education  
"DUNCAN"

DAVIS PUBLIC SCHOOLS

By: Jamea Gilbert  
Printed Name: Jamea Gilbert  
Title: Superintendent

"DAVIS"



BOARD APPROVED  
AUG 19 2025  
ITEM # b.o.

## DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION BOARD AGENDA ITEM

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School/Club/Department: Transportation Department

Vendor Requested: N/A

Item Request Description: AGREEMENT WITH DAVIS PUBLIC  
SCHOOLS FOR TRANSPORTATION OF STUDENT(S) TO THE  
OKLAHOMA SCHOOL FOR THE DEAF IN SULPHUR, OK

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Jessica Clayton, Icdh  
Requestor or Principal

08/04/2025  
Date

\_\_\_\_\_  
Budget Administrator or Business Office Manager

\_\_\_\_\_  
Date

Dr Channa Byrd  
Assistant Superintendent or Superintendent

AUG 19 2025  
Date

AGREEMENT FOR TRANSPORTATION OF STUDENTS TO  
THE OKLAHOMA SCHOOL FOR THE DEAF

THIS AGREEMENT is made by and between DUNCAN PUBLIC SCHOOLS, Duncan, Stephens County, Oklahoma ("Duncan"), and DAVIS PUBLIC SCHOOLS, Davis, Garvin County, Oklahoma ("Davis").

WHEREAS, Davis and Duncan have agreed that Duncan shall provide such daily transportation for the students of both school districts, which such transportation will be from Duncan, Oklahoma, to Davis, and back on a daily basis; and

WHEREAS, Davis is agreeable to paying a daily fee to Duncan to offset the cost of Duncan's transportation of Davis students.

NOW, THEREFORE, in consideration of the covenants and agreements hereinafter set forth, IT IS MUTUALLY AGREED between the parties as follows:

- Duncan agrees to transport Davis students to and from OSD on a daily basis. The student(s) will be picked up and dropped off by DPS transportation at a location in Duncan.
- If appropriate, given the age of the student(s), Davis agrees to provide Duncan with a car seat for such student(s).
- Davis agrees to pay Duncan a fee equal to \$30.00 per student for each day that Duncan provides transportation for the Davis student(s), Duncan will invoice Davis on a quarterly basis; and
- The parties agree that either school district may cancel this Agreement at any time with thirty (30) days written notice to the other school district. In addition, in the event that Duncan ceases, temporarily or otherwise, to have students that require transportation to OSD, Duncan will promptly notify Davis and Davis will then be required to make other arrangements for Davis student(s) to be transported to and from OSD.

This agreement shall be effective from August 14, 2025 to June 30, 2026.

IN WITNESS WHEREOF, the parties hereto have set their hands effective August 14<sup>th</sup>, 2026

DUNCAN PUBLIC SCHOOLS

By:   
President, Board of Education  
"DUNCAN"

DAVIS PUBLIC SCHOOLS

By:   
Printed Name: Jamea Gilbert  
Title: Superintendent

"DAVIS"



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

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School/Club/Department: Duncan High School

Vendor Requested: N/A

Item Request Description: Annual Agreement Renewal with Empire Public Schools regarding Alternative Education for 'at-risk' students through the Edge Academy

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Lisha Elroy by Keith  
Requestor or Principal

08/04/2025  
Date

\_\_\_\_\_  
Budget Administrator or Business Office Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent or Superintendent

\_\_\_\_\_  
Date

The EDGE Academy Alternative Education Services / Duncan Independent School District (LEA)  
P.O. Box 1548, Duncan, OK 73534

This contract for alternative education services between the Empire Public Schools (hereinafter referred to as DISTRICT) and the Duncan Public Schools (LEA) in conjunction with the EDGE Alternative Education Services, (hereinafter referred to as The EDGE Academy) is enacted to meet the requirements of the State Department of Education to provide alternative education to the "at-risk" students identified by the above mentioned sending DISTRICT.

The EDGE Academy agrees to provide alternative education services for students referred to and accepted by The EDGE Academy from the above named DISTRICT for the school year 2025-2026. It is agreed that the criteria for these students should meet the state definitions of "at-risk" students and that The EDGE Academy placement will be in the student's and the DISTRICT's best interest. It is understood that The EDGE Academy has the right to refuse any student if The EDGE Academy, in its sole discretion, believes that the placement is inappropriate for any reason.

The EDGE Academy assists "at-risk" students in Southern Oklahoma and further attests that its program of offerings and services meets all the criteria outlined and listed by the Oklahoma State Department of Education.

The EDGE Academy shall provide educational services in conjunction with the DISTRICT.

The EDGE Academy will furnish the DISTRICT with attendance records and grades earned for each student enrolled from the DISTRICT. The DISTRICT shall receive all state aid on the student and will then pay the LEA an amount equal to the DISTRICT's allocation. The DISTRICT give(s) the successful students their earned diplomas and transcripts. Each student must meet the requirements of the DISTRICT for graduation.

parents/guardians must agree to the intake interview-assessment process as the first step in the process

The parties to this contract agree that, as an integral part of this contract, the student and his/her

of acceptance and further agree that if outside intervention is deemed appropriate, such intervention shall be a condition of enrollments.

No student shall be enrolled in The EDGE Academy program of services unless it is first agreed to by the DISTRICT (the Superintendent or designee) in writing.

Certain services provided to the students by The EDGE Academy may be eligible for reimbursement by Medicaid. The parties agree that any such reimbursement shall remain with The EDGE Academy's LEA and be used to provide additional services to the students.

Page 1 of 2

The maximum number of students in The EDGE Academy program from the DISTRICT at any given time shall be no more than three (3) that the DISTRICT is limited to or required to meet. The placement of students shall be based entirely on the needs of the student and the agreement by The EDGE Academy and the DISTRICT that such placement is appropriate and will benefit the student.

As outlined and interpreted by the Alternative Education Section of the State Department of Education, each DISTRICT using the services of The EDGE Academy to meet the needs of their "at-risk" students must pay to The EDGE Academy their state allocated grant for alternative education.

In case of a budget cut in the state allocated grant, each participating DISTRICT will be required to pay to The EDGE Academy Coop Fund their original allocation for the respective school year.

This contract shall be for the entire school year of 2025-2026 and is not revocable by either party. However, it does not bind either party to ensuing school years.

The EDGE Academy will be responsible for sending the DISTRICT all attendance records in a timely manner for each student served. The DISTRICT should make all payment pursuant to this agreement by July 30, 2026.

Agreed to:

By: \_\_\_\_\_  
Duncan ISD Board President

Justin Smith \_\_\_\_\_  
District Representative

Date:.....

Date 8-4-25 \_\_\_\_\_



BOARD APPROVED

AUG 19 2025

ITEM # b.p.

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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School/Club/Department: Duncan High School

Vendor Requested: N/A

Item Request Description: Annual Agreement Renewal with Empire Public Schools regarding Alternative Education for 'at-risk' students through the Edge Academy

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Lisha Elroy by Kelly  
Requestor or Principal

08/04/2025  
Date

\_\_\_\_\_  
Budget Administrator or Business Office Manager

\_\_\_\_\_  
Date

Dr Charina Byrley  
Assistant Superintendent or Superintendent

AUG 19 2025  
Date

The EDGE Academy Alternative Education Services / Duncan Independent School District (LEA)  
P.O. Box 1548, Duncan, OK 73534

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The EDGE Academy assists "at-risk" students in Southern Oklahoma and further attests that its program of offerings and services meets all the criteria outlined and listed by the Oklahoma State Department of Education.

The EDGE Academy shall provide educational services in conjunction with the DISTRICT.

The EDGE Academy will furnish the DISTRICT with attendance records and grades earned for each student enrolled from the DISTRICT. The DISTRICT shall receive all state aid on the student and will then pay the LEA an amount equal to the DISTRICT's allocation. The DISTRICT give(s) the successful students their earned diplomas and transcripts. Each student must meet the requirements of the DISTRICT for graduation.

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The parties to this contract agree that, as an integral part of this contract, the student and his/her

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No student shall be enrolled in The EDGE Academy program of services unless it is first agreed to by the DISTRICT (the Superintendent or designee) in writing.

Certain services provided to the students by The EDGE Academy may be eligible for reimbursement by Medicaid. The parties agree that any such reimbursement shall remain with The EDGE Academy's LEA and be used to provide additional services to the students.

Page 1 of 2

The maximum number of students in The EDGE Academy program from the DISTRICT at any given time shall be no more than three (3) that the DISTRICT is limited to or required to meet. The placement of students shall be based entirely on the needs of the student and the agreement by The EDGE Academy and the DISTRICT that such placement is appropriate and will benefit the student.

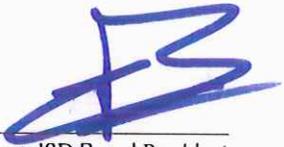
As outlined and interpreted by the Alternative Education Section of the State Department of Education, each DISTRICT using the services of The EDGE Academy to meet the needs of their "at-risk" students must pay to The EDGE Academy their state allocated grant for alternative education.

In case of a budget cut in the state allocated grant, each participating DISTRICT will be required to pay to The EDGE Academy Coop Fund their original allocation for the respective school year.

This contract shall be for the entire school year of 2025-2026 and is not revocable by either party. However, it does not bind either party to ensuing school years.

The EDGE Academy will be responsible for sending the DISTRICT all attendance records in a timely manner for each student served. The DISTRICT should make all payment pursuant to this agreement by July 30, 2026.

Agreed to:

By:   
Duncan ISD Board President

Justin Smith  
District Representative

Date: 08/19/2025

Date: 8-4-25



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

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School/Club/Department: Plato Elementary

Vendor Requested: N/A

Item Request Description: annual renewal of the Good Shepherd

Lutheran Church Memorandum of Understanding for the Use of Parking

Lots for Student Pick-up

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

per Dakota Kaus, Klendenm  
Requestor or Principal

07/28/25 drop off at CO  
Date

\_\_\_\_\_  
Budget Administrator or Business Office Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent or Superintendent

\_\_\_\_\_  
Date

**MEMORANDUM OF UNDERSTANDING**

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into this 27 day of July 2025, by and between GOOD SHEPHERD LUTHERAN CHURCH, Duncan, Oklahoma (the “CHURCH”), and INDEPENDENT SCHOOL DISTRICT NO. I-001 OF STEPHENS COUNTY, OKLAHOMA, a/k/a DUNCAN PUBLIC SCHOOLS (“DPS”).

RECITALS

WHEREAS, DPS operates Plato Elementary School (“PLATO”) located at 1011 W. Plato Road, Duncan, Oklahoma, and the CHURCH is located at 3965 Country Club Road, Duncan, Oklahoma; and

WHEREAS DPS has determined that to improve student safety and reduce congestion around PLATO at the end of the school day, it is beneficial to have certain students, with their parent's permission, picked up at the parking lot of the CHURCH’S premises; and

WHEREAS, the CHURCH is agreeable to allowing DPS to utilize the CHURCH’S parking lot as a student pick-up area under the terms of this MOU.

NOW, THEREFORE, the parties agree as follows:

1. The CHURCH does hereby consent to and shall allow DPS to utilize the CHURCH’S parking lot as a student pick-up area between 3:30 p.m. and 3:45 p.m. of each school day, and at such other times in the event, PLATO terminates the school day early.
2. DPS agrees that in consideration of the CHURCH’S agreement to allow DPS to use the CHURCH’S parking lot as a student pick-up area, it will:
  - a. Be solely responsible for providing the necessary supervision and assistance to the students in walking from PLATO to the CHURCH’S parking lot;
  - b. Be solely responsible for supervising the students at all times while the students are on the CHURCH’S property;
  - c. Be solely responsible for safely escorting the students back to Plato should their parents fail to pick them up before 3:45 p.m.; and
  - d. Shall indemnify and save the CHURCH harmless from all claims and demands of every kind that may be brought against the CHURCH for or on account of any damage, loss, or injury to person or property in or about the CHURCH property or due to the conduct or negligence of DPS, its employees, and staff, during the term of this MOU.
3. The parties agree that the term of this MOU shall be for the 2024-2025 school year. The parties further agree that either party may terminate this MOU at any time upon giving the other party two (2) weeks' written notice of such termination.

DPS:

INDEPENDENT SCHOOL DISTRICT NO.  
I-001 OF STEPHENS COUNTY,  
OKLAHOMA, a/k/a DUNCAN PUBLIC  
SCHOOLS

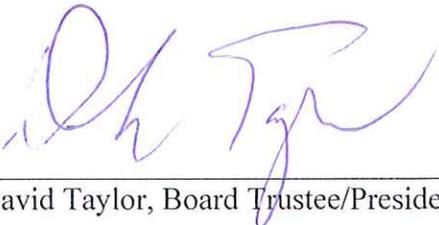
ATTEST:

By: \_\_\_\_\_  
Kelly Henderson, Clerk of the Board of  
Education

By: \_\_\_\_\_  
President, Board of Education

CHURCH:

GOOD SHEPHERD LUTHERAN  
CHURCH

By:  \_\_\_\_\_  
David Taylor, Board Trustee/President



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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School/Club/Department: Plato Elementary

Vendor Requested: N/A

Item Request Description: annual renewal of the Good Shepherd

Lutheran Church Memorandum of Understanding for the Use of Parking

Lots for Student Pick-up

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

per Dakota Kaus, K. Klemm  
Requestor or Principal

07/28/25 drop off at CO  
Date

\_\_\_\_\_  
Budget Administrator or Business Office Manager

\_\_\_\_\_  
Date

Ar Charna Byrley  
Superintendent

AUG 19 2025  
Date

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (“MOU”) is entered into this 27 day of July 2025, by and between GOOD SHEPHERD LUTHERAN CHURCH, Duncan, Oklahoma (the “CHURCH”), and INDEPENDENT SCHOOL DISTRICT NO. I-001 OF STEPHENS COUNTY, OKLAHOMA, a/k/a DUNCAN PUBLIC SCHOOLS (“DPS”).

RECITALS

WHEREAS, DPS operates Plato Elementary School (“PLATO”) located at 1011 W. Plato Road, Duncan, Oklahoma, and the CHURCH is located at 3965 Country Club Road, Duncan, Oklahoma; and

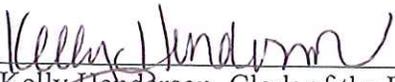
WHEREAS DPS has determined that to improve student safety and reduce congestion around PLATO at the end of the school day, it is beneficial to have certain students, with their parent's permission, picked up at the parking lot of the CHURCH’S premises; and

WHEREAS, the CHURCH is agreeable to allowing DPS to utilize the CHURCH’S parking lot as a student pick-up area under the terms of this MOU.

NOW, THEREFORE, the parties agree as follows:

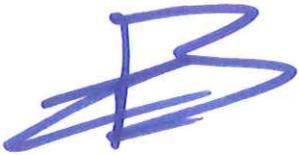
1. The CHURCH does hereby consent to and shall allow DPS to utilize the CHURCH’S parking lot as a student pick-up area between 3:30 p.m. and 3:45 p.m. of each school day, and at such other times in the event, PLATO terminates the school day early.
2. DPS agrees that in consideration of the CHURCH’S agreement to allow DPS to use the CHURCH’S parking lot as a student pick-up area, it will:
  - a. Be solely responsible for providing the necessary supervision and assistance to the students in walking from PLATO to the CHURCH’S parking lot;
  - b. Be solely responsible for supervising the students at all times while the students are on the CHURCH’S property;
  - c. Be solely responsible for safely escorting the students back to Plato should their parents fail to pick them up before 3:45 p.m.; and
  - d. Shall indemnify and save the CHURCH harmless from all claims and demands of every kind that may be brought against the CHURCH for or on account of any damage, loss, or injury to person or property in or about the CHURCH property or due to the conduct or negligence of DPS, its employees, and staff, during the term of this MOU.
3. The parties agree that the term of this MOU shall be for the 2024-2025 school year. The parties further agree that either party may terminate this MOU at any time upon giving the other party two (2) weeks' written notice of such termination.

ATTEST:

By:   
Kelly Henderson, Clerk of the Board of  
Education

DPS:

INDEPENDENT SCHOOL DISTRICT NO.  
I-001 OF STEPHENS COUNTY,  
OKLAHOMA, a/k/a DUNCAN PUBLIC  
SCHOOLS

By:   
President, Board of Education

CHURCH:

GOOD SHEPHERD LUTHERAN  
CHURCH

By:   
David Taylor, Board Trustee/President



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

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School/Club/Department: District / Student Services

Vendor Requested: Marie Detty Youth & Family Services

Item Request Description: annual Memorandum of Understanding  
regarding student services for FY 25-26

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Kelley Hendon  
Requestor or Principal

07/24/2025  
Date

\_\_\_\_\_  
Budget Administrator or Business Office Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent or Superintendent

\_\_\_\_\_  
Date



MEMORANDUM OF UNDERSTANDING

This agreement between Duncan Public Schools and Marie Detty Youth & Family Services shall be in effect through May 31, 2026, or until terminated by mutual agreement. This MOU is not a contract and may be modified.

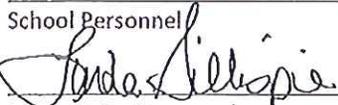
RESPONSIBILITIES:

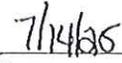
Duncan Public Schools will:

- a. Provide referrals for the First Time Offender Program (FTOP), now called In Step.
- b. Provide referrals for substance abuse assessments and counseling.
- c. Provide a classroom and students to whom the Botvin Life Skills curriculum will be administered. A teacher will need to be present in the room and sign the sign in sheet provided by Marie Detty staff.
- d. Provide feedback at the end of the Botvin Life Skills Group about how things went to assist Marie Detty in improving this program.

Marie Detty Youth & Family Services Center will:

- a. Provide In Step classes off site for students and their parents/guardians referred by Duncan Public Schools for this program.
- b. Provide drug and alcohol assessments and counseling off site to students referred by Duncan Public Schools.
- c. Provide Botvin Life Skills curriculum for 10 to 18 sessions to be given during school hours as arranged with school personnel including:
  - Providing the school with permission slips to send home with the children prior to group beginning to give parents the opportunity to opt out of the group should they not wish for their child to attend.
  - Providing pre and post tests for the students in each class and provide the school with the results of these tests.

School Personnel  
  
Marie Detty Personnel

Date  
  
Date



AUG 19 2025

ITEM # b.k.



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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School/Club/Department: District / Student Services

Vendor Requested: Marie Detty Youth & Family Services

Item Request Description: annual Memorandum of Understanding regarding student services for FY 25-26

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Kelley Hendrix  
Requestor or Principal

07/24/2025  
Date

\_\_\_\_\_  
Budget Administrator or Business Office Manager

\_\_\_\_\_  
Date

Dr Charna Byrley  
Superintendent

AUG 19 2025  
Date



MEMORANDUM OF UNDERSTANDING

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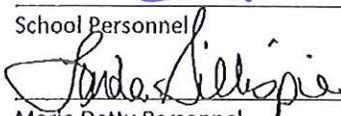
RESPONSIBILITIES:

Duncan Public Schools will:

- a. Provide referrals for the First Time Offender Program (FTOP), now called In Step.
- b. Provide referrals for substance abuse assessments and counseling.
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  - Providing pre and post tests for the students in each class and provide the school with the results of these tests.

  
\_\_\_\_\_  
School Personnel  
  
\_\_\_\_\_  
Marie Detty Personnel

08/19/2025  
Date  
7/14/25  
Date



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

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School/Club/Department: District / Finance / Secondary Ed

Vendor Requested: N/A

Item Request Description: Contract Renewal to insure funds be used for  
Secondary Career and Technology Education Program(s) for FY 25-26

Dollar Amount Requested (if applicable): \_\_\_\_\_

Fund Requested: N/A

Budget/Activity Account Requested: \_\_\_\_\_

Kelly Hendon  
Signature of Requestor/Principal

07/23/2025  
Date

PT McCann  
Signature of Bus. Office Mngr / Treasurer

07-23-2025  
Date

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

**OKLAHOMA DEPARTMENT OF CAREER AND TECHNOLOGY EDUCATION  
CONTRACT FOR SECONDARY CAREER AND TECHNOLOGY EDUCATION PROGRAM(S) FOR SCHOOL YEAR 2025-2026**

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 September 30** is one of these reports and is considered a part of this contract in addition to **CESI Enrollment due October 31** and the **Follow-Up Reports due November 30**. 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 [secondarycontracts@careertech.ok.gov](mailto:secondarycontracts@careertech.ok.gov) no later than **September 30**.

**Approved:**

<hr/>	<hr/>
President, Board of Education	Date
<hr/>	<hr/>
Superintendent of Schools	Date
<hr/>	<hr/>
Duncan School System	
<hr/>	<hr/>
Brent Haken, State Director	District Name (please print)
Date	



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

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School/Club/Department: District / Finance / Secondary Ed

Vendor Requested: N/A

Item Request Description: Contract Renewal to insure funds be used for  
Secondary Career and Technology Education Program(s) for FY 25-26

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dollar Amount Requested (if applicable): \_\_\_\_\_

Fund Requested: N/A

Budget/Activity Account Requested: \_\_\_\_\_

Kelly Hendon  
Signature of Requestor/Principal

07/23/2025  
Date

PT McCann  
Signature of Bus. Office Mngr / Treasurer

07-23-2025  
Date

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date

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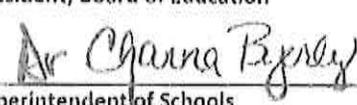
This contract, once signed and completed, should be returned to [secondarycontracts@careertech.ok.gov](mailto:secondarycontracts@careertech.ok.gov) no later than September 30.

Approved:

  
Brent Hoken, State Director

  
Date

  
\_\_\_\_\_  
President, Board of Education  
Date 08/19/25

  
\_\_\_\_\_  
Dr. Charana Byrley  
Superintendent of Schools  
Date 08/19/25

\_\_\_\_\_  
Duncan School System  
District Name (please print)



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

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School/Club/Department: Transportation Department

Vendor Requested: N/A

Item Request Description: AGREEMENT WITH PIONEER PUBLIC  
SCHOOLS FOR TRANSPORTATION OF STUDENT(S) TO THE  
OKLAHOMA SCHOOL FOR THE DEAF IN SULPHUR, OK

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Kate Grolleher by email, kelh 08/14/2025  
Requestor or Principal Date

\_\_\_\_\_  
Budget Administrator or Business Office Manager Date

\_\_\_\_\_  
Assistant Superintendent or Superintendent Date

AGREEMENT FOR TRANSPORTATION OF STUDENTS TO  
THE OKLAHOMA SCHOOL FOR THE DEAF

THIS AGREEMENT is made by and between DUNCAN PUBLIC SCHOOLS, Duncan, Stephens County, Oklahoma ("Duncan"), and PIONEER PUBLIC SCHOOLS, Chickasha, Grady, Oklahoma ("Pioneer").

WHEREAS, Pioneer and Duncan have agreed that Duncan shall provide such daily transportation for the students of both school Districts, which such transportation will be from Duncan, Oklahoma, to City, and back on a daily basis; and

WHEREAS, Pioneer is agreeable to paying a daily fee to Duncan to offset the cost of Duncan's transportation of Pioneer students.

NOW, THEREFORE, in consideration of the covenants and agreements hereinafter set forth, IT IS MUTUALLY AGREED between the parties as follows:

- Duncan agrees to transport Pioneer students to and from OSD on a daily basis. The student(s) will be picked up and dropped off by DPS transportation at a location in Duncan.
- If appropriate, given the age of the student(s), Pioneer agrees to provide Duncan with a car seat for such student(s).
- Pioneer agrees to pay Duncan a fee equal to \$30.00 per student for each day that Duncan provides transportation for the Pioneer student(s), Duncan will invoice Pioneer on a quarterly basis; and
- The parties agree that either school district may cancel this Agreement at any time with thirty (30) days written notice to the other school district. In addition, in the event that Duncan ceases, temporarily or otherwise, to have students that require transportation to OSD, Duncan will promptly notify Pioneer and Pioneer will then be required to make other arrangements for Pioneer student(s) to be transported to and from OSD.

This agreement shall be effective from August 1, 2025 to May 30, 2026.

IN WITNESS WHEREOF, the parties hereto have set their hands  
effective August 12, 2025.

DUNCAN PUBLIC SCHOOLS

By: \_\_\_\_\_  
President, Board of Education  
"DUNCAN"

Carl Buckholts

PIONEER PUBLIC SCHOOLS

By: Bu Keith  
Printed Name: Brian Keith  
Title: \_\_\_\_\_

Superintendent  
"Pioneer"

AUG 19 2025

ITEM # b.T.



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

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School/Club/Department: Transportation Department

Vendor Requested: N/A

Item Request Description: AGREEMENT WITH PIONEER PUBLIC SCHOOLS FOR TRANSPORTATION OF STUDENT(S) TO THE OKLAHOMA SCHOOL FOR THE DEAF IN SULPHUR, OK

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

Kathy Grolleher by email, kclh 08/14/2025  
Requestor or Principal Date

\_\_\_\_\_  
Budget Administrator or Business Office Manager Date

Dr Channa Byrd AUG 19 2025  
Superintendent Date

AGREEMENT FOR TRANSPORTATION OF STUDENTS TO  
THE OKLAHOMA SCHOOL FOR THE DEAF

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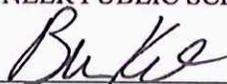
IN WITNESS WHEREOF, the parties hereto have set their hands  
effective August 12, 2025.

DUNCAN PUBLIC SCHOOLS

By:   
President, Board of Education 08/12/2025  
"DUNCAN"

Carl Buckholts

PIONEER PUBLIC SCHOOLS

By:   
Printed Name: Brian Keith  
Title:

Superintendent  
"Pioneer"



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
BOARD AGENDA ITEM

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School/Club/Department: District / Special Services

Vendor Requested: N/A

Item Request Description: STATE OF OKLAHOMA DEPARTMENT OF  
REHABILITATION SERVICES CONTRACT & AMENDMENT FOR  
SCHOOL-WORK-STUDY PROGRAM FOR 25-26

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

\_\_\_\_\_  
Requestor or Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Budget Administrator or Business Office Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent or Superintendent

\_\_\_\_\_  
Date

To: School Work Study (SWS) Schools (The contact person for your school)

It is time for all the school districts that have a Transition School-to-Work: School Work Study contract to sign a new contract for fiscal year 2026 (October 1, 2025 – June 30, 2026).

You are receiving this email with a new contract and the Vendor Information Form attached. **You will need to complete the “eSign”, which will automatically send them back to us for our signatures.** The forms will be tracked electronically from that point.

Please complete the entire eSign. Then please review the **entire contract** and find the indicated signature block for your eSignature. Follow the instructions.

Optional: If this email has been sent to someone other than the proper signatory, you may click the hyperlink that allows you to have someone else sign, or you may download a copy of the vendor form and contract then sign and email it back in its entirety to [klowry@okdrs.gov](mailto:klowry@okdrs.gov).

**We must receive the completed contract and Vendor Information Form before we can process your contract.** Please submit as soon as possible so there are no delays in the processing of your contract.

Remember, the “EIN number” is your Federal ID Number.

**Services beginning October 1, 2025 or after may not be provided until the Award of Contract has been issued.**

If you have questions about signing the contract, please communicate with Chris Compton and cc: Renee Sansom Briscoe at the Oklahoma Department of Rehabilitation Services. Their email addresses are [ccompton@okdrs.gov](mailto:ccompton@okdrs.gov) at (405) 605-9651 and [rsansom@okdrs.gov](mailto:rsansom@okdrs.gov) at (405) 212-7789. For SWS contract content and service questions, contact Renee Sansom Briscoe at [rsansom@okdrs.gov](mailto:rsansom@okdrs.gov) or (405) 212-7789.

If there are planned personnel changes that affect this contract, please also provide the new information to Chris and Renee at the above email addresses.

Thank you for your help in this matter.



**OKLAHOMA**  
Rehabilitation Services



**OKLAHOMA**  
Education

The Workforce Innovation Opportunity Act (WIOA) requires the Department of Rehabilitation Services (DRS) to collect and report Measurable Skills Gains for youth.

To document these Measurable Skills Gains, Vocational Rehabilitation Counselors will need to obtain a consent form signed by a parent or the student (if they are age 18+) to then submit to your school to obtain copies of students' secondary transcripts. You can expect to receive such transcript requests at the end of each semester and should note that the signed consent forms are only good for one year.

The State Department of Education Special Education Services (OSDE-SES) and DRS request that LEAs collaborate with their local VR Counselors to establish procedures to assist VR Counselors with obtaining students' secondary transcripts and/or report cards to meet WIOA compliance.

Here are some examples of effective procedures VR counselors have shared:

1. The VR Counselor obtains a DRS release form signed by the student's parent/guardian or by the student if they are age 18+ (see example) and then provides a copy of the signed release forms to your school district. The LEA then provides the transcripts to the OKDRS/VR counselor.

(NOTE: LEAs are encouraged to establish a set contact person(s) for the VR Counselor to send consent forms, such as the counselor's office, registrar, special education administration support staff, etc.)

2. For those students participating in School Work Study (SWS), the VR Counselor will send copies of the signed release forms and the school can provide the students' transcripts along with the SWS time sheets.

3. The VR Counselor sends out the following letter to students and encloses a self-addressed postage-paid envelope for the student to return the transcript in the mail to DRS:

Dear [Client],

The first (second) semester of the school year is almost over, and I hope it has been a good semester for you! I am required to document in your vocational rehabilitation your educational process each semester. Please provide DRS with a copy of your semester's grades. Please return either a high school transcript for (insert the fall or spring semester and the year) or a report card in the enclosed postage-paid envelope or email it to me at (insert counselor's email address). Please contact me if you have any questions at all. Thank you!

Thank you for your support as we work to improve outcomes for students with disabilities.

*Renee Sansom Briscoe*

Renee Sansom Briscoe  
Transition Coordinator  
405-212-7789  
[rsansom@okdrs.gov](mailto:rsansom@okdrs.gov)

*Lori Chesnut*

Lori Chesnut  
Program Specialist  
405-521-4802  
[lori.chesnut@sde.ok.gov](mailto:lori.chesnut@sde.ok.gov)

**State of Oklahoma**  
**Department Of Rehabilitation Services**  
**Transition School-to-work: Work Study**

This agreement, consisting of sixteen (16) pages (the "Contract"), is hereby made between the Oklahoma Department of Rehabilitation Services ("DRS") and

Duncan Public Schools

P.O. Box 1548

Duncan, OK 73534-1548

("Contractor" or "School") and constitutes the entire agreement between the DRS and the Contractor, and no other representations are given or should be implied from written or oral agreements or negotiations that preceded the Contract.

**RECITALS**

**WHEREAS**, the Oklahoma Department of Rehabilitation Services is authorized to make and enter into all contracts necessary or incidental to the performance of its duties, and may purchase or lease equipment, furniture, materials and supplies, and incur such other expenses as may be necessary to maintain and operate the Department, 74 O.S. § 166.1.C; and

**WHEREAS**, the Individuals with Disabilities Education Act (IDEA) and the Rehabilitation Act both provide for transition services for children with disabilities to facilitate the child's movement from school to post-school activities including employment, 20 U.S.C. § 1401(34) and 29 U.S.C. § 721(a)(11)(D); and

**WHEREAS**, the Oklahoma Department of Rehabilitation Services is authorized by rules promulgated by the Oklahoma Commission for Rehabilitation Services at Subchapter 7 of Chapter 10 of Title 612 of the Oklahoma Administrative Code to implement the Transition from School-to- Work Program; and

**WHEREAS**, in the School-to-Work program, there are many services needed. Some of these services are provided by the school under the individualized education plan (IEP) and some are provided by the Oklahoma Department of Rehabilitation Services under the individualized plan for employment (IPE). Other services may be provided by the parents, Career Tech, and others. A major component of the Transition School-to-Work program is work-readiness training and work experience. The work experience can be provided through Work Adjustment Training or the three types of Work Study Programs.

**NOW THEREFORE**, the parties agree as follows:

**I. Contract Period**

The Contract is effective from the latest date of signature of both parties or October 1, 2025, whichever is the latter, through September 30, 2026. The Contract may be renewed for two additional one-year periods upon written agreement of the DRS and the Contractor.

## II. Contract Services

**Students eligible to participate in Work Study (School Work Study, Worksite Learning, Employer Work Study) include those:**

- with documented disabilities (includes IEP, 504 Plan, or other documents), who have been determined eligible for DRS services or are on a trial work plan as determined by the DRS counselor;
- with an approved DRS case;
- with an individualized plan for employment (IPE) in place;
- with School Work Study (SWS) as a line of service on the IPE;
- who are at least sixteen (16) years of age; and
- who are attending high school.

All students participating in Work Study shall be DRS clients.

Students participating in Work Study may do so for **no more than 24 cumulative months**, as authorized in the form of Authorization(s) for Purchase(s) provided by the DRS counselors prior to the students starting work. In order for the School to be reimbursed for wages paid to a student participating in School Work Study and/or Worksite Learning, the School must have received authorization in the form of an Authorization for Purchase from the DRS counselor prior to the student starting work.

The months do not need to be consecutive. Based on individual needs and barriers due to disability, there may be exceptions where the student requires more time to make additional progress. In that instance, the DRS counselor may authorize additional time. Summer months spent in Work Study count in the 24 cumulative months. Transportation, scheduling, administrative or family convenience, or family/individual income needs are not acceptable reasons to extend Work Study beyond 24 cumulative months.

Participating students may work **no more than 15 cumulative hours per week during the school year** (i.e., during the day, evenings, weekends, or holidays). In each of the cases described above, the students **must** be given school credit for their participation during the school day, and the School staff and the DRS counselor will provide important guidance and instructional help around the work experience. If the student works after school hours, in the evening or on weekends, the School may also choose to give the student school credit and is encouraged to do so to support earning elective credits. The School will provide staff to work with the DRS counselor in the area of transition. The School will have at least one (1) person designated to serve as the “teacher/transition coordinator”. Paraprofessionals could serve as transition coordinator or could also be assigned to help with the process and documentation. The School agrees to provide designated staff time for performing the needed duties related to transition. The School agrees to fully inform the staff responsible for carrying out the duties set forth in the Contract. This includes providing all necessary staff with a copy of the Contract.

Students wishing to continue working through the summer as part of Transition School-To-Work: Work Study may do so if the School has a current contract in place.

During the school year - The maximum number of hours worked per student that is reimbursable by the DRS **cannot** exceed 15 cumulative hours per week during the school year. The DRS will reimburse 100% of the wages paid by the School for a maximum 15 cumulative hours per week

During the summer months - The maximum number of hours worked may exceed 15 cumulative hours and no more than 20 per week for summer work only when pre-approved by the DRS counselor. The DRS will reimburse 100% of the wages paid by the School for a maximum 20 cumulative hours per week. Students may work a maximum 20 cumulative hours per week beginning with the first day of summer break. However, upon the first day back to school, the students must go back to working no more than a maximum 15 cumulative hours per week. All Child Labor Laws apply and must be adhered to.

<https://www.dol.gov/general/topic/youthlabor>

**The School is required to continue supervising, monitoring, and reporting on students working in the School or in the community during the summer.**

Paid work positions must reflect **real work/jobs** and include tasks that would normally be a function of that position. The students must be learning skills that will transfer to competitive, integrated employment in the community. Classroom instructional time does not count as work. The School must ensure that students have access to a wide variety of work/job types and must also ensure the School has enough work to cover the number of students intended to participate in the program. Examples of work/jobs within the School include, but are not limited to, the following:

- office assistant/mail clerk - deliver mail/messages, stamping, sealing, organizing, cleaning, stocking, inventory, ordering, shredding, answering phones, making ID badges, laminating, taking messages, greeting visitors;
- transportation assistant - cleaning buses inside and out, light vehicle maintenance, checking fluids, tire pressure, assisting with trip tickets, cleaning bus barn;
- teacher's aide - reading to groups/individuals, cleaning, organizing, light grading, bulletin boards, listening to students read, engage students in activities, shredding, making copies;
- custodial -operating electric floor cleaning machines, simple maintenance, taking out trash, cleaning classrooms, sanitizing, dusting lockers and trophy cases, cleaning windows, restocking bathrooms, vacuuming rugs;
- manager of sports team - scorekeeping, ordering, inventory, hauling/moving equipment, washing towels, preparing water jugs and equipment for practices and games;
- information technology assistant - using compressed air to clean computers and keyboards; replacing batteries, mice and keyboards; cleaning monitors; deliveries to students and/or teachers; organizing order tickets;
- clerk in school store or coffee/snack cart - greeting, stocking, inventory, organizing, ordering, taking orders, filling orders, taking money and making change, cleaning, making displays;

- cafeteria assistant - wiping down tables, taking out trash, loading dishes, preparing food and utensils, stocking, serving, organizing;
- library aide - greeting, accepting books, checking books out, shelving books, research, cleaning, organizing, doing displays, answering phones; and
- landscaping/maintenance - mowing, weed eating, edging, pulling weeds, cleaning up flower beds, planting flower beds, selecting flowers/plants, planting in flower beds, trimming trees/shrubs, raking and bagging leaves, picking up trash from parking lot or around school grounds, light repairs on school properties, such as replacing light bulbs, painting, exterminating pests, etc.

The same guidelines should be adhered to when selecting community placements for paid work experiences.

In the final nine (9) months of the student's Work Study (School Work Study, Worksite Learning, Employer Work Study), the student must work for an employer outside of the school or school district, unless otherwise approved by the DRS counselor.

Students may not work in their family-owned business unless approved by the DRS counselor. This includes farms and other businesses.

Upon graduation with a standard diploma and high school exit, students receiving services through the Contract must cease work on the last day of school. They may not continue participation in School Work Study and/or Worksite Learning beyond their high school departure.

## A. Work Study Program

There are two types of Work Study through DRS:

1. School Work Study (SWS) allows students with disabilities to **work on the School campus**. The students are supervised or closely monitored by School personnel, and the School pays the students a wage, with the **DRS making reimbursement to the School** for that payment. The **School maintains liability** for the students while working on campus.
2. Worksite Learning allows students with disabilities to **work in the community**. The students are supervised or closely monitored by School personnel, and the School pays the students a wage, with the **DRS making reimbursement to the School** for that payment. The **School maintains liability** for the students while working off campus.

## B. Other Work Opportunities

This is not a Work Study through DRS:

1. Employer Work Study allows students with disabilities employment experience in **part-time jobs in the community**, with the employers paying the wages/salary(ies). In this instance, the students are employees of the community employers, **employers maintain liability**, and **the DRS does not reimburse the employers for the wages/salary(ies)**.

### C. Contractor's/School's Obligations

The Contractor's/School's designated teacher/transition coordinator shall:

1. be knowledgeable about the contents and requirements of the Contract;
2. have received written authorizations from the DRS counselors prior to initiating work study services for eligible students or paying for work study services rendered by eligible students (i.e., not starting a student to work before the DRS has approved in writing);
3. serve as a member of the IEP team and make decisions for job placement as a team;
4. provide information regarding the program to School personnel, students, and parents;
5. provide job readiness instruction and assistance to the students in the program prior to starting their jobs (e.g., helping them prepare for interviewing for the potential position) through transition services or five core pre-employment transition services:
  - a. job exploration counseling;
  - b. work-based learning experiences;
  - c. counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);
  - d. workplace readiness, including social and independent living skills; and
  - e. self-advocacy, including peer mentoring.
6. support students' job placement efforts, including tracking and regular follow up with students on their progress;
7. collaborate with the DRS counselor to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join or job duties change;
8. assist with the coordination of the individualized education program (IEP) and the individualized plan for employment (IPE) to reflect the SWS services provided by DRS, including, but not limited to, present levels of performance, services, and annual education/training or employment goals on the IEP;
9. document such transition services or pre-employment transition services provided and completed by participating students;
10. provide such documentation to the DRS counselor at the end of each semester;
11. submit (at the same time and by the 15<sup>th</sup> of the following month or whenever payroll is run by the School for their payment cycle) monthly invoices/pay stubs, time sheets, progress reports, and proof of payment to students for reimbursement of the wages paid to students participating in School Work Study and/or Worksite Learning; and
12. ensure the electronic copy of the contract is routed to the appropriate person for signature and returned electronically to the DRS.

If claiming mileage reimbursement for the School's teacher/transition coordinator's travel to and from the job sites of participating Work Study students, the School shall submit monthly itineraries and travel claims that have been signed and verified by the School's designated signer.

## D. DRS's Obligations

The DRS counselor shall:

1. provide authorization in the form of an Authorization for Purchase to the School's teacher/transition coordinator prior to the School initiating services for each eligible student participating in School Work Study and/or Worksite Learning;
2. provide a written/emailed approval to the School's teacher/transition coordinator prior to the initiation of a student's participation in Employer Work Study;
3. accept referrals, process applications, and help to organize the IEP and the IPE;
4. provide input on the IEP's employment goals, serve as a member of the IEP team, and make decisions for job placement as a team;
5. arrange work schedules to allow for meetings with School staff, the student in the program, parents, employers, and other people involved in the process;
6. organize and provide necessary services, such as, but not limited to vocational assessment & counseling and guidance;
7. provide the School's teacher/transition coordinator with updated information as it becomes available, upon request;
8. support students' job placement efforts, including tracking and regular follow up with students on their progress;
9. collaborate with the School's teacher/transition coordinator to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join, or job duties change;
10. monitor students' progress at job sites;
11. ensure that the School is submitting monthly timesheets, progress reports, proof of payments to students, and documentation of transition services or pre-employment transition services (as completed) on a regular basis;
12. provide reimbursement to the School for wages paid to students participating in School Work Study and/or Work Site Learning;
13. provide mileage reimbursement at the state rate for the School's teacher/transition coordinator's travel to and from job sites of students participating in School Work Study and/or Worksite Learning; and
14. provide support in assisting students graduating into Employer Work Study.

## E. Student Wage

1. The DRS and the School agree that students who are employed by the School as part of a training program are not independent contractors, but employees of the School. **The School agrees to deduct state and federal income tax from wages paid to the student.** The School is responsible for costs incurred for workers' compensation or other expenses not included in the minimum wage reimbursed by the DRS, as part of its contribution toward providing coordinated transition services outlined in the Individuals with Disabilities Education Act (IDEA) and the Workforce Innovation and Opportunity Act (WIOA).

2. The DRS and the School further agree that **IRS regulations provide that services performed by a student who is employed by the school in which the student is enrolled are not considered “employment” for purposes of FICA (Federal Insurance Contribution Act—Social Security and Medicare) and FUTA (Federal Unemployment Tax Act—employment tax) payroll deductions.** 26 C.F.R. § 31.3121(b)(10)-2(a)(1) and § 31.3306(c)(10)-2(a). The rules provide that the services performed by the student must be incident to and for the purposes of pursuing a course of study at the School. 26 C.F.R. § 31.3121(b)(10)-2. **The DRS and the School agree that students who are employed by the School as part of a training program are not subject to FICA or FUTA, except as otherwise provided below.** The employee/student must be enrolled and regularly attending classes at the school where they are employed to have the status of a student within the meaning of the regulations. This exemption does not apply if the student is working for a private employer through Employer Work Study, rather than for the School as part of an internship program. *The student must be employed by the School in order for the exception to apply.* The Oklahoma Employment Security Act provides that employment as part of a work-training program is exempt from the definition of “employment” and, therefore, not subject to the Act and, therefore, should not be documented as wages paid in quarterly submissions to the Oklahoma Employment Security Commission (OESC). 40 O.S. §1-210 (15)(I). **At the end of the calendar year, students are to be provided a W-2 (Wage and Tax Statement), and not a 1099-Misc form for independent contractors.**
3. In order for the School to be reimbursed for wages paid to a student participating in School Work Study and/or Worksite Learning, the School must have received authorization in the form of an Authorization for Purchase from the DRS counselor prior to the student starting work.

### III. Compensation

#### A. Contract Amount

The DRS shall reimburse the Contractor as follows:

- school months –the current federal minimum wage. EXEMPT from FICA and FUTA, thus should not be taken out of the student’s check.
- summer months –the current federal minimum wage, plus FICA and FUTA, as summer months are NOT exempt due to the student not being enrolled at least half-time in school.

Payment shall be made upon receipt of properly completed and approved invoices/pay stubs, time sheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of travel expenses pursuant to the contract for services. By law the **DRS cannot pay** in advance. Neither the Contractor nor any other parties may rely upon any amount set by the DRS in the Contract, or otherwise, as a guaranty, warranty, or any other promise of receipt or payment of that amount, except for those goods and/or services provided to and accepted by the DRS pursuant to the Contract.

The **DRS will cancel the Contract if procedures are not followed** (e.g., putting students to work before authorized, inappropriate job placements, delayed billing, not submitting proper documentation as outlined in the Contract). If a settlement/ratification agreement must be reached between the Contractor and the DRS, the Contractor will receive only 50% of the funds for which it is seeking reimbursement.

The Oklahoma State Constitution, Article 10, Section 23 states, "Balanced Budget - Procedures. The state shall never create or authorize the creation of any debt or obligation, or fund or pay any deficit, against the state, or any department, institution, or agency thereof, regardless of its form or the source of money from which it is to be paid, except as may be provided in this section and in Sections 24 and 25 of Article X of the Constitution of the State of Oklahoma."

An express or written contract is a document evidencing, among other things, the mutual consent of the contracting parties. The written document becomes effective when the parties have signified their mutual consent by the act of signing it. The act of signing occurs when it occurs and applies only to events in the future.

To ensure you stay within the law and that you receive full compensation for services provided, please wait for official written documentation from your DRS counselors as to when a service may actually begin for an approved DRS client. The DRS CANNOT backdate in order to pay for services for any youth with disabilities.

According to 70 O.S. § 5-142, school districts must conduct national criminal record background searches and fingerprinting on prospective employees. Therefore, the DRS will reimburse the School up to fifty dollars (\$58.25) per DRS client who:

- \* is going to participate in School Work Study and/or Worksite Learning;
- \* is at least eighteen (18) years of age; and
- \* has not previously had a criminal background check completed by the school district or any other school district in Oklahoma.

This reimbursement will occur upon request and submission of properly completed documentation to the DRS counselor. If the Contractor chooses to request the expedited background check from the Oklahoma State Department of Education, the Contractor will be responsible for any additional fees beyond the fifty dollars (\$58.25).

## **B. Payment**

The State of Oklahoma has forty-five (45) days from receipt of properly completed and approved invoices/pay stubs, timesheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of travel expenses pursuant to the contract for services to make payment to the Contractor. Invoices/pay stubs, timesheets, progress reports, and claims shall be sent to the DRS counselor who authorized services for each DRS client. **DRS cannot reimburse wages for School Work Study and/or Worksite Learning hours that were not authorized in the form of an Authorization for Purchase provided by the DRS counselor prior to the student starting work.** The DRS counselor's name, address, and telephone number are shown on each DRS client's Authorization for Purchase. If the State of Oklahoma fails to make payment within the forty-five (45) days, the Contractor is eligible to receive interest on the unpaid balance due per State of Oklahoma

Statutes. The Contractor is responsible for claiming the interest. Pursuant to 2 C.F.R. § 200.407(n), 2 C.F.R. § 200.441, the DRS shall not use federal funds or non-federal funds used for vocational rehabilitation (VR) match to pay interest assessed for late payments to the Contractor.

### **C. Lapse Of Invoices/Claims**

Properly completed and approved invoices/pay stubs, timesheets, and progress reports documenting the provision of services and/or proper claims for reimbursement of travel expenses pursuant to the contract for services shall be submitted within ninety (90) calendar days of the provision of those services and/or incurrence of those travel expenses. Supporting encumbrances may be cancelled upon a lapse of six (6) months from the actual provision of services and/or incurrence of travel expenses pursuant to the contract for services, unless specified otherwise in the Contract.

## **IV. Standard Terms**

### **A. Equal Opportunity/Non-Discrimination**

The Contractor shall at all times comply with all federal laws relating to nondiscrimination, including but not limited to, Presidential Executive Order 11246 as amended and the Civil Rights Act of 1964, 42 U.S.C. §2000 *et seq.*; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794; the Americans With Disabilities Act of 1990, 42 U.S.C. §12101 *et seq.*; Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*; the Age Discrimination in Employment Act, 42 U.S.C. §6101 *et seq.* and all amendments to these acts, and all requirements imposed by the regulations issued pursuant to these acts, including, but not limited to, providing equal opportunity both to those seeking employment and those seeking services without regard to race, color, religion, sex, national origin, age, or handicap.

### **B. Lobbying Activities**

The Contractor certifies the following:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

### **C. Debarment And Suspension**

In accordance with Presidential Executive Orders 12549 and 12689, the Contractor certifies that neither it nor its principals are presently debarred, suspended or otherwise disqualified for participation in federal assistance programs. Such certification is a material representation of fact upon which reliance is being placed when entering into the Contract. A determination that the Contractor knowingly rendered an erroneous certification, in addition to other available remedies, may result in whole or partial termination of the Contractor's default. Additionally, the Contractor shall promptly provide written notice to the Oklahoma state purchasing director if the certification becomes erroneous due to changed circumstances.

#### **D. Drug-Free Workplace**

The Contractor certifies compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.

#### **E. Modification**

The Contract may only be modified by mutual consent of the parties in writing.

#### **F. Cancellation**

1. With Cause: In the event the Contractor fails to meet the terms and conditions of the Contract or fails to provide services in accordance with the provisions of the Contract, the DRS may upon written notice of default transmitted via Certified Mail to Contractor, cancel the Contract effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date DRS mailed the notice, whichever occurs first. Such cancellation shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law. In the event a Notice of Cancellation is issued, the Contractor shall have the right to request a review of such decision as provided by the rules and regulations promulgated by the State of Oklahoma, Office of Management and Enterprise Services.
2. Without Cause: It is further agreed that the Contract may be canceled by either party by providing thirty (30) days prior written notice.

#### **G. Access To And Retention Of Records**

The Contractor shall maintain adequate and separate accounting and fiscal records and account for all funds provided by any source to pay the cost of the Contract. Authorized personnel of the U.S. Department of Education or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, State Auditor and Inspector, and other appropriate state entities shall have the right of access to any books, documents, papers, or other records of contract which are pertinent to the performance or payment of the Contract in order to audit, examine, make excerpts and/or transcripts.

The Contractor is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion or termination of the Contract, unless otherwise indicated in the Contract terms. If a claim, audit, litigation or other action involving such records is started before the end of the seven-year period, the records

are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved or until the end of the seven-year retention period, whichever is later.

## **H. Subcontracting**

The services to be performed under the Contract shall not be subcontracted, in whole or in part, to any other person or entity without written approval by the DRS. The terms of the Contract, and such additional terms as the DRS may require, shall be included in any subcontract. Approval of the subcontract shall not relieve the Contractor of any responsibility for performing the Contract.

## **I. Compliance With State And Federal Laws**

The Contractor shall comply with all applicable state and federal laws, rules and regulations relevant to the performance of the Contract. Compliance shall be the responsibility of the Contractor, without reliance on or direction by the DRS.

## **J. Travel**

The travel expenses to be incurred by the Contractor pursuant to the Contract shall be included in the total amount of the contract award. The DRS will only pay travel expenses (including per diem) specified in and charged against the total amount of the contract award. In addition, the DRS will not reimburse travel expenses in excess of the rate established by the Oklahoma State Travel Reimbursement Act, 74 O.S. § 500.1-37. The Contractor shall be responsible for all travel arrangements and provide supporting documentation for reimbursement.

## **K. Client Confidentiality**

The Contractor assures compliance with DRS requirements pertaining to the protection, use, and release of personal information. The Contractor will hold confidential all personal information regarding individuals, including lists of names, addresses, photographs, records of evaluation, and all other records of the DRS client. This information may not be disclosed, directly or indirectly, unless consent is obtained in writing or as otherwise required by law.

## **L. Unallowable Costs**

In the event any audit, audit resolution, review, monitoring, or other oversight results in the determination that the Contractor has expended DRS funds on unallowable costs on this or any previous contract, the Contractor shall reimburse the DRS in full for all such costs on demand. The DRS may, at its sole discretion, deduct and withhold such amounts from subsequent payments to be made to the Contractor under this or other contracts.

## **M. Audit**

### **1. Federal Funds**

Organizations that expend \$1,000,000 or more in a year in federal funds from all sources shall have a certified independent audit conducted in accordance with 2 C.F.R. Part 200.

2. **State Funds**

Corporations both for-profit and non-profit, and governmental entities that receive \$50,000 or more in a year in State funds from DRS shall have a certified independent audit of its operations conducted in accordance with Government Auditing Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles, and the report shall include a supplementary schedule of awards listing all state and federal funds by funding source.

3. **Auditor Approval and Audit Distribution**

The audit shall be performed by a certified public accountant or public accountant who has a valid and current permit to practice public accountancy in the State of Oklahoma, and who is approved by the Oklahoma Accountancy Board to perform audits according to Government Auditing Standards. The Contractor's fiscal managers and appropriate oversight bodies shall review the auditor's latest external quality control review report prior to the audit being conducted. DRS retains the right to examine the work papers of said auditor.

The Contractor shall submit two copies of the annual audit report, management letter (if applicable), corrective action plan to all audit findings, and the auditor's latest external quality control review report to the DRS Contracts Unit at 3535 N.W. 58<sup>th</sup> Street, Suite 300, Oklahoma City, OK 73112 or [Contracts@okdrs.gov](mailto:Contracts@okdrs.gov) within 120 days of the Contractor's fiscal year end. In the event the Contractor is unable to provide the audit report within the time specified, the Contractor shall submit a written request for an extension to the physical address or email address listed above, citing the reason for delay. The DRS reserves the right to suspend payment to the Contractor for costs owed pursuant to this Contract if the DRS has not received the prior year audit.

**N. Clean Air Act**

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.* The Contractor agrees to report each violation to DRS and understands and agrees that DRS will, in turn, report each violation as required to assure notification to the appropriate Environmental Protection Agency Regional Office.

**O. Employment Relationship**

The Contract does not create an employment relationship. Individuals performing services required by the Contract are not considered employees of the State of Oklahoma or the DRS for any purpose, and as such shall not be eligible for benefits accruing to state employees. The Contractor shall comply with all applicable laws regarding workers' compensation insurance.

## **P. Insurance**

If the Contractor is not a self-insured governmental entity, the Contractor is hereby required to carry liability insurance adequate to compensate persons for injury to their person or property occasioned by an act of negligence by the Contractor, its agents or employees. Said policy must provide that the carrier may not cancel or transfer the policy without giving the DRS thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and provide the DRS with evidence of such insurance and renewals upon request.

## **Q. Punitive Actions**

The Contractor understands that payment for services to DRS clients pursuant to the Contract shall be made by the DRS. Accordingly, the Contractor shall not restrict or refuse services under the Contract to DRS clients based on nonpayment by the DRS. No actions shall be taken against the DRS client, including collection actions for any service covered under the Contract, or for any late payment for which the DRS has responsibility. In addition, the Contractor agrees that no punitive actions will be taken against any client of the DRS for late payment of any tuition, fees, books, supplies, etc. for which the DRS has responsibility. This includes, but is not limited to, withholding grades, Pell or other financial aids, or delaying enrollment.

## **R. Prior DRS/State Employment**

The Contractor hereby certifies that at the start of the contract period neither he/she nor, if applicable, any member of its board or officers are former DRS employees who were employed by the DRS during the prior twelve (12) months. Pursuant to 74 O.S. § 85.42(B), the Contractor also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the Contractor to fulfill any of the services provided for under said contract. This term shall not apply when the Contractor is a State of Oklahoma governmental entity.

## **S. Legal Employment Status Verification System**

The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time the Contract is executed or awarded, are in compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007 (25 O.S. §§ 1312 and 1313) and all applicable federal immigration laws and are registered and participate in the Status Verification System. The Status Verification System is defined at 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and is available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

## **T. Contract Jurisdiction**

The Contract will be governed in all respects by the laws of the State of Oklahoma. The State of Oklahoma, District Court of Oklahoma County will be the venue in the event any legal action is filed by the DRS or the Contractor to enforce or to interpret provisions of the Contract.

## **U. Severability**

If any provision under the Contract, or its application to any person or circumstance, is held invalid by any court of competent jurisdiction, such invalidity does not affect any other provision of the Contract or its application that can be given effect without the invalid provision or application.

## **V. TikTok Ban**

Pursuant to State of Oklahoma Governor's Executive Order 2022-33, no person or entity who contracts with the State of Oklahoma, including but not limited to any State agency, board, commission, or authority and agents thereof, shall download or use the TikTok application or visit the TikTok website on government networks or other State-owned or State-leased equipment.

## **W. Certification For Non-Boycott Of Israel Goods Or Services**

Pursuant to 74 O.S. § 582, in contracts of more than \$100,000, the Contractor certifies that it is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the State of Oklahoma, and that it will not boycott Israel during the term of the Contract.

## **X. Certification For Non-Boycott Of Fossil Fuel Energy Companies**

In contracts of \$100,000 or more and where the Contractor has 10 or more employees, the Contractor certifies that it does not currently boycott energy companies in violation of the Energy Discrimination Elimination Act of 2022 (74 O.S. § 12001 et seq.). The Contractor further certifies that it will not boycott energy companies in violation of the Act during the term of the Contract.

## **Y. Force Majeure**

A party is not liable for failure to perform the party's obligations if such failure is a result of Acts of God (including fire, flood, earthquake, storm, or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), strikes or labor disputes, embargoes, government orders, epidemics, pandemics or other similar events beyond the reasonable control of the party. If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this clause.

If an event of Force Majeure occurs, the party injured by the other's inability to perform may elect one of the following remedies:

- to terminate the Contract in whole or in part; or

- to suspend the Contract, in whole or part, for the duration of the Force Majeure circumstances.

The party experiencing the Force Majeure circumstances shall cooperate with and assist the injured party in all reasonable ways to minimize the impact of Force Majeure on the injured party.

## **Z. Termination For Funding Insufficiency**

Notwithstanding anything to the contrary in any Contract document, the DRS may terminate the Contract in whole or in part if funds sufficient to pay obligations under the Contract are not appropriated by the legislature or are not received from an intended third-party funding source. In the event of such insufficiency, the Contractor shall be provided at least fifteen (15) calendar days' written notice of termination. Any partial termination of the Contract under this section shall not be construed as a waiver of, and shall not affect, the rights and obligations of any party regarding portions of the Contract that are not terminated. The determination by the DRS of insufficient funding shall be accepted by and shall be final and binding on the Contractor.

## **AA. Prohibition On Certain Telecommunications And Video Surveillance**

The Contractor shall not obligate or expend funds received as payment under this contract to procure or obtain equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system produced by one of the prohibited companies as provided for at 2 C.F.R. § 200.216.

## **BB. Offender List Registration Declaration and Compliance with 57 O.S. § 589 and 70 O.S. § 6-101.48.**

This section applies to contractors who provide services to persons under eighteen (18) years of age or who provide services on the premises of the Oklahoma School for the Blind (OSB) or the Oklahoma School for the Deaf (OSD).

### Offender List Registration Declaration

The Contractor's signing authority for the Contract hereby states under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct:

1. I am the Contractor OR I am the duly authorized representative of the Contractor;  
and





STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES  
SCHOOL WORK STUDY

FIRST AMENDMENT  
TO  
CONTRACT NO. 2500605

This first amendment, consisting of two (2) pages (the "Amendment"), is hereby made between the Oklahoma Department of Rehabilitation Services ("DRS") and

**DUNCAN PUBLIC SCHOOLS  
PO BOX 1548  
DUNCAN, OK 73534-1548**

("Contractor"). This first amendment:

- extends the contract period end date set forth in section I (Contract Period) from June 30, 2025 to September 30, 2025. AND
- increases the reimbursement cost for background checks in Compensation Section III (A), from \$50.00 to \$58.25; AND
- adds the following term to the original contract's Section IV (Standard Terms):

**IV. Standard Terms**

**BB. Offender List Registration Declaration and Compliance with 57 O.S. § 589 and 70 O.S. § 6-101.48**

This section applies to contractors who provide services to persons under eighteen (18) years of age or who provide services on the premises of the Oklahoma School for the Blind (OSB) or the Oklahoma School for the Deaf (OSD).

Offender List Registration Declaration

The Contractor's signing authority for the Contract hereby states under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct:

1. I am the Contractor OR I am the duly authorized representative of the Contractor; and
2. Neither the Contractor nor any employee of the Contractor, nor any subcontractor or employee of a subcontractor, who provides





BOARD APPROVED

AUG 19 2025

ITEM # b. u.

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanos.org](http://www.duncanos.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: District / Special Services

Vendor Requested: N/A

Item Request Description: STATE OF OKLAHOMA DEPARTMENT OF  
REHABILITATION SERVICES CONTRACT & AMENDMENT FOR  
SCHOOL-WORK-STUDY PROGRAM FOR 25-26

Dollar Amount Requested (if applicable): N/A

Fund Requested: N/A

Budget/Activity Account Requested: N/A

*Justin Clayton*  
Requestor or Principal

8-15-2025  
Date

\_\_\_\_\_  
Budget Administrator or Business Office Manager

\_\_\_\_\_  
Date

*Dr Charna Byrley*  
Superintendent

AUG 19 2025  
Date

To: School Work Study (SWS) Schools (The contact person for your school)

It is time for all the school districts that have a Transition School-to-Work: School Work Study contract to sign a new contract for fiscal year 2026 (October 1, 2025 – June 30, 2026).

You are receiving this email with a new contract and the Vendor Information Form attached. **You will need to complete the "eSign", which will automatically send them back to us for our signatures.** The forms will be tracked electronically from that point.

Please complete the entire eSign. Then please review the **entire contract** and find the indicated signature block for your eSignature. Follow the instructions.

Optional: If this email has been sent to someone other than the proper signatory, you may click the hyperlink that allows you to have someone else sign, or you may download a copy of the vendor form and contract then sign and email it back in its entirety to [klowry@okdrs.gov](mailto:klowry@okdrs.gov).

**We must receive the completed contract and Vendor Information Form before we can process your contract.** Please submit as soon as possible so there are no delays in the processing of your contract.

Remember, the "EIN number" is your Federal ID Number.

**Services beginning October 1, 2025 or after may not be provided until the Award of Contract has been issued.**

If you have questions about signing the contract, please communicate with Chris Compton and cc: Renee Sansom Briscoe at the Oklahoma Department of Rehabilitation Services. Their email addresses are [ccompton@okdrs.gov](mailto:ccompton@okdrs.gov) at (405) 605-9651 and [rsansom@okdrs.gov](mailto:rsansom@okdrs.gov) at (405) 212-7789. For SWS contract content and service questions, contact Renee Sansom Briscoe at [rsansom@okdrs.gov](mailto:rsansom@okdrs.gov) or (405) 212-7789.

If there are planned personnel changes that affect this contract, please also provide the new information to Chris and Renee at the above email addresses.

Thank you for your help in this matter.



The Workforce Innovation Opportunity Act (WIOA) requires the Department of Rehabilitation Services (DRS) to collect and report Measurable Skills Gains for youth.

To document these Measurable Skills Gains, Vocational Rehabilitation Counselors will need to obtain a consent form signed by a parent or the student (if they are age 18+) to then submit to your school to obtain copies of students' secondary transcripts. You can expect to receive such transcript requests at the end of each semester and should note that the signed consent forms are only good for one year.

The State Department of Education Special Education Services (OSDE-SES) and DRS request that LEAs collaborate with their local VR Counselors to establish procedures to assist VR Counselors with obtaining students' secondary transcripts and/or report cards to meet WIOA compliance.

Here are some examples of effective procedures VR counselors have shared:

1. The VR Counselor obtains a DRS release form signed by the student's parent/guardian or by the student if they are age 18+ (see example) and then provides a copy of the signed release forms to your school district. The LEA then provides the transcripts to the OKDRS/VR counselor.

(NOTE: LEAs are encouraged to establish a set contact person(s) for the VR Counselor to send consent forms, such as the counselor's office, registrar, special education administration support staff, etc.)

2. For those students participating in School Work Study (SWS), the VR Counselor will send copies of the signed release forms and the school can provide the students' transcripts along with the SWS time sheets.

3. The VR Counselor sends out the following letter to students and encloses a self-addressed postage-paid envelope for the student to return the transcript in the mail to DRS:

Dear [Client],

The first (second) semester of the school year is almost over, and I hope it has been a good semester for you! I am required to document in your vocational rehabilitation your educational process each semester. Please provide DRS with a copy of your semester's grades. Please return either a high school transcript for (insert the fall or spring semester and the year) or a report card in the enclosed postage-paid envelope or email it to me at (insert counselor's email address). Please contact me if you have any questions at all. Thank you!

Thank you for your support as we work to improve outcomes for students with disabilities.

Renee Sansom Briscoe  
Transition Coordinator  
405-212-7789  
[rsansom@okdrs.gov](mailto:rsansom@okdrs.gov)

Lori Chesnut  
Program Specialist  
405-521-4802  
[lori.chesnut@sde.ok.gov](mailto:lori.chesnut@sde.ok.gov)

**State of Oklahoma**  
**Department Of Rehabilitation Services**  
**Transition School-to-work: Work Study**

This agreement, consisting of sixteen (16) pages (the "Contract"), is hereby made between the Oklahoma Department of Rehabilitation Services ("DRS") and

Duncan Public Schools

P.O. Box 1548

Duncan, OK 73534-1548

("Contractor" or "School") and constitutes the entire agreement between the DRS and the Contractor, and no other representations are given or should be implied from written or oral agreements or negotiations that preceded the Contract.

**RECITALS**

**WHEREAS**, the Oklahoma Department of Rehabilitation Services is authorized to make and enter into all contracts necessary or incidental to the performance of its duties, and may purchase or lease equipment, furniture, materials and supplies, and incur such other expenses as may be necessary to maintain and operate the Department, 74 O.S. § 166.1.C; and

**WHEREAS**, the Individuals with Disabilities Education Act (IDEA) and the Rehabilitation Act both provide for transition services for children with disabilities to facilitate the child's movement from school to post-school activities including employment, 20 U.S.C. § 1401(34) and 29 U.S.C. § 721(a)(11)(D); and

**WHEREAS**, the Oklahoma Department of Rehabilitation Services is authorized by rules promulgated by the Oklahoma Commission for Rehabilitation Services at Subchapter 7 of Chapter 10 of Title 612 of the Oklahoma Administrative Code to implement the Transition from School-to- Work Program; and

**WHEREAS**, in the School-to-Work program, there are many services needed. Some of these services are provided by the school under the individualized education plan (IEP) and some are provided by the Oklahoma Department of Rehabilitation Services under the individualized plan for employment (IPE). Other services may be provided by the parents, Career Tech, and others. A major component of the Transition School-to-Work program is work-readiness training and work experience. The work experience can be provided through Work Adjustment Training or the three types of Work Study Programs.

**NOW THEREFORE**, the parties agree as follows:

**I. Contract Period**

The Contract is effective from the latest date of signature of both parties or October 1, 2025, whichever is the latter, through September 30, 2026. The Contract may be renewed for two additional one-year periods upon written agreement of the DRS and the Contractor.

## II. Contract Services

**Students eligible to participate in Work Study (School Work Study, Worksite Learning, Employer Work Study) include those:**

- with documented disabilities (includes IEP, 504 Plan, or other documents), who have been determined eligible for DRS services or are on a trial work plan as determined by the DRS counselor;
- with an approved DRS case;
- with an individualized plan for employment (IPE) in place;
- with School Work Study (SWS) as a line of service on the IPE;
- who are at least sixteen (16) years of age; and
- who are attending high school.

All students participating in Work Study shall be DRS clients.

Students participating in Work Study may do so for **no more than 24 cumulative months**, as authorized in the form of Authorization(s) for Purchase(s) provided by the DRS counselors prior to the students starting work. In order for the School to be reimbursed for wages paid to a student participating in School Work Study and/or Worksite Learning, the School must have received authorization in the form of an Authorization for Purchase from the DRS counselor prior to the student starting work.

The months do not need to be consecutive. Based on individual needs and barriers due to disability, there may be exceptions where the student requires more time to make additional progress. In that instance, the DRS counselor may authorize additional time. Summer months spent in Work Study count in the 24 cumulative months. Transportation, scheduling, administrative or family convenience, or family/individual income needs are not acceptable reasons to extend Work Study beyond 24 cumulative months.

Participating students may work **no more than 15 cumulative hours per week during the school year** (i.e., during the day, evenings, weekends, or holidays). In each of the cases described above, the students **must** be given school credit for their participation during the school day, and the School staff and the DRS counselor will provide important guidance and instructional help around the work experience. If the student works after school hours, in the evening or on weekends, the School may also choose to give the student school credit and is encouraged to do so to support earning elective credits. The School will provide staff to work with the DRS counselor in the area of transition. The School will have at least one (1) person designated to serve as the "teacher/transition coordinator". Paraprofessionals could serve as transition coordinator or could also be assigned to help with the process and documentation. The School agrees to provide designated staff time for performing the needed duties related to transition. The School agrees to fully inform the staff responsible for carrying out the duties set forth in the Contract. This includes providing all necessary staff with a copy of the Contract.

Students wishing to continue working through the summer as part of Transition School-To-Work: Work Study may do so if the School has a current contract in place.

During the school year - The maximum number of hours worked per student that is reimbursable by the DRS **cannot** exceed 15 cumulative hours per week during the school year. The DRS will reimburse 100% of the wages paid by the School for a maximum 15 cumulative hours per week

During the summer months - The maximum number of hours worked may exceed 15 cumulative hours and no more than 20 per week for summer work only when pre-approved by the DRS counselor. The DRS will reimburse 100% of the wages paid by the School for a maximum 20 cumulative hours per week. Students may work a maximum 20 cumulative hours per week beginning with the first day of summer break. However, upon the first day back to school, the students must go back to working no more than a maximum 15 cumulative hours per week. All Child Labor Laws apply and must be adhered to.

<https://www.dol.gov/general/topic/youthlabor>

**The School is required to continue supervising, monitoring, and reporting on students working in the School or in the community during the summer.**

Paid work positions must reflect **real work/jobs** and include tasks that would normally be a function of that position. The students must be learning skills that will transfer to competitive, integrated employment in the community. Classroom instructional time does not count as work. The School must ensure that students have access to a wide variety of work/job types and must also ensure the School has enough work to cover the number of students intended to participate in the program. Examples of work/jobs within the School include, but are not limited to, the following:

- office assistant/mail clerk - deliver mail/messages, stamping, sealing, organizing, cleaning, stocking, inventory, ordering, shredding, answering phones, making ID badges, laminating, taking messages, greeting visitors;
- transportation assistant - cleaning buses inside and out, light vehicle maintenance, checking fluids, tire pressure, assisting with trip tickets, cleaning bus barn;
- teacher's aide - reading to groups/individuals, cleaning, organizing, light grading, bulletin boards, listening to students read, engage students in activities, shredding, making copies;
- custodial -operating electric floor cleaning machines, simple maintenance, taking out trash, cleaning classrooms, sanitizing, dusting lockers and trophy cases, cleaning windows, restocking bathrooms, vacuuming rugs;
- manager of sports team - scorekeeping, ordering, inventory, hauling/moving equipment, washing towels, preparing water jugs and equipment for practices and games;
- information technology assistant - using compressed air to clean computers and keyboards; replacing batteries, mice and keyboards; cleaning monitors; deliveries to students and/or teachers; organizing order tickets;
- clerk in school store or coffee/snack cart - greeting, stocking, inventory, organizing, ordering, taking orders, filling orders, taking money and making change, cleaning, making displays;

- cafeteria assistant - wiping down tables, taking out trash, loading dishes, preparing food and utensils, stocking, serving, organizing;
- library aide - greeting, accepting books, checking books out, shelving books, research, cleaning, organizing, doing displays, answering phones; and
- landscaping/maintenance - mowing, weed eating, edging, pulling weeds, cleaning up flower beds, planting flower beds, selecting flowers/plants, planting in flower beds, trimming trees/shrubs, raking and bagging leaves, picking up trash from parking lot or around school grounds, light repairs on school properties, such as replacing light bulbs, painting, exterminating pests, etc.

The same guidelines should be adhered to when selecting community placements for paid work experiences.

In the final nine (9) months of the student's Work Study (School Work Study, Worksite Learning, Employer Work Study), the student must work for an employer outside of the school or school district, unless otherwise approved by the DRS counselor.

Students may not work in their family-owned business unless approved by the DRS counselor. This includes farms and other businesses.

Upon graduation with a standard diploma and high school exit, students receiving services through the Contract must cease work on the last day of school. They may not continue participation in School Work Study and/or Worksite Learning beyond their high school departure.

## A. Work Study Program

There are two types of Work Study through DRS:

1. School Work Study (SWS) allows students with disabilities to **work on the School campus**. The students are supervised or closely monitored by School personnel, and the School pays the students a wage, with the **DRS making reimbursement to the School** for that payment. The **School maintains liability** for the students while working on campus.
2. Worksite Learning allows students with disabilities to **work in the community**. The students are supervised or closely monitored by School personnel, and the School pays the students a wage, with the **DRS making reimbursement to the School** for that payment. The **School maintains liability** for the students while working off campus.

## B. Other Work Opportunities

This is not a Work Study through DRS:

1. Employer Work Study allows students with disabilities employment experience in **part-time jobs in the community**, with the employers paying the wages/salary(ies). In this instance, the students are employees of the community employers, **employers maintain liability**, and **the DRS does not reimburse the employers for the wages/salary(ies)**.

### C. Contractor's/School's Obligations

The Contractor's/School's designated teacher/transition coordinator shall:

1. be knowledgeable about the contents and requirements of the Contract;
2. have received written authorizations from the DRS counselors prior to initiating work study services for eligible students or paying for work study services rendered by eligible students (i.e., not starting a student to work before the DRS has approved in writing);
3. serve as a member of the IEP team and make decisions for job placement as a team;
4. provide information regarding the program to School personnel, students, and parents;
5. provide job readiness instruction and assistance to the students in the program prior to starting their jobs (e.g., helping them prepare for interviewing for the potential position) through transition services or five core pre-employment transition services:
  - a. job exploration counseling;
  - b. work-based learning experiences;
  - c. counseling on opportunities for enrollment in postsecondary education (college, CareerTech, trade education, professional certification, etc.);
  - d. workplace readiness, including social and independent living skills; and
  - e. self-advocacy, including peer mentoring.
6. support students' job placement efforts, including tracking and regular follow up with students on their progress;
7. collaborate with the DRS counselor to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join or job duties change;
8. assist with the coordination of the individualized education program (IEP) and the individualized plan for employment (IPE) to reflect the SWS services provided by DRS, including, but not limited to, present levels of performance, services, and annual education/training or employment goals on the IEP;
9. document such transition services or pre-employment transition services provided and completed by participating students;
10. provide such documentation to the DRS counselor at the end of each semester;
11. submit (at the same time and by the 15<sup>th</sup> of the following month or whenever payroll is run by the School for their payment cycle) monthly invoices/pay stubs, time sheets, progress reports, and proof of payment to students for reimbursement of the wages paid to students participating in School Work Study and/or Worksite Learning; and
12. ensure the electronic copy of the contract is routed to the appropriate person for signature and returned electronically to the DRS.

If claiming mileage reimbursement for the School's teacher/transition coordinator's travel to and from the job sites of participating Work Study students, the School shall submit monthly itineraries and travel claims that have been signed and verified by the School's designated signer.

## D. DRS's Obligations

The DRS counselor shall:

1. provide authorization in the form of an Authorization for Purchase to the School's teacher/transition coordinator prior to the School initiating services for each eligible student participating in School Work Study and/or Worksite Learning;
2. provide a written/emailed approval to the School's teacher/transition coordinator prior to the initiation of a student's participation in Employer Work Study;
3. accept referrals, process applications, and help to organize the IEP and the IPE;
4. provide input on the IEP's employment goals, serve as a member of the IEP team, and make decisions for job placement as a team;
5. arrange work schedules to allow for meetings with School staff, the student in the program, parents, employers, and other people involved in the process;
6. organize and provide necessary services, such as, but not limited to vocational assessment & counseling and guidance;
7. provide the School's teacher/transition coordinator with updated information as it becomes available, upon request;
8. support students' job placement efforts, including tracking and regular follow up with students on their progress;
9. collaborate with the School's teacher/transition coordinator to keep track of all students who are taking part in the program, their place of employment, job title, and the skills they are learning or practicing, at least once per semester or whenever new students join, or job duties change;
10. monitor students' progress at job sites;
11. ensure that the School is submitting monthly timesheets, progress reports, proof of payments to students, and documentation of transition services or pre-employment transition services (as completed) on a regular basis;
12. provide reimbursement to the School for wages paid to students participating in School Work Study and/or Work Site Learning;
13. provide mileage reimbursement at the state rate for the School's teacher/transition coordinator's travel to and from job sites of students participating in School Work Study and/or Worksite Learning; and
14. provide support in assisting students graduating into Employer Work Study.

## E. Student Wage

1. The DRS and the School agree that students who are employed by the School as part of a training program are not independent contractors, but employees of the School. **The School agrees to deduct state and federal income tax from wages paid to the student.** The School is responsible for costs incurred for workers' compensation or other expenses not included in the minimum wage reimbursed by the DRS, as part of its contribution toward providing coordinated transition services outlined in the Individuals with Disabilities Education Act (IDEA) and the Workforce Innovation and Opportunity Act (WIOA).

2. The DRS and the School further agree that **IRS regulations provide that services performed by a student who is employed by the school in which the student is enrolled are not considered “employment” for purposes of FICA (Federal Insurance Contribution Act—Social Security and Medicare) and FUTA (Federal Unemployment Tax Act—employment tax) payroll deductions.** 26 C.F.R. § 31.3121(b)(10)-2(a)(1) and § 31.3306(c)(10)-2(a). The rules provide that the services performed by the student must be incident to and for the purposes of pursuing a course of study at the School. 26 C.F.R. § 31.3121(b)(10)-2. **The DRS and the School agree that students who are employed by the School as part of a training program are not subject to FICA or FUTA, except as otherwise provided below.** The employee/student must be enrolled and regularly attending classes at the school where they are employed to have the status of a student within the meaning of the regulations. This exemption does not apply if the student is working for a private employer through Employer Work Study, rather than for the School as part of an internship program. *The student must be employed by the School in order for the exception to apply.* The Oklahoma Employment Security Act provides that employment as part of a work-training program is exempt from the definition of “employment” and, therefore, not subject to the Act and, therefore, should not be documented as wages paid in quarterly submissions to the Oklahoma Employment Security Commission (OESC). 40 O.S. §1-210 (15)(I). **At the end of the calendar year, students are to be provided a W-2 (Wage and Tax Statement), and not a 1099-Misc form for independent contractors.**
3. In order for the School to be reimbursed for wages paid to a student participating in School Work Study and/or Worksite Learning, the School must have received authorization in the form of an Authorization for Purchase from the DRS counselor prior to the student starting work.

### III. Compensation

#### A. Contract Amount

The DRS shall reimburse the Contractor as follows:

- school months –the current federal minimum wage. EXEMPT from FICA and FUTA, thus should not be taken out of the student’s check.
- summer months –the current federal minimum wage, plus FICA and FUTA, as summer months are NOT exempt due to the student not being enrolled at least half-time in school.

Payment shall be made upon receipt of properly completed and approved invoices/pay stubs, time sheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of travel expenses pursuant to the contract for services. By law the **DRS cannot pay** in advance. Neither the Contractor nor any other parties may rely upon any amount set by the DRS in the Contract, or otherwise, as a guaranty, warranty, or any other promise of receipt or payment of that amount, except for those goods and/or services provided to and accepted by the DRS pursuant to the Contract.

The **DRS will cancel the Contract if procedures are not followed** (e.g., putting students to work before authorized, inappropriate job placements, delayed billing, not submitting proper documentation as outlined in the Contract). If a settlement/ratification agreement must be reached between the Contractor and the DRS, the Contractor will receive only 50% of the funds for which it is seeking reimbursement.

The Oklahoma State Constitution, Article 10, Section 23 states, "Balanced Budget - Procedures. The state shall never create or authorize the creation of any debt or obligation, or fund or pay any deficit, against the state, or any department, institution, or agency thereof, regardless of its form or the source of money from which it is to be paid, except as may be provided in this section and in Sections 24 and 25 of Article X of the Constitution of the State of Oklahoma."

An express or written contract is a document evidencing, among other things, the mutual consent of the contracting parties. The written document becomes effective when the parties have signified their mutual consent by the act of signing it. The act of signing occurs when it occurs and applies only to events in the future.

To ensure you stay within the law and that you receive full compensation for services provided, please wait for official written documentation from your DRS counselors as to when a service may actually begin for an approved DRS client. The DRS CANNOT backdate in order to pay for services for any youth with disabilities.

According to 70 O.S. § 5-142, school districts must conduct national criminal record background searches and fingerprinting on prospective employees. Therefore, the DRS will reimburse the School up to fifty dollars (\$58.25) per DRS client who:

- \* is going to participate in School Work Study and/or Worksite Learning;
- \* is at least eighteen (18) years of age; and
- \* has not previously had a criminal background check completed by the school district or any other school district in Oklahoma.

This reimbursement will occur upon request and submission of properly completed documentation to the DRS counselor. If the Contractor chooses to request the expedited background check from the Oklahoma State Department of Education, the Contractor will be responsible for any additional fees beyond the fifty dollars (\$58.25).

## **B. Payment**

The State of Oklahoma has forty-five (45) days from receipt of properly completed and approved invoices/pay stubs, timesheets and progress reports documenting the provision of services and/or receipt of proper claims for reimbursement of travel expenses pursuant to the contract for services to make payment to the Contractor. Invoices/pay stubs, timesheets, progress reports, and claims shall be sent to the DRS counselor who authorized services for each DRS client. **DRS cannot reimburse wages for School Work Study and/or Worksite Learning hours that were not authorized in the form of an Authorization for Purchase provided by the DRS counselor prior to the student starting work.** The DRS counselor's name, address, and telephone number are shown on each DRS client's Authorization for Purchase. If the State of Oklahoma fails to make payment within the forty-five (45) days, the Contractor is eligible to receive interest on the unpaid balance due per State of Oklahoma

Statutes. The Contractor is responsible for claiming the interest. Pursuant to 2 C.F.R. § 200.407(n), 2 C.F.R. § 200.441, the DRS shall not use federal funds or non-federal funds used for vocational rehabilitation (VR) match to pay interest assessed for late payments to the Contractor.

### **C. Lapse Of Invoices/Claims**

Properly completed and approved invoices/pay stubs, timesheets, and progress reports documenting the provision of services and/or proper claims for reimbursement of travel expenses pursuant to the contract for services shall be submitted within ninety (90) calendar days of the provision of those services and/or incurrence of those travel expenses. Supporting encumbrances may be cancelled upon a lapse of six (6) months from the actual provision of services and/or incurrence of travel expenses pursuant to the contract for services, unless specified otherwise in the Contract.

## **IV. Standard Terms**

### **A. Equal Opportunity/Non-Discrimination**

The Contractor shall at all times comply with all federal laws relating to nondiscrimination, including but not limited to, Presidential Executive Order 11246 as amended and the Civil Rights Act of 1964, 42 U.S.C. §2000 *et seq.*; Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794; the Americans With Disabilities Act of 1990, 42 U.S.C. §12101 *et seq.*; Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 *et seq.*; the Age Discrimination in Employment Act, 42 U.S.C. §6101 *et seq.* and all amendments to these acts, and all requirements imposed by the regulations issued pursuant to these acts, including, but not limited to, providing equal opportunity both to those seeking employment and those seeking services without regard to race, color, religion, sex, national origin, age, or handicap.

### **B. Lobbying Activities**

The Contractor certifies the following:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, renewal, amendment or modification of any federal grant, or cooperative agreement;
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

### **C. Debarment And Suspension**

In accordance with Presidential Executive Orders 12549 and 12689, the Contractor certifies that neither it nor its principals are presently debarred, suspended or otherwise disqualified for participation in federal assistance programs. Such certification is a material representation of fact upon which reliance is being placed when entering into the Contract. A determination that the Contractor knowingly rendered an erroneous certification, in addition to other available remedies, may result in whole or partial termination of the Contractor's default. Additionally, the Contractor shall promptly provide written notice to the Oklahoma state purchasing director if the certification becomes erroneous due to changed circumstances.

#### **D. Drug-Free Workplace**

The Contractor certifies compliance in providing or continuing to provide a drug-free workplace in accordance with the Drug-Free Workplace Act of 1988.

#### **E. Modification**

The Contract may only be modified by mutual consent of the parties in writing.

#### **F. Cancellation**

1. With Cause: In the event the Contractor fails to meet the terms and conditions of the Contract or fails to provide services in accordance with the provisions of the Contract, the DRS may upon written notice of default transmitted via Certified Mail to Contractor, cancel the Contract effective upon receipt of notice or at 5:00 PM on the fifth calendar day from the date DRS mailed the notice, whichever occurs first. Such cancellation shall not be an exclusive remedy but shall be in addition to any other rights and remedies provided for by law. In the event a Notice of Cancellation is issued, the Contractor shall have the right to request a review of such decision as provided by the rules and regulations promulgated by the State of Oklahoma, Office of Management and Enterprise Services.
2. Without Cause: It is further agreed that the Contract may be canceled by either party by providing thirty (30) days prior written notice.

#### **G. Access To And Retention Of Records**

The Contractor shall maintain adequate and separate accounting and fiscal records and account for all funds provided by any source to pay the cost of the Contract. Authorized personnel of the U.S. Department of Education or other pertinent federal agencies, and authorized personnel of the Oklahoma Department of Rehabilitation Services, State Auditor and Inspector, and other appropriate state entities shall have the right of access to any books, documents, papers, or other records of contract which are pertinent to the performance or payment of the Contract in order to audit, examine, make excerpts and/or transcripts.

The Contractor is required to retain records relative to the Contract for the duration of the Contract and for a period of seven (7) years following completion or termination of the Contract, unless otherwise indicated in the Contract terms. If a claim, audit, litigation or other action involving such records is started before the end of the seven-year period, the records

are required to be maintained for two (2) years from the date that all issues arising out of the action are resolved or until the end of the seven-year retention period, whichever is later.

## **H. Subcontracting**

The services to be performed under the Contract shall not be subcontracted, in whole or in part, to any other person or entity without written approval by the DRS. The terms of the Contract, and such additional terms as the DRS may require, shall be included in any subcontract. Approval of the subcontract shall not relieve the Contractor of any responsibility for performing the Contract.

## **I. Compliance With State And Federal Laws**

The Contractor shall comply with all applicable state and federal laws, rules and regulations relevant to the performance of the Contract. Compliance shall be the responsibility of the Contractor, without reliance on or direction by the DRS.

## **J. Travel**

The travel expenses to be incurred by the Contractor pursuant to the Contract shall be included in the total amount of the contract award. The DRS will only pay travel expenses (including per diem) specified in and charged against the total amount of the contract award. In addition, the DRS will not reimburse travel expenses in excess of the rate established by the Oklahoma State Travel Reimbursement Act, 74 O.S. § 500.1-37. The Contractor shall be responsible for all travel arrangements and provide supporting documentation for reimbursement.

## **K. Client Confidentiality**

The Contractor assures compliance with DRS requirements pertaining to the protection, use, and release of personal information. The Contractor will hold confidential all personal information regarding individuals, including lists of names, addresses, photographs, records of evaluation, and all other records of the DRS client. This information may not be disclosed, directly or indirectly, unless consent is obtained in writing or as otherwise required by law.

## **L. Unallowable Costs**

In the event any audit, audit resolution, review, monitoring, or other oversight results in the determination that the Contractor has expended DRS funds on unallowable costs on this or any previous contract, the Contractor shall reimburse the DRS in full for all such costs on demand. The DRS may, at its sole discretion, deduct and withhold such amounts from subsequent payments to be made to the Contractor under this or other contracts.

## **M. Audit**

### **1. Federal Funds**

Organizations that expend \$1,000,000 or more in a year in federal funds from all sources shall have a certified independent audit conducted in accordance with 2 C.F.R. Part 200.

**2. State Funds**

Corporations both for-profit and non-profit, and governmental entities that receive \$50,000 or more in a year in State funds from DRS shall have a certified independent audit of its operations conducted in accordance with Government Auditing Standards. The financial statements shall be prepared in accordance with Generally Accepted Accounting Principles, and the report shall include a supplementary schedule of awards listing all state and federal funds by funding source.

**3. Auditor Approval and Audit Distribution**

The audit shall be performed by a certified public accountant or public accountant who has a valid and current permit to practice public accountancy in the State of Oklahoma, and who is approved by the Oklahoma Accountancy Board to perform audits according to Government Auditing Standards. The Contractor's fiscal managers and appropriate oversight bodies shall review the auditor's latest external quality control review report prior to the audit being conducted. DRS retains the right to examine the work papers of said auditor.

The Contractor shall submit two copies of the annual audit report, management letter (if applicable), corrective action plan to all audit findings, and the auditor's latest external quality control review report to the DRS Contracts Unit at 3535 N.W. 58<sup>th</sup> Street, Suite 300, Oklahoma City, OK 73112 or [Contracts@okdrs.gov](mailto:Contracts@okdrs.gov) within 120 days of the Contractor's fiscal year end. In the event the Contractor is unable to provide the audit report within the time specified, the Contractor shall submit a written request for an extension to the physical address or email address listed above, citing the reason for delay. The DRS reserves the right to suspend payment to the Contractor for costs owed pursuant to this Contract if the DRS has not received the prior year audit.

**N. Clean Air Act**

The Contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 *et seq.* The Contractor agrees to report each violation to DRS and understands and agrees that DRS will, in turn, report each violation as required to assure notification to the appropriate Environmental Protection Agency Regional Office.

**O. Employment Relationship**

The Contract does not create an employment relationship. Individuals performing services required by the Contract are not considered employees of the State of Oklahoma or the DRS for any purpose, and as such shall not be eligible for benefits accruing to state employees. The Contractor shall comply with all applicable laws regarding workers' compensation insurance.

## **P. Insurance**

If the Contractor is not a self-insured governmental entity, the Contractor is hereby required to carry liability insurance adequate to compensate persons for injury to their person or property occasioned by an act of negligence by the Contractor, its agents or employees. Said policy must provide that the carrier may not cancel or transfer the policy without giving the DRS thirty (30) days written notice prior to the cancellation or transfer. The Contractor shall timely renew the policies to be carried pursuant to this section throughout the term of the Contract and provide the DRS with evidence of such insurance and renewals upon request.

## **Q. Punitive Actions**

The Contractor understands that payment for services to DRS clients pursuant to the Contract shall be made by the DRS. Accordingly, the Contractor shall not restrict or refuse services under the Contract to DRS clients based on nonpayment by the DRS. No actions shall be taken against the DRS client, including collection actions for any service covered under the Contract, or for any late payment for which the DRS has responsibility. In addition, the Contractor agrees that no punitive actions will be taken against any client of the DRS for late payment of any tuition, fees, books, supplies, etc. for which the DRS has responsibility. This includes, but is not limited to, withholding grades, Pell or other financial aids, or delaying enrollment.

## **R. Prior DRS/State Employment**

The Contractor hereby certifies that at the start of the contract period neither he/she nor, if applicable, any member of its board or officers are former DRS employees who were employed by the DRS during the prior twelve (12) months. Pursuant to 74 O.S. § 85.42(B), the Contractor also certifies that no person who has been involved in any manner in the development of this contract while employed by the State of Oklahoma shall be employed by the Contractor to fulfill any of the services provided for under said contract. This term shall not apply when the Contractor is a State of Oklahoma governmental entity.

## **S. Legal Employment Status Verification System**

The Contractor certifies that it and all proposed subcontractors, whether known or unknown at the time the Contract is executed or awarded, are in compliance with the Oklahoma Taxpayer and Citizen Protection Act of 2007 (25 O.S. §§ 1312 and 1313) and all applicable federal immigration laws and are registered and participate in the Status Verification System. The Status Verification System is defined at 25 O.S. §1312 and includes but is not limited to the free Employment Verification Program (E-Verify) through the Department of Homeland Security and is available at [www.dhs.gov/E-Verify](http://www.dhs.gov/E-Verify).

## **T. Contract Jurisdiction**

The Contract will be governed in all respects by the laws of the State of Oklahoma. The State of Oklahoma, District Court of Oklahoma County will be the venue in the event any legal action is filed by the DRS or the Contractor to enforce or to interpret provisions of the Contract.

## **U. Severability**

If any provision under the Contract, or its application to any person or circumstance, is held invalid by any court of competent jurisdiction, such invalidity does not affect any other provision of the Contract or its application that can be given effect without the invalid provision or application.

## **V. TikTok Ban**

Pursuant to State of Oklahoma Governor's Executive Order 2022-33, no person or entity who contracts with the State of Oklahoma, including but not limited to any State agency, board, commission, or authority and agents thereof, shall download or use the TikTok application or visit the TikTok website on government networks or other State-owned or State-leased equipment.

## **W. Certification For Non-Boycott Of Israel Goods Or Services**

Pursuant to 74 O.S. § 582, in contracts of more than \$100,000, the Contractor certifies that it is not currently engaged in a boycott of goods or services from Israel that constitutes an integral part of business conducted or sought to be conducted with the State of Oklahoma, and that it will not boycott Israel during the term of the Contract.

## **X. Certification For Non-Boycott Of Fossil Fuel Energy Companies**

In contracts of \$100,000 or more and where the Contractor has 10 or more employees, the Contractor certifies that it does not currently boycott energy companies in violation of the Energy Discrimination Elimination Act of 2022 (74 O.S. § 12001 et seq.). The Contractor further certifies that it will not boycott energy companies in violation of the Act during the term of the Contract.

## **Y. Force Majeure**

A party is not liable for failure to perform the party's obligations if such failure is a result of Acts of God (including fire, flood, earthquake, storm, or other natural disaster), war, invasion, act of foreign enemies, hostilities (regardless of whether war is declared), strikes or labor disputes, embargoes, government orders, epidemics, pandemics or other similar events beyond the reasonable control of the party. If a party asserts Force Majeure as an excuse for failure to perform the party's obligation, then the nonperforming party must prove that the party took reasonable steps to minimize delay or damages caused by foreseeable events, that the party substantially fulfilled all non-excused obligations, and that the other party was timely notified of the likelihood or actual occurrence of an event described in this clause.

If an event of Force Majeure occurs, the party injured by the other's inability to perform may elect one of the following remedies:

- to terminate the Contract in whole or in part; or

- to suspend the Contract, in whole or part, for the duration of the Force Majeure circumstances.

The party experiencing the Force Majeure circumstances shall cooperate with and assist the injured party in all reasonable ways to minimize the impact of Force Majeure on the injured party.

## **Z. Termination For Funding Insufficiency**

Notwithstanding anything to the contrary in any Contract document, the DRS may terminate the Contract in whole or in part if funds sufficient to pay obligations under the Contract are not appropriated by the legislature or are not received from an intended third-party funding source. In the event of such insufficiency, the Contractor shall be provided at least fifteen (15) calendar days' written notice of termination. Any partial termination of the Contract under this section shall not be construed as a waiver of, and shall not affect, the rights and obligations of any party regarding portions of the Contract that are not terminated. The determination by the DRS of insufficient funding shall be accepted by and shall be final and binding on the Contractor.

## **AA. Prohibition On Certain Telecommunications And Video Surveillance**

The Contractor shall not obligate or expend funds received as payment under this contract to procure or obtain equipment, services, or systems that use telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system produced by one of the prohibited companies as provided for at 2 C.F.R. § 200.216.

## **BB. Offender List Registration Declaration and Compliance with 57 O.S. § 589 and 70 O.S. § 6-101.48.**

This section applies to contractors who provide services to persons under eighteen (18) years of age or who provide services on the premises of the Oklahoma School for the Blind (OSB) or the Oklahoma School for the Deaf (OSD).

### Offender List Registration Declaration

The Contractor's signing authority for the Contract hereby states under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct:

1. I am the Contractor OR I am the duly authorized representative of the Contractor;  
and

2. Neither the Contractor nor any employee of the Contractor, nor any subcontractor or employee of a subcontractor, who provides services to persons under the age of eighteen (18) years pursuant to the terms of this contract, or who works on the premises of OSB or OSD is currently required to register under the provisions of the Oklahoma Sex Offenders Registration Act (57 O.S. §§ 581 *et seq.*) or the Mary Rippy Violent Crime Offenders Registration Act (57 O.S. §§ 591 *et seq.*).

Compliance with 57 O.S. § 589 and 70 O.S. § 6-101.48

As applicable, Contractor shall comply with all requirements provided for at 57 O.S. § 589 and 70 O.S. § 6-101.48.

**V. Signatures**

For the faithful performance of the terms of the Contract, the parties hereto, in their official capacities stated, affix their signatures.

Oklahoma Department of  
Rehabilitation Services

Kathy Lowry      08/26/2025  
Signature                      Date

Kathy Lowry, CPO  
Print Name

Manager/Compliance Officer  
Title

Contractor

Signature:   
~~Email: christie.stephenson@duncanps.org~~

Signature                      Date      08-19-2025

Carl Buchholts  
Print Name

Duncan BOE President  
Title

Jessica Clayton      (580) 255-0686  
Contact Person                      Telephone

jessica.clayton@duncanps.org  
Contractor's Email Address

STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES  
SCHOOL WORK STUDY

FIRST AMENDMENT  
TO  
CONTRACT NO. 2500605

This first amendment, consisting of two (2) pages (the "Amendment"), is hereby made between the Oklahoma Department of Rehabilitation Services ("DRS") and

**DUNCAN PUBLIC SCHOOLS**  
**PO BOX 1548**  
**DUNCAN, OK 73534-1548**

("Contractor"). This first amendment:

- extends the contract period end date set forth in section I (Contract Period) from June 30, 2025 to September 30, 2025. AND
- increases the reimbursement cost for background checks in Compensation Section III (A), from \$50.00 to \$58.25; AND
- adds the following term to the original contract's Section IV (Standard Terms):

**IV. Standard Terms**

**BB. Offender List Registration Declaration and Compliance with 57 O.S. § 589 and 70 O.S. § 6-101.48**

This section applies to contractors who provide services to persons under eighteen (18) years of age or who provide services on the premises of the Oklahoma School for the Blind (OSB) or the Oklahoma School for the Deaf (OSD).

Offender List Registration Declaration

The Contractor's signing authority for the Contract hereby states under penalty of perjury under the laws of Oklahoma that the foregoing is true and correct:

1. I am the Contractor OR I am the duly authorized representative of the Contractor; and
2. Neither the Contractor nor any employee of the Contractor, nor any subcontractor or employee of a subcontractor, who provides



**STATE OF OKLAHOMA  
DEPARTMENT OF REHABILITATION SERVICES  
WORK PLAN**

Duncan Public Schools

2600347

VENDOR

Contract Number

Wendy Bohannan

\_\_\_\_\_ has been appointed contract monitor for the above stated contract and assumes responsibility for the monitoring of all programmatic aspects of the contract, including the periodic and ongoing review of reports or other valid indications of performance. The contract monitor also assumes oversight responsibility for fiscal monitoring of said contract.

The contract monitor has been assigned the following duties:

1. monitoring services provided through the contract;
2. periodically reviewing interim reports or other indications of past contract performance;
3. monitoring contractor compliance to the requirements and specifications of the contract;
4. monitoring pre-authorization of contract services in AWARE;
5. monitoring the Oklahoma Department of Rehabilitation Services (DRS) authorizing authority's approvals for services provided through the contract;
6. monitoring the DRS authorizing authority's receiving, reviewing, approving, and submitting of invoices/claims for payment to DRS Finance – Accounts Payables (State Office);
7. If the contract number begins with 805, the contract monitor shall submit requests for additional funding to the DRS Contracts Section prior to the expenditure of funds.

All information pertinent to this contract (i.e., original contract copies, addendums, revisions, vendor correspondence, evaluations, reports, audits, compliance reviews and staff comments regarding service provision) shall be maintained in the central repository located in the DRS Contracts Section. Documentation shall be made available for review upon request by the Office of Management and Enterprise Services (OMES). Copies of invoices/claims shall be maintained in the DRS Finance Unit. Confidential DRS client information shall be maintained in the DRS client's case service file.

The services to be performed through the contract are necessary for DRS to carry out its policies, rules, and regulations regarding the provision of indicated and appropriate rehabilitation services in a timely manner leading to employment of eligible disabled individuals, per the Code of Federal Regulations (CFR), Section 261.42(a)(4).

# Duncan Public Schools

Final Audit Report

2025-08-26

Created:	2025-08-26
By:	Elizabeth Beach (Elizabeth.Beach@okdrs.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAKUtm5eDyvZjlqsx4Wm3sxLG43b-78w6R

## "Duncan Public Schools" History

-  Document created by Elizabeth Beach (Elizabeth.Beach@okdrs.gov)  
2025-08-26 - 1:24:17 PM GMT
-  Document emailed to Kathy Lowry (klowry@okdrs.gov) for signature  
2025-08-26 - 1:24:31 PM GMT
-  Document emailed to contracts@okdrs.gov for signature  
2025-08-26 - 1:24:31 PM GMT
-  Email viewed by Kathy Lowry (klowry@okdrs.gov)  
2025-08-26 - 1:30:45 PM GMT
-  Document e-signed by Kathy Lowry (klowry@okdrs.gov)  
Signature Date: 2025-08-26 - 1:31:14 PM GMT - Time Source: server
-  Email viewed by contracts@okdrs.gov  
2025-08-26 - 1:31:44 PM GMT
-  Signer contracts@okdrs.gov entered name at signing as Tyler Gorbet  
2025-08-26 - 1:52:48 PM GMT
-  Document e-signed by Tyler Gorbet (contracts@okdrs.gov)  
Signature Date: 2025-08-26 - 1:52:50 PM GMT - Time Source: server
-  Agreement completed.  
2025-08-26 - 1:52:50 PM GMT



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanps.org](http://www.duncanps.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: District / Security / Central Office

Vendor Requested: CITY OF DUNCAN

Item Request Description: DISTRICT AGREEMENT FOR RESOURCE OFFICERS & EVENT SECURITY FOR FY 25-26

\_\_\_\_\_

[Agreements, MOA's, and mou's]

Dollar Amount Requested (if applicable): \$ 133,855.05

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: 035-Resource Officer/Security Services

Kelly Henderson  
Requestor or Principal

08/11/2025  
Date

\_\_\_\_\_  
Budget Administrator or Business Office Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
Assistant Superintendent or Superintendent

\_\_\_\_\_  
Date



# TRENDS REQUISITION

DUNCAN PUBLIC SCHOOLS  
 P. O. Box 1548  
 Duncan, OK 73534  
**SHIP TO**  
 DUNCAN PUBLIC SCHOOLS  
 WAREHOUSE  
 1740 W. Spruce  
 Duncan, OK 73533

Date: 08/11/2025  
 Requested by: Dustin Smith  
 School/Dept: District  
 Account/Prog: 035-Safety & Security

<input type="checkbox"/> Books	<input type="checkbox"/> Equipment	<input type="checkbox"/> Technology
<input type="checkbox"/> Fees/Dues	<input type="checkbox"/> Supplies	<input type="checkbox"/> Furniture/Fixtures
<input type="checkbox"/> Textbooks	<input checked="" type="checkbox"/> Service	<input checked="" type="checkbox"/> Other

Use current catalog information Include Pricing for the Total of all Units. Include Shipping/Handling.				Vendor Name, Address, Phone & Fax #								
Quantity	Item No/Description	Unit Price	Total Price	CITY OF DUNCAN								
				FY	FUND	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
1	MS OFFICER (8 pmts of 14,046.62)	\$ 56,186.50	\$ 56,186.50	6	11	035	2660	340	000	0000	000	505
1	HS OFFICER (8 pmts of 14,046.62)	\$ 56,186.50	\$ 56,186.50	6	11	035	2660	340	000	0000	000	705
	Grand Total for Officers	\$ 112,373.00										
1	MS EVENTS (10 pmts of 2,148.20)	\$ 10,741.02	\$ 10,741.02	6	11	035	2660	340	000	0000	000	505
1	HS EVENTS (10 pmts of 2148.20)	\$ 10,741.03	\$ 10,741.03	6	11	035	2660	340	000	0000	000	705
	Grand Total for Event Security	\$ 21,482.05										
	SHIPPING/HANDLING:		\$ 0.00									
	TOTAL ORDER:		\$ 133,855.05									

DESCRIPTION: DISTRICT AGREEMENTS, MOAS, & MOUS FOR RESOURCE OFFICERS & EVENT SECURITY FOR FY 25-26

*Dustin Smith* 08/11/2025  
 Signature of Requestor -REQUIRED- Date

\_\_\_\_\_  
 Signature of Administrator -REQUIRED- Date

## AGREEMENT

This Agreement entered into between the City of Duncan, Oklahoma, (hereinafter referred to as "City") and the Independent School District I-1 Stephens County, (hereinafter referred to as "District").

WHEREAS, the District has need of two full-time, on-duty police officers, at each day of the school year while school is in session; and

WHEREAS, the City has determined that it would be in the best interests of the students and residents of the City to provide police protection to the District for the purposes and under the terms and conditions stated herein.

WITNESSETH IN AND FOR the consideration as stated herein, the parties agree as follows:

1. The City will furnish the services of two experienced police officers to the District, no earlier than 7:15 o'clock a.m. and no later than 3:45 p.m., each day that school is in regular session with the students present, for the 2025-2026 school year, starting August 8, 2025 through May 23, 2026. This Agreement is not intended to be in effect during summer school sessions. The officers will work 8½ hours within the stated time frame with a lunch break in accordance with established policy of the Duncan Police Department.
2. The primary duties of the assigned police officers will generally be to work under the direction of the District. It is expressly provided that the services described in this Agreement will not include assignments or duties occurring outside the hours set forth herein or outside the municipal boundaries of the City of Duncan.
3. It is fully understood and agreed to by the parties that the assigned officers is, at all times pertinent to this Agreement, the police officers commissioned by the State of Oklahoma and employed by the City. The assigned officers will, at all material times, be under the direct supervision of the Duncan Police Department. The City then will be responsible for payment of salary, withholding, FICA, pension contributions and payment of insurance premiums to include health and worker's compensation. Direction, assignments and duties involving the officer will be coordinated between an appointed representative of the District and the Duncan Chief of Police or his designee.
4. It is further understood that the assigned officers will work school hours only. After school activities will be separate compensation paid directly to the officer. The City will not approve overtime.
5. The school will make reasonable efforts to provide the assigned officers an area containing a desk where they can be available to students.
6. In consideration for the services provided through this Agreement, the District agrees to pay the City a total amount of \$112,373.00, which is intended to compensate the City for actual costs, related to this Agreement. Said amount shall be made in eight equal payments of \$14,046.62. The first payment is to be made on or about September 15, 2025, with successive payments to be made on or about the 15<sup>th</sup> of each month thereafter, and continuing until paid in full. Any

deviation from this payment schedule will be coordinated between the Business manager for the District and the City Clerk of the City.

- 7. This Agreement may be canceled by either party upon thirty (30) days written notice to the Chairman of the governing body of the other party. If termination of this contract should occur subsequent to notice being provided, pursuant to this paragraph, the District shall reimburse City on a pro rata basis for those services provided by the City but not yet paid for by the District. In the alternative, if termination should occur subsequent to notice given, pursuant to the terms of this paragraph, City shall refund to District on a pro rata basis all amounts received by City from District for which services have not yet been provided according to the terms of this contract.
- 8. The City appoints the Chief of Police or his designee, and the District appoints Channa Byerly as their designee for carrying out the terms of this Agreement, including the assignment of duties to the assigned police officer.

IN WITNESS WHEREOF, the parties have executed the Agreement on this 1<sup>st</sup> day of Aug, 2025.

City of Duncan, Oklahoma

Independent School Dist I-1 Stephens County.

By: \_\_\_\_\_  
Robert Armstrong, Mayor

By: \_\_\_\_\_



ATTEST:

By: \_\_\_\_\_  
Secretary City of Duncan

APPROVED AS TO FORM:

By: \_\_\_\_\_  
David W. Hammond, City Attorney

## School Resource Officer Memorandum of Agreement

This Memorandum is made and agreed upon on this 6 day of Aug, 2025 by and between the Duncan Public School District - Independent School District I-1 Stephens County, and the City of Duncan through the Duncan Police Department.

This document serves as a Memorandum of Agreement between the Duncan Public School District - Independent School District I-1 Stephens County (hereafter described as "The District") and the Duncan Police Department (hereafter described as "The Department") and the City of Duncan (hereafter referred to as "The City") regarding the mission of the School Resource Officer (SRO) program, the duties and responsibilities of the School Resource Officer, the Department, and the District.

### 1. Purpose

The purpose of this memorandum is in the sole interest of making Duncan Public Schools a safe and secure learning environment. The District and the Department have established an effective working relationship to include sworn police officers employed by the Department and contracted by the District for placement within the District as School Resource Officers. In furtherance of this goal, the City and the Department agree to provide two, sworn, full time police officers to the District. These officers will be assigned to the High School and Middle School as their primary role, but will be available to the District for use at other sites.

### 2. Administration

The agreement described in this document shall be administered by the City Manager, Chief of Police of the Department, and the Superintendent of the District. These representatives shall be responsible for administering this agreement and shall have the authority to determine the duties to be performed. These representatives will have the sole authority to resolve disputes between the District, the City and the Department. The Department will receive periodic recommendations and suggestions as to the needs of the District. These recommendations will be made to the Department by the Superintendent or their designee.

### 3. Consideration

In consideration for the services provided through this Agreement, the District agrees to pay the City an amount specified in the agreed upon contract.

#### 4. Terms of Agreement

This Agreement may be canceled by either party upon thirty (30) days written notice to the Chairman of the governing body of the other party. If termination of this agreement should occur subsequent to notice being provided, pursuant to this paragraph, the District shall reimburse City on a pro rata basis for those services provided by the City but not yet paid for by the District. In the alternative, if termination should occur subsequent to notice given, pursuant to the terms of this paragraph, City shall refund to District on a pro rata basis all amounts received by City from District for which services have not yet been provided according to the terms of this contract.

#### 5. Agency Representatives

The City, the Department, and the District will appoint representatives to develop, implement, and review practices and procedures relevant to this program. These representatives will develop a procedure for ongoing evaluation, and will schedule meetings annually, at a minimum, to discuss these evaluations and recommend changes.

#### 6. Qualifications of School Resource Officers

The Officers assigned under this program shall be duly certified officers of the Department and shall perform the tasks and duties described in the job description agreed upon by the City, the Department, and the District. The Department agrees that any and all officers assigned to the District, whether primarily or temporarily, will be certified Full Time Peace Officers for the State of Oklahoma, and meet all requirements set forth by the Council on Law Enforcement and Training and the City of Duncan.

The Department agrees that the SRO will attend, within a reasonable time, a minimum forty hour School Resource Officer class of the type or equivalent to that offered by the National Association of School Resource Officers or the Oklahoma School Security Institute. The Department agrees to ensure that these officers are fully trained in the proper and appropriate law enforcement use of all equipment issued or allowed by the Department for use by its officers.

## 7. Assignment of School Resource Officers

The City agrees and guarantees that the officers will be assigned to the District as their primary assignment. Further, the City and the Department agree that the positions will be filled at all times during this agreement, and that there will be no lapses in coverage due to sickness, vacation, training, court, or other instances that require the absence of the assigned SRO. In these cases, the Department agrees to assign officers to cover the assignments. These “covering” or temporary officers will not be considered SROs for the purposes of the law and this agreement.

One SRO will be assigned to the Duncan High School, and one to the Duncan Middle School. The SRO assigned to the Duncan Middle School will have primary responsibility for non-emergency law enforcement matters at the Duncan Elementary School sites. The SRO assigned to the Duncan High School will have primary responsibility for the athletic complexes and administrative offices located in close proximity to the Duncan High School.

## 8. Duties of the School Resource Officer

The primary function of the SRO shall be to ensure the safety of the students, staff, and guests. In cooperation with District employed security staff, the SRO is responsible for campus security. Specifically, the SRO shall assist in limiting access to the school grounds to authorized persons, provide police protection to school property, personnel, and students, investigate criminal acts on campus, and act as liaison between the District and the Department, and various community partners such as district courts, juvenile justice agencies, etc.

In addition to this general function, the SRO's duties will include, but not be limited to;

1. The SRO will act as an extension of the Site Administrator's office within the scope of this agreement
2. The SRO will be a visible, active law enforcement figure on campus, dealing with criminal and school code violations
3. The SRO will act as the designee of the Site Administrator in maintaining a safe environment, to include buildings, grounds, parking lots, and other school property
4. The SRO will be a resource for teachers, parents, and students for conferences or meetings on an individual basis dealing with problems or questions.
5. The SRO will provide a positive law enforcement image to students and staff
6. The SRO will be available for school activities and organizations associated with the District within the scope of this agreement.
7. The SRO will respond to requests from administrators when they believe a situation may include a violation of law

8. The SRO, if requested by the administrator of the site assigned, will assist in scheduling and conducting emergency drills in accordance with state law and District policy.

#### 9. Use of the School Resource Officer for Behavior and Discipline

The SRO will not be used as a classroom management tool, or to “scare” students into behaving. The SRO will not be contacted for behavior issues within the special education environment unless there is an immediate risk of great bodily harm. At no time will the SRO physically restrain a special education student unless all other avenues have been exhausted, and no other method exists to prevent bodily harm to the student or others.

The SRO will not be involved in ordinary school discipline matters outside of reporting violations of school code to administration for further review. The SRO may, however, be consulted in specific disciplinary decisions when the actions leading to the discipline or the discipline itself may pose a potential risk to the safe and secure learning environment.

#### 10. Use of the School Resource Officer as a Substitute Teacher

The SRO will not be used as a Substitute Teacher or to supervise any form of detention or in school suspension. The SRO will not teach a regular class, but may occasionally be utilized to speak on matters relevant to their position, training, or experience with the consent of the SRO.

#### 11. Arrests, Interviews, and Interrogations of Students

The SRO will be the first point of contact for the Department and other agencies. The SRO assigned to that site will coordinate all law enforcement agency requests for a formal police interview, interrogation, or arrest of any student. These requests will be approved by the District Security Director unless an imminent risk to public safety prohibits this delay.

Every effort will be made to avoid arrests based on warrant, petition, or pick up order on District property during school hours. Any deviation from this should be conducted in coordination with the Site Administrator, the District, and the SRO whenever practical. The SRO shall notify the District Security Director as soon as feasible.

## 12. Uniforms and Vehicles

Assigned officers are expected to be in department approved uniforms during school hours. Assigned officers will have a marked police vehicle present on campus during school hours to provide a visible police presence.

## 13. Hours of Work

Unless requested by the District, the Department agrees to assign the SRO to work during staff work and instructional days from August to May. Days of work will be Monday through Friday in general, modified based upon the school calendar. SROs will be present at their assigned campus from 7:15 AM to 3:45 PM. These core hours may be modified by consent of both the District at the Department depending on need of the site. In addition, the SRO will be present on campus during Parent Teacher conferences. Any other extra curricular needs will be coordinated between the SRO, the District, and the Department.

## 14. Access to Education Records

The District will allow the assigned SROs access to student records as allowed by law. If confidential student records are needed by an SRO, this information may be released only as allowed by law. The Department and the City understand that the SRO is bound by FERPA and its provisions regarding student records.

## 15. Release of Student Information

No SRO may release any student or district record to any agency or entity without express consent from the District. Any record requests will be directed to the District Security Director.

## 16. Video Surveillance

SROs and other officers assigned to the District, whether as a primary or temporary role, shall have access to all district security cameras. No video may be saved, downloaded or released by the SRO or other officer. All requests for video must be made to the District in writing.

## 17. Weapons on School Property

The SRO will carry the department approved weapon on their person at all times while on duty. The district will provide a space for a safe to hold a department approved long gun. This safe will be locked at all times. The long gun will not be carried in and out of the school while students are present except in times of emergency.

## 18. Office or Space for SRO

The District will provide a location for the SRO to work. This location will be made at the discretion of the Site Administrator, in a heated and cooled location, with internet and computer access. The District will provide a computer with access to a printer. A locking drawer or file cabinet will be made available for the use of the SRO.

## 19. Employment and Selection of School Resource Officers

The SRO shall be an employee of the City and Department and shall be subject to the administration, supervision, and control of the Department. The SRO shall be subject to all policies and practices of the Department except those practices modified by this memorandum, or by agreement of the District, the City, and the Department.

The Superintendent or their designee will be the first level of contact for the SRO in matters concerning the District. The superintendent or their designee will be responsible for ensuring the proper and effective execution of this agreement, and will have authority, with site administrators, to direct the activities within the bounds of this memorandum.

The Department shall have, at its sole discretion, the ability to hire, discharge, and discipline the SRO. Candidates identified by the Department as being eligible for assignment as SRO shall be scheduled for an interview by the District. This interview shall be conducted by a panel selected by the Superintendent of the District. This panel will make its recommendations to the Department who will make the final decision.

A review process including interviews of all qualified, interested candidates will be conducted each year to ensure the most appropriate officers are in place. Upon agreement of the Department and the District, this annual review and selection process can be waived if both parties believe that no change is deemed necessary.

If a site administrator or the District is unhappy or dissatisfied with an assigned SRO, this concern shall be submitted to the Superintendent or their designee. The Superintendent or their designee will meet with all parties, and determine the best course of action. This may include a request to the Department to reassign existing SROs within the district, or a request for a different SRO altogether.

## 20. Liability

The City and the Department agrees that it shall be responsible for any liability arising from the actions of the officer in the same manner and to the same extent as it has liability for the actions of any of its police officers. Each party shall assume and be responsible for any liability or the costs of litigation arising from its employees actions.

21. Duration

This memorandum of agreement shall be in effect from the date signed until June 30, 2026. This agreement shall be subject to termination by either party with 30 days written notice.

22. Execution of the Agreement

The City appoints the Chief of Police or his designee, and the District appoints the Security Director as their designee for carrying out the terms of this Agreement, including the assignment of duties to the assigned police officer(s).

\_\_\_\_\_  
Duncan Public Schools

  
\_\_\_\_\_  
Duncan Chief of Police

\_\_\_\_\_  
City of Duncan Representative

\_\_\_\_\_  
Date

  
8/6/25  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Memorandum of Understanding

To Whom it May Concern,

This letter serves as a Memorandum of Understanding between the Duncan Public Schools (hereafter described as "The District") and the Duncan Police Department (hereafter described as "The Department") and the City of Duncan (hereafter referred to as "The City") regarding the issuance, possession, usage, and termination of school access identification badges to sworn officers employed by the Department.

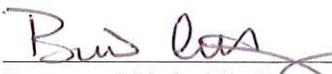
The District agrees to create and supply access badges to officers employed by the Department. These badges are for use for official purposes only, as outlined in the attached document titled "First Responder Access Badge Agreement." The Department is responsible for education and oversight in assurance these badges are appropriately utilized. The Department agrees that any violation of the signed First Responder Access Badge Agreement will result in immediate deactivation of the individual badge, and such violation will be reported to the Department.

The Department is responsible for distributing the First Responder Access Badge Agreement to the officers it wishes to have access badges, and for the return of those First Responder Access Badge Agreements to the District. The Department understands that the District will not issue any access badges without a complete, signed First Responder Access Badge Agreement on file. Upon receipt of the First Responder Access Badge Agreements, the District will print and deliver the badges to the Department for disbursement.

The Department agrees that the District will be notified immediately of any officer with a badge who has resigned, been terminated, suspended, or otherwise no longer entitled to access so that the badge can be deactivated. The Department agrees, when feasible, to recover and return to the District these access badges upon termination of employment.

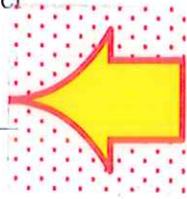
The District reserves the right to terminate this agreement if, at any point, the District finds that the program endangers the safety and security of the District. The Memorandum will be in effect from the date signed until June 30, 2026.

\_\_\_\_\_  
Duncan Public Schools

  
\_\_\_\_\_  
Duncan Chief of Police

\_\_\_\_\_  
City of Duncan Representative

\_\_\_\_\_  
Date

  
8/6/25  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Memorandum of Understanding

To Whom it May Concern,

This letter serves as a Memorandum of Understanding between the Duncan Public Schools (hereafter described as "The District") and the Duncan Police Department (hereafter described as "The Department") and the City of Duncan (hereafter referred to as "The City") regarding the possession of two way radios with Department frequencies, and the usage of those frequencies under certain circumstances.

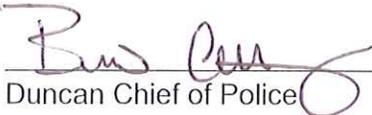
In the interest of making Duncan Public Schools a safe and secure learning environment, the District and the Department have an effective working relationship to include sworn police officers employed by the Department and contracted by the District for duties such as assignment as School Resource Officers and as security for sporting and extracurricular events. Further, the District employs security staff to augment these contracted officers. In furtherance of this cooperative agreement, the District and the Department agree that the ability to communicate between District and Department staff is vital.

The District will supply two way radios to its security staff. These radios will operate primarily on frequencies licensed to the District. The Department agrees to allow the District to program these radios with frequencies licensed by the Department. The District agrees to allow the Department to, at their discretion, program their radios with the frequencies licensed by the District.

The District and the Department agree that the District will use Department frequencies only under emergency conditions, unless requested by the Department. The District and the Department agree that any time the Department requests, District security staff may use Department frequencies. The District and the Department agree that any time the District requests, the Department may use District frequencies.

The District and the Department each reserve the right to terminate this agreement if, at any point, the District or the Department finds that the program endangers the safety and security of the District or the Department. The Memorandum will be in effect from the date signed until June 30, 2026.

\_\_\_\_\_  
Duncan Public Schools

  
\_\_\_\_\_  
Duncan Chief of Police

\_\_\_\_\_  
City of Duncan Representative

\_\_\_\_\_  
Date

  
8/6/25  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

AGREEMENT BETWEEN THE CITY OF DUNCAN, OKLAHOMA  
AND INDEPENDENT SCHOOL DISTRICT I-1 STEPHENS COUNTY

THIS AGREEMENT, made this 1<sup>st</sup> day of Aug, 2025, by and between CITY OF DUNCAN, OKLAHOMA, a municipal corporation (hereinafter referred to as "City") and INDEPENDENT SCHOOL DISTRICT I-1 STEPHENS COUNTY (hereinafter referred to as "District").

WITNESSETH:

WHEREAS, the District provides to its students a number of extra-curricular activities, including scheduled sporting events, band and concert events and social events, which have large numbers of student and non-student spectators; and

WHEREAS, the District feels that it is in the best interests of the students participating, as well as the student and non-student spectators involved, in the scheduled events to be provided the best possible police protection; and

WHEREAS, the District has requested that the City provide certified police officers to act as a security force during certain scheduled events as more fully enumerated on Exhibit "1" attached hereto and made a part hereof; and

WHEREAS, the City has determined that it would be in the best interests of the students and residents of the City of Duncan to provide police protection to the District for the purposes and under the terms and conditions stated herein.

NOW THEREFORE, it is agreed by and between the parties as follows:

1. Term. The term of this Agreement will remain in effect for the District's 2025-2026 school year.
2. Personnel. The City will provide the services of experienced CLEET certified police officers to the District for those events which are enumerated on Exhibit "1" attached hereto.
  - A. For each and every event at which the District requires three (3) or more police officers, one (1) police supervisor will be provided in addition to the assigned officers. The supervisor requirement is a matter of police department policy and procedure and may not be waived.
  - B. The number of officers to be provided at each scheduled event is set forth on Exhibit "1" attached hereto and made a part hereof

It is understood by and between the parties that the assigned officer or officers are, at all times pertinent to this Agreement, police officers commissioned by the State of

- C. Oklahoma and employed by the City. The assigned officers will, at all material times, be under the supervision of the Duncan Police Department. The City will be responsible for payment of salaries, withholding, FICA, pension contributions and insurance premiums for health insurance and workman's compensation. Direction, assignments and duties involving the officers will be coordinated between an appointed representative of the District and the Chief of Police or his designee.

3. Consideration: In and for consideration of the services to be provided by this Agreement, the District agrees to pay the City a total amount of \$21,482.05. Of this amount, the sum of \$16,840.18 will be expended as payment for security to high school events, and the sum of \$4,641.87 will be expended as payment for security to middle school events.
  - A. Said amount of \$21482.05 shall be paid in ten equal installments of \$2148.20 with the first payment commencing on the 15<sup>th</sup> day of September, 2025, with successive payments to be made on the 15<sup>th</sup> day of each month thereafter until said sum is paid in full. Any deviation from the payment schedule will be coordinated between the business manager for the District and the City Clerk of the City.
  - B. Exhibit "2" attached hereto contains a detailed breakdown of the costs associated with each event sanctioned by the District.
4. Other Events. It is agreed by and between the City and the District that the total amount included in paragraph 3 does not include costs of security for post-season games or unscheduled events. Additional security for unscheduled events will be provided at the rate of \$42.98 per hour per officer and \$51.31 per hour per supervisor. It is further agreed by and between the parties that the event where three (3) or more officers are requested by the District, the City will also provide one (1) supervisor as set forth in paragraph 2 above and the expense for same will be paid by the District.
5. Primary Duties. The primary responsibilities of the assigned officer or officers will be to provide security on District property at which the sanctioned event is being conducted. The duties will include monitoring the parking areas are required. It is understood that offsite traffic control (City streets), if required, will not be provided by officers participating as the assigned security force.
6. Appointment of Representatives. The City appoints the Chief of Police and the District appoints Dr. Channa Byerly as their respective designees for carrying out the terms of this Agreement, including assignment of duties to officers being provided as the security force.
7. Miscellaneous. This Agreement may be canceled by either party upon thirty (30) days written notice to the respective designee of the other party. If termination of this contract should occur subsequent to notice being provided, pursuant to this paragraph, the District shall reimburse City on a pro rata basis for those services provided by the City but not yet paid for by the District. In the alternative, if termination should occur subsequent to notice given, pursuant to the terms of this paragraph, City shall refund to District on a pro rata basis all amounts received by City from District for which services have not yet been provided according to the terms of this contract.
8. Assignment. It is further agreed that this Agreement cannot be assigned by either of the parties hereto, and none of the rights contained in this Agreement may be assigned without the written consent of all the parties to this Agreement.
9. Time is of the Essence. It is further agreed by and between the parties hereto that time is of the essence of this Agreement as to all the terms and conditions of this Agreement.

10. Governing Law. It is further agreed that this Agreement was entered into in the State of Oklahoma and shall be governed by, construed and enforced in accordance with and subject to the laws of the State of Oklahoma.
11. Notice. All notices, requests, demands and other communications, whether for arbitration or otherwise, shall be in writing and shall be mailed by certified mail, postage prepaid, return receipt requested.
- A. If to the City of Duncan:
- City of Duncan  
P.O. Box 969  
Duncan, Oklahoma 73534
- and-
- David Hammond  
Hammond, Archer and Kee, PLLC  
1102 West Maple Avenue  
Duncan, OK. 73533
- B. If to the District:
- INDEPENDENT SCHOOL DISTRICT I-1 STEPHENS COUNTY  
1706 W. Spruce  
Duncan, Oklahoma 73533
12. Successor Bound. Subject to the provisions of Section 11 above, this Agreement shall be binding upon and inure to the benefit of the parties hereto, their respective heirs, devisees, trustees, successors and assigns .
13. Section and Paragraph Headings. The section and paragraph headings in this Agreement are for reference purposes only, and shall not affect in any way the meaning or interpretation of this Agreement.
14. Amendment. This Agreement shall be amended only by an instrument in writing, executed by the parties hereto.
15. Entire Agreement. This Agreement, the exhibits and schedules hereto and the documents specifically referred to herein, constitute the entire agreement, understanding, representations and warranties of the parties hereto. All oral or written agreements, promises and arrangements in relation to the subject matter of this Agreement are hereby rescinded.
16. Counterparts. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute but one and the same instrument.
17. Severability. If any provision of this Agreement shall be held invalid by a Court of competent jurisdiction, that provision shall be severed from the Agreement and the remaining provisions of this Agreement shall remain in full force and effect.

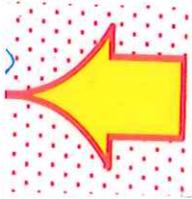
IN WITNESS WHEREOF, the parties have executed the Agreement on this 1<sup>st</sup> day of Aug, 2025.

City of Duncan, Oklahoma

Independent School Dist I-1 Stephens County.

By: \_\_\_\_\_  
Robert Armstrong, Mayor

By: \_\_\_\_\_



ATTEST:

By: \_\_\_\_\_  
Secretary City of Duncan

APPROVED AS TO FORM:

By: \_\_\_\_\_  
David W. Hammond, City Attorney

INDEPENDENT SCHOOL DISTRICT I-1 STEPHENS COUNTY  
2025 - 2026 School Year

DUNCAN MIDDLE SCHOOL

Seventh & Eighth Grade Football

One Officer

Seventh & Eighth Grade Basketball

One Officer

Seventh & Eighth Grade Basketball Tournament

One Officer

Middle School Wrestling

One Officer

Middle School Wrestling Tournament

One Officer

School Band Concert

One Officer

Middle School Dance

One Officer

INDEPENDENT SCHOOL DISTRICT I-1 STEPHENS COUNTY  
2025 - 2026 School Year

DUNCAN HIGH SCHOOL

High School Varsity Football

One Supervisor  
Five Officers

Junior Varsity Football

One Officer

Ninth Grade Football

One Officer

High School Wrestling

Two Officers

High School Wrestling Tournament

Two Officers

High School Basketball

Two Officers

High School Basketball Tournament

Two Officers

Ninth Grade Basketball

One Officer

Two High School Dances

One Supervisor  
Five Officers

Graduation

One Supervisor  
Five Officers

High School Soccer

One Officer

Exhibit #2

INDEPENDENT SCHOOL DISTRICT I-1 STEPHENS COUNTY  
2025-2026 School Year

HIGH SCHOOL

Varsity Football  
20 hours @ \$51.31    \$1026.20  
100 hours @ \$42.98    \$4298.00

Jr. Varsity Football  
15 hours @ \$42.98    \$ 644.70

9<sup>th</sup> Grade Football  
12 hours @ \$42.98    \$ 515.76

Wrestling  
24 hours @ \$42.98    \$1031.52

Wrestling Tournament  
16 hours @ \$42.98    \$ 687.68

Basketball  
64 hours @ \$42.98    \$2750.72

Basketball Tournament  
24 hours @ \$42.98    \$1031.52

9<sup>th</sup> Grade Basketball  
21 hours @ \$42.98    \$ 902.58

High School Dances  
8 hours @ \$51.31    \$ 410.48  
40 hours @ \$42.98    \$1719.20

Graduation  
2 hours @ \$51.31    \$ 102.62  
10 hours @ \$42.98    \$ 429.80

Soccer  
30 hours @ \$42.98    \$1289.40

Duncan High School  
Total            \$16,840.18

MIDDLE SCHOOL

7<sup>th</sup> & 8<sup>th</sup> Grade Football  
12 hours @ \$42.98    \$ 515.76

7<sup>th</sup> & 8<sup>th</sup> Grade Basketball  
32 hours @ \$42.98    \$1375.36

Basketball Tournament  
18 hours @ \$42.98    \$ 773.64

Wrestling  
24 hours @ \$42.98    \$1031.52

Wrestling Tournament  
10 hours @ \$42.98    \$ 429.80

Band Concert  
4 hours @ \$42.98    \$ 171.92

School Dance  
8 hours @ \$42.98    \$ 343.87

Duncan Middle School  
Total            \$4,641.87

Grand Total            \$21,482.05

## Sports and Extracurricular Activity Memorandum of Agreement

This Memorandum is made and agreed upon on this 6 day of August, 2025 by and between the Duncan Public School District - Independent School District I-1 Stephens County and the City of Duncan through the Duncan Police Department.

This document serves as a Memorandum of Agreement between the Duncan Public School District - Independent School District I-1 Stephens County (hereafter described as "The District") and the Duncan Police Department (hereafter described as "The Department") and the City of Duncan (hereafter referred to as "The City") regarding sporting and extracurricular activity security.

### 1. Purpose

The purpose of this memorandum is in the sole interest of making Duncan Public Schools sporting and extracurricular events safe and enjoyable for all who attend. The District and the Department have established an effective working relationship to include sworn police officers employed by the Department and contracted by the District for placement within the District as School Resource Officers. In furtherance of this goal, the City and the Department agree to provide sworn, full time police officers to the District in accordance with the attached schedule of events.

### 2. Administration

The agreement described in this document shall be administered by the City Manager, Chief of Police of the Department, and the Superintendent of the District. These representatives shall be responsible for administering this agreement and shall have the authority to determine the duties to be performed. These representatives will have the sole authority to resolve disputes between the District, the City and the Department. The Department will receive periodic recommendations and suggestions as to the needs of the District. These recommendations will be made to the Department by the Superintendent or their designee.

### 3. Consideration

In consideration for the services provided through this Agreement, the District agrees to pay the City an amount specified in the agreed upon contract and addendum addressing athletics and activity schedules.

#### 4. Terms of Agreement

This Agreement may be canceled by either party upon thirty (30) days written notice to the Chairman of the governing body of the other party. If termination of this contract should occur subsequent to notice being provided, pursuant to this paragraph, the District shall reimburse City on a pro rata basis for those services provided by the City but not yet paid for by the District. In the alternative, if termination should occur subsequent to notice given, pursuant to the terms of this paragraph, City shall refund to District on a pro rata basis all amounts received by City from District for which services have not yet been provided according to the terms of this contract.

#### 5. Agency Representatives

The City, the Department, and the District will appoint representatives to develop, implement, and review practices and procedures relevant to this program. These representatives will develop a procedure for ongoing evaluation, and will schedule meetings annually, at a minimum, to discuss these evaluations and recommend changes.

#### 6. Qualifications of Officers

The Officers assigned under this program shall be duly certified officers of the Department and shall perform the tasks and duties described in this document. The Department agrees that any and all officers assigned will be certified Peace Officers for the State of Oklahoma, and meet all requirements set forth by the Council on Law Enforcement and Training and the City of Duncan. The Department agrees that these officers are fully trained in the proper and appropriate law enforcement use of all equipment issued or allowed by the Department for use by its officers.

#### 7. Assignment of Officers

The City agrees and guarantees that the officers will be assigned to the events in the numbers prescribed in the attached schedule of events. The method and manner in which these officers are assigned is at the sole discretion of the Department. It is understood that, due to Department policy, any event that requires three or more officers will also require one supervisor to be in attendance.

#### 8. Preference of the School Resource Officer

Due to the familiarity of students, staff, and property held by the School Resource Officers assigned to the District, it is obviously preferred that the SROs are present at events. The District realizes that this is not always feasible. In cases where officers who

are not the assigned District SROs are assigned to events, they are not considered SROs under law or for purposes of this agreement.

#### 9. Duties of Officers Contracted

Officers assigned to events will have the primary role of ensuring the safety of participants, staff, and spectators. Officers are also expected to keep order and enforce school policy in the event that the policy serves a role in the overall safety and security of the event.

Additional duties may include, but are not limited to;

1. Searching of bags, purses, and personal items as a prerequisite to entry
2. Enforce established rules concerning exit and re-entry
3. Escort subjects off the property as directed by Administration or Officials
4. Escort staff carrying money from ticket booths and concession stands
5. Direct traffic before and after events
6. Assist with crowd control during events
7. Patrol parking lots during events
8. Any other duties requested or required by District Administration that are not in conflict with District or Agency policy or any local, state, or federal law.

#### 10. Enforcement of School Policy

Officers who are not designated SROs are not expected to enforce school policy regarding student behavior unless that behavior impacts the safety and security of the event. If a situation arises where an officer is made aware of an issue that needs to be addressed, but does not directly impact safety or security, the matter should be referred to the administrator on duty.

#### 11. Hours of Work

Unless a modification is requested by the District, the Department agrees to assign the officers to arrive at least 30 minutes prior to the event start time, and remain until released by administration.

#### 12. Uniforms and Vehicles

Assigned officers are expected to be in department approved uniforms while working events. Assigned officers will have, when assigned, a marked police vehicle at events to provide a visible police presence.

### 13. Employment of Officers

Officers shall be employees of the City and Department and shall be subject to the administration, supervision, and control of the Department. Officers shall be subject to all policies and practices of the Department except those practices modified by this memorandum, or by agreement of the District, the City, and the Department.

The Superintendent or their designee will be the first level of contact for the officers in matters concerning the District. The Superintendent or their designee will be responsible for ensuring the proper and effective execution of this agreement, and will have authority, with administrators, to direct the activities within the bounds of this memorandum.

If an administrator or the District is unhappy or dissatisfied with an assigned officer, this concern shall be submitted to the Superintendent or their designee. The Superintendent or their designee will meet with all parties, and determine the best course of action. This may include a request to the Department to no longer assign a particular officer to events.

### 14. Liability

The City and the Department agrees that it shall be responsible for any liability arising from the actions of the officer in the same manner and to the same extent as it has liability for the actions of any of its police officers. Each party shall assume and be responsible for any liability or the costs of litigation arising from its employees actions.

### 15. Duration

This memorandum of understanding and the agreement within shall be in effect from the date signed until June 30, 2026. This agreement shall be subject to termination by either party with 30 days written notice.

Execution of the Agreement

The City appoints the Chief of Police or his designee, and the District appoints the Security Director as their designee for carrying out the terms of this Agreement, including the assignment of duties to the assigned police officer(s).

\_\_\_\_\_  
Duncan Public Schools

Bud Ows  
\_\_\_\_\_  
Duncan Chief of Police

\_\_\_\_\_  
City of Duncan Representative

\_\_\_\_\_  
Date

8/16/25  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Date





DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanos.org](http://www.duncanos.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: Central Office / District

Vendor Requested: SELECTIVE INSURANCE

Item Request Description: DISTRICT FLOOD INSURANCE FOR 25-26

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(increased 2,457.00 from last year)

Dollar Amount Requested (if applicable): \$34,565.00

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: 024-Flood Insurance

Kelly Hendon  
Signature of Requestor/Principal

07/22/2025  
Date

J. McCom  
Signature of Office Manager

07-22-2025  
Date

\_\_\_\_\_  
Signature of Superintendent

\_\_\_\_\_  
Date



SELECTIVE FLOOD INSURANCE FOR DISTRICT

Property Location	Policy#	FY 25-26	<i>difference</i>	FY 24-25	<i>difference</i>	FY 23-24	<i>difference</i>	FY 22-23	<i>difference</i>	FY 21-22
1607 Beech-Transportation	FLD1245912	3,610.00	0.00	3,610.00	507.00	3,103.00	-1.00	3,104.00	-22.00	3,126.00
1607 Beech-Bus Garage/Storage	FLD1245914	2,318.00	0.00	2,318.00	183.00	2,135.00	0.00	2,135.00	-4,611.00	6,746.00
1607 Beech-Bus Barn	FLD1245915	1,726.00	0.00	1,726.00	101.00	1,625.00	2.00	1,623.00	-1,572.00	3,195.00
16th & Beech-Wt Rm	FLD1245918	1,174.00	0.00	1,174.00	0.00	1,174.00	19.00	1,155.00	-248.00	1,403.00
16TH & Spruce-Softball	FLD1245922	1,207.00	0.00	1,207.00	0.00	1,207.00	1.00	1,206.00	-23.00	1,229.00
1706 Spruce-CO	FLD1245923	10,692.00	1,777.00	8,915.00	760.00	8,155.00	-3,973.00	12,128.00	1,542.00	10,586.00
1607 Beech-Drivers Ed	FLD1245924	2,223.00	191.00	2,032.00	173.00	1,859.00	154.00	1,705.00	136.00	1,569.00
16th & Beech-Stadium Dressing Rm	FLD1245925	1,191.00	0.00	1,191.00	212.00	979.00	1.00	978.00	-2,304.00	3,282.00
16th & Spruce-Media Cntr	FLD1245926	5,255.00	162.00	5,093.00	732.00	4,361.00	621.00	3,740.00	547.00	3,193.00
16th & Spruce-1st Base Dugout	FLD1249753	387.00	14.00	373.00	12.00	361.00	10.00	351.00	5.00	346.00
1607 Beech-HS Track Storage	FLD1258643	948.00	0.00	948.00	15.00	933.00	13.00	920.00	91.00	829.00
1607 Beech-Locker Room & Storage	FLD2425634	2,060.00	269.00	1,791.00	227.00	1,564.00	193.00	1,371.00	161.00	1,210.00
16th & Beech-Locker Room	FLD2425661	891.00	0.00	891.00	55.00	836.00	0.00	836.00	24.00	812.00
1607 Beech-Drivers Ed Garage	FLD2426383	485.00	29.00	456.00	24.00	432.00	21.00	411.00	15.00	396.00
16th & Spruce-3rd Base Dugout	FLD2426433	398.00	15.00	383.00	13.00	370.00	10.00	360.00	9.00	351.00
		<b>\$34,565.00</b>	2,457.00	\$32,108.00	\$3,014.00	\$29,094.00	<b>-\$2,929.00</b>	\$32,023.00	<b>-\$6,250.00</b>	\$38,273.00

*Keth*

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1  
 Policy number: FLD1245912 ✓  
 Mortgage loan number: 0  
 Payor: DUNCAN INDEPENDENT SCHOOL DIST #1  
 Property Address:  
 SCHOOL OFFICE 1607 W BEECH  
 DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
 877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
 255-8700

**Payment due/expiration date:**  
 09/02/2025 12:01 am

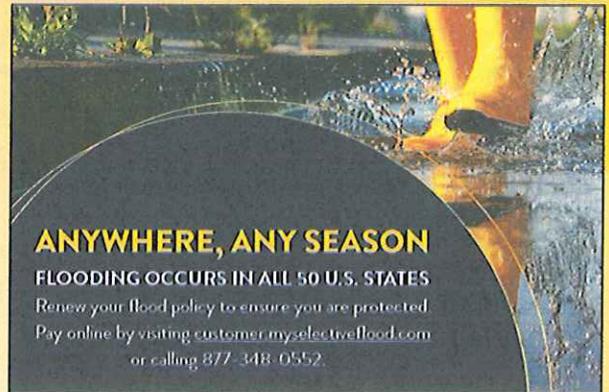
To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

-  [customer.myselectiveflood.com](http://customer.myselectiveflood.com)
-  877-348-0552 (credit card or echeck only)
-  mail in check - made payable to Selective

*No Change*



### Policy coverage options

*Last yr. 3,610<sup>00</sup>*

Location: SCHOOL OFFICE 1607 W BEECH DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$3,610.00	\$119,000.00	\$26,000.00	\$2,000.00	\$2,000.00
Option B	Increased coverage	\$3,715.00	\$131,000.00	\$28,000.00	\$2,000.00	\$2,000.00

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
 1220 W MAIN ST  
 DUNCAN, OK 73533

MB 01 000153 01381 H 2 A



DUNCAN INDEPENDENT SCHOOL DIST #1  
 PO BOX 1548  
 DUNCAN, OK 73534-1548

YOUR POLICY RENEWAL DATE      POLICY NUMBER

09/02/2025

FLD1245912

Select one:



OPTION A  
 \$3,610



OPTION B  
 \$3,715

Amount enclosed:

*\$3,610<sup>00</sup>*

See reverse for ways to pay.

544



JUL 21 2025

**SELECTIVE**  
INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DISTRICT #1

Policy number: FLD1245914 ✓

Mortgage loan number: 0

Payor: DUNCAN INDEPENDENT SCHOOL DISTRICT #1

Property Address:  
1607 W. BEECH AVE. BUS GARAGE/STORAGE  
DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

**Payment due/expiration date:**  
09/02/2025 12:01 am

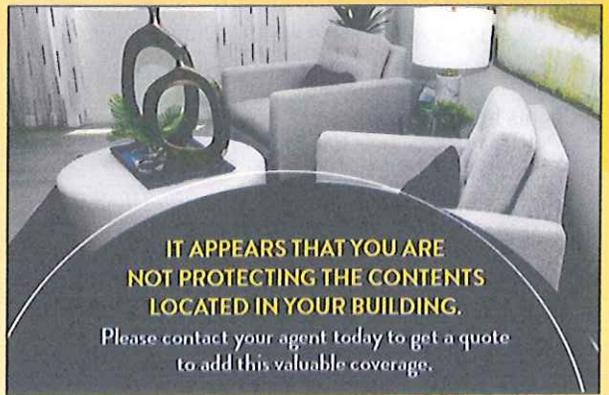
To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

-  [customer.myselectiveflood.com](http://customer.myselectiveflood.com)
-  877-348-0552 (credit card or echeck only)
-  mail in check - made payable to Selective

*No Change*



## Policy coverage options *Last yr. 2,318.00*

Location: 1607 W. BEECH AVE. BUS GARAGE/STORAGE DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$2,318.00	\$90,000.00	N/A	\$5,000.00	N/A
Option B	Increased coverage	\$2,401.00	\$99,000.00	N/A	\$5,000.00	N/A

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

**SELECTIVE**  
INSURANCE®

MB 01 000147 01381 H 2 A



YOUR POLICY RENEWAL DATE

09/02/2025

POLICY NUMBER

FLD1245914

DUNCAN INDEPENDENT SCHOOL DISTRICT #1  
P.O. BOX 1548  
DUNCAN, OK 73534-1548

Select one:



OPTION A  
\$2,318



OPTION B  
\$2,401

Amount enclosed:

*\$ 2,318.00*

See reverse for ways to pay.

545

000030905451 000256747296 8

0

000147 1/1



6

JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DISTRICT #1  
Policy number: FLD1245915 ✓  
Mortgage loan number: 0  
Payor: DUNCAN INDEPENDENT SCHOOL DISTRICT #1  
Property Address:  
1607 W. BEECH AVEBUS SHED  
DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

### Payment due/expiration date:

09/02/2025 12:01 am

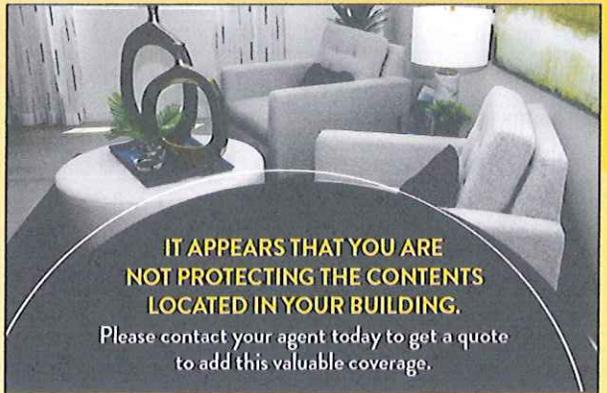
To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

- customer.myselectiveflood.com
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

*No change*



### Policy coverage options *Last yr. 1,726.00*

Location: 1607 W. BEECH AVEBUS SHED DUNCAN, OK 73533

	PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
		BUILDING	CONTENTS	BUILDING	CONTENTS
Option A Current coverage	\$1,726.00	\$40,000.00	N/A	\$5,000.00	N/A
Option B Increased coverage	\$1,786.00	\$44,000.00	N/A	\$5,000.00	N/A

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

MB 01 000150 01381 H 2 A



DUNCAN INDEPENDENT SCHOOL DISTRICT #1  
P.O. BOX 1548  
DUNCAN, OK 73534-1548

# SELECTIVE INSURANCE®

YOUR POLICY RENEWAL DATE

POLICY NUMBER

09/02/2025

FLD1245915

Select one:

OPTION A  
\$1,726

OPTION B  
\$1,786

Amount enclosed:

*\$ 1,726.00*

See reverse for ways to pay.

546

000030905460 000256747566 1

1

000150 1/1



JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1  
Policy number: FLD1245918 ✓  
Mortgage loan number: 0  
Payor: DUNCAN INDEPENDENT SCHOOL DIST #1  
Property Address:  
16TH ST & BEECH AVEWEIGHT TRAINING BUILDING  
DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

**Payment due/expiration date:**  
09/02/2025 12:01 am

To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

- [customer.myselectiveflood.com](http://customer.myselectiveflood.com)
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

*No Change*



## Policy coverage options *Last yr. 1,174.00*

Location: 16TH ST & BEECH AVEWEIGHT TRAINING BUILDING DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$1,174.00	\$90,000.00	\$38,000.00	\$1,000.00	\$1,000.00
Option B	Increased coverage	\$1,207.00	\$99,000.00	\$40,000.00	\$1,000.00	\$1,000.00

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

MB 01 000148 01381 H 2 A



DUNCAN INDEPENDENT SCHOOL DIST #1  
PO BOX 1548  
DUNCAN, OK 73534-1548

# SELECTIVE INSURANCE®

YOUR POLICY RENEWAL DATE

POLICY NUMBER

09/02/2025

FLD1245918

Select one:

OPTION A  
\$1,174

OPTION B  
\$1,207

Amount enclosed:

*\$ 1,174.00*

See reverse for ways to pay.

547

000030905469 000256747485 2

9

000148 1/1



JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1

Policy number: FLD1245922 ✓

Mortgage loan number: 0

Payor: DUNCAN INDEPENDENT SCHOOL DIST #1

Property Address:  
16TH ST & SPRUCE AVE- DSOFTBALL FIELD STEEL BLDG.  
DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

### Payment due/expiration date:

09/02/2025 12:01 am

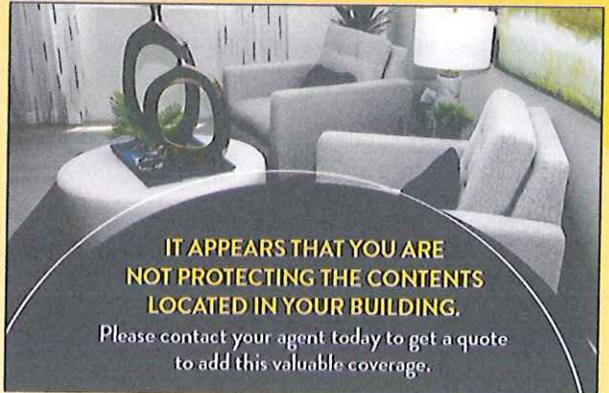
To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

- customer.myselectiveflood.com
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

*No Change*



## Policy coverage options *Last yr. 1,207.00*

Location: 16TH ST & SPRUCE AVE- DSOFTBALL FIELD STEEL BLDG. DUNCAN, OK 73533

	PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
		BUILDING	CONTENTS	BUILDING	CONTENTS
Option A Current coverage	\$1,207.00	\$74,000.00	N/A	\$1,000.00	N/A
Option B Increased coverage	\$1,233.00	\$82,000.00	N/A	\$1,000.00	N/A

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

# SELECTIVE INSURANCE®

MB 01 000157 01381 H 2 A



YOUR POLICY RENEWAL DATE

POLICY NUMBER

09/02/2025

FLD1245922

DUNCAN INDEPENDENT SCHOOL DIST #1  
1706 SPRUCE  
DUNCAN, OK 73533-2308

Select one:

- OPTION A \$1,207
- OPTION B \$1,233

Amount enclosed:

*\$ 1,207.00*

See reverse for ways to pay.

548

000030905476 000256747421 3

0

000157 1/1

JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1  
 Policy number: FLD1245923 ✓  
 Mortgage loan number: 0  
 Payor: DUNCAN INDEPENDENT SCHOOL DIST #1  
 Property Address:  
 1706 SPRUCE AVE ADMINISTRATIVE BUILDING  
 DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
 877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
 255-8700

**Payment due/expiration date:**  
 09/02/2025 12:01 am

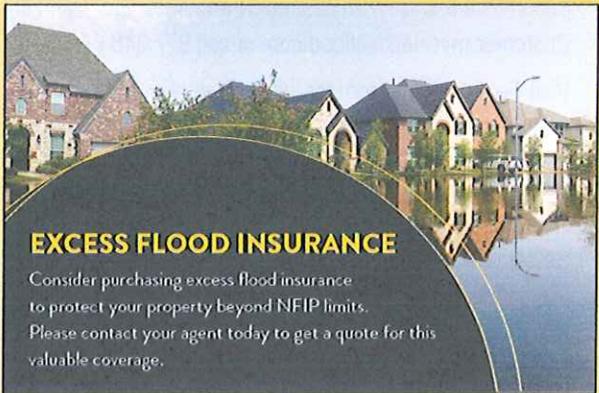
To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

-  [customer.myselectiveflood.com](http://customer.myselectiveflood.com)
-  877-348-0552 (credit card or echeck only)
-  mail in check - made payable to Selective

↑ 1,777.00



**EXCESS FLOOD INSURANCE**  
 Consider purchasing excess flood insurance to protect your property beyond NFIP limits. Please contact your agent today to get a quote for this valuable coverage.

### Policy coverage options *Last yr. 8,915.00*

Location: 1706 SPRUCE AVE ADMINISTRATIVE BUILDING DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$10,692.00	\$500,000.00	\$500,000.00	\$1,250.00	\$1,250.00
Option B	Increased coverage	N/A	N/A	N/A	N/A	N/A

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
 1220 W MAIN ST  
 DUNCAN, OK 73533

MB 01 000146 01381 H 2 A



DUNCAN INDEPENDENT SCHOOL DIST #1  
 PO BOX 1548  
 DUNCAN, OK 73534-1548

## SELECTIVE INSURANCE®

YOUR POLICY RENEWAL DATE      POLICY NUMBER

09/02/2025      FLD1245923

Select one:

- OPTION A \$10,692       OPTION B N/A

Amount enclosed:

\$ 10,692.00

See reverse for ways to pay.

549

000030905486 000256747516 ?

1

000146 1/1



JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1  
Policy number: FLD1245924 ✓  
Mortgage loan number: 0  
Payor: DUNCAN INDEPENDENT SCHOOL DIST #1  
Property Address:  
1607 W BEECH AVEDRIVERS ED BUILDING  
DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

**Payment due/expiration date:**  
09/02/2025 12:01 am

To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

- [customer.myselectiveflood.com](https://customer.myselectiveflood.com)
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

↑ 191.00



### Policy coverage options

Last yr. 2,032.00

Location: 1607 W BEECH AVEDRIVERS ED BUILDING DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$2,223.00	\$50,000.00	\$15,000.00	\$5,000.00	\$5,000.00
Option B	Increased coverage	\$2,307.00	\$55,000.00	\$16,000.00	\$5,000.00	\$5,000.00

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

# SELECTIVE INSURANCE®

MB 01 000152 01381 H 2 A



DUNCAN INDEPENDENT SCHOOL DIST #1  
PO BOX 1548  
DUNCAN, OK 73534-1548

YOUR POLICY RENEWAL DATE

POLICY NUMBER

09/02/2025

FLD1245924

Select one:

OPTION A  
\$2,223

OPTION B  
\$2,307

Amount enclosed:

\$ 2,223.00

See reverse for ways to pay.

550

000030905497 000256747143 1

5

000152 1/1



JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1  
Policy number: FLD1245925 ✓  
Mortgage loan number: 0  
Payor: DUNCAN INDEPENDENT SCHOOL DIST #1  
Property Address:  
16TH ST AND BEECH AVESR HIGH STADIUM WEST  
DRESSING ROOM  
DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

**Payment due/expiration date:**  
09/02/2025 12:01 am

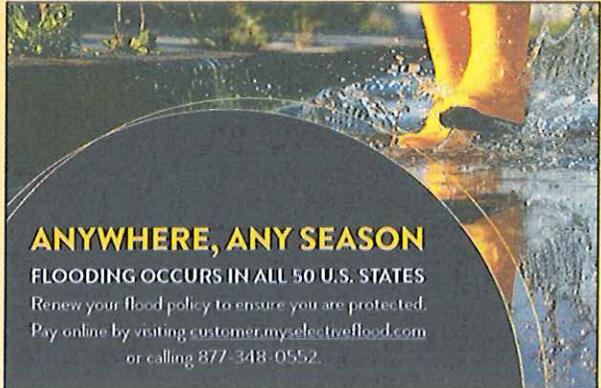
To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

- customer.myselectiveflood.com
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

*No Change*



### Policy coverage options *Last yr. 1,191.00*

Location: 16TH ST AND BEECH AVESR HIGH STADIUM WEST DRESSING ROOM  
DUNCAN, OK 73533

	PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
		BUILDING	CONTENTS	BUILDING	CONTENTS
Option A Current coverage	\$1,191.00	\$100,000.00	\$100,000.00	\$5,000.00	\$5,000.00
Option B Increased coverage	\$1,216.00	\$110,000.00	\$105,000.00	\$5,000.00	\$5,000.00

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

# SELECTIVE INSURANCE®

MB 01 000151 01381 H 2 A



DUNCAN INDEPENDENT SCHOOL DIST #1  
PO BOX 1548  
DUNCAN, OK 73534-1548

YOUR POLICY RENEWAL DATE: 09/02/2025  
POLICY NUMBER: FLD1245925

Select one:  OPTION A \$1,191  OPTION B \$1,216

Amount enclosed: **\$1,191.00**

See reverse for ways to pay.

551

000030905508 000256747369 3

4

JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DISTRICT #1  
Policy number: FLD1245926 ✓  
Mortgage loan number: 0  
Payor: DUNCAN INDEPENDENT SCHOOL DISTRICT #1  
Property Address:  
16TH ST & SPRUCE AVEMEDIA CENTER  
DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

**Payment due/expiration date:**  
09/02/2025 12:01 am

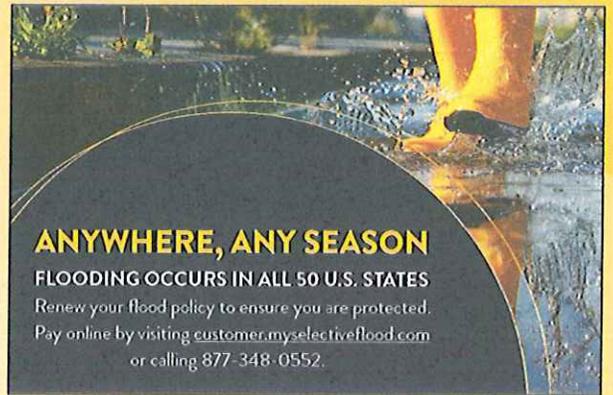
To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

- customer.myselectiveflood.com
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

↑ 16200



## Policy coverage options *Last yr. 5,093.00*

Location: 16TH ST & SPRUCE AVEMEDIA CENTER DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$5,255.00	\$300,000.00	\$300,000.00	\$1,250.00	\$1,250.00
Option B	Increased coverage	\$5,409.00	\$330,000.00	\$315,000.00	\$1,250.00	\$1,250.00

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

# SELECTIVE INSURANCE®

MB 01 000144 01381 H 2 A



DUNCAN INDEPENDENT SCHOOL DISTRICT #1  
P.O BOX 1548  
DUNCAN, OK 73534-1548

YOUR POLICY RENEWAL DATE

POLICY NUMBER

09/02/2025

FLD1245926

Select one:

OPTION A  
\$5,255

OPTION B  
\$5,409

Amount enclosed:

\$ *5,255.00*

See reverse for ways to pay.

552

000030905520 000256747907 4

?

000144 1/1



JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1  
Policy number: FLD1249753 ✓  
Mortgage loan number: 0  
Payor: DUNCAN INDEPENDENT SCHOOL DIST #1  
Property Address:  
16TH ST & SPRUCE - CDUGOUT 1ST BASE SIDE  
DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

**Payment due/expiration date:**  
09/02/2025 12:01 am

To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

- customer.myselectiveflood.com
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

↑ 1400



## Policy coverage options *Last yr. 37300*

Location: 16TH ST & SPRUCE - CDUGOUT 1ST BASE SIDE DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$387.00	\$3,000.00	N/A	\$2,000.00	N/A
Option B	Increased coverage	\$400.00	\$4,000.00	N/A	\$2,000.00	N/A

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

# SELECTIVE INSURANCE®

MB 01 000156 01381 H 2 A



DUNCAN INDEPENDENT SCHOOL DIST #1  
1706 SPRUCE  
DUNCAN, OK 73533-2308

YOUR POLICY RENEWAL DATE

POLICY NUMBER

09/02/2025

FLD1249753

Select one:

OPTION A \$387

OPTION B \$400

Amount enclosed:

\$ 38700

See reverse for ways to pay.

553

000030905528 000256748059 8

0

000156 1/1



JUL 21 2025

**SELECTIVE**  
INSURANCE®

# Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DISTRICT #1  
Policy number: FLD1258643 ✓  
Mortgage loan number: 0  
Payor: DUNCAN INDEPENDENT SCHOOL DISTRICT #1  
Property Address:  
1607 W. BEECH AVE. HIGH SCHOOL TRACK AND OFFICE STORAGE  
DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

**Payment due/expiration date:**  
09/02/2025 12:01 am

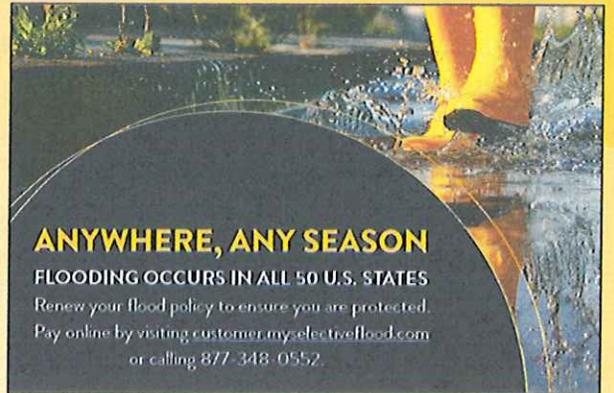
To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

- [customer.myselectiveflood.com](http://customer.myselectiveflood.com)
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

*No change*



## Policy coverage options *Last yr. 948.00*

Location: 1607 W. BEECH AVE. HIGH SCHOOL TRACK AND OFFICE STORAGE  
DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$948.00	\$21,000.00	\$10,000.00	\$5,000.00	\$5,000.00
Option B	Increased coverage	\$985.00	\$24,000.00	\$11,000.00	\$5,000.00	\$5,000.00

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

MB 01 000149 01381 H 2 A



DUNCAN INDEPENDENT SCHOOL DISTRICT #1  
P.O. BOX 1548  
DUNCAN, OK 73534-1548

**SELECTIVE**  
INSURANCE®

YOUR POLICY RENEWAL DATE

POLICY NUMBER

09/02/2025

FLD1258643

Select one:

OPTION A  
\$948

OPTION B  
\$985

Amount enclosed:

*\$ 948.00*

See reverse for ways to pay.

554

000030905541 000256747797 ?

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000149 1/1



JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1  
Policy number: FLD2425634 ✓  
Mortgage loan number: 0  
Payor: DUNCAN INDEPENDENT SCHOOL DIST #1  
Property Address:  
1607 W BEECH AVETRACK, LOCKER, STORAGE, AND  
WEIGHT TRAINING BLDG  
DUNCAN, OK 73533-2351

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

**Payment due/expiration date:**  
09/02/2025 12:01 am

To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

- [customer.myselectiveflood.com](http://customer.myselectiveflood.com)
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

↑ 269.00



## Policy coverage options *Last yr. 1,791.00*

Location: 1607 W BEECH AVETRACK, LOCKER, STORAGE, AND WEIGHT TRAINING BLDG DUNCAN, OK 73533-2351

	PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
		BUILDING	CONTENTS	BUILDING	CONTENTS
Option A Current coverage	\$2,060.00	\$30,000.00	\$31,000.00	\$5,000.00	\$5,000.00
Option B Increased coverage	\$2,156.00	\$33,000.00	\$33,000.00	\$5,000.00	\$5,000.00

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

# SELECTIVE INSURANCE®

MB 01 000155 01381 H 2 A



DUNCAN INDEPENDENT SCHOOL DIST #1  
P.O. BOX 1548  
DUNCAN, OK 73534-1548

YOUR POLICY RENEWAL DATE

POLICY NUMBER

09/02/2025

FLD2425634

Select one:

OPTION A \$2,060

OPTION B \$2,156

Amount enclosed:

\$ 2,060.00

See reverse for ways to pay.

555

000030905553 000256747344 5

8

000155 1/1



JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1  
Policy number: FLD2425661 ✓  
Mortgage loan number: 0  
Payor: DUNCAN INDEPENDENT SCHOOL DIST #1  
Property Address:  
16TH ST & BEECH AVELOCKER ROOM  
DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

**Payment due/expiration date:**  
09/02/2025 12:01 am

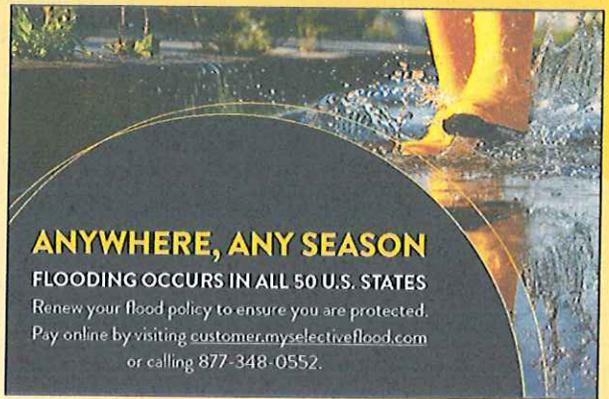
To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

- [customer.myselectiveflood.com](http://customer.myselectiveflood.com)
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

*No change*



## Policy coverage options *Last yr. 891.00*

Location: 16TH ST & BEECH AVELOCKER ROOM DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$891.00	\$90,000.00	\$25,000.00	\$5,000.00	\$5,000.00
Option B	Increased coverage	\$907.00	\$99,000.00	\$27,000.00	\$5,000.00	\$5,000.00

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

MB 01 000154 01381 H 2 A



DUNCAN INDEPENDENT SCHOOL DIST #1  
P.O. BOX 1548  
DUNCAN, OK 73534-1548

# SELECTIVE INSURANCE®

YOUR POLICY RENEWAL DATE      POLICY NUMBER

09/02/2025      FLD2425661

Select one:

OPTION A \$891       OPTION B \$907

Amount enclosed:

\$ *891.00*

See reverse for ways to pay.

000030905562 000256748086 4

556

0

000154 1/1



JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENT SCHOOL DISTRI #1  
Policy number: FLD2426383 ✓  
Mortgage loan number: 0  
Payor: DUNCAN INDEPENT SCHOOL DISTRI #1  
Property Address:  
1607 W. BEECH AVE. DRIVER'S ED GARAGE  
DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

**Payment due/expiration date:**  
09/02/2025 12:01 am

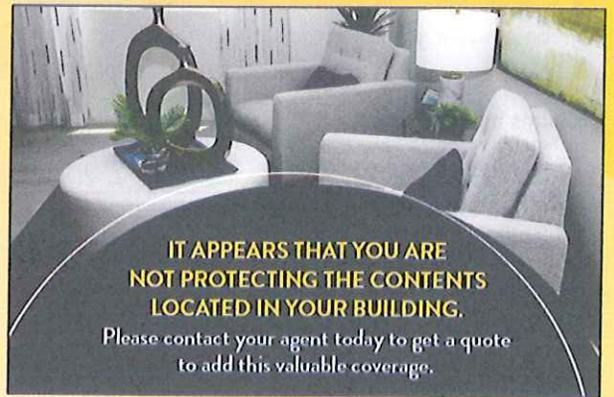
To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

- customer.myselectiveflood.com
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

↑ 29.00



## Policy coverage options *Last yr. 456.00*

Location: 1607 W. BEECH AVE. DRIVER'S ED GARAGE DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$485.00	\$10,000.00	N/A	\$5,000.00	N/A
Option B	Increased coverage	\$494.00	\$11,000.00	N/A	\$5,000.00	N/A

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

MB 01 000143 01381 H 2 A



DUNCAN INDEPENT SCHOOL DISTRI #1  
P.O. BOX 1548  
DUNCAN, OK 73534-1548

## SELECTIVE INSURANCE®

YOUR POLICY RENEWAL DATE      POLICY NUMBER

09/02/2025

FLD2426383

Select one:

**OPTION A**  
\$485

**OPTION B**  
\$494

Amount enclosed:

\$ **485.00**

See reverse for ways to pay.

557

000030905570 000256747464 2

9

000143 1/1

JUL 21 2025

**SELECTIVE**  
INSURANCE®

# Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DISTRICT #1  
Policy number: FLD2426433 ✓  
Mortgage loan number: 0  
Payor: DUNCAN INDEPENDENT SCHOOL DISTRICT #1  
Property Address:  
16TH STREET & SPRUCE AVENUE3RD BASE DUGOUT  
DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

**Payment due/expiration date:**  
09/02/2025 12:01 am

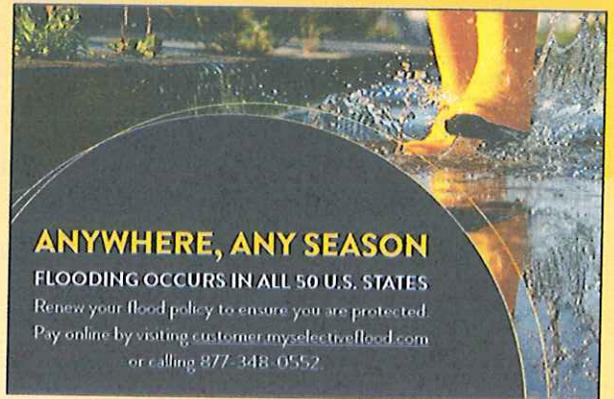
To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

- [customer.myselectiveflood.com](http://customer.myselectiveflood.com)
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

↑ 1500



## Policy coverage options *Last yr. 38300*

Location: 16TH STREET & SPRUCE AVENUE3RD BASE DUGOUT DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$398.00	\$6,000.00	\$10,000.00	\$2,000.00	\$2,000.00
Option B	Increased coverage	\$404.00	\$7,000.00	\$11,000.00	\$2,000.00	\$2,000.00

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

**SELECTIVE**  
INSURANCE®

MB 01 000145 01381 H 2 A



YOUR POLICY RENEWAL DATE

POLICY NUMBER

09/02/2025

FLD2426433

DUNCAN INDEPENDENT SCHOOL DISTRICT #1  
PO BOX 1548  
DUNCAN, OK 73534-1548

Select one:

OPTION A  
\$398

OPTION B  
\$404

Amount enclosed:

\$ *39800*

See reverse for ways to pay.

558

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000145 1/1





BOARD APPROVED

AUG 19 2025

ITEM # b. W.

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
**BOARD AGENDA ITEM**

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanos.org](http://www.duncanos.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: Central Office / District

Vendor Requested: SELECTIVE INSURANCE

Item Request Description: DISTRICT FLOOD INSURANCE FOR 25-26

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(increased 2,457.00 from last year)

Dollar Amount Requested (if applicable): \$34,565.00

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: 024-Flood Insurance

Kelly Hendon  
Signature of Requestor/Principal

07/22/2025  
Date

J. McLean  
Signature of Office Manager

07-22-2025  
Date

Dr Charna Bynley  
Signature of Superintendent

AUG 19 2025  
Date



SELECTIVE FLOOD INSURANCE FOR DISTRICT

Property Location	Policy#	FY 25-26	<i>difference</i>	FY 24-25	<i>difference</i>	FY 23-24	<i>difference</i>	FY 22-23	<i>difference</i>	FY 21-22
1607 Beech-Transportation	FLD1245912	3,610.00	0.00	3,610.00	507.00	3,103.00	-1.00	3,104.00	-22.00	3,126.00
1607 Beech-Bus Garage/Storage	FLD1245914	2,318.00	0.00	2,318.00	183.00	2,135.00	0.00	2,135.00	-4,611.00	6,746.00
1607 Beech-Bus Barn	FLD1245915	1,726.00	0.00	1,726.00	101.00	1,625.00	2.00	1,623.00	-1,572.00	3,195.00
16th & Beech-Wt Rm	FLD1245918	1,174.00	0.00	1,174.00	0.00	1,174.00	19.00	1,155.00	-248.00	1,403.00
16TH & Spruce-Softball	FLD1245922	1,207.00	0.00	1,207.00	0.00	1,207.00	1.00	1,206.00	-23.00	1,229.00
1706 Spruce-CO	FLD1245923	10,692.00	1,777.00	8,915.00	760.00	8,155.00	-3,973.00	12,128.00	1,542.00	10,586.00
1607 Beech-Drivers Ed	FLD1245924	2,223.00	191.00	2,032.00	173.00	1,859.00	154.00	1,705.00	136.00	1,569.00
16th & Beech-Stadium Dressing Rm	FLD1245925	1,191.00	0.00	1,191.00	212.00	979.00	1.00	978.00	-2,304.00	3,282.00
16th & Spruce-Media Cntr	FLD1245926	5,255.00	162.00	5,093.00	732.00	4,361.00	621.00	3,740.00	547.00	3,193.00
16th & Spruce-1st Base Dugout	FLD1249753	387.00	14.00	373.00	12.00	361.00	10.00	351.00	5.00	346.00
1607 Beech-HS Track Storage	FLD1258643	948.00	0.00	948.00	15.00	933.00	13.00	920.00	91.00	829.00
1607 Beech-Locker Room & Storage	FLD2425634	2,060.00	269.00	1,791.00	227.00	1,564.00	193.00	1,371.00	161.00	1,210.00
16th & Beech-Locker Room	FLD2425661	891.00	0.00	891.00	55.00	836.00	0.00	836.00	24.00	812.00
1607 Beech-Drivers Ed Garage	FLD2426383	485.00	29.00	456.00	24.00	432.00	21.00	411.00	15.00	396.00
16th & Spruce-3rd Base Dugout	FLD2426433	398.00	15.00	383.00	13.00	370.00	10.00	360.00	9.00	351.00
		<b>\$34,565.00</b>	2,457.00	<b>\$32,108.00</b>	\$3,014.00	<b>\$29,094.00</b>	<b>-\$2,929.00</b>	<b>\$32,023.00</b>	<b>-\$6,250.00</b>	<b>\$38,273.00</b>

JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1  
Policy number: FLD1245912 ✓  
Mortgage loan number: 0  
Payor: DUNCAN INDEPENDENT SCHOOL DIST #1  
Property Address:  
SCHOOL OFFICE 1607 W BEECH  
DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

**Payment due/expiration date:**  
09/02/2025 12:01 am

To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

- [customer.myselectiveflood.com](http://customer.myselectiveflood.com)
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

*No Change*



### Policy coverage options

*Last yr. 3,610.00*

Location: SCHOOL OFFICE 1607 W BEECH DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$3,610.00	\$119,000.00	\$26,000.00	\$2,000.00	\$2,000.00
Option B	Increased coverage	\$3,715.00	\$131,000.00	\$28,000.00	\$2,000.00	\$2,000.00

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

# SELECTIVE INSURANCE®

MB 01 000153 01381 H 2 A



DUNCAN INDEPENDENT SCHOOL DIST #1  
PO BOX 1548  
DUNCAN, OK 73534-1548

YOUR POLICY RENEWAL DATE

09/02/2025

POLICY NUMBER

FLD1245912

Select one:

OPTION A \$3,610  
 OPTION B \$3,715

Amount enclosed:

*\$ 3,610.00*

See reverse for ways to pay.

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562

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000153 1/1



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0

JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DISTRICT #1  
Policy number: FLD1245914 ✓  
Mortgage loan number: 0  
Payor: DUNCAN INDEPENDENT SCHOOL DISTRICT #1  
Property Address:  
1607 W. BEECH AVE. BUS GARAGE/STORAGE  
DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

**Payment due/expiration date:**  
09/02/2025 12:01 am

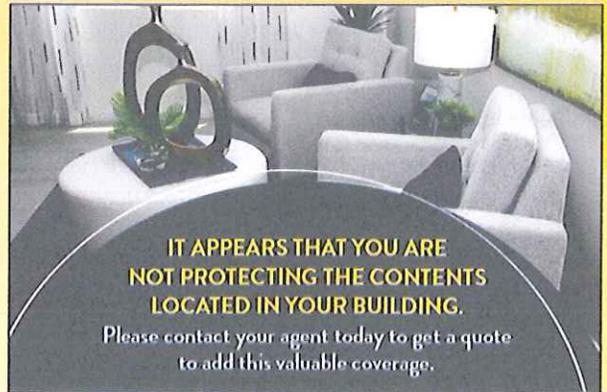
To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

- customer.myselectiveflood.com
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

*No Change*



## Policy coverage options *Last yr. 2,318.00*

Location: 1607 W. BEECH AVE. BUS GARAGE/STORAGE DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$2,318.00	\$90,000.00	N/A	\$5,000.00	N/A
Option B	Increased coverage	\$2,401.00	\$99,000.00	N/A	\$5,000.00	N/A

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

MB 01 000147 01381 H 2 A



DUNCAN INDEPENDENT SCHOOL DISTRICT #1  
P.O. BOX 1548  
DUNCAN, OK 73534-1548

# SELECTIVE INSURANCE®

YOUR POLICY RENEWAL DATE

09/02/2025

POLICY NUMBER

FLD1245914

Select one:

OPTION A  
\$2,318

OPTION B  
\$2,401

Amount enclosed:

*\$ 2,318.00*

See reverse for ways to pay.

000030905451 000256747296 8

563

0

000147 1/1



JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DISTRICT #1  
Policy number: FLD1245915 ✓  
Mortgage loan number: 0  
Payor: DUNCAN INDEPENDENT SCHOOL DISTRICT #1  
Property Address:  
1607 W. BEECH AVEBUS SHED  
DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

**Payment due/expiration date:**  
09/02/2025 12:01 am

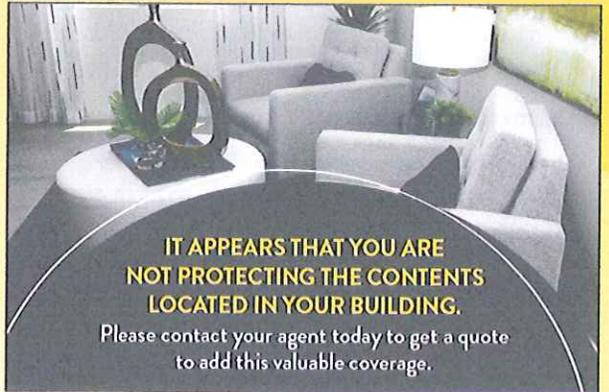
To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

- customer.myselectiveflood.com
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

*No change*



## Policy coverage options *Last yr. 1,726.00*

Location: 1607 W. BEECH AVEBUS SHED DUNCAN, OK 73533

	PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES		
		BUILDING	CONTENTS	BUILDING	CONTENTS	
Option A	Current coverage	\$1,726.00	\$40,000.00	N/A	\$5,000.00	N/A
Option B	Increased coverage	\$1,786.00	\$44,000.00	N/A	\$5,000.00	N/A

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

MB 01 000150 01381 H 2 A



DUNCAN INDEPENDENT SCHOOL DISTRICT #1  
P.O. BOX 1548  
DUNCAN, OK 73534-1548

# SELECTIVE INSURANCE®

YOUR POLICY RENEWAL DATE

POLICY NUMBER

09/02/2025

FLD1245915

Select one:

OPTION A  
\$1,726

OPTION B  
\$1,786

Amount enclosed:

*\$ 1,726.00*

See reverse for ways to pay.

564

000030905460 000256747566 1

1

000150 1/1



JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1  
Policy number: FLD1245918 ✓  
Mortgage loan number: 0  
Payor: DUNCAN INDEPENDENT SCHOOL DIST #1  
Property Address:  
16TH ST & BEECH AVEWEIGHT TRAINING BUILDING  
DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

**Payment due/expiration date:**  
09/02/2025 12:01 am

To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

- [customer.myselectiveflood.com](http://customer.myselectiveflood.com)
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

*No Change*



## Policy coverage options *Last yr. 1,174.00*

Location: 16TH ST & BEECH AVEWEIGHT TRAINING BUILDING DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$1,174.00	\$90,000.00	\$38,000.00	\$1,000.00	\$1,000.00
Option B	Increased coverage	\$1,207.00	\$99,000.00	\$40,000.00	\$1,000.00	\$1,000.00

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

# SELECTIVE INSURANCE®

MB 01 000148 01381 H 2 A



DUNCAN INDEPENDENT SCHOOL DIST #1  
PO BOX 1548  
DUNCAN, OK 73534-1548

YOUR POLICY RENEWAL DATE

09/02/2025

POLICY NUMBER

FLD1245918

Select one:

OPTION A  
\$1,174

OPTION B  
\$1,207

Amount enclosed:

*\$ 1,174.00*

See reverse for ways to pay.

565

000030905469 000256747485 2

9

000148 1/1



JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1  
Policy number: FLD1245922 ✓  
Mortgage loan number: 0  
Payor: DUNCAN INDEPENDENT SCHOOL DIST #1  
Property Address:  
16TH ST & SPRUCE AVE- DSOFTBALL FIELD STEEL BLDG.  
DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

**Payment due/expiration date:**  
09/02/2025 12:01 am

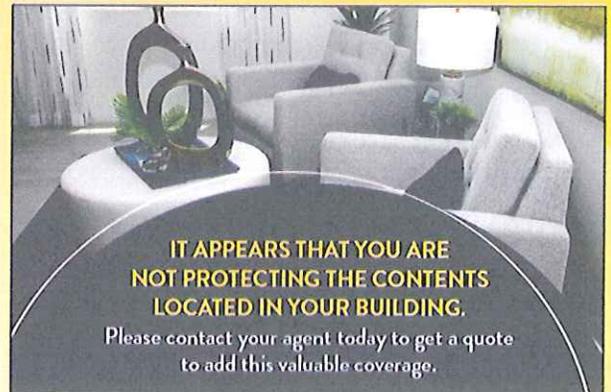
To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

- customer.myselectiveflood.com
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

*No Change*



## Policy coverage options *Last yr. 1,207.00*

Location: 16TH ST & SPRUCE AVE- DSOFTBALL FIELD STEEL BLDG. DUNCAN, OK 73533

	PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
		BUILDING	CONTENTS	BUILDING	CONTENTS
Option A Current coverage	\$1,207.00	\$74,000.00	N/A	\$1,000.00	N/A
Option B Increased coverage	\$1,233.00	\$82,000.00	N/A	\$1,000.00	N/A

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

MB 01 000157 01381 H 2 A



DUNCAN INDEPENDENT SCHOOL DIST #1  
1706 SPRUCE  
DUNCAN, OK 73533-2308

# SELECTIVE INSURANCE®

YOUR POLICY RENEWAL DATE      POLICY NUMBER

09/02/2025      FLD1245922

Select one:

OPTION A \$1,207       OPTION B \$1,233

Amount enclosed:

*\$ 1,207.00*

See reverse for ways to pay.

000030905476 000256747421 3

566

0

000157 1/1



JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1  
 Policy number: FLD1245923 ✓  
 Mortgage loan number: 0  
 Payor: DUNCAN INDEPENDENT SCHOOL DIST #1  
 Property Address:  
 1706 SPRUCE AVE ADMINISTRATIVE BUILDING  
 DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
 877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
 255-8700

**Payment due/expiration date:**  
 09/02/2025 12:01 am

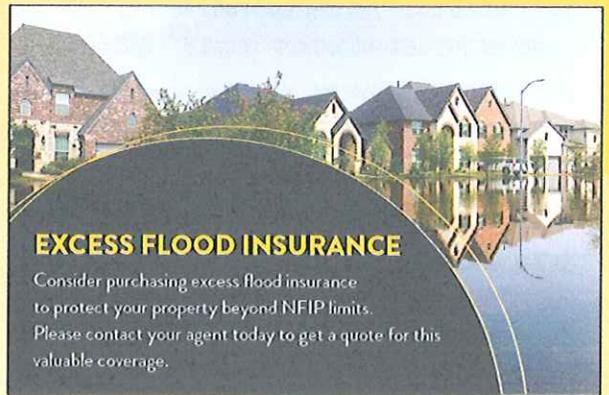
To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

-  [customer.myselectiveflood.com](http://customer.myselectiveflood.com)
-  877-348-0552 (credit card or echeck only)
-  mail in check - made payable to Selective

↑ 1,777.00



**EXCESS FLOOD INSURANCE**  
 Consider purchasing excess flood insurance to protect your property beyond NFIP limits. Please contact your agent today to get a quote for this valuable coverage.

### Policy coverage options *Last yr. 8,915.00*

Location: 1706 SPRUCE AVE ADMINISTRATIVE BUILDING DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS			DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS	
Option A	Current coverage	\$10,692.00	\$500,000.00	\$500,000.00	\$1,250.00	\$1,250.00	
Option B	Increased coverage	N/A	N/A	N/A	N/A	N/A	

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
 1220 W MAIN ST  
 DUNCAN, OK 73533

MB 01 000146 01381 H 2 A



DUNCAN INDEPENDENT SCHOOL DIST #1  
 PO BOX 1548  
 DUNCAN, OK 73534-1548

# SELECTIVE INSURANCE®

YOUR POLICY RENEWAL DATE

POLICY NUMBER

09/02/2025

FLD1245923

Select one:

OPTION A  
 \$10,692

OPTION B  
 N/A

Amount enclosed:

\$ 10,692.00

See reverse for ways to pay.

567

000030905486 000256747516 ?

1

000146 1/1



JUL 21 2025

# SELECTIVE INSURANCE®

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1  
 Policy number: FLD1245924 ✓  
 Mortgage loan number: 0  
 Payor: DUNCAN INDEPENDENT SCHOOL DIST #1  
 Property Address:  
 1607 W BEECH AVEDRIVERS ED BUILDING  
 DUNCAN, OK 73533

## Your Flood Renewal Bill

as of July 05, 2025

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
 877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
 255-8700

**Payment due/expiration date:**  
 09/02/2025 12:01 am

To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

-  [customer.myselectiveflood.com](http://customer.myselectiveflood.com)
-  877-348-0552 (credit card or echeck only)
-  mail in check - made payable to Selective

↑ 191.00



### Policy coverage options

Last yr. 2,032.00

Location: 1607 W BEECH AVEDRIVERS ED BUILDING DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$2,223.00	\$50,000.00	\$15,000.00	\$5,000.00	\$5,000.00
Option B	Increased coverage	\$2,307.00	\$55,000.00	\$16,000.00	\$5,000.00	\$5,000.00

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
 1220 W MAIN ST  
 DUNCAN, OK 73533

# SELECTIVE INSURANCE®

MB 01 000152 01381 H 2 A



DUNCAN INDEPENDENT SCHOOL DIST #1  
 PO BOX 1548  
 DUNCAN, OK 73534-1548

YOUR POLICY RENEWAL DATE: 09/02/2025  
 POLICY NUMBER: FLD1245924

Select one:  OPTION A \$2,223  OPTION B \$2,307

Amount enclosed: \$ 2,223.00

See reverse for ways to pay.

568

000030905497 000256747143 1

5

JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1  
Policy number: FLD1245925 ✓  
Mortgage loan number: 0  
Payor: DUNCAN INDEPENDENT SCHOOL DIST #1  
Property Address:  
16TH ST AND BEECH AVESR HIGH STADIUM WEST  
DRESSING ROOM  
DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

**Payment due/expiration date:**  
09/02/2025 12:01 am

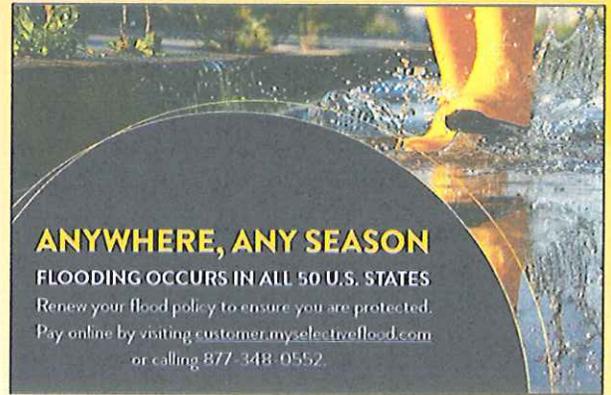
To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

- [customer.myselectiveflood.com](http://customer.myselectiveflood.com)
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

*No Change*



## Policy coverage options *Last yr. 1,191.00*

Location: 16TH ST AND BEECH AVESR HIGH STADIUM WEST DRESSING ROOM  
DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$1,191.00	\$100,000.00	\$100,000.00	\$5,000.00	\$5,000.00
Option B	Increased coverage	\$1,216.00	\$110,000.00	\$105,000.00	\$5,000.00	\$5,000.00

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

MB 01 000151 01381 H 2 A



DUNCAN INDEPENDENT SCHOOL DIST #1  
PO BOX 1548  
DUNCAN, OK 73534-1548

# SELECTIVE INSURANCE®

YOUR POLICY RENEWAL DATE      POLICY NUMBER

09/02/2025      FLD1245925

Select one:

OPTION A \$1,191       OPTION B \$1,216

Amount enclosed:

*\$1,191.00*

See reverse for ways to pay.

000030905508 000256747369 3

569

4

000151 1/1



JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DISTRICT #1  
Policy number: FLD1245926 ✓  
Mortgage loan number: 0  
Payor: DUNCAN INDEPENDENT SCHOOL DISTRICT #1  
Property Address:  
16TH ST & SPRUCE AVEMEDIA CENTER  
DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

**Payment due/expiration date:**  
09/02/2025 12:01 am

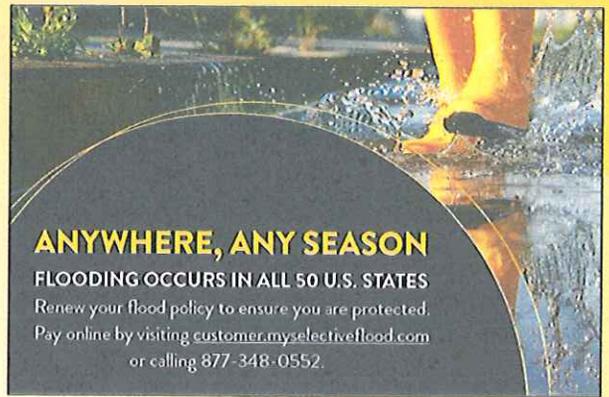
To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

- [customer.myselectiveflood.com](http://customer.myselectiveflood.com)
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

↑ 16200



## Policy coverage options *Last yr. 5,093.00*

Location: 16TH ST & SPRUCE AVEMEDIA CENTER DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$5,255.00	\$300,000.00	\$300,000.00	\$1,250.00	\$1,250.00
Option B	Increased coverage	\$5,409.00	\$330,000.00	\$315,000.00	\$1,250.00	\$1,250.00

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

# SELECTIVE INSURANCE®

MB 01 000144 01381 H 2 A



DUNCAN INDEPENDENT SCHOOL DISTRICT #1  
P.O BOX 1548  
DUNCAN, OK 73534-1548

YOUR POLICY RENEWAL DATE

POLICY NUMBER

09/02/2025

FLD1245926

Select one:

OPTION A  
\$5,255

OPTION B  
\$5,409

Amount enclosed:

\$ 5,255.00

See reverse for ways to pay.

000030905520 000256747907 4

570

7

000144 1/1



JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1  
Policy number: FLD1249753 ✓  
Mortgage loan number: 0  
Payor: DUNCAN INDEPENDENT SCHOOL DIST #1  
Property Address:  
16TH ST & SPRUCE - CDUGOUT 1ST BASE SIDE  
DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

**Payment due/expiration date:**  
09/02/2025 12:01 am

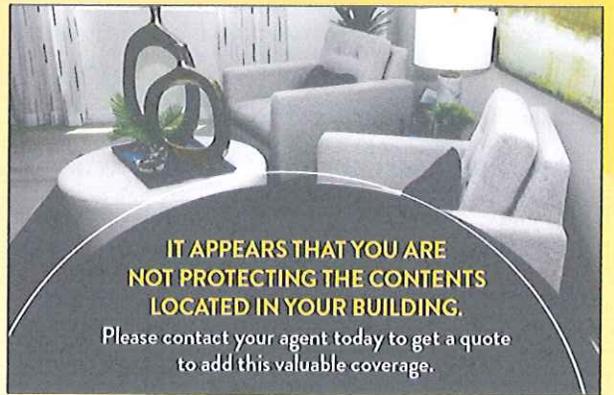
To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

- [customer.myselectiveflood.com](http://customer.myselectiveflood.com)
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

↑ 1400



## Policy coverage options *Last yr. 37300*

Location: 16TH ST & SPRUCE - CDUGOUT 1ST BASE SIDE DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$387.00	\$3,000.00	N/A	\$2,000.00	N/A
Option B	Increased coverage	\$400.00	\$4,000.00	N/A	\$2,000.00	N/A

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

MB 01 000156 01381 H 2 A



DUNCAN INDEPENDENT SCHOOL DIST #1  
1706 SPRUCE  
DUNCAN, OK 73533-2308

# SELECTIVE INSURANCE®

YOUR POLICY RENEWAL DATE

POLICY NUMBER

09/02/2025

FLD1249753

Select one:

OPTION A  
\$387

OPTION B  
\$400

Amount enclosed:

\$ 38700

See reverse for ways to pay.

571

000030905528 000256748059 8

0

JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPDENT SCHOOL DISTRICT #1  
Policy number: FLD1258643 ✓  
Mortgage loan number: 0  
Payor: DUNCAN INDEPDENT SCHOOL DISTRICT #1  
Property Address:  
1607 W. BEECH AVE.HIGH SCHOOL TRACK AND OFFICE STORAGE  
DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

**Payment due/expiration date:**  
09/02/2025 12:01 am

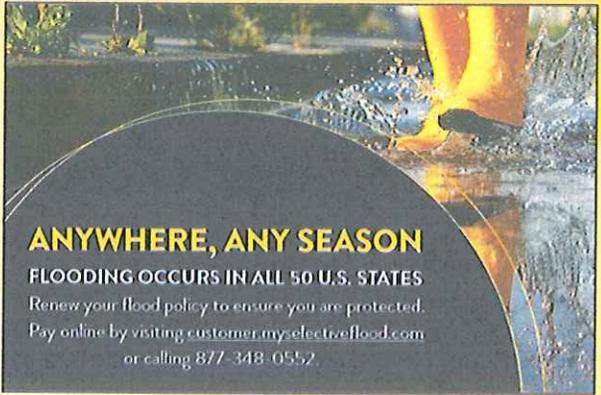
To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

- [customer.myselectiveflood.com](http://customer.myselectiveflood.com)
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

*No Change*



Policy coverage options *Last yr. 948.00*

Location: 1607 W. BEECH AVE.HIGH SCHOOL TRACK AND OFFICE STORAGE  
DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$948.00	\$21,000.00	\$10,000.00	\$5,000.00	\$5,000.00
Option B	Increased coverage	\$985.00	\$24,000.00	\$11,000.00	\$5,000.00	\$5,000.00

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

MB 01 000149 01381 H 2 A



DUNCAN INDEPDENT SCHOOL DISTRICT #1  
P.O. BOX 1548  
DUNCAN, OK 73534-1548

# SELECTIVE INSURANCE®

YOUR POLICY RENEWAL DATE      POLICY NUMBER

09/02/2025      FLD1258643

Select one:

OPTION A \$948       OPTION B \$985

Amount enclosed:

\$ *948.00*

See reverse for ways to pay.

000030905541 000256747797 ?

572

3

000149 1/1



JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1  
Policy number: FLD2425634 ✓  
Mortgage loan number: 0  
Payor: DUNCAN INDEPENDENT SCHOOL DIST #1  
Property Address:  
1607 W BEECH AVETRACK, LOCKER, STORAGE, AND  
WEIGHT TRAINING BLDG  
DUNCAN, OK 73533-2351

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

**Payment due/expiration date:**  
09/02/2025 12:01 am

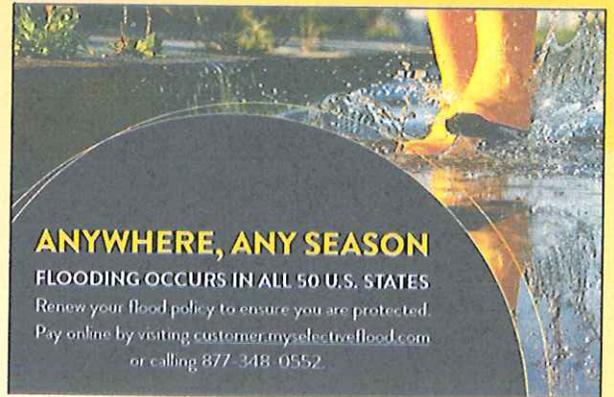
To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

- [customer.myselectiveflood.com](http://customer.myselectiveflood.com)
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

↑ 269.00



Policy coverage options **Last yr. 1,791.00**

Location: 1607 W BEECH AVETRACK, LOCKER, STORAGE, AND WEIGHT TRAINING BLDG DUNCAN, OK 73533-2351

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$2,060.00	\$30,000.00	\$31,000.00	\$5,000.00	\$5,000.00
Option B	Increased coverage	\$2,156.00	\$33,000.00	\$33,000.00	\$5,000.00	\$5,000.00

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

MB 01 000155 01381 H 2 A



DUNCAN INDEPENDENT SCHOOL DIST #1  
P.O. BOX 1548  
DUNCAN, OK 73534-1548

# SELECTIVE INSURANCE®

YOUR POLICY RENEWAL DATE

POLICY NUMBER

09/02/2025

FLD2425634

Select one:

OPTION A  
\$2,060

OPTION B  
\$2,156

Amount enclosed:

\$ **2,060.00**

See reverse for ways to pay.

573

000030905553 000256747344 5

8

000155 1/1



6

JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DIST #1  
Policy number: FLD2425661 ✓  
Mortgage loan number: 0  
Payor: DUNCAN INDEPENDENT SCHOOL DIST #1  
Property Address:  
16TH ST & BEECH AVELOCKER ROOM  
DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

**Payment due/expiration date:**  
09/02/2025 12:01 am

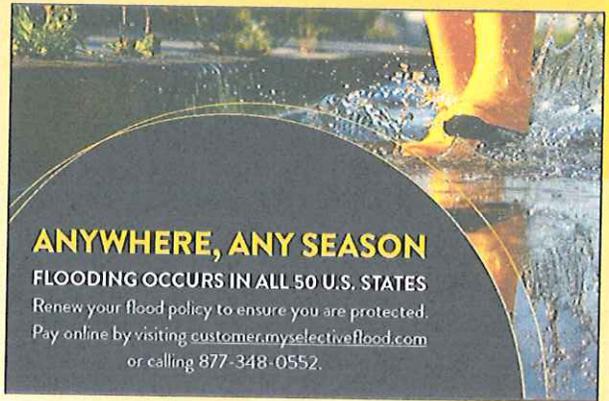
To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

- customer.myselectiveflood.com
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

*No change*



## Policy coverage options *Last yr. 891.00*

Location: 16TH ST & BEECH AVELOCKER ROOM DUNCAN, OK 73533

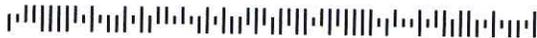
		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$891.00	\$90,000.00	\$25,000.00	\$5,000.00	\$5,000.00
Option B	Increased coverage	\$907.00	\$99,000.00	\$27,000.00	\$5,000.00	\$5,000.00

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

# SELECTIVE INSURANCE®

MB 01 000154 01381 H 2 A



DUNCAN INDEPENDENT SCHOOL DIST #1  
P.O. BOX 1548  
DUNCAN, OK 73534-1548

YOUR POLICY RENEWAL DATE

09/02/2025

POLICY NUMBER

FLD2425661

Select one:

OPTION A  
\$891

OPTION B  
\$907

Amount enclosed:

*\$ 891.00*

See reverse for ways to pay.

000030905562 000256748086 4

574

0

000154 1/1



JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENT SCHOOL DISTRI #1  
Policy number: FLD2426383 ✓  
Mortgage loan number: 0  
Payor: DUNCAN INDEPENT SCHOOL DISTRI #1  
Property Address:  
1607 W. BEECH AVE.DRIVER'S ED GARAGE  
DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

**Payment due/expiration date:**  
09/02/2025 12:01 am

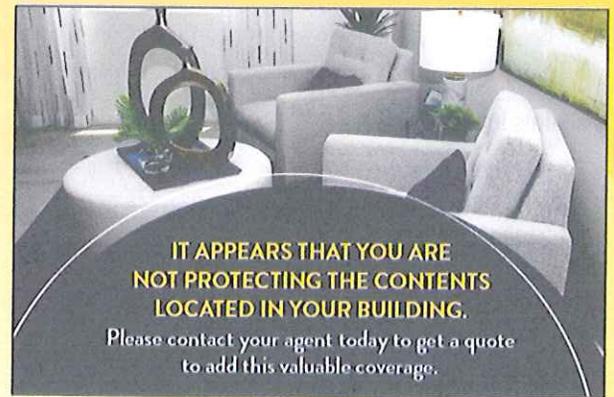
To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay

- [customer.myselectiveflood.com](http://customer.myselectiveflood.com)
- 877-348-0552 (credit card or echeck only)
- mail in check - made payable to Selective

↑ 29.00



## Policy coverage options *Last yr. 456.00*

Location: 1607 W. BEECH AVE.DRIVER'S ED GARAGE DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$485.00	\$10,000.00	N/A	\$5,000.00	N/A
Option B	Increased coverage	\$494.00	\$11,000.00	N/A	\$5,000.00	N/A

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

MB 01 000143 01381 H 2 A



DUNCAN INDEPENT SCHOOL DISTRI #1  
P.O. BOX 1548  
DUNCAN, OK 73534-1548

## SELECTIVE INSURANCE®

YOUR POLICY RENEWAL DATE

09/02/2025

POLICY NUMBER

FLD2426383

Select one:

OPTION A  
\$485

OPTION B  
\$494

Amount enclosed:

\$ **485.00**

See reverse for ways to pay.

575

000030905570 000256747464 2

9

000143 1/1



JUL 21 2025

# SELECTIVE INSURANCE®

## Your Flood Renewal Bill

as of July 05, 2025

### Your account information

Account name: DUNCAN INDEPENDENT SCHOOL DISTRICT #1

Policy number: FLD2426433 ✓

Mortgage loan number: 0

Payor: DUNCAN INDEPENDENT SCHOOL DISTRICT #1

Property Address:

16TH STREET & SPRUCE AVENUE3RD BASE DUGOUT  
DUNCAN, OK 73533

### Contact us

SELECTIVE FLOOD OPERATIONS CUSTOMER SERVICE AT  
877-348-0552 OR WHITTEN INSURANCE AGENCY INC AT (580)  
255-8700

**Payment due/expiration date:**  
09/02/2025 12:01 am

To renew, simply choose one of the policy coverage options shown below and pay the premium before the policy expires on 09/02/2025.

You should retain this copy for your records.

### Ways to pay



customer.myselectiveflood.com

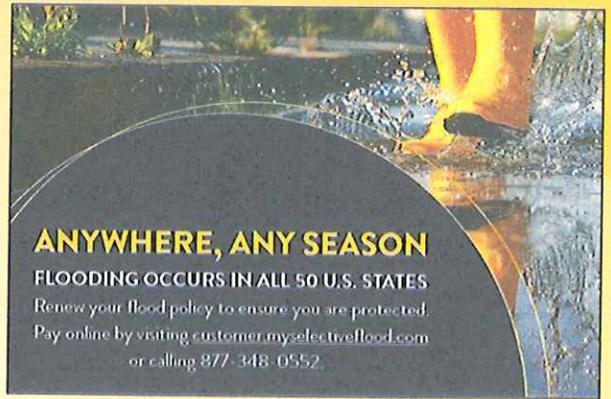


877-348-0552 (credit card or echeck only)



mail in check - made payable to Selective

↑ 1500



## Policy coverage options *Last yr. 38300*

Location: 16TH STREET & SPRUCE AVENUE3RD BASE DUGOUT DUNCAN, OK 73533

		PREMIUM	COVERAGE AMOUNTS		DEDUCTIBLES	
			BUILDING	CONTENTS	BUILDING	CONTENTS
Option A	Current coverage	\$398.00	\$6,000.00	\$10,000.00	\$2,000.00	\$2,000.00
Option B	Increased coverage	\$404.00	\$7,000.00	\$11,000.00	\$2,000.00	\$2,000.00

PAGE 1 OF 2

WHITTEN INSURANCE AGENCY INC  
1220 W MAIN ST  
DUNCAN, OK 73533

MB 01 000145 01381 H 2 A



DUNCAN INDEPENDENT SCHOOL DISTRICT #1  
PO BOX 1548  
DUNCAN, OK 73534-1548

# SELECTIVE INSURANCE®

YOUR POLICY RENEWAL DATE

POLICY NUMBER

09/02/2025

FLD2426433

Select one:

OPTION A  
\$398

OPTION B  
\$404

Amount enclosed:

\$ *39800*

See reverse for ways to pay.

576

000030905580 000256747291 6

3

000145 1/1





DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanps.org](http://www.duncanps.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: District / Central Office

Vendor Requested: SOLUTION TREE, INC.

Item Request Description: PURCHASE AGREEMENT FOR PRO-  
FESSIONAL DEVELOPMENT FOR PRINCIPALS & ASST PRINCIPALS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dollar Amount Requested (if applicable): \$45,134.32

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: 541-FEDERAL TITLE FUNDS

Kelly Hendon  
Requestor or Principal

[Signature]  
Budget Administrator or Business Office Manager

\_\_\_\_\_  
Assistant Superintendent or Superintendent

08/15/2018  
Date

8/15/25  
Date

\_\_\_\_\_  
Date



# TRENDS REQUISITION

DUNCAN PUBLIC SCHOOLS  
 P. O. Box 1548  
 Duncan, OK 73534  
 SHIP TO  
 DUNCAN PUBLIC SCHOOLS  
 WAREHOUSE  
 1740 W. Spruce  
 Duncan, OK 73533

Date: 8/15/2025  
 Requested by: Dr. Channa Byerly  
 School/Dept: District  
 Account/Prog: 541 - Federal Title Funds

<input type="checkbox"/> Books	<input type="checkbox"/> Equipment	<input type="checkbox"/> Technology
<input checked="" type="checkbox"/> Fees/Dues	<input checked="" type="checkbox"/> Supplies	<input type="checkbox"/> Furniture/Fixtures
<input type="checkbox"/> Textbooks	<input checked="" type="checkbox"/> Service	<input checked="" type="checkbox"/> Other

Use current catalog information Include Pricing for the Total of all Units. Include Shipping/Handling.				Vendor Name, Address, Phone & Fax #								
Quantity	Item No/Description	Unit Price	Total Price	SOLUTION TREE, INC.								
				FY	FUND	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
1	TEAM VIRTUAL COACHING	\$ 43,945.00	\$ 43,945.00	6	11	541				0000	000	
1	RESOURCES	\$ 1,189.32	\$ 1,189.32	6	11	541	2573	320	/	0000	000	050
	SHIPPING/HANDLING:		\$ 0.00									
	TOTAL ORDER:		\$ 45,134.32									

DESCRIPTION: PURCHASE AGREEMENT FOR PD FOR PRINCIPALS & ASST  
PRINCIPALS

Kelly Henderson 08/15/2025  
 Signature of Requestor -REQUIRED- Date  
[Signature] 8/15/2025  
 Signature of Administrator -REQUIRED- Date



**Solution Tree, Inc.  
Purchase Agreement**

Effective August 15, 2025, Solution Tree, Inc. ("Solution Tree") located at 555 N. Morton St., Bloomington, IN 47404 and Duncan Public Schools ("Customer") located at 1740 W. Spruce Ave. P.O. Box 1548 Duncan, OK 73533 agree as follows:

- 1. Summary of Products and Services:** Customer will purchase the following Solution Tree products and services ("Products"). Additional Products may be added in a mutually agreed upon written Addendum.

Products and Services	Total
Team Virtual Coaching	\$43,945.00
Resources, including shipping and handling	\$ 1,189.32
<b>Total</b>	<b>\$45,134.32</b>

- 2. Payment Terms:** Customer will provide Solution Tree with a purchase order made out to Solution Tree, 555 N. Morton St., Bloomington, IN 47404, for the full amount due under this Agreement upon execution of this Agreement (the "Purchase Order Due Date"). The total includes any travel, lodging, and incidental expenses incurred by Solution Tree. All payments are due net 30 days from the actual date of invoice. All past due invoices are subject to a finance charge of 1.5% monthly. Solution Tree will invoice Customer off of the purchase order based on the following schedule:

Description	Payment	Expected Invoice Date
Team Virtual Coaching	\$43,945.00	Upon execution of Agreement
Resources	\$ 1,189.32	Upon execution of Agreement

**3. Professional Development**

- 3.1. Description of Services:** Solution Tree will provide a speaker ("Associate") to perform the professional development services described in Exhibit A.
- 3.2. Presentation Materials:** Customer will reproduce any handouts and other print materials related to the services and will notify the Associate directly of any deadlines for reproduction.
- 3.3. Venue and Audio/Visual Equipment:** Customer will provide a venue, audio/video equipment, and technical support for all sessions. Solution Tree may terminate this Agreement if Customer's equipment is not up to the required standard by 30 days prior to the start of the services. If Customer's equipment fails during the services, Customer will still be liable for the full amount.
- 3.4. Virtual Coaching:** Customer's Virtual Coaching subscription will begin on September 1, 2025 and end on August 31, 2026 with the calls spread equally throughout the year. All calls must take place during the subscription period, and any call(s) not made during the subscription period will expire with no refunds. Customer agrees to provide Solution Tree with a complete roster of participants including their school name, first name, last name, email address and selected online course(s) within ten (10) days of the effective date of this Agreement.



4. **Resources:** Customer will purchase the following resources. Solution Tree will ship all resources after an invoice has been generated. Solution Tree will not ship any resources without a purchase order or full payment.

Title	Quantity	Price	Total
<i>Leading with Intention</i>	16	\$36.76*	\$ 588.16*
<i>Leading Beyond Intention</i>	16	\$32.76*	\$ 524.16*
Shipping and handling	--	--	\$ 77.00
<b>Resources Total</b>			<b>\$1,189.32</b>

*\*Price includes quantity discount*

5. **General Terms**

5.1. **Intellectual Property:** Customer acknowledges that Solution Tree or Associate owns the copyrights to all tangible or electronic presentation materials, handouts, and/or program books used in conjunction with services performed under this Agreement and that no materials will be developed specifically for Customer. Solution Tree will retain all copyrights owned prior to entering this Agreement, and Customer may not reproduce any materials not designated reproducible without the express written permission of Solution Tree. All audio, video, and digital recording of the services by Customer is prohibited.

5.2. **Force Majeure:** If an event beyond the parties' control makes performance impossible, illegal, or commercially impracticable (a "Force Majeure Event"), the parties will proceed as follows:

- a. If a Force Majeure Event prevents services from occurring onsite, the parties will arrange for the affected services to be delivered virtually on the scheduled dates.
- b. If a Force Majeure Event prevents services from occurring as scheduled, the parties will use best efforts to reschedule or make substitutions for affected services or products.
- c. If a Force Majeure Event prevents performance entirely, neither party will have any further liability to the other party for the prevented performance.
- d. All obligations unaffected by a Force Majeure Event will remain in place.

5.3. **Termination:** Solution Tree may terminate this Agreement if Solution Tree has not received a purchase order by the Purchase Order Due Date.

a. **Professional Development:** If Customer cancels any Professional Development Services within 90 days of the scheduled date for any reason but Force Majeure, Customer will reimburse Solution Tree for any reasonable business expenses incurred in anticipation of performance of this Agreement that exceed the amount of the deposit. If events beyond the parties' control make performance on the scheduled dates impossible, the parties will use best efforts to reschedule the Professional Development Services.

b. **Resource Returns and Refunds:** Resource returns and refunds will be handled by the Return Policy outlines at <https://www.solutiontree.com/customer-service/product-orders>.

5.4. **Entire Agreement:** This Agreement and any exhibits attached hereto constitute the entire agreement of the parties and supersede any prior or contemporaneous written or oral understanding or agreement. No waiver or modification of any of the terms of the Agreement will be effective unless made in writing and signed by both parties, and the unenforceability,



invalidity, or illegality of any provision of this Agreement will not render the other provisions unenforceable, invalid, or illegal. Any waiver by either party of any default or breach hereunder will not constitute a waiver of any provision of this Agreement or of any subsequent default or breach of the same or a different kind.

This Agreement is acknowledged and accepted by Customer and Solution Tree:

DocuSigned by:  
Channa Byerly 8/15/2025  
Channa Byerly Date  
Superintendent  
Duncan Public Schools

\_\_\_\_\_  
Date

Solution Tree, Inc.



## Exhibit A

### Description of Professional Development Services

#### SERVICE 1: Team Virtual Coaching for PLC at Work® Principals

**Date(s):** September 1, 2025 – August 31, 2026

**Associates and Number of Principals:** David Chiprany (8 principals and 3 assistant principals)

**Cost of Service:** \$43,945.00 (\$3,995.00 per principal)

#### **Description of Service:**

This service provides year-long Virtual Principal Coaching to teams of principals. Participants will form a collaborative team of up to 4 principals. These teams will participate in 5 1-hour virtual team meetings lead by the PLC Coach. Principals will also participate in 5 1-hour individual meetings with the PLC Coach. PLC Coaches are available to each participant by phone or email throughout the contract for in-the-moment feedback and support.

Participants will work through the "Framework for PLC Principals" in sessions with their PLC Coach who will serve as an expert guide supporting principals as they identify key targets on their journey toward PLC at Work implementation. Participants will work with the coach to define the agenda for sessions and to complete work in between sessions. Topics may include:

- PLC at Work Foundations such as the three big ideas and four critical questions
- Learning objectives, assessment, intervention, and differentiation
- Leadership
- Individual site-based challenges

This service requires the participants to commit to attending both the individual and team sessions and to engage with their fellow principals and PLC Coach as a collaborative team. Solution Tree will not provide evaluative feedback to the district on participants to better support open and honest dialogue and productive collaboration.

**DUNCAN PUBLIC SCHOOLS**

PO BOX 1548 1740 WEST SPRUCE

DUNCAN, OK 73534 1548

(580) 255-0686 Fax: (580) 252-2453

General Description : 541-PROFESSIONAL DEVELOPMENT FOR PRINCIPALS & A...

**Purchase Order Number**

**65485**

Date of Purchase Order: 20 Aug 2025

**To:**

**SOLUTION TREE INC**

555 NORTH MORTON STREET

BLOOMINGTON, IN 47404

(800) 733-6786 Fax: (812) 336-7790

Conditions:

1. Invoices to be rendered in duplicate.
2. No payment to be made until order complete.
3. Goods to be delivered F.O.B. as per address in upper left.
4. Exempt from Sales Tax per state statute.
5. Deliveries acknowledge subject to Purchaser's Inspection.

**Ship To:**

**DUNCAN PUBLIC SCHOOLS**

1740 W SPRUCE AVE

DUNCAN, OK 73533

ATTN: BYERLY & LOVETT KDH

Purchase Approved By : CHANNA BYERLY

FY 2025-2026 GEN FUND-FOR OPERAT- 11

Qty	Description	Unit Price	Total Price
	PRJ FUNC OBJ PRG SUBJ JOB SITE		
541	2573 320 000 0000 000 050		
	541-PROFESSIONAL DEVELOPMENT FOR PRINCIPALS & ASST PRINCIPALS (BA 081925 6X)		\$45,134.32
		<b>Sub Total:</b>	<b>\$45,134.32</b>
		<b>Grand Total:</b>	<b>\$45,134.32</b>

DUNCAN PUBLIC SCHOOLS  
PO BOX 1548 1740 WEST SPRUCE  
DUNCAN, OK 73534 1548  
(580) 255-0686 Fax: (580) 252-2453

## NON-KICKBACK AFFIDAVIT

STATE OF

SS

COUNTY OF

The undersigned (architect, contractor, supplier, or engineer), of lawful age, being first duly sworn, on oath says that this (invoice, claim, or contract) is true and correct. Affiant further states that the (work, services, or materials) as shown by this invoice or claim will be (completed or supplied) in accordance with the plans, specifications, orders, or requests furnished the affiant. Affiant further states that (s)he has made no payment, given or donated or agreed to pay, give or donate, either directly or indirectly, to any elected official, officer, or employee of the State of Oklahoma, any county or local subdivision of the state, of money or any other thing of value to obtain payment or the award of this contract.

**SOLUTION TREE INC**

Purchase Order: 2026-11

Number: 65485

\_\_\_\_\_  
Vendor / Company Name

SOLUTION TREE INC by:

\_\_\_\_\_  
Architect, Contractor, Supplier, Engineer

Attested (witnessed) to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
(Signature of Witness)

Oklahoma law requires school districts to obtain a properly signed and witnessed NON-KICKBACK AFFIDAVIT from any vendor submitting an invoice/purchase order for \$25,000.00 or more.



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
BOARD AGENDA ITEM

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School/Club/Department: District / Central Office

Vendor Requested: SOLUTION TREE, INC.

Item Request Description: PURCHASE AGREEMENT FOR PRO-  
FESSIONAL DEVELOPMENT FOR PRINCIPALS & ASST PRINCIPALS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dollar Amount Requested (if applicable): \$45,134.32

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: 541-FEDERAL TITLE FUNDS

Kelly Hendon  
Requestor or Principal

[Signature]  
Budget Administrator or Business Office Manager

\_\_\_\_\_  
Assistant Superintendent or Superintendent

08/15/2018  
Date

8/15/25  
Date

\_\_\_\_\_  
Date



# TRENDS REQUISITION

DUNCAN PUBLIC SCHOOLS  
 P. O. Box 1548  
 Duncan, OK 73534  
 SHIP TO  
 DUNCAN PUBLIC SCHOOLS  
 WAREHOUSE  
 1740 W. Spruce  
 Duncan, OK 73533

Date: 8/15/2025  
 Requested by: Dr. Channa Byerly  
 School/Dept: District  
 Account/Prog: 541 - Federal Title Funds

<input type="checkbox"/> Books	<input type="checkbox"/> Equipment	<input type="checkbox"/> Technology
<input checked="" type="checkbox"/> Fees/Dues	<input checked="" type="checkbox"/> Supplies	<input type="checkbox"/> Furniture/Fixtures
<input type="checkbox"/> Textbooks	<input checked="" type="checkbox"/> Service	<input checked="" type="checkbox"/> Other

Use current catalog information Include Pricing for the Total of all Units. Include Shipping/Handling.				Vendor Name, Address, Phone & Fax #								
Quantity	Item No/Description	Unit Price	Total Price	SOLUTION TREE, INC.								
				FY	FUND	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
1	TEAM VIRTUAL COACHING	\$ 43,945.00	\$ 43,945.00	6	11	541				0000	000	
1	RESOURCES	\$ 1,189.32	\$ 1,189.32	6	11	541	2573	320	/	0000	000	050
	SHIPPING/HANDLING:		\$ 0.00									
	TOTAL ORDER:		\$ 45,134.32									

DESCRIPTION: PURCHASE AGREEMENT FOR PD FOR PRINCIPALS & ASST  
PRINCIPALS

Kelly Henderson 08/15/2025  
 Signature of Requestor -REQUIRED- Date  
[Signature] 8/15/2025  
 Signature of Administrator -REQUIRED- Date



## Solution Tree, Inc. Purchase Agreement

Effective August 15, 2025, Solution Tree, Inc. (“Solution Tree”) located at 555 N. Morton St., Bloomington, IN 47404 and Duncan Public Schools (“Customer”) located at 1740 W. Spruce Ave. P.O. Box 1548 Duncan, OK 73533 agree as follows:

1. **Summary of Products and Services:** Customer will purchase the following Solution Tree products and services (“Products”). Additional Products may be added in a mutually agreed upon written Addendum.

Products and Services	Total
Team Virtual Coaching	\$43,945.00
Resources, including shipping and handling	\$ 1,189.32
<b>Total</b>	<b>\$45,134.32</b>

2. **Payment Terms:** Customer will provide Solution Tree with a purchase order made out to Solution Tree, 555 N. Morton St., Bloomington, IN 47404, for the full amount due under this Agreement upon execution of this Agreement (the “Purchase Order Due Date”). The total includes any travel, lodging, and incidental expenses incurred by Solution Tree. All payments are due net 30 days from the actual date of invoice. All past due invoices are subject to a finance charge of 1.5% monthly. Solution Tree will invoice Customer off of the purchase order based on the following schedule:

Description	Payment	Expected Invoice Date
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Resources	\$ 1,189.32	Upon execution of Agreement

3. **Professional Development**

- 3.1. **Description of Services:** Solution Tree will provide a speaker (“Associate”) to perform the professional development services described in Exhibit A.
- 3.2. **Presentation Materials:** Customer will reproduce any handouts and other print materials related to the services and will notify the Associate directly of any deadlines for reproduction.
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- 3.4. **Virtual Coaching:** Customer’s Virtual Coaching subscription will begin on September 1, 2025 and end on August 31, 2026 with the calls spread equally throughout the year. All calls must take place during the subscription period, and any call(s) not made during the subscription period will expire with no refunds. Customer agrees to provide Solution Tree with a complete roster of participants including their school name, first name, last name, email address and selected online course(s) within ten (10) days of the effective date of this Agreement.



4. **Resources:** Customer will purchase the following resources. Solution Tree will ship all resources after an invoice has been generated. Solution Tree will not ship any resources without a purchase order or full payment.

Title	Quantity	Price	Total
<i>Leading with Intention</i>	16	\$36.76*	\$ 588.16*
<i>Leading Beyond Intention</i>	16	\$32.76*	\$ 524.16*
Shipping and handling	--	--	\$ 77.00
<b>Resources Total</b>			<b>\$1,189.32</b>

\*Price includes quantity discount

5. **General Terms**

5.1. **Intellectual Property:** Customer acknowledges that Solution Tree or Associate owns the copyrights to all tangible or electronic presentation materials, handouts, and/or program books used in conjunction with services performed under this Agreement and that no materials will be developed specifically for Customer. Solution Tree will retain all copyrights owned prior to entering this Agreement, and Customer may not reproduce any materials not designated reproducible without the express written permission of Solution Tree. All audio, video, and digital recording of the services by Customer is prohibited.

5.2. **Force Majeure:** If an event beyond the parties' control makes performance impossible, illegal, or commercially impracticable (a "Force Majeure Event"), the parties will proceed as follows:

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- a. **Professional Development:** If Customer cancels any Professional Development Services within 90 days of the scheduled date for any reason but Force Majeure, Customer will reimburse Solution Tree for any reasonable business expenses incurred in anticipation of performance of this Agreement that exceed the amount of the deposit. If events beyond the parties' control make performance on the scheduled dates impossible, the parties will use best efforts to reschedule the Professional Development Services.
- b. **Resource Returns and Refunds:** Resource returns and refunds will be handled by the Return Policy outlines at <https://www.solutiontree.com/customer-service/product-orders>.

5.4. **Entire Agreement:** This Agreement and any exhibits attached hereto constitute the entire agreement of the parties and supersede any prior or contemporaneous written or oral understanding or agreement. No waiver or modification of any of the terms of the Agreement will be effective unless made in writing and signed by both parties, and the unenforceability,



invalidity, or illegality of any provision of this Agreement will not render the other provisions unenforceable, invalid, or illegal. Any waiver by either party of any default or breach hereunder will not constitute a waiver of any provision of this Agreement or of any subsequent default or breach of the same or a different kind.

This Agreement is acknowledged and accepted by Customer and Solution Tree:

DocuSigned by:  
Channa Byerly 8/15/2025  
D45A28C1E3E5410... Date  
Channa Byerly  
Superintendent  
Duncan Public Schools

Signed by:  
Sarah Thompson 8/15/2025  
AC5A6CA77B4C485... Date  
Sarah Thompson  
VP of Solution Design and Contract Management  
Solution Tree, Inc.



## Exhibit A

### Description of Professional Development Services

#### SERVICE 1: Team Virtual Coaching for PLC at Work® Principals

**Date(s):** September 1, 2025 – August 31, 2026

**Associates and Number of Principals:** David Chiprany (8 principals and 3 assistant principals)

**Cost of Service:** \$43,945.00 (\$3,995.00 per principal)

#### **Description of Service:**

This service provides year-long Virtual Principal Coaching to teams of principals. Participants will form a collaborative team of up to 4 principals. These teams will participate in 5 1-hour virtual team meetings lead by the PLC Coach. Principals will also participate in 5 1-hour individual meetings with the PLC Coach. PLC Coaches are available to each participant by phone or email throughout the contract for in-the-moment feedback and support.

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- PLC at Work Foundations such as the three big ideas and four critical questions
- Learning objectives, assessment, intervention, and differentiation
- Leadership
- Individual site-based challenges

This service requires the participants to commit to attending both the individual and team sessions and to engage with their fellow principals and PLC Coach as a collaborative team. Solution Tree will not provide evaluative feedback to the district on participants to better support open and honest dialogue and productive collaboration.



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanps.org](http://www.duncanps.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: DHS

Vendor Requested: Stephens County Fairgrounds

Item Request Description: Fairground Rental for  
2026 Graduation Ceremony.

Dollar Amount Requested (if applicable): \$1,100<sup>00</sup> *cash*

Fund Requested: 11 - General Fund

Budget/Activity Account Requested: 175 - high school

Lisha Eray  
Signature of Requestor/Principal

7-7-25  
Date

Lisha Eray  
Signature of Budget Director

7-7-25  
Date

\_\_\_\_\_  
Signature of Assistant Superintendent

\_\_\_\_\_  
Date



# TRENDS REQUISITION

**DUNCAN PUBLIC SCHOOLS**  
 P. O. Box 1548  
 Duncan, OK 73534

**SHIP TO**

**DUNCAN PUBLIC SCHOOLS**  
 WAREHOUSE  
 1740 W. Spruce  
 Duncan, OK 73533

Books     Equipment     Technology  
 Fees/Dues     Supplies     Furniture/Fixtures  
 Textbooks     Service     Other

Date: 08/04/2025  
 Requested by: Lisha Elroy  
 School/Dept: High School  
 Account/Prog: 175 - High School

Quantity		Item No/Description	Unit Price	Total Price	Vendor Name, Address, Phone & Fax #								
Use current catalog information Include Pricing for the Total of all Units. Include Shipping/Handling.					Stephens County Fair & Expo Center								
					FY	FUND	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
1		Facilities Rental (contract)	\$ 1,100.00	\$ 1,100.00	11	175	2199	443	128				705
		SHIPPING/HANDLING:											
				TOTAL ORDER:	\$ 1,100.00								

**DESCRIPTION:** Rental Contract for hosting the 2026 HS Graduation Ceremony on \_\_\_\_\_

05/21/2026

*M. Agnew form*  
 Signature of Requestor *Wah* Date \_\_\_\_\_

Signature of Administrator *-REQUIRED-* Date \_\_\_\_\_

# STEPHENS COUNTY FAIR & EXPO CENTER RENTAL CONTRACT

This agreement is made 7th day of July, 2025 by and between Stephens County Fairgrounds and Expo Center (hereinafter referred to as "Fairgrounds") by and through the Stephens County Board of County Commissioners and Duncan High School (hereinafter referred to as "User"). Fairgrounds reserves the right to reject any application for the use of its facilities.

## 1. Premises & Rates

Fairgrounds hereby agrees to make available to User for the exclusive use of User the specific facilities attached to this contract titled Facility Rates & Invoice on the specific dates and times listed below, and for the specific purpose listed below.

Date Livestock Arrives*early set-up fees apply*	Date of Event	Time Livestock Arrives - AM or PM	Time of Event
	May 21 <sup>st</sup> , 2026		7:30
Purpose/Type of Event    Duncan High School Graduation			

## 2. Payment

- a) A deposit of 50% of the 1<sup>st</sup> day Facility Rental Fee (Building, Room, Barn, Arena not to exceed \$550.00) is required to hold the event date and reserve the facilities. Deposit must be received thirty (30) days prior to the scheduled event. Thirty (30) day prior to event is April 21, 2026. If event is scheduled less than 30 days deposit is due at that time. THE DEPOSIT IS NON-REFUNDABLE AND WILL BE APPLIED TO THE USER'S BALANCE. Additionally, evidence of insurance coverage as described in Section five (5) is required to be signed and returned with deposit. Upon receipt of Fairgrounds Invoice, the balance for the total cost of the event due within ten (10) days.
- b) One (1) time a year Stephens County Youth School Organizations are entitled to the following discounts:
  - i) The North or South Barn shall cost \$100 per day per barn.
  - ii) Each of the Rooms available for rental will be discounted fifty (50) percent of the rental fee listed on the Facility Rates and Invoice page, attached to and made a part of this Agreement.
  - iii) The Fairgrounds has the authority to determine if the organization is a "school" or "civic" organization.
  - iv) Fairgrounds at its discretion will determine the availability of the facilities for the dates and times requested by any school or civic organization.

3. Cleaning Deposit

- a) User may be asked to complete a walk through with Fairgrounds personnel prior to the event. A checklist will be utilized by User and Fairgrounds to document the condition of the facilities. The cleaning deposit will be refunded in a timely manner upon review of the checklist by Fairgrounds personnel. User FORFEITS the cleaning deposit if User fails to participate in a walk through prior to event.
- b) A separate check is required for the Cleaning Deposit.

4. Cancellation & Default

- a) If the event is cancelled by User within thirty (30) days of the scheduled event date, the User shall forfeit the deposit. Cancellation of scheduled event by user more than thirty (30) days from scheduled date of event will result in a review by the Fairgrounds to determine the amount of the deposit to be refunded.
- b) If User shall at any time be in default under the terms of this agreement, including violations of any rules, regulations, requirements, or restrictions, the Fairgrounds shall have the right to terminate this agreement immediately and require User to vacate the facilities immediately. User shall have no right to receive any refund of any deposits or fees hereunder.
- c) Fairgrounds may terminate this agreement at any time for any reason after giving User a thirty (30) day written notice of termination.

5. Liability, Insurance & Permits

- a) User shall indemnify and hold Stephens County and Fairgrounds harmless from and against any and all claims, damages, expenses, losses, suits or causes of action (including reasonable attorney fees) resulting from or arising in connection with User's use of the Facilities or Fairgrounds property.
- b) Fairgrounds reserve the right to require liability insurance with a responsible company as a requirement for rental of the facilities for certain types of events. If insurance is deemed necessary by the Fairgrounds, a liability policy naming Stephens County Fair & Expo Center as additionally insured with the event location listed at the address of 2002 South 13<sup>th</sup> Street, Duncan, OK 73533 shall be required. In the event Fairgrounds requires liability insurance, User must be notified in a timely manner of the amount required which shall not exceed one million dollars (\$1,000,000.00). Documentation evidencing adequate coverage must be received thirty (30) days prior to event. Thirty (30) days prior to event is April 21, 2026. Failure to provide proof of adequate coverage may result in the denial of the use of the facilities and cancellation of event. Cancellation of an event due to failure to provide proper documentation will be subject to the Cancellation provision found in Section four (4) of this agreement.
- c) User agrees to comply with any and all laws, statutes, ordinances, rules orders, regulations and requirements of the federal, state, and local governments (including all of their departments or bureaus) which are applicable to User's use of the Facilities,

including without limitation, obtaining any necessary permits, licenses, liquor and/or beer licenses, and the payment of all sales, use and entertainment taxes and fees.

6. Assignment

User shall not assign this agreement without the prior written consent of the Fairgrounds.

7. Notices

All notices to the Fairgrounds shall be deemed to have been adequately and timely given when received in writing by the Fairground's designated representative.

8. Tobacco & Alcohol

Tobacco is prohibited. Alcohol is prohibited unless prior approval has been obtained and an Alcoholic Beverage Concession Agreement has been completed, complied with, and returned to the Fairgrounds. In the event the sale of alcohol is approved, a fee will be assessed which can be found on the Facility Rates and Invoice page, attached to and made a part of this Agreement. The Alcohol Concession Fee is a daily fee and is assessed each day of the event alcohol is served.

9. Concession

User may determine whether concessions will be made available at the event and the type of concession offered at the event. A Concession Fee will be assessed if User provides concessions. This fee can be found on the Facility Rates and Invoice page, attached to and made a part of this Agreement. The Concession Fee is a daily fee and is assessed each day of the event a concession is operated. The Concession Fee shall be waived if a Stephens County Service or Youth Civic Organization or a Stephens County Youth School Organization is providing the concessions.

10. Animal Bedding

The Fairgrounds will provide animal bedding ONLY at the time of the initial set-up of stalls/pens. The set-up of stalls/pens with animal bedding will ONLY occur upon request by User. Fairgrounds will not offer animal bedding for sale during the event. All animal bedding used inside the facilities must be wood shavings or pelleted wood.

11. Damages

User shall be responsible for all damages to the electronics (microphones, PA System, etc...), buildings (walls, doors, windows, etc...), and equipment (machinery, implements, panels, gates, etc...) with the exception of usual wear and tear occasioned by reasonable and careful use. User is responsible for any property that is lost, stolen, or misplaced. User is responsible for any damage or loss caused by acts from the User, User's agents, servants, employees, patrons, licensees, invites, customers, or guests whether accidental or otherwise. Damages will be estimated by the Fairgrounds and will cover the cost of repair or replacement. User must complete a walk through with Fairgrounds staff prior to the event. A checklist will be utilized by User and Fairgrounds to document the condition of the electronics, buildings and equipment. User FORFEITS the right to dispute the Fairgrounds determination of the pre-event and post-event condition of the electronics, buildings, and equipment if User fails to complete the walk through.

## 12. Conduct

- a) It is recommended that the Event Coordinator or his designee remain at the Fairgrounds until all attendees, exhibitors, and vendors have vacated the premises following completion of the event.
- b) Foul or abusive language, verbal or physical misconduct, directed to the Fairgrounds staff will result in expulsion of the individual and/or immediate cancellation of present or any future events scheduled. In the event of expulsion, forfeiture of all fees and/or deposits will occur.
- c) The Fairgrounds reserves the right to eject any person or persons from any portion of its Facilities. Upon the exercise of this authority by the Manager of the Fairgrounds; or in the absence of the Fairgrounds Manager, the Caretaker of the Fairgrounds, User hereby waives any right or claim for damages against Stephens County, Fairgrounds, and their employees.

## 13. Restrictions & Requirements

- a) Fairgrounds rental time is from 7:00 AM to 11:30 PM. The Expo Center will be locked at Midnight and the exterior doors will be locked at 12:10 AM unless prior arrangements have been made.
- b) Attendees, exhibitors, and/or vendors will not be allowed into any buildings before the Event Coordinator arrives. Prior approval from the Event Coordinator must be communicated to the Manager or Caretaker.
- c) All of User's property must be removed from the Fairgrounds by User at the termination of User's use of facilities at the date and time outlined above. If Fairgrounds is required to remove User's property, the removal will be at the expense of User. User will forfeit all property not claimed within thirty (30) days or if removal expense is not paid within 30 days.
- d) Building layout must be able to pass Fire Marshall's inspection including but not limited to: placement of exhibitor's booth, tables, displays, etc... in relation to exits and doors.
- e) Fairgrounds are not responsible for equipment supplied by User or another party. The Fairgrounds reserves the right to approve all equipment used, where and how equipment can be used.
- f) Posting event signs/advertisements on utility poles or property maintained by the City of Duncan is strictly prohibited. Any person caught violating this city ordinance is subject to fines and court costs enforced by the City of Duncan.
- g) The only form of attachment which can be used on walls is masking tape. Any other type of tape, staple, nail, painting or marking (permanent or temporary) is not allowed. Do not adhere anything to any structures; including but not limited to floors, walls, windows, and/or doors inside or outside of the building.
- h) Preferably the use of decorations will be limited to tabletop only.
- i) Hanging items from the ceiling is not allowed.
- j) Confetti, glitter and/or burning candles is not allowed.

- k) Tables are required to be covered for all dinner meetings. Table covers must be removed as well as any residue on the table.
- l) All liquid and food spills must be cleaned from tables or floors. All trash must be disposed of and placed in trash cans with the exception of manure. DO NOT PLACE MANURE IN TRASH CANS – PLEASE USE THE DUMPSTER.
- m) The equipment contained in the Harvest Room (stove, fridge, sink, coffee maker, microwave, utensils, etc...) must be cleaned and items must be returned to their proper place.
- n) Keys to the barn/arena must be returned to the designated location. If the keys are not returned a \$200 fee will be assessed and due immediately.
- o) Scooters, hoverboards, bicycles, skates/rollerblades, skateboards, etc... are not allowed on the premises.
- p) With the exception of service dogs and police dogs, animals that are not a part of the scheduled event are not permitted inside of the facilities, regardless of if the animal is leashed.
- q) Caretaker, Manager and/or their designated official may enter the event at any time.
- r) Ticketed events must have a policy for entry and exit.

31. Security

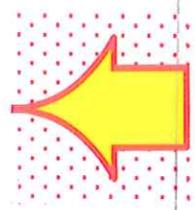
Security is not provided, but may be required as deemed necessary by Fairgrounds. Security must consist of an adequate number of uniformed, identifiable, CLEET certified and bonded security officers or CLEET certified Peace Officers. Prior approval of the security company of User's choice is required. Payment for security services is the sole responsibility of the User.

32. Set-up

If needed, please illustrate set-up on a separate piece of paper and attach to this agreement.

33. Misc.

- a) This agreement, together with all of the attached documents, if any, constitutes the entire agreement between the parties hereto and shall not be modified except by written instrument signed by both parties. This agreement supersedes all prior concession agreements, if any, between the parties, and no representation, warranties, inducements, or oral agreements that may have been previously made between the parties shall continue in effect unless stated herein.
- b) This agreement shall be constructed, interpreted and enforced according to the laws of the State of Oklahoma. This agreement shall be considered a binding contract. The Officer or Representative of the User executing this agreement certifies that he or she has been duly authorized to enter into this agreement on behalf of User and that neither the execution of delivery of this agreement, nor the performance or the terms of and conditions hereof, will result in a breach of any agreement to which User is a party, or of any federal state or local law, rule, or regulation.



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User

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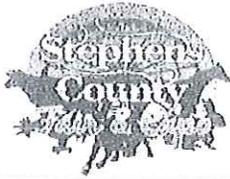
Stephens County Commissioner District 1

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Stephens County Commissioner District 2

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Stephens County Commissioner District 3



Stephens County Fair Expo Center  
 2002 S. 13th St  
 Duncan, OK. 73533

Duncan High School Graduation	21-May-26
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FACILITY RATES & INVOICE

Please mark your selection

	Fees	Qty	Sub-total
Territory Hall Room rental fee for one day	\$ 250.00		\$ -
Territory Hall Room rental fee for 2nd day	\$ 225.00		\$ -
Heritage Room rental fee for one day	\$ 150.00		\$ -
Winchester Room rental fee for one day	\$ 150.00		\$ -
Harvest Room rental fee for one day	\$ 150.00		\$ -
Prairie Room rental fee for one day	\$ 150.00		\$ -
North Barn rental fee for one day	\$ 300.00		\$ -
North Barn rental fee for 2nd day	\$ 250.00		\$ -
North Barn rental fee for 3rd day	\$ 200.00		\$ -
South Barn rental fee for one day \$300.00	\$ 300.00		\$ -
South Barn rental fee for 2nd day \$250.00	\$ 250.00		\$ -
South Barn rental fee for 3rd day \$200.00	\$ 200.00		\$ -
Livestock Arena rental fee for one day	\$ 350.00		\$ -
Livestock Arena rental fee for 2nd day	\$ 275.00		\$ -
Livestock Arena rental fee for 3rd day	\$ 250.00		\$ -
Stephens County Arena rental fee for one day	\$ 1,100.00	1	\$ 1,100.00
SCA additional days rental	\$ 850.00		\$ -
Claud Gill Arena rental fee for one day	\$ 300.00		\$ -
CGA additional days rental	\$ 200.00		\$ -
CGA rental fee for one day -no lights, restrooms, concession, etc.	\$ 150.00		\$ -
Outside event without building-Rental fee one day	\$ 100.00		\$ -
RV rental fee for one day electric & water hook-up	\$ 20.00		\$ -
Concession Fee - see Section 9 for details	\$ 25.00		\$ -
Alcohol Concession Fee - Daily Fee - see Section 8 for details	\$ 150.00		\$ -
Barn/Arena events -USER cleans the facilities	\$ -		\$ -
Barn/Arena events - FAIRGROUNDS cleans the facilities	\$ 200.00		\$ -
Conference Center events - USER cleans the facilities	\$ -		\$ -
Conference Center events - FAIRGROUNDS cleans the facilities	\$ 200.00		\$ -
Fee for Barn/ Arena Keys NOT returned	\$ 200.00		\$ -
Microphone replacement fee for each one assigned	\$ 500.00		\$ -
Marquee Charge - waived if rental fees are \$250.00 or above	\$ -		\$ -
Marquee Charge - if rental fees are less than \$250.00	\$ 25.00		\$ -
Horse Stall Rental Fee for each stall setup after 30 (first 30 free)	\$ 20.00		\$ -
Livestock Pens Rental Fee for each pen setup after 30 (first 30 free)	\$ 20.00		\$ -
Small Animal pens Rental Fee, each pen setup after 100 (first 100 free)	\$ 1.00		\$ -
Set-up fee for stalls or pens not belong to SCFE Price is per stall/pen	\$ 10.00		\$ -
Animal Bedding provided at initial set-up of stall/pen \$8.00 per bag	\$ 8.00		\$ -
Arena Air Conditioning fee - Base Fee	\$ 150.00		\$ -
Air Conditioning \$20.00 PER HOUR**based upon usage	\$ 20.00		\$ -
FUEL CHARGE	\$ 100.00		\$ -
MANAGEMENT FEE	\$ 300.00		\$ -
<b>TOTAL FEES</b>			<b>\$ 1,100.00</b>
DEPOSIT			
<b>BALANCE DUE</b>			<b>\$ 1,100.00</b>
Conference Room Rentals ONLY	\$ 300.00		
Will be refunded in accordance with Section 2(b)			

Signature: \_\_\_\_\_

Date \_\_\_\_\_



DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION  
BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanps.org](http://www.duncanps.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: TRANSPORTATION

Vendor Requested: TRANSARCTIC

Item Request Description: NEW AC AND USB PORTS CHARGING

PORTS FOR ACTIVITY BUSES A-1 AND A-2

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Dollar Amount Requested (if applicable): ~~45,000.00~~ \$41,720.00

Fund Requested: 35-2020 Transportation Bond

Budget/Activity Account Requested: 052-Transportation *wh*

*Kade Delleker*

Signature of Requestor/Principal

8/11/25

Date

\_\_\_\_\_  
Signature of Budget Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Assistant Superintendent

\_\_\_\_\_  
Date



# TRANSARCTIC INC. - QUOTATION -

TOLL FREE 877-265-3247 FAX 519-421-1706

August 5, 2025

DUNCAN PUBLIC SCHOOLS  
1740 W. SPRUCE AVE. / P.O. BOX 1548  
DUNCAN, OK 73533

ATTN: BRIAN CHERRY / PH 580-656-5975

REFERENCE: ICCE-PB105 / REMOVE EXISTING SPHEROS ROOF TOP SYSTEM, INSTALL T360  
PARCEL DUCTED WITH QP43 TRANSIT COMPRESSOR UTILIZING SOME EXISTING PARTS

THANK YOU FOR CONTACTING TRANSARCTIC FOR YOUR VEHICLE AIR CONDITIONING REQUIREMENTS.  
THE FOLLOWING IS OUR QUOTATION FOR YOUR REQUESTED SYSTEM:

APPLICATION: 2019 ICCE-PB105  
ENGINE: CUMMINS B6.7L  
CHASSIS: PB110  
BODY LENGTH: 34'11"  
HEADROOM: 78  
VEHICLE USE: SCHOOL TRANSPORT  
BODY PLAN:

## REQUESTED SYSTEM: MODEL PD-T360-43

EACH CONSISTING OF:

QTY	PART #	DESCRIPTION
1	NPN / TBD	REMOVE EXISTING SPHEROS ROOF TOP SYSTEM
1	RTE34030	EVAPORATOR SECTION / ELECTRONIC CONTROL / DUAL LOOP / 12V
1	RTK34030	CONDENSER SECTION / TRANSARCTIC T360
1	KIZ34030	INSTALLATION KIT / T360 / 12V / FC HOSE
1	NPN / TBD	REINSTALL EXISTING BOOK RACKS
1	RTB18060	RETURN AIR GRILLE
1	KMC6273X	MOUNT KIT / CUMMINS B6.7L / QP43 / 8" CRANK
1	CMQ25980	COMPRESSOR / TCCI QP43 / 8 GROOVE CLUTCH / 12V
60	INSTALL-FV	INSTALLATION / TRANSARCTIC INC
<b>PER VEHICLE TOTAL:</b>		<b>\$19870.00</b>

DUAL USB CHARGER, ADD: \$45.00 PER DUAL POSITION

### TERMS

- 1) F.O.B. TULSA, OK - U.S.A.
- 2) VALID: OFFER GOOD ON ORDERS RECEIVED AT TRANSARCTIC UNTIL SEPTEMBER 30, 2025
- 3) TERMS: NET 30 DAYS FROM COMPLETION OF AIR CONDITIONING ON UNIT
- 4) WARRANTY: TRANSARCTIC LIMITED 3 YEARS (PARTS & LABOR FROM DATE IN SERVICE)
- 5) LEAD TIME: 8 WEEKS ARO
- 6) MAXIMUM AMPERAGE REQUIREMENTS: 146 AMPS @ 13.5 VDC @ HIGH SPEED @ 0" STATIC
- 7) LEECE-NEVILLE 320 AMP ALTERNATOR IS RECOMMENDED, A 270 AMP ALTERNATOR IS REQUIRED

PREPARED BY: DALE MASON  
E & O, E



BOARD APPROVED

AUG 19 2025

ITEM # 6.7.

DUNCAN PUBLIC SCHOOLS - BOARD OF EDUCATION

# BOARD AGENDA ITEM

Any person(s) requesting an item to be placed on the agenda must complete this form and any other forms necessary and file it with an Assistant Superintendent no later than noon on the Tuesday prior to the meeting. Regularly scheduled meetings are held on the 2nd Tuesday of each month. Meeting dates can be found at [www.duncanps.org](http://www.duncanps.org). The Superintendent and/or Board President will make the final determination as to whether a request will be on the agenda.

School/Club/Department: TRANSPORTATION

Vendor Requested: TRANSARCTIC

Item Request Description: NEW AC AND USB PORTS CHARGING  
PORTS FOR ACTIVITY BUSES A-1 AND A-2

Dollar Amount Requested (if applicable): ~~45,000.00~~ \$41,720.00

Fund Requested: 35-2020 Transportation Bond

Budget/Activity Account Requested: 052-Transportation *wh*

*Keade Dolleher*

Signature of Requestor/Principal

8/11/25

Date

Signature of Budget Director

Date

*Dr Channa Byrley*

Signature of Superintendent

AUG 19 2025

Date

*Shanne Byrby*  
Supt's Signature

*8/6/25*  
Date

*35*  
Bond Fund #

*052*  
Budget/PROJ



# TRENDS REQUISITION

PURCHASE ORDER # \_\_\_\_\_  
For Finance Use Only

**DUNCAN PUBLIC SCHOOLS**  
P. O. Box 1548  
Duncan, OK 73534  
→ SHIP TO ←  
**DUNCAN PUBLIC SCHOOLS**  
WAREHOUSE  
1740 W. Spruce  
Duncan, OK 73533

Date: 08/11/2025  
Requested by: Kade Golleher  
School/Dept: Transportation  
Account/Prog: Transportation / Athletics

<input type="checkbox"/> Books	<input checked="" type="checkbox"/> Equipment	<input type="checkbox"/> Technology
<input type="checkbox"/> Fees/Dues	<input type="checkbox"/> Supplies	<input type="checkbox"/> Furniture/Fixtures
<input type="checkbox"/> Textbooks	<input type="checkbox"/> Service	<input type="checkbox"/> Other

Complete only the shaded areas. Use current catalog information Include Pricing for the Total of all Units. Include Shipping/Handling.				Vendor Name, Address, Phone & Fax #								
Quantity	Item No/Description	Unit Price	Total Price	***Transartic Inc. ↳ do not accept checks								
				FY	FU	PROJ	FUNC	OBJ	PRG	SUBJ	JOB	SITE
2	AC UNIT FOR ACTIVITY BUS	\$ 19,870.00	\$ 39,740.00	6	35	052	2720	439	800	0000	000	050
44	USB CHARGING PORTS	\$ 45.00	\$ 1,980.00	6	35	052	2720	439	800	0000	000	050
	SHIPPING/HANDLING:	—	—									
			TOTAL ORDER:	\$ 41,720.00								

*Kade Golleher* *08/11/25*  
SIGNATURE - PRINCIPAL/DIRECTOR REQUIRED

# TRANSARCTIC INC. - QUOTATION -

TOLL FREE 877-265-3247 FAX 519-421-1706

August 5, 2025

DUNCAN PUBLIC SCHOOLS  
1740 W. SPRUCE AVE. / P.O. BOX 1548  
DUNCAN, OK 73533

ATTN: BRIAN CHERRY / PH 580-656-5975

REFERENCE: ICCE-PB105 / REMOVE EXISTING SPHEROS ROOF TOP SYSTEM, INSTALL T360  
PARCEL DUCTED WITH QP43 TRANSIT COMPRESSOR UTILIZING SOME EXISTING PARTS

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APPLICATION: 2019 ICCE-PB105  
ENGINE: CUMMINS B6.7L  
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BODY LENGTH: 34'11"  
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VEHICLE USE: SCHOOL TRANSPORT  
BODY PLAN:

## REQUESTED SYSTEM: MODEL PD-T360-43

EACH CONSISTING OF:

QTY	PART #	DESCRIPTION
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- 7) LEECE-NEVILLE 320 AMP ALTERNATOR IS RECOMMENDED, A 270 AMP ALTERNATOR IS REQUIRED

PREPARED BY: DALE MASON  
E & O, E

## SCHEDULE A

08/19/25

RETIREMENT				
Last Name	First Name	Site/Assignment	Years of Service	Effective

RESIGNATIONS				
Last Name	First Name	Site/Assignment	Years of Service	Effective
Baker	Ramey	Licensed HVAC/Refrigeration Technician	18	8/7/2025
Fleming	Alexis	Pre-K Teacher Assistant/Paraprofessional	4	5/23/2025
McFatrige	Beth	Cafeteria - Truck Driver/Helper	4	5/23/2025
Roberts	Ronald "Ron"	Bus Driver w/CDL	13	8/15/2025
Wilburn	Jennifer	Bus Driver w/CDL	3	5/23/2025

EMPLOYMENT				
Last Name	First Name	New Position	Pending	Contract
		Teacher	Background/Certification	Temporary
		Teacher	Background/Emergency Certification	Temporary
Peyton	Emily	Teacher(rehire 2025-26)	Emergency Certification	Temporary
		Instructional Coach		Temporary-Retiree
		Teacher	Background/Emergency Certification	Temporary
		Cafeteria - Server/Helper	Background	Support
Boggess	Christina	SPED Teacher Assistant/Paraprofessional (rehire 2025-26)		Support
Brooks	Brittney	Teacher Assistant/Paraprofessional (rehire 2025-26)		Support
		Library/Media Assistant-Paraprofessional	Background	Support
		Cafeteria - Server/Helper		Support
Goff	Riann	Teacher Assistant/Paraprofessional (rehire 2025-26)		Support
Howard	Dawn	SPED Teacher Assistant/Paraprofessional (rehire 2025-26)		Support
		Cafeteria - Cook	Background	Support
		Custodian	Background	Support
		Custodian	Background	Support
		Bus Monitor/Special Needs	Background	Support
		Licensed HVAC/Refrigeration Technician	Background	Support
		Teacher Assistant/Paraprofessional	Background	Support
		Asst Cheer Coach	Background	Contract Coach

ADJUNCT TEACHERS				
Last Name	First Name	Position	Site	
Copeland	Cody	Area: Art (Class: Media Productions)	DHS	
Prutch	Dillon	Area: Physical Education/Health/Safety (Class: Physical Education)	Mark Twain	
		Area: General Industrial Arts (Class: Construction I)	DHS	

CONTRACT CHANGES				
Last Name	First Name	Site Assignment		Effective
Castillo	Cynthia	from 8hr Teacher Assistant-Bilingual Para to 4hr Teacher Assistant-Bilingual/4hr Adjunct Teacher		2025-26
Harris	R. Shane	from 8hr Activity Bus Driver to 6hr Bus Driver w/CDL		2025-26
Kendrick	Debbie	from 9mo-6hr Cafeteria - Server/Helper to 10 mo-8hr Elementary Financial Clerk		2025-26
Stevens	Betty	from 6hr Cafeteria - Server/Helper to 8hr Cafeteria - Truck Driver/Helper		8/8/2025
Thacker	Lisa	from 8hr Teacher Assistant to 6hr Cafeteria - Server/Helper		2025-26
Trivett	Joshua	from 6hr to 8hr Bus Driver w/CDL		2025-26

EXTRA-DUTY CONTRACT CHANGES				
Last Name	First Name	New Position		
Anderson	Kaitlyn	add MS Asst Girls Golf		
Wingfield	David	add MS Asst Baseball/MS Asst Football		

NOV 12 2024

ITEM # J.F.

NOTICE TO THE STEPHENS COUNTY CLERK OF THE 2025 REGULAR MEETINGS OF THE DUNCAN SCHOOL BOARD OF EDUCATION OF DUNCAN INDEPENDENT SCHOOL DISTRICT NUMBER ONE OF STEPHENS COUNTY, OKLAHOMA.

All Regular Meetings will start at 6:00 P.M. and will be held in the Board Room of the Administration Office, located at 1740 West Spruce, Duncan, OK.

The dates for the monthly Regular Meetings in 2025 are as follows:

Tuesday, January 14, 2025

Tuesday, July 15, 2025

Tuesday, February 11, 2025

Thursday, August 19, 2025

Tuesday, March 11, 2025

Tuesday, September 9, 2025

Tuesday, April 8, 2025

Tuesday, October 14, 2025

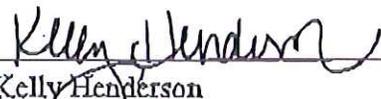
Tuesday, May 13, 2025

Tuesday, November 11, 2025

Tuesday, June 10, 2025

Tuesday, December 9, 2025

Thursday, June 26, 2025

  
\_\_\_\_\_  
Kelly Henderson  
Clerk, Duncan Board of Education

STATE OF OKLAHOMA  
STEPHENS COUNTY  
RECORDED OR FILED  
2024 NOV 13 AM 10:09  
BOOK \_\_\_\_\_ PAGE \_\_\_\_\_  
JERRY MOORE  
COUNTY CLERK  
BY \_\_\_\_\_ DEPUTY



## NOTICE

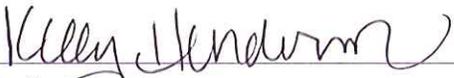
### from Duncan Public Schools & the Duncan Board of Education

Due to a typo on the original Notice of the Regular Board Meetings of 2025, that was filed with the Stephens County Clerk, the following meeting has been filed as a Special Meeting.

Original filing on 11/12/2024 - Regular Meeting on Thursday, August 19, 2025

Corrected Filing on 08/11/2025 - Special Meeting on Tuesday, August 19, 2025

I apologize for any confusion or inconvenience this may have caused.

  
\_\_\_\_\_  
Kelly Henderson  
Board Clerk for Duncan Public Schools

NOV 12 2024

ITEM # J.F.

NOTICE TO THE STEPHENS COUNTY CLERK OF THE 2025 REGULAR MEETINGS OF THE DUNCAN SCHOOL BOARD OF EDUCATION OF DUNCAN INDEPENDENT SCHOOL DISTRICT NUMBER ONE OF STEPHENS COUNTY, OKLAHOMA.

All Regular Meetings will start at 6:00 P.M. and will be held in the Board Room of the Administration Office, located at 1740 West Spruce, Duncan, OK.

The dates for the monthly Regular Meetings in 2025 are as follows:

Tuesday, January 14, 2025

Tuesday, July 15, 2025

Tuesday, February 11, 2025

Thursday, August 19, 2025

Tuesday, March 11, 2025

Tuesday, September 9, 2025

Tuesday, April 8, 2025

Tuesday, October 14, 2025

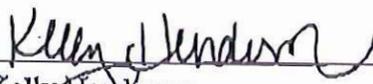
Tuesday, May 13, 2025

Tuesday, November 11, 2025

Tuesday, June 10, 2025

Tuesday, December 9, 2025

Thursday, June 26, 2025

  
Kelly Henderson  
Clerk, Duncan Board of Education

STATE OF OKLAHOMA  
STEPHENS COUNTY  
RECORDED OR FILED  
2024 NOV 13 AM 10:09  
BOOK PAGE  
JERRY MOORE  
COUNTY CLERK  
BY DEPUTY

**NOTICE OF MEETING**

[Special, Emergency, Canceled, Continued, Reconvened or Rescheduled Regular Meeting]

TO BE FILED IN THE OFFICE OF THE COUNTY CLERK  
DUNCAN, OK

fax (580) 255-0991

DATE: Tuesday, August 19, 2025.

STATE PUBLIC BODY: Board of Education, I-001, Duncan, OK - Stephens County

ADDRESS: P.O. BOX 1548, 1740 W Spruce, Duncan, OK 73534-1548

TELEPHONE: (580) 255-0686

FAX: (580) 252-2453

		DATE	TIME	PLACE
SPECIAL MEETING	X	08/19/2025	6:00 P.M.	Duncan Public Schools Administration Office 1740 W Spruce Duncan, OK 73533
EMERGENCY MEETING				
CANCELED MEETING				
CONTINUED MEETING				
RECONVENED MEETING				
RESCHEDULED MEETING				

REMARKS: Special Board Meeting of the Duncan Public Schools Board of Education  
Tuesday, August 19, 2025 at 6:00 P.M.  
Duncan Public Schools Administration Office  
1740 W Spruce  
Duncan, OK 73533

2025 AUG 11 PM 4:17  
STEPHENS COUNTY  
CLERK'S OFFICE  
FILED

NAME OF PERSON REPORTING: Kelly Henderson

TITLE: Board Clerk, Duncan Public Schools Board of Education

SIGNATURE & DATE: *Kelly Henderson* 08/11/2025

NOV 12 2024

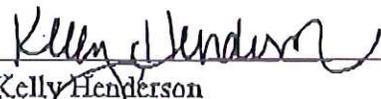
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## NOTICE

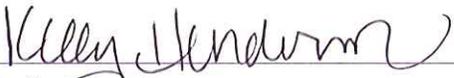
### from Duncan Public Schools & the Duncan Board of Education

Due to a typo on the original Notice of the Regular Board Meetings of 2025, that was filed with the Stephens County Clerk, the following meeting has been filed as a Special Meeting.

Original filing on 11/12/2024 - Regular Meeting on Thursday, August 19, 2025

Corrected Filing on 08/11/2025 - Special Meeting on Tuesday, August 19, 2025

I apologize for any confusion or inconvenience this may have caused.

  
\_\_\_\_\_  
Kelly Henderson  
Board Clerk for Duncan Public Schools

NOV 12 2024

ITEM # J.F.

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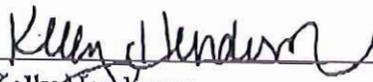
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fax (580) 255-0991

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CANCELED MEETING				
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RESCHEDULED MEETING				

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Duncan, OK 73533

2025 AUG 11 PM 4:17  
STEPHENS COUNTY  
CLERK'S OFFICE  
FILED

NAME OF PERSON REPORTING: Kelly Henderson

TITLE: Board Clerk, Duncan Public Schools Board of Education

SIGNATURE & DATE: *Kelly Henderson* 08/11/2025

Special Meeting of the Board of  
Education  
Tuesday, August 19, 2025 6:00 PM

Administration Building  
1740 W. Spruce  
Duncan, Oklahoma 73533

## Minutes



### 1. **Call to order** and roll call:

Buckholts Davis Lolar Neal Schreckengost

Attendance Taken at 6:00 PM.

Carl Buckholts: Present

Eric Davis: Present

Krista Lolar: Present

Greg Neal: Present

Christopher Schreckengost: Absent

Also present were the following: Dr. Channa Byerly, Kelly Henderson, Kim Ellis, Martha Burger, Jessica Clayton, Lori McCann, Mark Jardine, David Ellis, Merry Stone, Ashton Cooper, Dillon Prutch, and Kade Golleher.

### 2. **Flag Salute**

The flag salute was led by Board President Carl Buckholts.

### 3. **Public participation** and/or discussion

There was no public participation and/or discussion.

### 4. **Superintendent's Report**

#### 4.A. Bond Projects Update by Hope Equipment & Construction

There was no update on bond projects.

#### 4.B. District Update

Superintendent Byerly was excited to update the board on all things Back-to-School as the district has been busy preparing and welcoming students back into the classrooms with a lot of support from the community as well. Duncan Demons are off to a great start with sports and activities going on throughout the district. DHS Yearbook Teacher, David Ellis, was in attendance to pass out new yearbooks to share with board members.

### 5. Discussion and possible motion to approve amendments to the following **district policy and procedure**:

Motion to approve the amendment of Policy 2035 Flag Display and Pledge of Allegiance of the district policies and procedures. This motion, made by Krista Lolar and seconded by Greg Neal, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Absent

Yea: 4, Nay: 0, Absent: 1

5.A. **Policy 2035** Flag Display and Pledge of Allegiance - amendment

**6. Consent Agenda**

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

Motion to approve the Consent Agenda items #6.A.-6.Z. as listed and discussed with the High School Handbook being updated to remove the section regarding Wireless Communications on page 51. This motion, made by Carl Buckholts and seconded by Greg Neal, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Absent

Yea: 4, Nay: 0, Absent: 1

6.A. **Minutes** of the July 8, 2025 Regular Meeting

6.B. **Cafeteria Monthly Reports**

6.C. **Financial Reports**

6.D. **Activity Fund Reports**

6.E. **District Fundraisers**

6.F. **Encumbrance Reports**

General Fund 11 Purchase Order Numbers 65226-65473, total dollar value of \$848,548.60

Building Fund 21 Purchase Orders, Number 21046-21086, total dollar value of \$101,032.78

Bond Fund 26 Purchase Orders, Number 2602-2608, total dollar value of \$36,695.02

Insurance Fund 86 Purchase Orders, Number 8601-8603, total dollar value of \$41,332.52

- 6.G. **Donation of 2 Park Benches at Duncan High School** from the Classes of 1966 and 1975
- 6.H. **Naming of the Duncan High School Football Field**, McCasland Field
- 6.I. **Out-of-State Travel** - High School STUCO, Leadership, and Cheer trip September 23-24, 2025 to Houston, TX
- 6.J. Elementary, Middle School, High School, and Virtual **Student Handbooks** for FY 25-26
- 6.K. Child Nutrition **Procurement Plan** for FY 25-26
- 6.L. **Delta Community Action** Memorandum of Understanding renewal for the Foster Grandparent Program
- 6.M. **Duncan First United Methodist Church** Memorandum of Understanding for an After-School Tutoring Program for students at Plato Elementary
- 6.N. **Duncan Public Utilities Authority** - Non-Exclusive Lease Agreement covering the sidewalk/trail across the front of Horace Mann Elementary
- 6.O. **Davis Public Schools Agreement** for transportation of students to the Oklahoma School for the DEAF
- 6.P. **Empire Public Schools** annual agreement renewal regarding alternative education for 'at-risk' students through the Edge Academy
- 6.Q. **Good Shepherd Lutheran Church** Memorandum of Understanding renewal for the use of parking lots for student pickup at Plato Elementary
- 6.R. **Marie Detty** Memorandum of Understanding regarding student services
- 6.S. **Oklahoma Department of Career and Technology Education** contract renewal to insure funds be used for Secondary Career and Technology Education Program(s) for FY 25-26
- 6.T. **Pioneer Public Schools Agreement** for transportation of student(s) to the Oklahoma School for the DEAF
- 6.U. **State of Oklahoma Department of Rehabilitation Services** Contract and Amendment for School Work Study Program
- 6.V. **City of Duncan** - Agreements, Memorandums of Understanding, and Memorandums of Agreement for Resource Officers and Event Security in the amount of \$133,855.05
- 6.W. **Selective Insurance Company** - district Flood Insurance in the amount of \$34,565.00
- 6.X. **Solution Tree, Inc.** - Purchase Agreement for Professional Development for Principals and Assistant Principals in the amount of \$45,134.32 paid by Title Funds

6.Y. **Stephens County Fair & Expo Center** - Rental Contract for hosting the 2026 High School Graduation ceremony in the amount of \$1,100.00

6.Z. **TransArtic of Oklahoma, Inc.** - DPS 2020 Vision Transportation Bond purchase of Two A/C Units and 44 USB Charging Ports for Activity Buses in the amount of \$41,720.00

7. Proposed **Executive Session** to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, employment, adjunct teachers, changes of contract, and changes of extra-duty contracts as listed on **Schedule A**, inclusive; and **(b)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent.

Vote to convene or not convene into Executive Session

Motion to not convene into Executive Session at 6:12 P.M. This motion, made by Eric Davis and seconded by Krista Lolar, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Absent

Yea: 4, Nay: 0, Absent: 1

8. Vote to acknowledge the Board's **return to Open Session**

Executive Session Minutes Compliance Announcement/Statement: The matters considered, Proposed Executive Session to discuss: **(a)** Pursuant to 25 O.S. § 307 (B)(1) Resignations, employment, adjunct teachers, changes of contract, and changes of extra-duty contracts as listed on **Schedule A**, inclusive; and **(b)** Pursuant to 25 O.S. § 307 (B)(1) and 307 (B)(2) Employment evaluation of the Superintendent. No action was taken in Executive Session.

There was no Executive Session, therefore the meeting continued.

9. Discussion and possible action regarding resignations, employment, adjunct teachers, changes of contract, and changes of extra-duty contracts as listed on **Schedule A** attached

Motion to approve resignations, employment, adjunct teachers, changes of contract, and changes of extra-duty contracts as listed on Schedule A. This motion, made by Krista Lolar and seconded by Greg Neal, Passed.

Carl Buckholts: Yea  
Eric Davis: Yea  
Krista Lolar: Yea  
Greg Neal: Yea  
Christopher Schreckengost: Absent

Yea: 4, Nay: 0, Absent: 1

10. The next Regular Meeting of the Board of Education will be held on Tuesday, September 9, 2025 at 6:00 P.M. at the Administration Building at 1740 W. Spruce, Duncan, OK

11. **Adjournment**

This concludes the business that came before the Board on August 19, 2025 and at 6:13 P.M. Board President Carl Buckholts declared the meeting adjourned.

I, the undersigned Clerk of the Duncan Public Schools Board of Education, District I-001, of Stephens County, Oklahoma certify that the Agenda for the Special Meeting of August 19, 2025 was posted on the door of the Administration Building at 5:00 P.M., Monday, August 18, 2025 by Board Clerk, Kelly Henderson. Notice of the meeting was filed with the Stephens County Court Clerk Monday, August 11, 2025.

I also certify that at least 24 hours prior to this meeting the Agenda of this meeting was posted on the School District Website located at [www.duncanps.org](http://www.duncanps.org).

Respectfully submitted and witness my hand and seal of the Duncan Public School District.

DUNCAN BOARD OF EDUCATION

  
\_\_\_\_\_  
Kelly Henderson, Board Clerk



**SCHEDULE A**  
08/19/25

RETIREMENT				
Last Name	First Name	Site/Assignment	Years of Service	Effective

RESIGNATIONS				
Last Name	First Name	Site/Assignment	Years of Service	Effective
Baker	Ramey	Licensed HVAC/Refrigeration Technician	18	8/7/2025
Fleming	Alexis	Pre-K Teacher Assistant/Paraprofessional	4	5/23/2025
McFatrige	Beth	Cafeteria - Truck Driver/Helper	4	5/23/2025
Roberts	Ronald "Ron"	Bus Driver w/CDL	13	8/15/2025
Wilburn	Jennifer	Bus Driver w/CDL	3	5/23/2025

EMPLOYMENT				
Last Name	First Name	New Position	Pending	Contract
		Teacher	Background/Certification	Temporary
		Teacher	Background/Emergency Certification	Temporary
Peyton	Emily	Teacher(rehire 2025-26)	Emergency Certification	Temporary
		Instructional Coach		Temporary-Retiree
		Teacher	Background/Emergency Certification	Temporary
		Cafeteria - Server/Helper	Background	Support
Bogges	Christina	SPED Teacher Assistant/Paraprofessional (rehire 2025-26)		Support
Brooks	Brittney	Teacher Assistant/Paraprofessional (rehire 2025-26)		Support
		Library/Media Assistant-Paraprofessional	Background	Support
		Cafeteria - Server/Helper		Support
Goff	Riann	Teacher Assistant/Paraprofessional (rehire 2025-26)		Support
Howard	Dawn	SPED Teacher Assistant/Paraprofessional (rehire 2025-26)		Support
		Cafeteria - Cook	Background	Support
		Custodian	Background	Support
		Custodian	Background	Support
		Bus Monitor/Special Needs	Background	Support
		Licensed HVAC/Refrigeration Technician	Background	Support
		Teacher Assistant/Paraprofessional	Background	Support
		Asst Cheer Coach	Background	Contract Coach

Steven Dixon  
Meloni Higgins  
  
Carol Phipps  
David Wingfield  
Tacy Bennett  
  
Heather Broussard  
Billie Gilbert  
  
Jennifer Marshall  
Hunter Miller  
Vanessa Moore  
Candace Nelson  
Zachary Sale  
Cheri Spurgin  
Yasmeen Petersen

ADJUNCT TEACHERS				
Last Name	First Name	Position	Site	
Copeland	Cody	Area: Art (Class: Media Productions)	DHS	
Prutch	Dillon	Area: Physical Education/Health/Safety (Class: Physical Education)	Mark Twain	
		Area: General Industrial Arts (Class: Construction I)	DHS	

Zachary Sale

CONTRACT CHANGES				
Last Name	First Name	Site Assignment		Effective
Castillo	Cynthia	from 8hr Teacher Assistant-Bilingual Para to 4hr Teacher Assistant-Bilingual/4hr Adjunct Teacher		2025-26
Harris	R. Shane	from 8hr Activity Bus Driver to 6hr Bus Driver w/CDL		2025-26
Kendrick	Debbie	from 9mo-6hr Cafeteria - Server/Helper to 10 mo-8hr Elementary Financial Clerk		2025-26
Stevens	Betty	from 6hr Cafeteria - Server/Helper to 8hr Cafeteria - Truck Driver/Helper		8/8/2025
Thacker	Lisa	from 8hr Teacher Assistant to 6hr Cafeteria - Server/Helper		2025-26
Trivett	Joshua	from 6hr to 8hr Bus Driver w/CDL		2025-26

EXTRA-DUTY CONTRACT CHANGES				
Last Name	First Name	New Position		
Anderson	Kaitlyn	add MS Asst Girls Golf		
Wingfield	David	add MS Asst Baseball/MS Asst Football		